

Ref.: 2021-10-20-1/SIOFA- ES

La Reunion, Wednesday 20th October 2021

SC- CIRCULAR n° 2021-09

SUBJECT: Harmonisation of Scientific Observers' Programmes Workshop Arrangements

Dear Colleagues,

On behalf of the Chair and the Vice-Chair of the Scientific Committee, I am pleased to provide further information on the workshop arrangements.

Registration

Many Contracting Parties (CPs) have already registered following SC- CIRCULAR n° 2021-07. I am taking this opportunity to kindly remind all CPs that the workshop first session will start on the 27th October and early registration is highly appreciated.

Documentation

Relevant documentation in support of the workshop sessions have been already submitted and they are available at the workshop page <http://apsoi.org/meetings/whsop> I do encourage participants to facilitate the Secretariat any document you would like to be presented/discussed in the workshop.

Workshop dynamics

Agenda items will be introduced by the workshop Convener, Dr Sebastian Rodriguez Alfaro, follow the schedule given in SC- CIRCULAR n° 2021-07.

Tour de Table Sessions: CCPs will be asked to briefly summarise their respective national observer programmes within each agenda item. CCPs are asked to either verbally report or provide a 2-3 slide summary on each agenda item for presentation. Any supporting documents can also be distributed to the workshop participants.

Please observe a time limit of 2-3 minutes in your interventions in order to make the best use of the time available, and to stimulate and enrich the workshop discussions.

Reporting

Following the workshop, the Convener will provide a workshop report summarising key outcomes and recommendations, for submission to the SIOFA SC Working Groups and SIOFA SC in March 2022.

We will have a rapporteur to take informal meeting notes. These will be used to assist with the generation of the workshop report.

24-36 hours after the end of each session the Secretariat will circulate the informal meeting notes for comment. CCPs are asked to provide any corrections of errors of fact and check that key points have been noted in the informal meeting notes.

Following the conclusion of the workshop, the convener will distribute the informal meeting notes and the draft workshop report to the workshop participants for comment and will generate the final workshop report. The final report will be submitted as a working paper to the SIOFA SC Working Groups and SIOFA SC in March 2022.

Please do not hesitate to contact the Secretariat if you require further information or need any assistance.

Thierry Clot

A handwritten signature in black ink, appearing to be 'Thierry Clot', written over a thin horizontal line.

Executive Secretary

SIOFA/APSOI