



19th Session of the Indian Ocean Tuna Commission

Busan, Republic of Korea, 20 April -1 May 2015

1. MEETING DATES AND VENUE

- | | |
|---|--------------------------|
| • 12 th Session of the Compliance Committee (CoC12) | 20 - 22 April 2015 |
| • 12 th Session of the Standing Committee on Administration and Finance (SCAF12) | 23 - 24 April 2015 |
| • 2 nd Management Strategy Evaluation (MSE02) Consultation Workshop | 26 April (& 28 April am) |
| • 19 th Session of the Indian Ocean Tuna Commission (S19) | 27 April - 1 May 2015 |

The meetings will run from 9 am to 5 pm daily.

The venue of the meetings will be:

The Westin Chosun Busan

67, Dongbaek-ro, Haeundae-gu, Busan, Korea (612-822)
<http://www.echosunhotel.com/>

The contacts for these meetings at the Secretariat are:

Administrative: Ms Mirose Govinden (mirose.govinden@iotc.org)

Ms Hava Yakub (hava.yakub@iotc.org)

The contacts for these meetings in Busan are:

Manager: Ms Clara Han: clara@ioconvex.com (local organizer)

2. REGISTRATION

Registration:

Please register online at your earliest convenience for each of these Sessions.

CoC12: <http://iotc.org/meetings/12th-session-compliance-committee-coc12>

SCAF12: <http://iotc.org/meetings/12th-session-standing-committee-administration-and-finance-scaf12>

S19: <http://iotc.org/meetings/19th-session-indian-ocean-tuna-commission-s19>

Registration closes 15 days prior to each of the Sessions to allow our hosts to make the necessary meeting arrangements, as follows:

- 12th Session of the Compliance Committee (CoC12): 5 April 2015
- 12th Session of the Standing Committee on Administration and Finance (SCAF12): 8 April 2015
- 2nd MSE Dialogue Workshop (MSE02): 10 April 2015
- 19th Session of the Indian Ocean Tuna Commission (S19): 11 April 2015

NOTE: Kindly note that the IOTC invitation letter is **not** sufficient for individual VISA requirements for entry in the Rep. of Korea.

An IOTC invitation letter for the Commission meetings to be held in Busan from 20 April to 1 May 2015 can be requested. Please contact the IOTC Secretariat (mirose.govinden@iotc.org and hava.yakub@iotc.org) to receive an official invitation letter.



Those requiring a specific invitation letter from the Korean government to attend these meetings should use this letter. The information in the template should be completed and sent to (jeongseok.korea@gmail.com) by **30 March 2015 at the latest**. CPCs should submit their completed application templates one at a time.

Upon receipt, by zeekim@ififc.org the visas will be issued promptly by the respective Korean Embassy or Consulates.

Please note that a Letter of Credentials is required to be submitted to the IOTC Secretariat no later than the 12 April 2015 (15 days prior to the SC19), so that we may make appropriate arrangements for the Session.

Please also be reminded that no individual will be granted access to the meeting room if that individual is not listed on a Letter of Credentials.

Meeting Participation Fund (developing Members only):

The participation of **one representative of developing Members of the IOTC** to these meetings can be supported through the IOTC Meeting Participation Fund (IOTC Rules of Procedure 2014). As per the Rules of Procedure for the administration of the IOTC Meeting Participation Fund, applications should be received **no later than the 6th March 2015** at secretariat@iotc.org and must include the following 4 elements if the application is to be considered:

- i) an official nomination letter;
- ii) a letter of credentials;
- iii) the contact details of the nominee (with a copy of his passport); and
- iv) the CPC implementation report for the IOTC Compliance Committee.
- v)

See the Rules of Procedure for the administration of the IOTC Meeting Participation Fund for more information, contained within the IOTC Rules of Procedure (2014): <http://iotc.org/documents/indian-ocean-tuna-commission-rules-procedure-2014>

Kindly note that the IOTC Secretariat will make all travel and accommodation arrangements for one MPF candidate per CPC up to the limit of the funds established.

3. TRAVEL ARRANGEMENT AND ACCOMMODATION

Participants not supported by IOTC are requested to make their own travel and accommodation arrangements and fund the expenses incurred.

