

Information on the

13th Working Party on Data Collection and Statistics 26-28 November 2017 &

20th Session of the Scientific Committee 30 November- 4 December 2017

Mahe, Seychelles

1. Meetings dates and venue

The 13th Session of the Working Party on Data Collection and Statistics and the 20th Session of the Scientific Committee will be held as follows:

- The 13th Working Party on Data Collection and Statistics will be held from the 26-28 November 2017, from 09:00 to 17:00 daily
- The 20th Session of the Scientific Committee will be held from the 30 November -04 December 2017, from 09:00 to 17:00 daily

The venue for the Working Party on Data Collection and Statistics (WPDCS13): 26-28 November will be:

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**Eden Bleu Hotel
Conference Room
Eden Island**



**Savoy Hotel
Conference Room
Beau Vallon**



2. Contacts

The contacts at the IOTC Secretariat are:

Administration: Ms. Mirose Govinden: Mirose.Govinden@fao.org

Mr. Howard Whalley: Howard.Whalley@fao.org

Science: Dr. Sarah Martin: Sarah.Martin@fao.org

Mr. Fabio Fiorellato: Fabio.Fiorellato@fao.org

3. Registration

Registration for the Working Party on Data Collection and Statistics and the Scientific Committee is essential via the respective pages:

- **WPDCS13:** <http://iotc.org/meetings/13th-working-party-data-collection-and-statistics-wpdc13>
- **SC20:** <http://iotc.org/meetings/20th-scientific-committee-sc20>

Participants are invited to register in advance to allow the IOTC Secretariat ample time to make the necessary administrative arrangements.

4. Transportation

Participants are requested to make their own transportation arrangements and fund the expenses incurred from the airport to their respective hotels. Transfers **will be** provided daily, to and from the **WPDCS13 meeting only (26-28 November)**. A bus will depart Beau Vallon, Berjaya Beach hotel at 0815 in the morning and a second pick up will take place at the Coral Strand Hotel at 0820. If participants are staying at any other hotels along the route (Beau Vallon – Eden Island) please contact the Secretariat (secretariat@iotc.org) to arrange for further stops to be added to the journey.

5. Credentials (for participants to the 20th Session of the Scientific Committee only)

Letter of Credentials for Contracting Parties & Cooperating Non-contracting Parties (CPCs):

Noting that Rule XI.2, Appendix IV, para. 3 of the IOTC Rules of Procedure (2014) states that:

“The Scientific Committee shall be constituted of scientists; each Member of the Commission shall have the right to appoint a representative and an alternate, if needed, both with suitable scientific qualifications, who may be accompanied by experts and advisers.”

and pursuant to Rule III of the IOTC Rules of Procedure (2014), is requested that each CPC provide a letter of credentials signed by the appropriate Authority indicating who will attend the meeting and in what capacity, no later than 15 days before the Session (**15 November 2017**) to secretariat@iotc.org and a hard copy at the commencement of the Session.

The letter of credentials may be drafted as follows (from Appendix I of the IOTC Rules of Procedure (2014)):

LETTER OF CREDENTIALS

Dear IOTC Executive Secretary,

Upon instructions of [the Head of state, the head of government, the minister for foreign affairs or the minister concerned] I wish to inform you that [name of IOTC Contracting Party (Member)] will participate in the [...Number...] Session of the Indian Ocean Tuna Commission (IOTC) [and/or any Committee of the Commission] and will be represented by the following delegation (or by [Title and Name] if the delegation is constituted by one person):

[Title and Name] – Head of delegation

[Title and Name] – Alternate

[Title and Name] – Expert

[Title and Name] – Adviser

[Title and Name], Head of Delegation or, in his/her absence, the alternate or any other member of the Delegation designated by him/her, is authorised to fully take part in the proceedings of the Session and take, on behalf of the Government (or Authority concerned for Regional Economic Integration Organization e.g. EU) of [name of IOTC Member], any action or any decision required in relation with this Session.

Signature.....

[on behalf of, Head of state, the head of government, the minister for foreign affairs or the minister concerned]

Letter of Credentials for Invited Experts and Observers:

Delegates wishing to attend the meeting as Invited Experts or pre-approved IOTC Observers are also requested to submit a similar Letter of Credentials, no later than 15 days before the Session (**15 November 2017**) to secretariat@iotc.org and a hard copy at the commencement of the Session.

