



**TO ALL COMMISSION MEMBERS, COOPERATING NON-MEMBERS,  
PARTICIPATING TERRITORIES AND OBSERVERS**

**Circular No.: 2018/62  
Date: 16 October 2018  
No. pages: 3**

**Meeting Arrangements for WCPFC15 and Associated Meetings**

Dear All,

1. Further to Circular 2018/56 of 19<sup>th</sup> September, 2018 I am pleased to advise on additional information relating to the Fifteenth Regular Session of the Commission for the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean (WCPFC15) and associated meetings in Honolulu, Hawaii, USA.

**Meeting Dates**

2. The meeting dates for WCPFC15 and associated meeting are as follow:
- the 12<sup>th</sup> Finance and Administration Committee and the Heads of Delegation meetings on 9 Sunday December 2018; and
  - the WCPFC15 to be held from 10 Monday to 14 Friday of December 2018.

**Meeting Venue**

3. The meeting venue will be at the Hawai'i Convention Center (HCC) in Honolulu. Additional information on the venue can be found at <https://www.meethawaii.com/convention-center>.

**The 12<sup>th</sup> Finance and Administration Committee Meeting (FAC12)**

4. The Finance and Administration Committee will start its meeting at 9:00 am on Sunday 9 December. The provisional agenda and the meeting room for FAC12 will be advised in due course.

## **Heads of Delegation meeting**

5. The Heads of Delegation will meet at 4:00 pm on Sunday, 9 December, at the HCC to review arrangements for the meeting and exchange views on making the best use of the time available for WCPFC15. The agenda for the HOD will be posted in due course.

## **WCPFC15 Meeting Documents**

6. All meeting documents will be made available on the website at <https://www.wcpfc.int/meetings/15th-regular-session-wcpfc>.

7. The Provisional Agenda for WCPFC15 will be shortly circulated.

## **Submission of proposals**

8. CCMs should submit to the Secretariat (Feleti.Teo@wcpfc.int) draft proposals for the consideration of the Commission 30 days in advance of the regular session, or by 10 November 2018. (paragraph 30, WCPFC2 Summary Report) <sup>1</sup>

## **Registration**

9. All participants are requested to register electronically through the WCPFC website at <https://www.wcpfc.int/meetings/15th-regular-session-wcpfc>. Participants will not be able to enter the meeting without registering online and being issued a meeting badge.

10. In accordance with Rules 6 and 36 of the Commission's Rules of Procedure, Members, Cooperating Non-Members, Participating Territories, Observers and others desiring to participate in WCPFC15 are respectfully requested to advise the Secretariat (Lucille.Martinez@wcpfc.int) of contact details for official contacts, designated representatives, alternate representatives and advisers by 10 November 2017.

11. As decided at WCPFC13, a fee would be charged for non-governmental organizations (NGOs) participation at Commission meetings. For WCPFC15 the fee for the first two representatives of an NGO delegation is set at US\$500 and US\$350 for each subsequent representative. Payments should be made via bank wire and must be received by November 30<sup>th</sup>.

12. Payment via bank wire are to be made the following account:

Account Name : Western and Central Pacific Commission

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<sup>1</sup> 30. Concern was expressed over the short time frames available for consideration of draft resolutions. The Commission agreed in good faith that, despite Rule 20 of the Rules of Procedure that requires 24 hours' notice, Members would try to submit draft proposals 30 days prior to the Annual Session of the Commission in order to allow all Members adequate time for consideration and consultation.

Account Number : 209-292927  
Bank Details : Bank of Guam  
Branch : Kolonia, Pohnpei Federated States of Micronesia  
SWIFT Code: GMBKGUGU  
ABA : 1214-05115

Questions regarding NGOs registration fees should be sent to the Secretariat's Finance and Administration Manager, Aaron Nighswander (Aaron.Nighswander@wcpfc.int)

### **Delegation Rooms and Breakout Rooms**

13. Delegations who require their own delegation breakout rooms should make their own arrangements. A limited number of breakout rooms may be reserved for delegations during the meeting when not in use by the Commission. Scheduling the use of breakout rooms should be made through the Secretariat (Lucille.Martinez@wcpfc.int).

### **Accommodation**

14. Participants are asked to make their own accommodation arrangements. In the Honolulu area there are a range of hotels.

### **Funding for Developing Countries and Participating Territories**

15. As usual, the Commission will provide support to assist the participation of one formally nominated representative from each developing country and participating territory that is a member of the Commission in the form of a daily subsistence allowance (DSA) and best economy airfare utilizing the most direct economical route available. Such developing country and participating territory should submit nominations to the Secretariat's Finance and Administration Manager, Aaron Nighswander (Aaron.Nighswander@wcpfc.int) strictly by 2 November. The absolute latest travel for nominees should be finalized two weeks prior to commencing travel.

16. Enquiries about the WCPFC15 meeting can be addressed to the Secretariat's Finance and Administration Manager, Aaron Nighswander (Aaron.Nighswander@wcpfc.int).

Yours sincerely,



Feleti Penitala Teo, OBE  
**EXECUTIVE DIRECTOR**