3.1 Getting to Busan:

- 1) World ⇔ Busan (Gimhae Int'l Airport)

Busan's accessibility by air is exceptional. Gimhae International Airport is one of the South Korea's major hubs, served by 21 airlines offering over 748 scheduled flights.

- 2) Gimhae Int'l Airport ⇔ The Westin Chosun Busan

The distance between the Airport to The Westin Chosun Busan is about 32km and it takes about 50 minutes by taxi. Only Korean currency (Won) can be used for all transportation.

(1) TAXI

It costs approximately 28,000 Korean Won (approximately 26 USD) from Gimhae International Airport to The Westin Chosun Busan.

- (2) BUS (BOUND FOR HAEUNDAE)**



Airport Shuttle bus operates every 40 minutes (Start time is AM 07: 20) to the Westin Chosun Busan. Bus fare is 7,000 Korean Won (approximately 6 USD).

3) World ⇔ Japan or China ⇔ Busan

If there is no direct flight from your country, it would be convenient to transfer at major international airports in Japan or China.

Japan ↔ Busan: 6 Japanese Cities, 236 flights per week (to and from Tokyo, Osaka, Fukuoka, Nagoya, Sapporo and Okinawa).

China ↔ Busan: 13 Chinese Cities, 248 flights per week (to and from Beijing, Shanghai, Qingdao, Xian, and Hong Kong, Shenyang, Dalian, Hangzhou, Guangzhou etc.)

4) World ⇔ Incheon ⇔ Busan

(1) Incheon International Airport

Incheon International Airport handles flights from all over the world and operates 24 hours a day. The airport code for Incheon International Airport is ICN.

Website: <http://www.airport.kr/eng/>

On a daily basis 4~5 planes are in service on average as for domestic flights from Incheon Int'l Airport (Incheon) to Gimhae Int'l Airport (Busan).

Departure	Arrival	Operating Hours	Operation	Duration
Incheon	Gimhae	08:15~19:35	7 times Per day	60 min.
Gimhae	Incheon	07:00~18:25		

The above schedule is subject to change according to the conditions of the air carriers for more details, please visit <http://www.airport.kr/eng/>

5) World ⇔ Incheon ⇔ Seoul ⇔ Busan

(1) Gimpo (Seoul) Airport

Gimpo Airport was the largest international airport in Korea. After Incheon International Airport opened, Gimpo Airport transformed into a domestic airport. It offers the most domestic flight routes in Korea.

Gimpo (Seoul) ↔ Gimhae (Busan): 60~66 flights per day (every 30~50 minutes), 420 flights per week



Participants are requested to make their own travel and accommodation arrangements and fund the expenses incurred.



3.2 Accommodation

1) The Westin Chosun Busan

Room type	Rack rate (₩)	Special rate (₩)	D.C	Remarks
Deluxe Park View	450,000	181,500 (\$165.05)	59%	Room Only
Deluxe Beach View	500,000	217,800 (\$198.05)	56%	Room Only
Executive Park View	600,000	242,000 (\$220.06)	59%	Breakfast Included (1 person)
Executive Beach View	650,000	278,300 (\$253.07)	57%	Breakfast Included (1 person)

※KRW (₩)1,099.70 = 1 USD as of 11th Feb. 2015

※The above rates are inclusive of 10% service & 10% Tax charge.

※Breakfast: KRW 42,000

Reservation (The Westin Chosun Busan)

Tel. +82-51-749-7000 Fax. +82-51-742-0515

E-mail : reservation@chosunhotel.co.kr

2) Haeundae Grand Hotel

Room type	Rack rate (₩)	Special rate (₩)	D.C	Remarks
City	508,200	127,050 (\$115.47)	75%	Room Only
Beach	689,700	181,500 (\$164.96)	75%	Room Only

※ Location: Haeundae-Beach Road 217, Haeundae-gu, Busan

※ KRW (₩)1,099.70 = 1 USD as of 11th Feb. 2015

※ The above rates are inclusive of 10% service & 10% Tax charge.