6. Funding

IOTC Meeting Participation Fund (MPF)

Financial support for participants from developing CPCs is also available through the Meeting Participation Fund (MPF), established through IOTC Resolution 10/05, and now contained in the IOTC Rules of Procedure (2014).

As the main goal of the MPF is to increase the participation of scientists of developing CPCs to scientific meetings of IOTC, applications to the MPF will only be considered if the applicant is eligible and intends to produce a National Report to be presented at the meeting.

As per the Rules of procedure for the administration of the IOTC Meeting Participation Fund, applications should be received at secretariat@iotc.org

- **WPDCS13:** no later than the **12 October 2017**
- **SC20:** no later than the **16 October 2017**

and should include:

- i) an official nomination letter with request of support signed by the director of fisheries or any other relevant authority;
- ii) **SC20 only**: a National Report to be presented at the meeting (following the format referred to above);
- iii) **WPDCS13 only**: a detailed abstract of the scientific paper to be presented;
- iv) the contact details of the nominee with a copy of his/her passport.

Please note that the MPF is currently limited and contingent on additional funds being received either via savings from the FAO ICRU, other regular budget savings or extra budgetary contributions.

Rules of procedure for the administration of the IOTC Meeting Participation Fund as well as guidelines for applying to the MPF can be found in Appendix VIII of the IOTC Rules of Procedure (2014). <http://www.iotc.org/documents/indian-ocean-tuna-commission-rules-procedure-2014>

Please be reminded that there is no provision in the IOTC Rules of Procedure (2014) for the IOTC Secretariat to consider late applications to the MPF: <http://www.iotc.org/documents/indian-ocean-tuna-commission-rules-procedure-2014>.

7. Deadlines

13th Session of the Working Party on Data Collection and Statistics (WPDCS13):

- **12-October-2017**: 45 days pre-meeting. Deadline for applications to the Meeting Participation Fund in accordance with the Rules of procedure for the administration of the IOTC meeting participation fund.
- **27-October-2017**: 30 days pre-meeting. Deadline for participants to notify the Secretariat of papers being submitted to the meeting.
- **11-November-2017**: 15 days pre-meeting. Deadline for meeting papers to be submitted to the Secretariat by participants, including National Reports.
- **26-November-2017**: Start of WPDCS13, Victoria, Seychelles.

20th Session of the Scientific Committee (SC20):

- **1 October-2017**: 60 days pre-Meeting. Deadline for comments on draft agenda by participants to be provided to the Secretariat.
- **16 October-2017**: 45 days pre-meeting. Deadline for applications to the Meeting Participation Fund in accordance with the Rules of procedure for the administration of the IOTC meeting participation fund.
- **31 October-2017**: 30 days pre-meeting. Deadline for participants to notify the Secretariat of papers being submitted to the meeting.
- **15 November-2017**: 15 days pre-meeting. Deadline for meeting papers to be submitted to the Secretariat by participants, including National Reports.
- **30 November-2017**: Start of SC20, Victoria, Seychelles.

Note: All documents, essential to develop potential recommendations by the SC, should be submitted to the Secretariat no later than 15 days prior to the start of the SC meeting and be posted to the IOTC website. If such documents could not be submitted 15 days prior, the relevant author(s) should notify the Secretariat and SC Chair, who will inform CPCs of the pending late document. Documents not requiring a decision/recommendation by the SC, can only be provided to the Secretariat prior to the commencement of the SC, and would be considered 'information' documents.

8. Accommodation

Participants are requested to make their own travel arrangements and fund the expenses incurred. Participants are also **advised to make their reservations in the hotel of their choice as early as possible**.

Information on possible accommodation on Mahé Island is provided below, however there are numerous hotels, B&Bs and guest house accommodation options on Mahé and within 20 minutes of the meeting venue (see tripadvisor.com). All rates are on a bed and breakfast basis in single occupancy.

