

## Meeting Arrangements

### Chair

Nauru holds the Chair of the second SPC Heads of Fisheries Meeting (28<sup>th</sup> in the SPC fisheries sectoral technical meeting series), taking over from Marshall Islands which chaired HOF1. If the meeting does not decide to change the convention of alphabetically rotation, the chair will next be held by New Zealand.

[Note: SPC core funding is unlikely to be available for a Heads of Fisheries Meeting in the 2002 budget. However, it is quite possible that non-core funding may also be found to enable an SPC member country/territory fisheries meeting 2002.].

### Meeting timing

It is proposed that the meeting plenary sessions be timed as follows

**1<sup>st</sup> Session** 8.30 - 10.00am (except the first day, which will start at 9.00am)

Tea break 10.00 - 10.30am

**2<sup>nd</sup> Session** 10.30 - 12.00am

Lunch break 12.00 - 1.30pm

**3<sup>rd</sup> Session** 1.30 - 3.00pm

Tea break 3.00 - 3.30pm

**4<sup>th</sup> Session** 3.30 - 5.00pm

English/French interpretation will not be available after 5pm, but single-language breakout or after-hours sessions are possible.

### Social functions

Currently, there are plans for a social event (the famous Fisheries Barbecue) on the evening of Thursday 26<sup>th</sup>

Less formally, the SPC bar, in the Conference centre, will be opened every evening from around 5pm to approximately 8 or 9pm for light liquid refreshment.

## Interpretation

SPC, like SPREP, has two official languages and we make great efforts to deliver information, both spoken and written, in English as well as French. However, accurate translation of documents takes considerable time, and depends on the documents being available for translation well in advance. On the other hand interpretation of the spoken word can be almost simultaneous, and the interpretation of verbal presentations can fill in most of the gaps left when we do not have the time to translate all written documents.

Because of the need for simultaneous translation whilst people are speaking, plenary sessions must be fairly formal. During plenary sessions it is suggested that the following points be taken into account:

- All speakers, including questions from the floor, should speak into a microphone, otherwise the interpreters cannot hear them. Several spare microphone seats will be available at the central table.
- Speakers, and questioners, should be identified clearly by the chairman before speaking.
- Speakers should speak clearly and not too fast. One of the main problems for the chairman will be in reminding speakers to slow down so the interpreters can keep up. This is especially a problem when people are reading from prepared scripts.
- It helps the interpreters if they can be given copies of any papers that are going to be presented (or even a copy of the speaker's notes) as far ahead of the session as possible. It makes their lives a little easier if notice is given of any changes or additions to a session in advance.

For after-hours, informal, or "breakout" sessions, simultaneous interpretation will not normally be possible.

## Documents

Meeting papers are sorted into two (occasionally overlapping) categories:

- Working papers (WPxxx): - papers to be "spoken to" and/or discussed during a particular session. These are a priority for translation and, although the April official meeting notice guaranteed that SPC could only translate papers submitted in good time, we have managed also to translate a considerable proportion submitted after this date as well.
- Information papers (IPxxx): - papers which provide information relevant to the meeting, but which may not necessarily be the direct basis for a talk, or which may just be presented as a summary.

The print run of 150 English copies and 50 French copies should be enough to cope with this meeting of around 80 registered participants and 15 fully-involved SPC staff, together with archival needs and postal requests from those who were not able to attend. All papers that have been submitted to us in electronic form (and any translations) will also be made immediately available on the SPC website. ([www.spc.int/coastfish](http://www.spc.int/coastfish))

If you have a late paper that you want to submit, please give it to the meeting secretary in the secretariat office (to the right after the main entrance, opposite the door of the bar) for duplication, preferably in both paper and electronic form. The meeting secretary will make sure that a copy gets to the interpreters, for papers that are to be verbally presented, and to the printery or the photocopiers for duplication.

The tables outside the meeting room, and in the small conference room may also contain some publications and background reading of relevance to the meeting. Unless it is stated otherwise, all of these documents are part of someone's reference collection, and should not be removed. A photocopier will be freely available if you wish to photocopy any of this material. Meeting participants are also free to use the SPC library facilities (the library is attached to the Conference complex).

Please do not run overhead transparencies through the photocopier. Talk to the meeting secretary first!

### **Meeting output**

As with all SPC technical meetings, a written record of discussion will be produced, and any formal outputs will be compiled for agreement and clearance by the meeting on the final day. As this is a technical meeting, there will be a summary record drafted and circulated for comment by the secretariat after the meeting is finished, and will endeavour to condense discussion rather than detail each individual intervention. We plan to concentrate attention, as with the 1<sup>st</sup> Heads of Fisheries Meeting on a separate, short, list of carefully-worded meeting outputs. These outputs may be recommendations to the Secretariat, to the Pacific Community Conference in November, or statements for the benefit of other organisations concerning Pacific Island fisheries sector priorities.

### **Computers**

We will have one or two Pentium MS-DOS machines with CD-ROM drives and internet connections available around the Conference complex for anyone who wishes to make software demonstrations, for accessing webmail, or word-processing. We encourage everyone to leave us with copies of their working or information papers on disk, wherever possible.

A computer-driven projector is available, which will also take input from an overhead projector and a slide projector. Please ask to see Phill Hardstaff, if you require technical assistance in using these.

### **Travel & finance etc**

The meeting secretary will organise the re-confirmation of airline tickets, and will endeavour to put you in touch with someone who can solve problems of an administrative nature. For those who are receiving per-diems from SPC (or via SPC from another source), you will be directed to the Accounts office or otherwise looked after. The hotel room bills are your responsibility.