



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

**Circular No.: 2019/56**

**Date: 9 October 2019**

**No. pages: 06**

**Meeting Arrangements for WCPFC16 and Associated Meetings**

Dear All,

Further to Circular 2019/45 of 27<sup>th</sup> August, 2019 I am pleased to advise on additional information relating to the Sixteenth Regular Session of the Commission for the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean (WCPFC16) and associated meetings in Port Moresby, Papua New Guinea in December 2019.

**Meeting Dates**

2. The meeting dates for WCPFC16 and associated meeting are as follow:

- the 13<sup>th</sup> Finance and Administration Committee (FAC) and the Heads of Delegation (HODs) meetings will be on Wednesday 4 December 2019; and
- the WCPFC16 will be from 5 to 11 of December 2019 with Sunday 8 December as a free day.

**Meeting Venue**

3. The meeting venue will be at the International Convention Center (ICC) located in Port Moresby at Independence Boulevard, Waigani, National Capital District.

**The 13<sup>th</sup> Finance and Administration Committee Meeting (FAC13)**

4. The Finance and Administration Committee will start its meeting at 9:00 am on Wednesday 4 December, at the ICC. The provisional agenda and the meeting room for FAC13 will be advised in due course.

## **Heads of Delegation meeting**

5. The Heads of Delegation will meet at 4:00 pm on Wednesday 4 December, at the ICC to review arrangements for the meeting and exchange views on making the best use of the time available for WCPFC16. The agenda for the HOD will be posted in due course.

## **WCPFC16 Meeting Documents**

6. All meeting documents will be made available on the website at <https://www.wcpfc.int/meetings/wcpfc16>

7. The Provisional Agenda for WCPFC16 will be distributed shortly.

## **Submission of proposals**

8. CCMs should submit to the Secretariat ([feleti.teo@wcpfc.int](mailto:feleti.teo@wcpfc.int)) draft proposals for the consideration of the Commission 30 days in advance of the regular session, or by **5 November 2019** (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/wcpfc16>. 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 WCPFC16 are respectfully requested to advise the Secretariat ([Lucille.Martinez@wcpfc.int](mailto:Lucille.Martinez@wcpfc.int)) of contact details for official contacts, designated representatives, alternate representatives and advisers by **5 November 2019**.

11. As decided at WCPFC13, a fee would be charged for non-governmental organizations (NGOs) participation at Commission meetings. For WCPFC16 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 25<sup>th</sup>.

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

Account Name: Western and Central Pacific Commission  
Account Number: 209-292927  
Bank Details: Bank of Guam  
Branch: Kolonia, Pohnpei Federated States of Micronesia  
SWIFT Code: GMBKGUGU  
ABA: 1214-05115

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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.

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 as set out in the Meeting Notice (Circular 2019/45). 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. A list of hotels was attached to the Meeting Notice (Circular 2019/45). In addition, new information is attached to this notice for one hotel.

### **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](mailto:Aaron.Nighswander@wcpfc.int)) strictly by **Friday 1 November**. The absolute latest travel for nominees should be finalized two weeks prior to commencing travel.

16. The Secretariat will not be paying DSAs in cash at the meeting. As agreed to at WCPFC15:

When supporting travel to meetings held outside Pohnpei, FAC instructed the Secretariat to provide DSAs via electronic transfer to travelling CCMs to avoid the security issues associated with the Secretariat having to carry large amounts of cash internationally. Bookings and transfers will be made, whenever possible, by 10 days prior to meetings to ensure cost effectiveness and efficiencies in supporting travel.

17. Funded participants will need to provide **all** of the following information to receive DSAs:

- Name on the account:
- Physical address of the account holder:
- Account number:
- SWIFT Code:
- Bank name:
- Physical address of bank:

18. Enquiries about the WCPFC16 meeting can be addressed to the Secretariat's Finance and Administration Manager, Aaron Nighswander ([Aaron.Nighswander@wcpfc.int](mailto:Aaron.Nighswander@wcpfc.int)).

