



RECOMMENDED REQUIREMENTS FOR HOSTING THE SCIENTIFIC COMMITTEE MEETINGS OF THE WCPFC

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Over the years the attendance at the Commission's Scientific Committee, Technical and Compliance Committee and Annual Meetings have continued to grow, thus posing administrative and logistic challenges which require addressing. The Secretariat has outlined below what could be approved as basic requirements for members considering hosting a meeting of the Commission.

Hosting meetings in the Federated States of Micronesia allows the Commission to save money on airfare and daily subsistence Allowance (DSA) related to the travel required by the Secretariat staff. The money saved on airfares and DSA is then used to offset the cost of hosting the meeting in the Federated States of Micronesia. The current cost of hosting a meeting in Pohnpei is around \$145,000. The portion used for airfare and DSA for participants from developing countries and territories is roughly \$100,000. This amount varies depending on how many members and Territories request travel funding.

The cost of hosting SC8 meeting in Busan, South Korea is estimated to cost the Commission between USD160,000 and USD170,000 with South Korea picking up the additional cost USD150,000. This is USD25,000 to USD30,000 over the Commission's budget for this meeting. The primary reason for the high cost of the meeting is related to staff travel from the Commission to support the meeting.

Requirements for Hosting a Scientific Committee meeting

The minimum requirements for hosting Scientific Committee Meetings include:

Meeting Venue

- 1 A venue that can hold a minimum of 150 people and provide a side meeting room and facilities for the Secretariat. Other delegates and the FFA may also require delegation rooms.
- 2 Hotel rooms to accommodate all participants
- 3 Internet services

On-ground costs.

The hosting country will be responsible for the following costs:

1. Rental costs of the venue for 150 participants and a Secretariat office.

2. Tables, chairs, podium and electrical cords for the meeting venue
3. Two high volume photocopiers
4. Two high volume printers
5. Two computers for general use
6. Tea, coffee and snacks during breaks
7. Transportation to the venue
8. Opening or Closing dinner for participants
9. High speed internet for the Secretariat office
10. Emergency electrical generation if required

If a member offers to host a meeting and the costs for airfare and DSA are higher than the costs in Pohnpei, Federated States of Micronesia at the proposed meeting location, additional budget will need to be approved at the Commission's annual session or the hosting country will need to be prepared to cover the additional travel costs. Alternatively, the Commission could decide that in order to limit the costs, all SC meetings should be hosted in Pohnpei.

If a CCM is interesting in hosting a meeting but would like more information on logistics or funding, please contact the Commission's Finance and Administrative Officer Aaron Nighswander (Aaron.Nighswander@wcpfc.int).