



15th SPC Heads of Fisheries Meeting
20–24 March 2023



Original: English

Informal paper

Meeting procedures for the 15th SPC Heads of Fisheries Meeting

SPC FAME Secretariat

Overview of HOF15 meeting schedule

1. The SPC HOF meeting provides an opportunity for SPC members and partners to discuss SPC's work in the field of fisheries and aquaculture and on relevant topics of regional interests on which SPC Fisheries, Aquaculture and Marine Ecosystems (FAME) Division provides technical and scientific assistance. For HOF15, the discussion will focus on the impacts of climate change and mitigation measures, and recovery efforts as Pacific Island countries and territories recover from the COVID-19 pandemic, including the management of sustainable fisheries and aquaculture resources, particularly in relation to food and nutritional security, livelihoods and environmental conservation. The outcome of the meeting will provide the strategic direction that will inform SPC FAME's work programme and future direction.
2. The 15th SPC Heads of Fisheries meeting will be held in-person from **20 to 24 March 2023** at the SPC Headquarters in Noumea, New Caledonia. The meeting week will commence with one day of side meetings on Monday 20 March – a convening of sub-committees and steering groups that SPC leads and facilitates. The HOF15 plenary session will run from the 21 to 24 March.
3. The table below provides an overview of the meeting schedule for the week of the 20 – 24 March. The [meeting agenda](#) is organised in the following order (please note the New Caledonia [GMT+11] time zone):

Date	Time	Event	Who
15-19 March		Meeting participants arrive in Noumea. Airport transfers and accommodation arranged for SPC funded meeting participants.	Officials/Partners
Day 1 Monday 20 March	08:00-10:00	Registration, DSA payment for funded SPC members (morning tea/lunch/afternoon tea provided)	Officials/Partners
	10:00-16:30	HOF15 side meetings <i>Morning tea/lunch/afternoon tea provided</i>	Officials/Partners
Day 2 Tuesday 21 March	08:30-16:30	HOF15 Plenary session starts. <ul style="list-style-type: none"> • FAME priorities, emerging work areas and results report and future of HOF 	All meeting participants
Day 3 Wednesday 22 March	08:30-16:30	HOF15 plenary session <ul style="list-style-type: none"> • Members priorities and regional frameworks <i>Morning tea/lunch/afternoon tea provided</i>	All meeting participants

Day 4 Thursday 23 March	08:30-16:30	Climate change as a driver of impacts to ecosystems, fisheries and aquaculture <i>Morning tea/lunch/afternoon tea provided</i>	All meeting participants
	16:30-17:00	Outcomes drafting committee	Closed session
	18:00-21:00	BBQ night at the SPC social club	All meeting participants
Day 5 Friday 24 March	08:30-16:30	HOF15 Plenary session <ul style="list-style-type: none"> • Coastal fisheries and aquaculture • Clearance of HOF15 outcomes <i>Morning tea/lunch/afternoon tea provided</i>	All meeting participants

Preparing for the meeting

4. Meeting documents can be accessed on the meeting web page at <https://fame1.spc.int/en/meetings/262>. These are available in English or French. Choose the English or French option to access the meeting documents. All working papers and essential information papers will be available in both English and French languages.
5. The main discussions and presentations will be held in **plenary**, with breakout groups (BOGs) for more interactive discussions on selected technical sessions.
6. The meeting schedule will be split as follows:
 - a. 08:00 – 08:30: Dedicated preparation time. Participants are requested to read the working papers (WP), information papers (IP) and background papers (BP), presentations, and prepare comments or questions.
 - b. 09:00 – 12:00: The plenary session is where all meeting participants gather together to discuss the main agenda items, while the breakout groups provide an opportunity for more focused and in-depth discussions on selected technical sessions. The Chair of the meeting will preside over the plenary discussions to ensure that the meeting objectives are met and that all participants have the opportunity to contribute to the discussion.
 - c. 12:00 – 13:30: Lunch break
 - d. 13:30 – 16:30: During the afternoon sessions, technical discussions will continue in the plenary with some topics requiring further discussion in the breakout groups.
 - e. 16:30 – 17:00: Reserved for drafting committee on Thursday 23 March 2023.