Yours sincerely,





Feleti Penitala Teo, **OBE**  
**EXECUTIVE DIRECTOR**

**RATE LETTER**

**WCPFC CONFERENCE 2019**

**NOT VALID FOR ONLINE BOOKINGS**

VALID FOR BOOKINGS 03 OCTOBER 2019 UNTIL 30 DECEMBER 2019

ROOM TYPE	ROOM ONLY	WITH COMPLIMENTARY BUFFET BREAKFAST AT VUE RESTAURANT		FREE INCLUSIONS
		Single	Double	
<b>BACCHUS WING ROOM – STANDARD ROOM</b>				
Room	K499	K525	K550	<b>In room WiFi browsing</b>  <ul style="list-style-type: none"> <li>• WiFi browsing at Seven C's Coffee Shop, Deli KC and Bacchus Restaurant</li> <li>• Fruits on arrival</li> <li>• Bottles of water</li> <li>• 2 pcs. laundry per day (excludes dry cleaning)</li> <li>• Access to Health &amp; Fitness Club</li> <li>• Access to Swimming Pools</li> </ul>
<b>FOUNTAIN WING ROOM – EXECUTIVE ROOM</b>				
Room	K599	K625	K650	<b>In room WiFi browsing</b>  <ul style="list-style-type: none"> <li>• WiFi browsing at Fountain Lounge</li> <li>• WiFi browsing at Seven C's Coffee Shop, Deli KC and Bacchus Restaurant</li> <li>• Fruits on arrival</li> <li>• Bottles of water</li> <li>• Nespresso coffee machine available in room</li> <li>• Breakfast sparkling wine &amp; pastries – Fountain Lounge</li> <li>• Happy Hours 5pm to 7pm – Fountain Lounge</li> <li>• All day Tea, coffe &amp; Cookies – Fountain Lounge</li> <li>• 3 pcs. laundry per day (excludes dry cleaning)</li> <li>• Access to Health &amp; Fitness Club</li> <li>• Access to Swimming Pools</li> </ul>


**\*FREE AIRPORT TRANSFERS\***







**AIRWAYS HOTEL**  
PORT MORESBY

ROOM TYPE	WITH COMPLIMENTARY BUFFET BREAKFAST AT VUE RESTAURANT		FREE INCLUSIONS
	Single	Double	
<b>DAKOTA WING ROOM – PREMIUM ROOM</b>			
Dakota Room	K825	K850	<b>In room WiFi browsing</b>  <ul style="list-style-type: none"><li>• Access to the Touch, Sound &amp; Sight Lounges</li><li>• WiFi browsing in all 3 lounges</li><li>• Fruits on arrival</li><li>• Bottles of water</li><li>• Nespresso Coffee machine available in room</li><li>• Breakfast sparkling wine &amp; pastries – Sound Lounge</li><li>• Lunchtime Antipasti – Sound Lounge</li><li>• Martini Hours 5 pm to 7pm – Sound Lounge</li><li>• All day Tea, Coffee &amp; Cookies – Sound Lounge</li><li>• Laundry (excludes dry cleaning)<ul style="list-style-type: none"><li>- Dakota Room – 4pcs. laundry per day</li><li>- Dakota Junior Suite - Full laundry</li><li>- Dakota Suites – Full laundry</li></ul></li><li>• Access to Health &amp; Fitness Club</li><li>• Access to Swimming Pools</li><li>• <b>24 hour Butler Service</b></li></ul> <b>SPECIAL INCLUSIONS FOR DAKOTA SUITE</b> <ul style="list-style-type: none"><li>• Premium WiFi browsing</li><li>• Complimentary Hotel Minibar on arrival</li></ul>
Dakota Junior Suite	K1250	K1250	
Dakota Suite	K2000	K2000	

- All rates are subject to 10% GST per room night.
  - GST exemption is applicable on all room bookings that are booked and paid for prior to departure from destination outside PNG
  - Locally paid bill are not eligible for GST exemption
  - All zero rated GST companies will require a PNG IRC certificate to get 10% GST exemption
- **Rates quoted are non commissionable**
- Rooms subject to availability at time of booking.

*Always a pleasure...*

Sushil Gordon  
General Manager