※ Breakfast: KRW 24,200 / 1 person

Reservation (Haeundae Grand Hotel)

Tel. +82-51-740-0555 Fax. +82-51-740-0554

E-mail : reservation@haeundaegrandhotel.com

3) ibis budget Ambassador Busan Haeundae

Room type	Rack rate (₩)	Special rate (₩)	D.C	Remarks
Standard Double		99,000 (\$89.39)		Room Only
		111,100 (\$100.32)		1 Person included Breakfast
Standard Twin Ocean		115,500 (\$104.29)		Room Only
		127,600 (\$115.21)		1 Person included Breakfast

※ Location: Haeundaehaebyeon-ro 209 beon-gil, Haeundae-gu, Busan



- ※ KRW (₩)1,099.70 = 1 USD as of 11th Feb. 2015
- ※ The above rates are inclusive of 10% Tax charge.
- ※ Breakfast: KRW 14,300 / 1 person

Reservation (ibis budget Ambassador Busan Haeundae)

E-mail : h9106-RE@accor.com

Tel : +82 51 901 1100 Fax : +82 51 901 1112

4) Busan Youth Hostel ARPINA

Room type	Rack rate (₩)	Special rate (₩)	D.C	Remarks
Superior Twin	175,000	105,000 (\$94.81)	40%	1 Double bed, 1 Single bed
Superior Triple	175,000	105,000 (\$94.81)	40%	3 Single beds
Youth room 4	175,000	105,000 (\$94.81)	40%	1 Bunk bed, 2 Single bed

- ※ Location: (U-dong) 35 HaeundaeHaebyeon-ro, Haeundae-gu, Busan
- ※ KRW (₩)1,099.70 = 1 USD as of 11th Feb. 2015
- ※ The above rates are inclusive of 10% Tax charge.
- ※ The additional breakfast charge: KRW 12,500 / 1 person

Reservation (Busan Youth Hostel ARPINA)

Tel. +82-51-740-3228 Fax. +82-51-740-3233

E-mail : phk@mail.arpina.com, reserve@ail.arpina.com

4. HEALTH PRECAUTIONS

There is no specific health precaution in Korea.

5. ARRIVAL AND ENTRY FORMALITIES (VISA)

Any foreign visitors wishing to enter the Republic of Korea must have a valid passport and obtain a Korean visa before coming. However, people of 99 countries who want to visit Korea temporarily are permitted to enter without a visa according to visa-exemption agreements, or in accordance with principles reciprocity or national interest.

For more information, please contact the local Korean consulate or embassy in your country or refer to the website *Hi-Korea*

http://www.hikorea.go.kr/pt/InfoDetailR_en.pt?categoryId=2&parentId=385&catSeq=401&showMenuId=375

The Ministry of Oceans and Fisheries of the Republic of Korea (MOF) can provide an invitation letter for VISA process. An example of the invitation letter to be issued is provided as a separate document. To receive the complete/signed letter, please enter each participant's personal information by each delegation as appropriate on the draft letter that is provided on page 9 of this document and kindly have it returned to zeekim@iffc.org before 30th March. Then, the Ministry will issue the completed/signed letter to you (by email) and inform this to



Embassy or General-Consulate of the Republic of Korea through diplomatic channel where you will apply for visa in your country.

6. TRANSPORTATION

Participants are requested to make their own travel arrangements and fund the expenses incurred.

7. DELEGATES KIT

Documents for the meeting (in pdf format) will be accessible through a local network during the meeting. However, it is advised for the participants to download all the documents available from the IOTC website prior to arriving, as the meeting is paperless.

8. INTERPRETATION

The meeting will be held in English and French and simultaneous interpretation in the other language will be provided.

9. DRESS CODE

The dress code for the meeting is Smart Casual

10. GENERAL INFORMATION ABOUT KOREA AND BUSAN

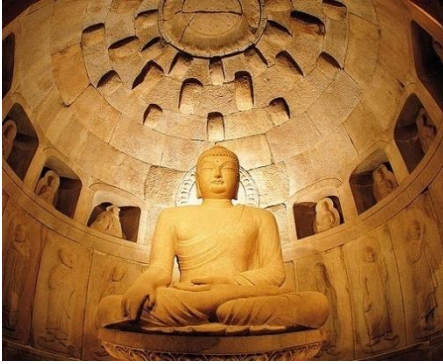
The Korean peninsula extends southward from the eastern end of the Asian continent. The lifting and folding of Korea's granite and limestone base has created breathtaking landscapes of scenic hills and valleys.

