

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

## NOTICE OF MEETING

### Fourth Meeting of the Scientific Committee (SC4) of the Southern Indian Ocean Fisheries Agreement (SIOFA)

25-29 March 2019

Please note that this meeting will be immediately preceded by the following SIOFA Working Group meetings;

- First Meeting of the Protected Areas and Ecosystems Working Group (PAEWG1), 18-19 March 2019; and
- First Meeting of the Stock and Ecological Risk Assessment Working Group (SERAWG1), 20-22 March 2019.

#### Meetings venue

National Research Institute of Fisheries Science,  
Yokohama,  
Japan

[http://nrifs.fra.affrc.go.jp/index\\_e.html](http://nrifs.fra.affrc.go.jp/index_e.html)

For all information regarding the meeting venue, accommodation bookings, visa and travel, please see **Annex I** of this meeting notice.

#### PLEASE NOTE:

To facilitate travel to meetings, **participants are strongly recommended** to book accommodation as soon as is possible in the Sakuragi-cho area. Availability is limited as this is a busy period. Those staying in this area may then be accompanied to the meeting by Japanese delegation colleagues. To facilitate this, delegates are requested to inform SIOFA Secretariat which hotel each delegate is staying in. This information can be included on the registration form.

#### Meetings times

In order to avoid main rush hour the meeting times for all meetings will be 10AM-6PM.

Registration for the SC and both Working Group meetings will commence at 9:30AM on the first day of each meeting.

SC Head of Delegation meeting will take place Monday March 25 Mon 9:15-10:00AM

## Agendas

A provisional agenda for the 'Fourth Meeting of the Scientific Committee' has been circulated together with this meeting notice and can also be downloaded from the SIOFA website

<https://www.apsoi.org/meetings>. Parties are requested to provide their comments on this agenda to the Secretariat ([jon@siofa.org](mailto:jon@siofa.org)) by **2 Feb 2019**.

Provisional agendas for the 'First Protected Areas and Ecosystems Working Group' and the 'First Stock and Ecological Risk Assessment Working Group' have been circulated together with this meeting notice and can also be downloaded from the SIOFA website <https://www.apsoi.org/meetings>. Parties are requested provide their comments on these agendas to the relevant Chairperson(s) of each Working group by **26 Jan 2019**.

- PAEWG1 Chairperson: Dr Patrice Pruvost [patrice.pruvost@mnhn.fr](mailto:patrice.pruvost@mnhn.fr)
- SERAWG1 Co-Chairpersons: Dr Tom Nishida [tom.nishida.9691@gmail.com](mailto:tom.nishida.9691@gmail.com) and [tbc]

## Meeting Registration

All delegates, including observers, are requested to register their attendance to these meetings by **12 Feb 2019** by completing the forms provided in **Attachment A** and emailing it to the Secretariat.

## Submission of Scientific Committee Meeting Documents

All SC4 meeting papers to be presented using the template cover page provided in **Attachment B**.

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

**National Reports:** In accordance with CMM 2018/02 for Data Standards, SIOFA Parties shall provide to the Scientific Committee a National Report. It is requested that this report be compiled in accordance with the guidelines provided at Annex F of SC2 Report and provided on the Scientific Committee page of the SIOFA website <https://www.apsoi.org/scientific-committee>. All National Reports are classified as a working paper and should be received by the Secretariat by **22 February 2019**.

**Working Papers:** To 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 papers to the meeting. Working Papers should be received by the Secretariat by **22 February 2019**.

Please note that SC Working Group reports are to be classified as working papers and will be submitted upon completion.

**Information Papers:** To 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. Consistent with the SIOFA Rules of Procedure, observers may also submit relevant documents to the Executive Secretary for distribution to the Scientific Committee as information papers. Information papers should be submitted with advice on the specific agenda item the paper relates to and should be received by the Secretariat by **10 March 2019**.

### Submission of Working Group Meeting Documents

Working papers to be discussed at the First Protected Areas and Ecosystems Working Group and the First Stock and Ecological Risk Assessment Working Group are requested to be should be submitted to the relevant Working Group Chairperson by **15 Feb 2019**.

Information papers are requested to be should be submitted to the relevant Working Group Chairperson by **3 Mar 2019**. Consistent with the SIOFA Rules of Procedure, observers may also submit relevant documents to SC Working Groups as information papers.

