PROVISIONAL AGENDA FOR HEAD’S OF DELEGATION MEETING
16:00, Monday, 9 August 2010
WCPFC-SC6-2010 /09
24 July 2010

General Announcements
i. All theme conveners need to attend the HOD meeting.
ii. Review the provisional list of rapporteurs and provide comments back to the Secretariat (Pamela.Maru@wcpfc.int)

1. Opening remarks

2. Logistical arrangements
   2.1. Introduction to Opening Program – Selection of one CCM participant to respond to the Tongan officials.
   2.2. Rapporteurs – the list will be posted on a white board
      - Theme conveners are responsible for assigning rapporteurs for each session
      - Mark Smaalders will be lead rapporteur for the entire SC meeting. Attachment A includes a provisional list of supporting rapporteurs. Draft summary reports for each theme session will be prepared. Thursday 19th August is reserved for final clearing of the report.
   2.3. Registration of meeting documents
      - New documents during the meeting should be provided to Peter Flewwelling (Compliance Manager) to be registered. Each paper will be given a unique document number and will be posted or printed for distribution.
      - No documents will be posted or circulated without registration.
   2.4. Introduction to in-house website

3. Substantive Issues
   3.1. Steering Committee meetings
      - IPDCP/WPEA - Saturday 14th 13:30-16:00
      - PTTP – Tuesday 17th 08:30-10:00
      - JTF – Informal meeting tentatively scheduled for Wednesday 11th during lunch break.
      - ISC-WCPFC Data Consultation meeting (IATTC may observe): 7:30-9:00pm, Wednesday, 11 August
   3.2. Agenda Item 14 – Other Matters
- Any new items for discussion under Agenda Item 11 Other Matters will be proposed under Agenda Item 1.2 Adoption of the Agenda. If CCMs have any substantial items to be raised, they are requested to be notified at the HOD. Given SC6 is trialling the a new meeting structure, at the discretion of the Theme Conveners, the inclusion of relevant additional agenda items at the start of their theme session may be allowed.

3.3. Submission procedure of SC meeting documents
- All meeting documents for website posting will require an approval by CCM contacts.

4. SC officer selection
  4.1. SC Chair Naozumi Miyabe’s current term ends at the end of WCPFC7, December 2010.
  4.2. Selection of Theme conveners

5. Next meeting venue
CCMs will express their intention to host SC7 in 2011.

6. Announcements
  6.1. Location of the Secretariat office
  6.2. Meeting schedule
  - Registration starts at 15:30-17:30 on 9th August, continues 07:30-08:30 on 10th August
  - Meeting starts at 0830 every day
  - Two half hour tea breaks at 10:00 and 15:00, lunch 12:00-13:30
  6.3. Social functions – Reception TBC (13th or 14th) and Thursday 19th
  6.4. Internet and use of PCs, photocopiers
  6.5. Meeting room for small group meeting and delegation meeting – prior registration required
  6.6. Transport arrangements to Convention centre from delegation hotels

7. Other Issues