

Scientific Committee – Circular 001 (1 December 2015)

Please direct all correspondence to Kerrie.Robertson@agriculture.gov.au, interim Secretariat to the SIOFA Scientific Committee

To: Parties to the Southern Indian Ocean Fisheries Agreement and invited Observers

NOTICE OF MEETING

1st Meeting of the Southern Indian Ocean Fisheries Agreement (SIOFA)

Scientific Committee

The 1st meeting of the SIOFA Scientific Committee will be hosted in **Fremantle, Australia** from 21-24 March 2016 (dates inclusive) at the [Esplanade Hotel](#). It is expected that the meeting will run from 9am to 5:30pm each day.

A Heads of Delegation meeting will also be held on the 20th March 2016 from 4:30 pm – 5:30pm.

Australia would also like to welcome all delegates by hosting a cocktail function on **Sunday 20 March 2016** from **5:30-7:30 pm**, also at the Esplanade Hotel.

Getting to Fremantle

The closest airport is PERTH INTERNATIONAL AIRPORT.

Delegates can reach Fremantle by taxi, airport shuttle or public transport. Please see this [link](#) for further information.

Agenda

A provisional agenda for the Scientific Committee meeting is attached to this circular. We request that Parties provide their comments on the agenda to the interim Secretariat by 18 December 2015.

Registration

All delegates, including observers, are asked to register their attendance by **15 January 2016** by completing the attached form at and emailing it to the interim Secretariat.

Future Chairing arrangements

The Scientific Committee will be asked to elect a Chairperson and Vice Chairperson for a two year term. We encourage Parties to submit their nominations (name and agency) for Chairperson and Vice Chairperson to the interim Secretariat by 15 January 2016. Elections of the Chairperson and Vice Chairperson shall be undertaken in accordance with the Scientific Committee Terms of Reference. Successful candidates will take office from the conclusion of this SIOFA Scientific Committee meeting.

Papers

National Reports: SIOFA Parties are asked to submit to the interim Secretariat a National Report to the Scientific Committee using the attached template by **15 February 2016**.

Scientific Committee – Circular 001 (1 December 2015)

Please direct all correspondence to Kerrie.Robertson@agriculture.gov.au, interim Secretariat to the SIOFA Scientific Committee

SIOFA Parties may submit working papers and information papers to the Scientific Committee for consideration.

Working papers should be used for matters where the Scientific Committee will be asked to make a recommendation to the Meeting of the Parties. Working papers should be submitted with advice on the specific agenda item the paper has been prepared for, a clear recommendation for the Scientific Committee's consideration and a one paragraph abstract for inclusion in the meeting report. Delegates should be prepared to present their working paper/s to the meeting.

Information papers should be used where they are of relevant general interest to an agenda item, not requiring presentation in the plenary but may be referred to in discussion. Information papers should be submitted with advice on the specific agenda item the paper relates to.

All papers should be received by the interim Secretariat by 15 February 2016 and these will be circulated via email to all registered participants by 19 February 2016.

Consistent with the SIOFA Rules of Procedure, observers may submit relevant documents to the Scientific Committee as information papers. Observers will be given access to all documents that do not contain confidential data and/or commercially sensitive information.

Accommodation

Australia has secured a preferential accommodation rate of AUD 220 per night with the Esplanade Hotel. If delegates choose to stay at the Esplanade Hotel, reservations can be made by emailing reservations_esplanadefremantle@rydges.com and quote the code "SIOFA –Scientific Committee" to secure this rate. This rate does not include breakfast but you may request this on arrival at the hotel.

Other options include:

- Be. Fremantle <http://www.befremantle.com.au/> (11 minute walk from the venue)
- Quality Suites Fremantle <http://www.qualitysuitsfremantle.com.au/> (5 minute walk from the venue)
- Trade Winds Hotel <http://www.tradewindshotel.com.au/> (6 minutes by car from the venue)
- Pier 21 Apartment Hotel <http://www.pier21.com.au/default-en.html> (10 minute drive from the venue)

Visas

Delegates may be required to obtain an Australian visa to attend the SIOFA meeting.

Individuals who need assistance in acquiring a visa are kindly asked to contact Ms Kerrie Robertson (Assistant Director, Regional Fisheries and Treaties, Australian Government Department of Agriculture) by email at Kerrie.Robertson@agriculture.gov.au.

More information on Fremantle

Visit [this link](#) for more information on Fremantle, Western Australia.

Scientific Committee – Circular 001 (1 December 2015)

Please direct all correspondence to Kerrie.Robertson@agriculture.gov.au,
interim Secretariat to the SIOFA Scientific Committee

Proposed Timeframes

Comments due on Agenda	18 December 2015
Registration deadline	15 January 2016
Nominations for Scientific Committee Chairperson and Vice Chairperson for 2016 and 2017	15 January 2016
Papers due to Secretariat	15 February 2016
Final agenda, indicative schedule and meeting papers circulated (30 days before the meeting)	19 February 2016

Attachments to this Circular

- A. Provisional agenda for the Scientific Committee meeting
- B. Registration form for all delegates
- C. Scientific Committee Terms of Reference as agreed by the Meeting of the Parties in October 2015
- D. National Report template.