Working Papers and Information Papers should clearly indicate the specific agenda item the paper relates to and be should be submitted to the relevant Working Group Chairperson (see page 1).

### Confidentiality and Transparency

Delegates are requested to identify any papers being submitted which contain data subject to rules of confidentiality that necessitate restricted access. By default, all documents submitted which have not been identified as restricted will be made available on the publicly accessible part of the SIOFA website.

### Access to Meeting Documents

Documents for each meeting will be provided on the relevant meeting page on the SIOFA website <https://www.apsoi.org/meetings>.

In order to improve security SIOFA has now implemented individual usernames and passwords to access restricted and working documents on the SIOFA website. Observers may request login details by contacting SIOFA Data Manager Pierre PERIES [pierre@siofa.org](mailto:pierre@siofa.org).

To access restricted documents, registered meeting participants and SIOFA official contacts, must first login with their individual password and login details, then access the meeting page as normal. Restricted documents will then be visible to those who have access.

Observers will be given access to all meeting documents and working documents not subject to rules relating to the confidentiality of certain data and commercially sensitive information. To access working documents through the course of the meetings, observers will need to first login with their individual password and login details, then access the meeting page as normal.

### Terms of Reference Documents

A copy of the Scientific Committee Terms of Reference can be found on the SIOFA website here <https://www.apsoi.org/node/8> .

A copy of the Protected Areas and Ecosystems Working Group Terms of Reference may be found on the SIOFA website here <https://www.apsoi.org/node/65> .

A copy of the Stock and Ecological Risk Assessment Working Group may be found on the SIOFA website here <https://www.apsoi.org/node/64> .

### Meeting Observers

A proposed list of observers to be invited to the meeting is provided at **Attachment C**.

## Proposed Timeline

### *Agendas and Registration*

Comments on PAEWG and SERAWG Agendas to relevant WG Chairperson	<b>26 Jan 2019</b>
Comments on Scientific Committee Agenda to Secretariat	<b>02 Feb 2019</b>
Circulation of Revised PAEWG and SERAWG Agendas	<b>05 Feb 2019</b>
Circulation of Revised Scientific Agenda	<b>12 Feb 2019</b>
Meeting registration deadline	<b>12 Feb 2019</b>

### *Working papers*

Working Papers for PAEWG and SERAWG to relevant WG Chairperson	<b>15 Feb 2019</b>
Scientific Committee Proposals due to the Secretariat	<b>22 Feb 2019</b>
PAEWG and SERAWG Proposals circulated (25 days before the meeting)	<b>21 Feb 2019</b>
Scientific Committee Proposals circulated (25 days before the meeting)	<b>27 Feb 2019</b>

### *Information Papers*

Info Papers for PAEWG and SERAWG due to relevant WG Chairperson	<b>03 Mar 2019</b>
Info Papers for PAEWG and SERAWG circulated (10 days before meeting)	<b>07 Mar 2019</b>
Info Papers for Scientific Committee due to Secretariat	<b>10 Mar 2019</b>
Info Papers for Scientific Committee circulated (10 days before meeting)	<b>14 Mar 2019</b>

## Annex

### I. Meeting Venue Information

### Attachments to this Meeting Notice

- A. Registration form for all meetings
- B. Template for submission of SC4 papers
- B. Template for submission of PAEWG1 papers
- B. Template for submission of SERAWG1 papers
- C. Proposed list of observers to be notified

These documents may also be downloaded from the SC4 meeting page of the SIOFA website

<https://www.apsoi.org/meetings>.

### Agendas Circulated with this Meeting Notice

- SC-04-02 Provisional Agenda – The Fourth Meeting of the Scientific Committee, 25-29 March 2019.
- PAEWG1 Provisional Agenda – The First meeting of the Protected Areas and Ecosystems Working Group, 18-19 March 2019.
- SEARWG1 Provisional Agenda – The First Meeting of the Stock Assessment Working Group, 20-22 March 2019.

All provisional agendas have been circulated together with this meeting notice. These versions, and any subsequent revisions, can be downloaded from the SIOFA website <https://www.apsoi.org/meetings>.

Please direct all correspondence to [jon@siofa.org](mailto:jon@siofa.org)

Executive Secretary of the SIOFA

## Annex I

### Meeting Information for PAEWG1, SERAWG1 and SC4

#### 1. Meeting Date and Venue

The PAEWG1 (18-19 March 2019), SERAWG1 (20-22 March 2019) and SC4 (25-29 March 2019) will be held in the meeting room at the National Research Institute of Fisheries Science, Yokohama, Japan.



