

Information on the 17th Session of the IOTC Scientific Committee Seychelles, 8–12 December 2014

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10th Working Party on Data Collection and Statistics 2-4 December 2014

5th Working Party on Methods 5-6 December 2014

1. Meeting dates and venue

- The 17th Session of the Scientific Committee will be held from the 8–12 December 2014, from 09:00 to 17:00 daily
- The 10th Working Party on Data Collection and Statistics will be held from the 2–4 of December 2014 from 09:00 to 17:00 daily
- The 5th Working Party on Methods will be held from the 5–6 of December 2014 from 09:00 to 17:00 daily

The venue of the meetings will be:

Eden Bleu Hotel
Conference Room
Eden Island



Location of Eden Bleu Hotel (Eden Island)

2. Contacts

Secretariat contacts for the meeting are:

Administrative: Hava Yakub: hava.yakub@iotc.org
Administrative: Gloria Lorient: gloria.lorient@iotc.org
Science-based: Dr David Wilson: david.wilson@iotc.org

3. Registration

Please pre-register online at your earliest convenience for the following events:

- Working Party on Data Collection and Statistics: <http://www.iotc.org/meetings/10th-working-party-data-collection-and-statistics>
- Working Party on Methods: <http://www.iotc.org/meetings/5th-working-party-methods>
- Scientific Committee: <http://www.iotc.org/meetings/17th-scientific-committee>

4. Travel arrangements and accommodation

Participants are requested to make their own travel arrangements and fund the expenses incurred. Participants are **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 Mahe and within 20 minutes of the meeting venue (see tripadvisor.com). All rates are on a bed and breakfast basis in single occupancy.

Hotels	Rates	Contact	Notes
Eden Bleu Hotel (4 star) www.edenbleu.com/	€200 standard room (IOTC rate)	IOTC Administration hava.yakub@iotc.org	Meeting venue
Panorama Guest House www.panorama-guesthouse.com	€75 standard room (IOTC rate)	Mary panorama@seychelles.net	20 minutes by car to meeting venue
Hotel Le Surmer (2 star) www.lesurmerhotel.com	€150 standard room €280 double room (IOTC rate)	Ms.Lina lesurmer@seychelles.net	10 minutes by car to meeting venue
Coco D'Or Hotel (3 star) www.cocodor.sc	€108 standard room €155 double room (IOTC rate)	Ms. Veronique Renault vero@cocodor.sc	20 minutes by car to meeting venue
Berjaya Beau Vallon Bay Hotel (3.5 star) www.berjayahotel.com	\$148 standard room \$188 superior room (IOTC rate)	Ms. Jeanne Mondon reservation@berjayaseychelles.com	20 minutes by car to meeting venue
Sun Resort (3 star) www.sunresort.sc	€90 standard room (IOTC rate)	Ms. Flora Furneau sun@seychelles.net	20 minutes by car to meeting venue
Coral Strand Hotel (3 star) www.coralstrand.com	€150 standard room (IOTC rate)	Mrs Mica mail@coralstrand.sc	20 minutes by car to meeting venue

5. Credentials

Letter of Credentials (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), I request 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 (**23 November 2014**) 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 Organisation 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 (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 (**23 November 2014**) to secretariat@iotc.org and a hard copy at the commencement of the Session.

6. Funding

IOTC Meeting Participation Fund (MPF)

Travel assistance :

The participation of developing CPCs of IOTC can be supported through the Assistance Fund established under Part VII of the UN Fish Stocks Agreement of the United Nations (UNFSA), and for non-signatories of the UNFSA, through the IOTC Meeting Participation Fund.

1) Assistance Fund – Part VII of the UN Fish Stocks Agreement of the United Nations (UNFSA):

Information and application procedure to the Assistance Fund of the UNFSA, can be found at http://www.un.org/Depts/los/convention_agreements/fishstocktrustfund/fishstocktrustfund.htm.

2) Meeting Participation Fund:

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 **no later than the dates indicated below**, at secretariat@iotc.org and should include:

- i) an official nomination letter with request of support signed by the director of fisheries or any other relevant authority;
- ii) a National Report to be presented at the SC meeting, or a working paper to the WPDCS10 and WPM05, (following the format referred to above); and
- iii) 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://iotc.org/documents/indian-ocean-tuna-commission-rules-procedure-2014>

Applicants are required to apply for funding as soon as possible, but not later than the following:

- WPDCS10 & WPM05: **18 October 2014**
- SC17: **24 October 2014**

7. Deadlines

Please also note the following deadlines for the SC17 meeting:

- **9 September 2014:** 90 days pre-Meeting. Meeting announcement by email from the Chair of the SC and by IOTC Circular from the Executive Secretary.
- **9-October-2014:** 60 days pre-Meeting. Deadline for comments on draft agenda by participants to be provided to the Secretariat.
- **10-October-2014:** Secretariat to circulate the revised draft agenda, if necessary.
- **24-October-2014:** 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.
- **8-November-2014:** 30 days pre-meeting. Deadline for participants to notify the Secretariat of papers being submitted to the meeting.
- **9-November-2014:** Secretariat to circulate draft Annotated Agenda.

- **23-November-2014:** 15 days pre-meeting. Deadline for meeting papers to be submitted to the Secretariat by participants, including National Reports.
- **24-November-2014:** Secretariat to circulate revised draft Annotated Agenda.
- **8-December-2014:** Start of SC17, 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. 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.virtualseychelles.sc/>)

9. Transportation

Participants should make their own airport transfer and other transport arrangements between their hotel and the meeting venue.

Taxis are readily available at the airport and the cost of transportation from the Airport to the city centre or meeting venue should be around SCR250 or €15. From the airport to Beau Vallon the price range is SCR500 or €30. Most taxis are not metered and it is advised to confirm the price before entering the taxi.

10. Dress code

The dress code for the meeting is Smart Casual.

11. General information about Seychelles

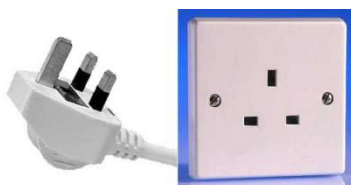
Seychelles is an archipelago comprising of 115 islands, with a collective landmass of 455km², surrounded by a vast oceanic Exclusive Economic Zone (EEZ) of 1.3 million km². The islands are located in the western Indian Ocean, between latitudes 40°–100° South and longitudes 46°–56° East. The nearest neighbours are Madagascar and the great continent of Africa. Victoria is the capital city on the main island Mahé.

In general the weather in Seychelles is warm and humid, averaging 29°C throughout the year with more rain around November to end of January. Summer clothes are worn throughout the year.

The Rupee is the currency of Seychelles. It is divisible into 100 cents. At the moment (11/09/14) the rate is 1€ = 16.79 Seychelles Rupee (SCR), or USD\$1 = 13.00 Seychelles Rupee (SCR). All major currencies are exchangeable at banks and hotels and there are several Forex bureaus in Victoria.

12. Electricity

Electricity in Seychelles is 230 Volts, 50 Hertz. Plugs are usually “British” type.



13. Telephone service

International dialling code:

The International dialling code for Seychelles is +248

Mobile services:

Two operators are offering SIM card and prepaid recharge for mobile phones.

14. Internet

Wi-Fi facility will be available in and around the conference area and internet service at hotels will be at participants own expense.

15. Tourism

Information on tourism and other information can also be found at the following website: (<http://www.virtualeychelles.sc/>).