

## Meeting arrangements

### Chair

The Chair of the SPC Heads of Fisheries Meeting normally rotates alphabetically. At this meeting (HoF11) it is the turn of Tonga who has kindly accepted.

It is the task of the Chair to mediate discussion, and to identify points of agreement.

### Meeting timing

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

**1<sup>st</sup> Session / Tea break / 2<sup>nd</sup> Session / Lunch break / 3<sup>rd</sup> Session / Tea break / 4<sup>th</sup> Session**

There may be some minor variation from day to day.

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

## Social functions

There will be cocktails in the evening of Monday 11<sup>th</sup> March and a Barbecue for HoF participants and SPC staff families on Wednesday 13<sup>th</sup> March.

Less formally, the SPC bar next to the Tennis Court, will be opened from 5.00 pm to 7.00 pm on Tuesday for liquid refreshments.

## Catering

Morning and afternoon tea will be provided as lunch on the deck outside the conference room.

## Interpretation

SPC 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 considered:

- 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, for observers.
- Speakers, and questioners, should wait to be identified by the chairperson before speaking.
- Speakers should speak clearly and not too fast. One of the main problems for the chair 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, overhead, or PowerPoint slides 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 categories:

- Working papers: papers written for the meeting and, concerning the main business of the meeting. These are a priority for translation.

- Information papers: papers that 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. These will be translated whenever possible.

All Working and Information papers are available online on SPC's HoF11 webpage (<http://www.spc.int/fame/en/meetings/243>). We ask everyone to provide us with virtual copies of their presentations and information papers. A flash drive will be provided to each participant, allowing the download and storage of the meeting documents. If necessary, printed copies will be produced on request at the meeting secretariat (to the right after the main entrance, opposite the door of the bar). All papers that have been submitted to us in electronic form (and any translations) will also be made immediately available on SPC website.

If you have a late Information paper that you want to submit, please give it to the meeting secretary in the secretariat office to make it available in electronic form. The meeting secretary will make sure that a copy gets to the interpreters, for papers that are to be verbally presented.

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, and poster displays. For photocopies, please ask the meeting secretary in the secretariat office. Meeting participants are free to use the SPC library facilities (the library is above the Conference complex).

## Meeting outputs

As with all SPC sectoral meetings, any formal outputs or recommendations identified by the Chair will be compiled for agreement and clearance by the meeting on the final day. We plan to concentrate attention, as with previous Heads of Fisheries Meetings, on a separate, short, list of carefully-worded meeting outputs. These outputs may be recommendations to the Secretariat, to the Pacific Community Committee of Representatives of Governments and Administrations in June, or statements for the benefit of other organisations concerning Pacific Island fisheries sector priorities.

## Wireless, computers and presentations

In the meeting room area, participants can connect to SPC's wireless network "SPC Meeting" using the password: SPC@Noumea!

Power points (French standard electricity sockets) are underneath the second row of tables in the main meeting room. Under no circumstances should non-SPC computers be connected to the SPC network using a LAN cable — please use the wireless access or the computer available in the secretariat outside the Conference room.

A computer-driven projector is available in the meeting room. Please send an email to [pacificcommunity@service-now.com](mailto:pacificcommunity@service-now.com) if you require technical assistance in using it.