[http://nrifs.fra.affrc.go.jp/index\\_e.html](http://nrifs.fra.affrc.go.jp/index_e.html)

#### 2. Accommodation

**PLEASE NOTE:**

To facilitate travel to meetings, **participants are strongly recommended** to book accommodation as soon as is possible in the Sakuragi-cho area. Availability is limited as this is a busy period. Those staying in this area may then be accompanied to the meeting by Japanese delegation colleagues. To facilitate this, delegates are requested to inform SIOFA Secretariat which hotel they are staying in. This information can be included on the registration form.

##### 2.1. Washington Hotel Sakuragicho

This hotel is not located nearby the meeting venue taking 40-50 minutes by train (besides, needs one change). However, the location is best, many choice of restaurants. You can enjoy Yokohama life. We recommend this hotel.

<http://yokohama-s.washington-hotels.jp/>

##### 2.2. Other hotels near Sakuragicho station

The following hotels are also available as options in the vicinity of Sakuragicho Station.

- New Otani Inn Yokohama Premium (<https://www.newotani.co.jp/en/innyokohama/>)
- Breezbay Hotel Resort Spa (<https://breezbay-group.com/bbh/index.html>)
- Sotetsu Fresa Inn Yokohama Sakuragicho (<https://fresa-inn.jp/sakuragicho/>)

If you would like other hotels, we recommend that you search by Trivago.com.

**Tom will be leading from Sakuragicho station to the meeting venue several days after the start of the meeting.**

### 2.3. Yokohama Techno Tower Hotel

We have one hotel close to the venue. However, it is really difficult to find the restaurant, shops etc. around the hotel. It's inconvenience. If participants are interested in the hotel despite inconvenience, and need only nearby, I can provide this information;

<http://technotower.jp/en/index.html>

## 3. Transportation

### 3.1. Travel to Japan

Haneda airport is the closest access to the Tokyo / Yokohama area. In addition, although Narita Airport is a bit far from Tokyo / Yokohama, there are many international flights, so there is a possibility that you will arrive at Narita Airport depending on the flight schedule.

#### 3.1.1. Narita-airport - Yokohama

There are several moving ways, but the simplest is to use "JR Narita-Express" (N'EX). Please ask "Narita-Express direct ticket to Yokohama" to the staff, who can expect to be able to speak English, at JR (Japan Railway Company) Travel Service Desk at Narita-airport.

- All seats are reserved, so you have to take exact seat designated to your ticket
- Narita express has multiple destinations, so please do not miss your train
- Because the train schedule in Japan is accurate, please take action early so as not to miss the train

#### 3.1.2. Haneda airport - Yokohama

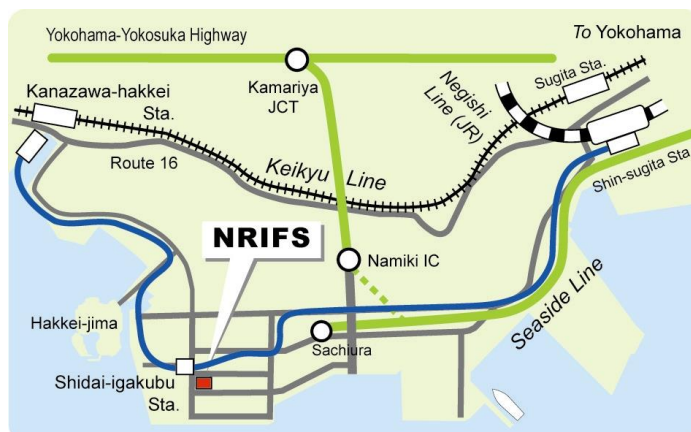
Two main ways are Keikyu-Line (30 minutes, 480JPY) or Keikyu Limousine Bus (580JPY). Keikyu-Line has many destinations and you have to take right train to Yokohama station.

#### 3.1.3. Yokohama - Sakuragicho (close to recommended hotel)

Sakuragicho is one station from Yokohama (3 minutes, 140JPY) on the JR Negishi-Line (Keihin-Tohoku-Line).