7. The meeting papers are organised into four categories:
 - i. **Working papers (WP):** These papers are specifically written for the meeting and focus on the main topics of discussions. They provide a basis for discussions during the meeting and are available in both English and French languages.
 - ii. **Information papers (IP):** These papers provide supplementary information that is relevant to the specific agenda items. While they are not focus of discussion, they contribute to the overall meeting outcomes. These papers may or may not translated.
 - iii. **Background paper (BP):** These papers are already published and are useful to the meeting discussion. They provide additional information and context to the meeting topics.
 - iv. **Informal papers (INF):** These papers provide information about the meeting, facilitation procedures, agenda, participants list and other related matters. They are also available in both English and French languages.

Chair

8. The Chair of the SPC Heads of Fisheries Meeting rotates alphabetically among the member countries and territories. For the HoF15 meeting, it will be Wallis and Futuna.
9. The Chair plays an important role in ensuring that the meeting runs smoothly and that all participants have an opportunity to contribute equally to the discussions. The Chair is responsible for managing the meeting agenda and facilitating discussions to ensure that the meeting objectives that address fisheries and aquaculture needs of the Pacific people are met. The Chair also helps to identify areas of agreement and to produce an "Outcomes Report" summarising the meeting's conclusions and recommendations.

Interpretation

10. SPC has two official languages, English and French, and SPC-FAME strives to ensure that all information related to our activities, including meetings, is available in both languages. All the working papers discussed during the meeting will be available on the meeting webpage at least one week prior to the meeting. The webpage can be accessed at <https://fame1.spc.int/en/meetings/262>
11. Simultaneous interpretation will be available at the meeting to provide language support for participants. This can be a challenging task for the SPC interpretation team, so it is important that participants speak clearly and at a moderate pace when giving their interventions. The HoF secretariat ask for your patience with this technology to ensure that all participants can fully engage in the meeting discussions.
12. It is important to allow the Chair to identify you before speaking or giving an intervention during the meeting. This helps to ensure that everyone has a chance to speak and that the discussions remain organised and productive. Please wait for the chair to recognise you before speaking and state your name, PICT or the organisation you represent for the record.

Meeting outcomes

13. Any formal outcomes or recommendations identified by the Chair will be compiled for agreement and clearance by the meeting. This means that a drafting committee will be formed to review the daily output of the meeting and compile a final report that reflects the agreements and recommendations made by the participants. This report will be reviewed and cleared by the meeting before being finalised. The drafting committee will meet briefly on Thursday 23 March to begin the process of compiling the outcomes report.
14. The focus of the meeting outcomes is to provide recommendations to the Secretariat and the Pacific Community Committee of Representatives of Governments and Administrations on the priorities of the Pacific Island Fisheries and Aquaculture sector. The outcomes will be presented to the Regional Fisheries Ministers' Meeting.

In-person participation in the meeting

15. In-person participants will convene at the Main Conference Room at the SPC Headquarters in Noumea, New Caledonia.
16. Meeting participants are requested to register and collect their name tags on the first day of the meeting at the Conference admin room. In case you have difficulty finding the admin room, please don't hesitate to ask SPC FAME staff for assistance.
17. As per protocol in a SPC sectoral meeting, member nominated officials will be seated behind the country or territory name at the main conference room table.
18. Partners and observers to the meeting will be seated in the conference room behind their respective organisation name.

Virtual participation

19. There is an opportunity to listen-in to the meeting via Zoom. To obtain the meeting link please register using this link https://spc.zoom.us/webinar/register/WN_W26fool5Sv-6vAXSLv55ew
20. There will be no interaction with participants connecting online to the meeting.
21. For any questions, please contact the FAME meeting team at fame_meetings@spc.int with Sonia Schutz-Russell (soniasr@spc.int) in copy.