Korea, lying in the northeastern part of the Asian continent, is a country of a unique and homogeneous culture with a 5,000-year heritage. With its unique cultural and historical heritage, the nation boasts a fascinating blend of the old and new. Numerous ancient temples and shrines, royal palaces, sculptural images, fortresses, folk villages and museums can be found throughout the country.

Today, dynamic Korea pulsates with life and vitality, embracing both modernity and tradition. Korea is striving to become a modern and advanced country while preserving thousands of years of tradition. In the 21st century, Korea is committed to becoming the hub of Northeast Asia.

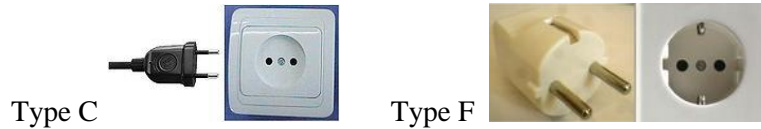
Busan popularly known as the Busan Metropolitan City is a principal international port city as well as the second largest city in the Korean Peninsula with close to 4 million people. Its deep harbor and gentle tides have allowed it to grow into the largest container handling port in the country and the third largest in the world, with potential for further growth.

This bustling city is blessed with some of the most spectacular beaches in Korea. Its unique geographical feature with steep hills and deep blue sea makes it one of the most beautiful maritime cities in Asia.



Busan is the ultimate destination for all nature lovers and is recently renowned as an exhibition and convention city. Following the successful hosting major international events such as the ITU telecom Asia 2004, 2005 APEC Leader's Meeting, Busan was ranked top 8 convention city in Asia.

11. ELECTRICITY IN KOREA IS 220 VOLTS, 60 HERTZ. SOCKETS AND PLUGS ARE USUALLY “EUROPEAN” TYPE (TYPE C AND F)



12. TELEPHONE SERVICE

International dialling code

The International dialling code for Korea is +82

13. INTERNET

Wi-Fi and Internet facilities will be available in the meeting room during the meeting hours. Internet service outside the meeting will be at participant's own expense.

14. TOURISM

Information on tourism and other information are available at <http://etour.busan.go.kr/>



Ministry of Oceans and Fisheries (MOF)



해양수산부
MINISTRY OF OCEANS AND FISHERIES

Sejong-City, Dasom2-Ro,
Sejong Government Complex 94,
Republic of Korea, 339-012
International Fisheries Cooperation Division,
Tel)+82-44-200-5379, Fax)+82-44-200-5349
Homepage) www.mof.go.kr

March 30, 2015

Dr. XXX XXXX,
Mr. XXX XXXX,

c.c. Embassy of the Republic of Korea in (INSERT COUNTRY)

Invitation Letter

I am sending the Invitation Letter to you so that you as the (INSERT COUNTRY) delegate can apply for a visas for Korea to attend the 19th Session of the Indian Ocean Tuna Commission of Indian Ocean Tuna Commission (IOTC) which will be held in Busan, the Republic of Korea from 20 April to 1 May 2015. Information on the invitee is as follows;

First Name: XXXX
Last Name: XXXX
Organization: XXXX
Title: XXXX
Passport Number: XXXX
Date of Birth: March 18, 1962
Date of Issue: March 06 2012
Date of Expiry March 06 2022
Passport Issuing Authority: XXXX
Period of Staying in Korea: 19 April to 2 May 2015
Place of Applying for visas: Korean Embassy of (INSERT COUNTRY)

First Name: YYYY
Last Name: YYYY
Organization: YYYY
Title: YYYY
Passport Number: YYYY
Date of Birth: March 18, 1960
Date of Issue: March 06 2012
Date of Expiry March 06 2022
Passport Issuing Authority: YYYY
Period of Staying in Korea: 19 April to 2 May 2015
Place of Applying for visas: Korean Embassy of (INSERT COUNTRY)



THE WESTIN CHOSUN
BUSAN

HOTEL RESERVATION FORM

Please complete this form and send it by e-mail or fax (mailto: reservation@chosunhotel.co.kr, Fax +82-51-742-0515)

1. Personal Information

Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Prof.		Gender	<input type="checkbox"/> M <input type="checkbox"/> F	
Name	(First Name)	(Middle Name)	(Last Name)		
Organization			Country		
Address					
Tel.	(Please Include Country & Area Code)		Fax.	(Please Include Country & Area Code)	
E-mail			Passport No.		
Arrival Date		Time		Flight No.	
Departure Date		Time		Flight No.	

