

Scientific Committee

Phone: + 262 693 444 495

La Réunion, Tuesday 3 September 2024

## SC-CIRCULAR n° 2024-15

SUBJECT: Final arrangements for the SIOFA SC Workshop on Scientific Observer Forms (WS2024-OBS2)

Dear Heads of Delegation of the Scientific Committee,

Dear Colleagues,

Following SC-Circular 2024-11, the SC Chairs received no responses suggesting changes to the proposed provisional Meeting Arrangements, Terms of Reference, Agenda and Timetable developed for the SIOFA SC Workshop on Scientific Observer Forms (WS2024-OBS2).

Therefore, the Chairs confirm the provisional Meeting Arrangements, Terms of Reference, Agenda and Timetable that were outlined in SC-Circular 2024-11. The workshop will be held online on **28 November 2024 from 0730 UTC to 1130 UTC**. Corresponding appropriate administration documents have been uploaded to the Workshop meeting page on the SIOFA website (<a href="https://siofa.org/meetings/WS2024-OBS2">https://siofa.org/meetings/WS2024-OBS2</a>).

Please note that registrations to the meeting are to be made through the registration form (WS2024-OBS2-ADM-01), sent to the SIOFA Science Officer (<a href="marco.milardi@siofa.org">marco.milardi@siofa.org</a>), by Tuesday 12 November 2024.

Please also note that deadline for submission of papers to the workshop is on <u>Wednesday 13 November 2024</u>. Please prepare any submissions using the meeting Workshop document template (WS2024-OBS2-ADM-02) and address them to the SIOFA Science Officer (<u>marco.milardi@siofa.org</u>), who will upload the documents on the website as soon as possible.

Thank you and we look forward to seeing you online for the Workshop

Sincerely yours,

Alistair Dunn

SIOFA Scientific Committee Chair

Web: https://www.siofa.org