



**ELEVENTH REGULAR SESSION
FINANCE AND ADMINISTRATION COMMITTEE
Eighth Session
Faleata Sports Complex, Apia, Samoa
30 November - 6 December 2014**

**RECOMMENDED REQUIREMENTS FOR HOSTING THE SCIENTIFIC COMMITTEE
OR ANNUAL COMMISSION MEETINGS OF THE WCPFC**

**WCPFC11-2014 –FAC8-7 (Rev 1)
21 November 2014**

Over the years the attendance at the Commission's Scientific Committee, Technical and Compliance Committee and Annual Meetings has grown significantly. This growth is posing administrative and logistic challenges that need to be addressed. The Secretariat has outlined below the basic requirements for members considering hosting a meeting of the Commission.

The TCC meeting has not been included in this paper as there was an understanding with the late Bernhard Thoulag that this meeting would be held in Pohnpei each year so that the people of FSM and Pohnpei saw some return on their investment in hosting the Commission and providing the headquarters building.

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 \$165,000. The portion used for airfare and DSA for participants from developing countries and territories is roughly \$125,000. This amount varies depending on how many members and Territories request travel funding.

Requirements for Hosting a Scientific Committee Meeting

The minimum requirements for hosting the Scientific Committee Meeting include:

Meeting Venue

1. A venue that can hold a minimum of 150 people, provide a side meeting room and facilities for the Secretariat. Some delegations may also require delegation rooms. The hosting country must be able to reserve the venue on the meeting dates set by the Commission and confirm this at the time of the annual Commission meeting.

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. An Opening or Closing dinner for the 150 participants
9. High speed internet for the Secretariat's office
10. Emergency backup electrical power if required

Additional Financial Costs

If 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. As a point of reference, SC8 in Busan, South Korea cost \$165,000. This was \$30,000 over the amount budgeted for the Busan meeting due to the additional travel costs.

Annual Commission meeting

Meeting venue

1. The meeting venue will need the capacity to accommodate a minimum of 550 people, and provide two smaller meeting rooms for 40-60 people for working groups and space for the Secretariat office. Some delegations may also require delegation rooms. The hosting country must be able to reserve the venue on the meeting dates set by the Commission and confirm this at the Commission meeting.
2. Hotel rooms for all participants
3. Internet services

On-ground costs

1. Rental costs of the venue for 550 participants and an office for the Secretariat
2. Tables, chairs, podium and electrical cords for the meeting venue
3. Two high volume photocopiers
4. Two high volume printers
5. Four computers for general use
6. Tea, coffee and snacks during breaks
7. Transportation to the venue
8. An Opening or Closing dinner for meeting participants
9. High speed internet for the Secretariat office
10. Emergency backup electrical power if required

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

Recommendation

1. The Committee is invited to:
 - i) Note the paper.