2. Room Booking Detail

(Unit: KRW / SVC&VAT Included)

Check	Room Type	Rack Rate	Special Rate (Final Price)	Check In (mm/dd/yy)	Check Out (mm/dd/yy)	Number Of Nights	Breakfast (Y or N)
	Deluxe Park View	450,000	181,500				
	Deluxe Beach View	500,000	217,800				
	Executive Park View	600,000	242,000				Included
	Executive Beach View	650,000	278,300				Included

· For double occupancy, an additional KRW 12,100 for DELUXE room and KRW 36,300 for EXECUTIVE room will be charged.

Deluxe: · Free Wi-Fi access, · Free admission to the all-season swimming pool and fitness center, · 50% discount on sauna facility, · Nespresso Coffee Machine with 2 complimentary capsules of espresso blends per night

Executive: · Complimentary use of the Executive Club Lounge on the 9th floor, · Free Breakfast for 1 served from 6 am to 10 am
· Coffee, tea, juice, soft drinks, cookies and mini cakes served from 11 am to 5 pm, · Complimentary beer, wine, cocktail and snack from 6 pm to 8 pm (Happy Hour), · Free use of Sauna facility

Breakfast: KRW 42,000

· I will be sharing with _____ (Name of Person).

3. Payment Guarantee



By Credit Card

VISA Master AMEX Other _____

Total Amount KRW _____

Card Number

Expiry / Date(mm/yy)

Cardholder's name(as it appears on the credit card) _____

4. Cancellation & Refund Policy

- Reservation should be accompanied by full payment in order to secure your room.
- **Any change or cancellation MUST be notified in writing to the Hotel One week before your arrival.**
After this, one night hotel room deposit cannot be refunded.
- All bank charges will be deducted from the refund amount.
- Please note that for administrative reasons, refunds will be made after the conference.

I have read and understood the cancellation and refund policies and wish to confirm my hotel reservation as above.

Date: _____ **Applicant Name:** _____ **Signature:** _____



HAEUNDAE GRAND HOTEL

HAEUNDAE GRAND HOTEL RESERVATION FORM: 19th Session of the Indian Ocean Tuna Commission

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	Last Name	First Name	
Company			
Address			
Tel		Fax	
E-mail		Passport No.	
Check-in	Date: Time:	Check-out	Date: Time:
Flight No.	Arrival Time		

Following hotel rooms are available at special rates. Should you wish to make reservation for your accommodation, please fill in details on this form and email or fax directly to Haeundae Grand Hotel.

HOTEL

<p>HAEUNDAE GRAND HOTEL</p> <p>5 Star Hotel Reservations: Tel: +82 51 740 0555 Fax: +82 51 740 0554</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0ffe0;"> <th>Room Type</th> <th>Rack Rate(KRW)</th> <th>Special Rate(KRW)</th> <th>Discount Rate(%)</th> </tr> </thead> <tbody> <tr> <td>City</td> <td>508,200</td> <td style="background-color: #ffe0ff;">127,050</td> <td>75%</td> </tr> <tr> <td>Beach</td> <td>689,700</td> <td style="background-color: #ffe0ff;">181,500</td> <td>75%</td> </tr> </tbody> </table>	Room Type	Rack Rate(KRW)	Special Rate(KRW)	Discount Rate(%)	City	508,200	127,050	75%	Beach	689,700	181,500	75%	<p>Haeundae Grand Hotel Busan http://www.haeundaegrandhotel.com/main.asp Haeundae Haebyun-Ro 217, Haeundae-Gu, Busan, KOREA</p> <p><input type="checkbox"/> City View: <input type="checkbox"/> Double <input type="checkbox"/> Twin <input type="checkbox"/> Beach View: <input type="checkbox"/> Double <input type="checkbox"/> Twin <input type="checkbox"/> Breakfast: KRW 24,200/ 1 person * Above rates are included 10% of service charge and 10% of tax. * Free Internet Access * Double Bed is subject to be change to Family room type which includes 1 Double and 1 Single</p>
Room Type	Rack Rate(KRW)	Special Rate(KRW)	Discount Rate(%)										
City	508,200	127,050	75%										
Beach	689,700	181,500	75%										