### 3.2. Commute to the Meeting Venue

Please change to Seaside-Line at the Shin-sugita station of JR Negishi-Line (Keihin-Tohoku-Line) or at the Kanazawa-hakkei station of Keikyu Line. It takes about 5 minutes on foot since getting off at the Shidai-igakubu station of Seaside-Line.



JR sells prepaid cards "SUICA", which you can get on public transport including JR without buying a ticket (<https://www.jreast.co.jp/e/suicamoney/?src=gnavi>). SUICA also can be used at most stores, beverage vending machines, coin-operated lockers, and more in the JR East area. Outside of train stations, this convenient card is also accepted at convenience stores, restaurants, beverage vending machines, taxis, airport shops, and other establishments, so there's no need to pay with inconvenient coins or worry about change.

We are planning to purchase the pre-charged SUICA in advance and give it to the applicant on the first day or at hotel check-in.

## 4. Hospitality

### 4.1. Coffee brake

During the meetings, morning and afternoon coffee will be provided.

### 4.2. Lunch

There are few restaurants, coffee shops, and "Convenience store" in the neighbourhood (in Yokohama City University Hospital). Unfortunately, many of these restaurants and stores will not have English menu. The university has a student cafeteria where visitors can also use.

We can also use delivery of sushi, pizza, and lunch box (bento).

## 5. VISA Requirement

As of July 2017, Japan has taken measures concerning the Visa Exemption Arrangements with 68 countries and regions ([https://www.mofa.go.jp/j\\_info/visit/visa/short/novisa.html](https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html)). Nationals and citizens of those countries and regions shown below are not required to obtain visas to enter Japan when their visits are tourism, commerce, conferences, visiting relatives/acquaintances, etc. However, when foreign nationals engage in paid activities in Japan, or their periods of stay exceed those stipulated in each country's arrangement of short-term stay, visas will be required to enter Japan.

**1. Visa Application Procedures**

**Short-Term Stay**

(A stay of up to 90 days for tourism, business, visiting friends or relatives, etc. that does not include remunerative activities)

Click on the nationality of the visa applicant traveling to Japan.

- Countries or Regions that require a visa to enter Japan
 

China
Russia
CIS countries, Georgia
Philippines
Other Nationalities

[Procedures chart for short-term stay \(tourism, business, visiting relatives, etc\)](#)
- Countries or Regions that do not require a visa to enter Japan
 

Countries or Regions for Visa Exemptions

The period of stay granted at the time of the landing permission will be "15 days" for Brunei, Indonesia, and Thailand, and "30 days" for United Arab Emirates and "90 days" for other countries and regions

Due to the complex nature of visa requirements, we are UNABLE to respond to visa-



related inquiries made through this website at the moment. We advise you to contact the Consular Section of the Embassy or Consulate General of Japan nearest you for more information and advice ([https://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](https://www.mofa.go.jp/about/emb_cons/mofaserv.html)).

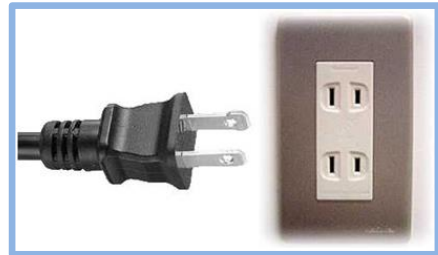
For details, please refer to the website of Ministry of Foreign Affairs of Japan ([https://www.mofa.go.jp/j\\_info/visit/visa/index.html](https://www.mofa.go.jp/j_info/visit/visa/index.html)).

## 6. Currency

The currency in Japan is the Yen (¥ or JPY). Its equivalence to other currencies changes daily, so it is advisable to check its value before travelling.

## 7. Electricity

The electrical current in Japan is 100V. We recommend that you bring a Type A adaptor or a universal adapter.



## 8. Safety, Health, and Emergencies

Generally, Japan may be considered safe, but it is recommended that the same primary precautions that apply to all big cities apply to Tokyo and Yokohama. Obtaining international health insurance is highly recommended. The emergency number for Fire and Ambulance is 199, for Police is 110.

In general, it is better to prepare that Japanese restaurants and retail stores can not respond in English. Furthermore, allergy display is not sufficient compared with other countries. If you have restricted diet due to health or religious reasons, please notify the following contact person in advance.

## 9. Contact Person

Takehiro Okuda

National Research Institute of Far Seas Fisheries, FRA

[okudy@affrc.go.jp](mailto:okudy@affrc.go.jp)