HOTEL NAMES	ROOM RATES, ROOM TYPES & CONTACTS	
CORAL STRAND HOTEL (Beau Vallon) www.coralstrand.com	Single Standard €155 BB Double Standard €175 Please use code: IOTC2017	Mrs Mica Savy Tel: +248 4291072 Email: mail@coralstrand.sc
LE MERIDIEN FISHERMAN'S COVE (Bel Ombre) www.lemeridien.com/fishcove (Rates exclude 15% taxes)	Single Standard Room €290 Double Room €310 Please use code: IOTC2017	Jenny Seraphine Tel: +248 4677 218 Email: jenny.seraphine@lemeridien.com 20 minutes' drive to the meeting venue
SAVOY HOTEL (Beau Vallon) www.savoy.sc	Single Standard Room €260 BB Double Room €295 BB Please use code: IOTC2017	Lisette Bastienne Tel: +248 4392000 Email: bastienne@savoy.sc 20 minutes' drive to the meeting venue
COCO D'OR HOTEL (Beau vallon) www.cocodor.sc	Single Standard room €110 Double room €160 Please use code: IOTC2017	Selma Hertel Tel: +248 4247331 Email: reservations@cocodor.sc 20 minutes' drive to the meeting venue
BERJAYA BEAU VALLON BAY www.berjayahotel.com Free Wi-Fi usage	Single Standard room \$135 Single Half Board \$170 Superior room \$155 Please use code: IOTC	Ms Erica Tirant Tel: +248 4287287 Email: reservation@berjayaseyelles.com beauvallon.rsvn@berjayahotel.com 20 minutes' drive to the meeting venue
SUN RESORT (Beau Vallon) www.sunresort.sc	Single Standard room \$115 Single Half Board \$145 Please use code: IOTC2017	Ms Flora Furneau Tel: +248 4285555 Email: sun@seychelles.net 20 minutes' drive to the meeting venue
BEAU SEJOUR HOTEL (Curio Road, Bel Air) www.seychelles.net/beausejour Free internet usage	Single room €80 Double room BB €100 Please use code: IOTC2017	Ms Francoise Shroff Tel: +248 719964 Email: beausejourhotel_sey@yahoo.com 10 minutes' drive to the meeting venue
GEORGINA'S COTTAGE BEACH GUEST HOUSE (Beau vallon) www.georginascottage.sc	Double Room ground floor €80 BB t Double Room upper floor €93 BB Please use code: IOTC2017	Ms Georgina Laporte Tel: +248 4247016 Email: georgina@seychelles.net 20 minutes' drive to the meeting venue
BEL AIR HOTEL (Bel Air)	Single Standard Room €110 Half Board €135 Please use code: IOTC2017	Natasha Rasool Tel: +248 4224416 Email: belair@seychelles.net 5 minutes' drive to the meeting venue
EDEN BLEU HOTEL www.edenbleu.com/eden-bleu	Double room for single use €188 Please use code: IOTC2017	

9. Arrival and entry formalities

All foreign delegates are required to possess a valid passport (validity for at least 6 months) to enter the Seychelles.

No entry Visa is required for Seychelles. A *visitor's permit* is issued at the airport on the provision of the following information by travellers:

- Proof of having a valid return air ticket
- Proof and address of accommodation in Seychelles
- Sufficient funds to support the travellers stay in Seychelles

Please check the following link for more information: (<http://www.virtalseychelles.sc/>)

10. Dress code

The dress code for the meetings is Smart Casual

11. Electricity

Throughout Seychelles the voltage is 220-240 volts AC 50 Hz. Seychelles uses the British standard square three-pin, 13 amp sharp electric plug. The power sockets used are of type G.



12. Telephone service

The International dialling code for Seychelles is (+248).











13. Internet

Wi-Fi will be available in the conference area.

Internet service outside the conference area will be at participants' own expense.

14. Currency and exchange

The currency in Seychelles is the Rupee (SCR). The current exchange rates are (13 September 2017):

									
	EUR	USD	GBP	AED	INR	ZAR	MUR	AUD	MYR
 1 SCR	0.06148	0.07365	0.05549	0.27054	4.71379	0.96333	2.46190	0.09165	0.30877
Inverse	16.2647	13.5780	18.0213	3.69628	0.21214	1.03807	0.40619	10.9111	3.23866

15. Tourism

Information on tourism in Seychelles can be found on the following websites:

- <http://www.seychelles.travel/>
- <http://wikitravel.org/en/Seychelles>