Reservation Guarantee

Card Type	<input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/> JCB <input type="checkbox"/> Master <input type="checkbox"/> VISA		
Card Holder's Name:	Security Code (3 digits)		
Card No.	Exp. Date	MM/YY (/)	
Signature	Date		

Please send to:

Reservation	Tel: +82-51-740-0555 Fax: +82-51-740-0554 E-mail: reservation@haeundaegrandhotel.com
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Reservation Policy

- ♦ Reservation should be accompanied with a credit card guarantee or one-night deposit by bank draft issued to the hotels. In the event of "no-show" or **cancellations with less than 7 days prior to arrival**, the hotel will levy a one-night charge. Room deposits and payments are the responsibility of the attendee and will be acknowledged directly by attendee. Guests are responsible for direct payment to the hotel for all charges including room, tax and personal incidentals. **Check in** time is 14:00 PM and **Check out** time is 12:00 PM.

Above Statement Confirmed by _____ (PRINT YOUR NAME) Signature: _____ Date: _____

Confirmed by Hotel: _____ Confirmed Fax Returned On: _____



ibis budget Ambassador Busan Haeundae



엠베어더

Registration Form

Hotel	ibis budget Ambassador Busan Haeundae
Sales Manager	Mr. Seung Guk Park
Phone Number	051-901-1140 / 010-4252-0750
E-mail	h9106-sm@accor.com
Address	8,Haeundaehaebyeon-ro 209beon-gil, Haeundae-gu, Busan (612-821)
Reservation	Ms. Sorim Lee(h9106-re@accor.com) / 051-901-1100

• **Room Type / 10% VAT is included**

No.	Room Type	Bed Type	No. of Rooms	Convention Rate	Room Size	Remark
1	Standard Double			99,000		Room Only
2	Standard Double			111,100		1 Person included Breakfast
3	Standard Twin Ocean			115,500		Room Only
4	Standard Twin Ocean			127,600		1 Person included Breakfast

Breakfast

No.	Name of restaurant	Location	Menu	Price	Remark
1	La Matine	Lobby	Buffet	14,300	Inclusive of the 10% VAT

Please fill out this registration form and send it to h9106-re@accor.com (mandatory)

1.Name :	2.Country :
3.Phone Number :	4.E-mail :
5.Check In & Check Out date :	6. Room Type :
7.Breakfast :	8.The number of people(pax) :
9.Remark	

• **Payment Information (mandatory)**

Credit card :	Expire date :
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Cancellation Policy ()



Reservation & Information TEL :+82 -51- 740-3228 / FAX :+82-51-740-3233

E-mail : phk@mail.arpina.com or reserve@mail.arpina.com

I would like to take this opportunity to thank you for considering Busan Youth Hostel "ARPINA" for accommodation. To Request an accommodation booking please complete by Fax or Email this form to Busan Youth Hostel Arpina Reservation office.

RESERVATION FORM

1.GUEST INFORMATION

*Name	(Last)	Nationality	
	(First)	Company	
Check In		Check Out	
Number of Guests		E-mail	
*Phone		*Fax	
	Country code/Area code/Tel#		Country code/Area code/Tel#

2.ROOM TYPE AND RATE

Inclusive of the 10% VAT

Room Type		Special Room Rate	Number of Rooms
Superior Twin	1 Double bed, 1 Single bed	₩ 105,000 won	rooms
Superior Triple	3 Single beds	₩ 105,000 won	rooms
Youth room 4	1 Bunk bed, 2 Single beds	₩ 105,000 won	rooms

3.BREAKFAST(AM07:00~09:00)

Inclusive of the 10% VAT

The additional breakfast charge KW 12,500 per person .	Number of peoples	Number of meals
	peoples	meals

4. DEPOSIT INFORMATION

DEPOSIT INFORMATION	Payment Details : <input type="checkbox"/> VISA <input type="checkbox"/> Master Card <input type="checkbox"/> American Express <input type="checkbox"/> JCB <input type="checkbox"/> The others()	
	Credit Card No.	Date : 20
	Expiration Date :	Signature

*Room cancellation should be before 7days of arriving date and Late Cancellation or No Show is being charged 1 night room (Distance : BEXCO↔Hotel/2km)