

Arrangements for the 8th Meeting of the Scientific Committee, MoP-SC Workshop on Harvest Strategy Pre-assessment, and the SC Workshop on Deepwater Sharks in SIOFA Area

1. MEETING ARRANGEMENTS

1.1 Meeting dates

The meeting dates will be (MoP9 2022, paragraph 268)

- MOP-SC Workshop on Harvest Strategy Pre-assessment: 17–18 March 2023
- SC Workshop on Deepwater Sharks in the SIOFA Area: 20–21 March 2023
- 8th Meeting of the Scientific Committee (SC8): 22–31 March 2023

1.2 Meeting venue

The 8th Meeting of the Scientific Committee, MoP-SC Workshop on Harvest Strategy Pre-assessment, and the SC Workshop on Deepwater Sharks in SIOFA Area will be held in Tenerife and hosted by Spain in association with the Institute Español de Oceanografía (IEO) (<http://www.ieo.es/es>). The venues for all meetings will be:

Institute Español de Oceanografía (IEO)

C. Farola del Mar, nº 22

38180 San Andrés

Santa Cruz de Tenerife

SPAIN

PLEASE NOTE:

To facilitate travel to meetings, participants are strongly encouraged to book their accommodation in Tenerife as soon as possible.

1.3 Meeting times

- The meetings will run from 09:00–17:30 local time
- Depending on the agenda and time permitting, breaks will be
 - Morning tea: 10:30–11:00
 - Lunch: 12:30–14:00
 - Afternoon tea: 15:30–16:00
- Registration will commence at 08:00 on the first day of each meeting.
- An SC Heads of Delegation meeting will take place Wednesday 22 March 2023 from 08:15 to 09:00.

1.4 Meeting Registration

All delegates are requested to register their attendance to these meetings as soon as possible and no later than **17 February 2023** by completing the form provided as [SC-08-ADM-01](#) and emailing it to the Secretariat.

Please indicate if you'll attend each meeting in person or virtually.

2. CIRCULATION OF PROVISIONAL AGENDAS

Provisional agendas for the workshops and meetings will be circulated at least 60 days in advance of each meeting (i.e., 16 January 2023 for the MOP-SC Workshop on Harvest Strategy Pre-assessment, 19 January 2023 for the SC Workshop on Deepwater Sharks in the SIOFA Area, and 21 January 2023 for the 8th Meeting of the Scientific Committee).

3. SUBMISSION OF DOCUMENTS

All meeting papers submitted must use the document templates available at the following links:

- MOP-SC Workshop on Harvest Strategies (<https://siofa.org/meetings/ws2023-hspa>), document [HSPAWS-2023-ADM-01](#)
- Workshop on Deepwater Sharks in the SIOFA Area (<https://siofa.org/meetings/ws2023-dws>), document [DWSWS-2023-ADM-01](#)
- 8th Meeting of the Scientific Committee (<https://siofa.org/meetings/sc8>), document [SC-08-ADM-02](#)

Members of the Scientific Committee may submit working papers and information papers to the Scientific Committee for consideration.

3.1 Submission of Documents to the MoP-SC Harvest strategy Pre-assessment Workshop and the SC Workshop on Deepwater Sharks in SIOFA Area

Working papers to be discussed at the MoP-SC Harvest strategy Pre-assessment Workshop and the SC Workshop on Deepwater Sharks in SIOFA Area are requested to be submitted to the Science Officer and to the Secretariat by **15 February 2023**.

Information papers are requested to be submitted to the Science Officer and to the Secretariat by **08 March 2023**. Consistent with the SIOFA Rules of Procedure, Observers may also submit documents to SC as information papers.

3.2 Submission of SC8 Meeting Documents

3.2.1 National Reports

In accordance with CMM 2022/02 for Data Standards, SIOFA Parties shall provide to the Scientific Committee a National Report. Please note that the Scientific Committee has requested that these reports be compiled in accordance with the guidelines developed by the SIOFA Secretariat.

A copy of these guidelines, revised by the Secretariat as per para 66 of the [MoP9 report](#), is available here: <https://siofa.org/sites/default/files/documents/Guidelines-for-submission-of-annual-national-reports-Rev7-clean.docx>

Note that all National Reports will be classified as Working Papers and will be made available on the public section of the SIOFA website. The revised guidelines will also be submitted as a working paper for SC8 consideration.

National Reports should be submitted to the Secretariat by 20 February 2023.

3.2.2 Working Papers

Working papers are for proposals and papers 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 submitted by the Secretariat by 20 February 2023.

Due to the timing of the Workshops in conjunction with SC8, the reports from the MoP-SC Harvest strategy Pre-assessment Workshop and the SC Workshop on Deepwater Sharks in SIOFA Area will be submitted to Scientific Committee once these workshops have been concluded and the final reports have been drafted.

These reports will be available to the 8th Meeting of the Scientific Committee by

- 26 March 2023 for report of the MoP-SC Harvest strategy Pre-assessment Workshop and
- 28 March 2023 for the report of the SC Workshop on Deepwater Sharks in SIOFA Area

3.2.3 Information Papers

Information Papers are of relevant general interest to an agenda item and may not require presentation in plenary. While every endeavour will be made, I note that depending on time available to complete the SC8 agenda, some of these papers may be taken as read and not discussed during the meetings.

Observers may submit Information Papers to the Executive Secretary for consideration by the Scientific Committee.

Information papers should be submitted with advice on the specific agenda item the paper has been prepared for and a one paragraph abstract for inclusion in the meeting report. Delegates should indicate if they wish to present the information paper to the plenary.

Information papers should be submitted to the Secretariat by 08 March 2023.

3.3 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.

3.4 Access to Meeting Documents

Documents for each meeting will be provided on the relevant meeting pages on the SIOFA website

<https://siofa.org/meetings/ws2023-hspa>

<https://siofa.org/meetings/ws2023-dws>

<https://siofa.org/meetings/sc8>

Individual usernames and passwords must be used to access restricted and working documents on the SIOFA website. Observers may request login details by contacting SIOFA Data Officer Pierre PERIES (pierre.peries@siofa.org).

To access restricted documents, registered meeting participants and SIOFA official contacts, must first login with their credentials, 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 not subject to rules relating to the confidentiality of data and commercially sensitive information. To access meeting 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.

3.5 Terms of Reference Documents

A copy of the Scientific Committee Terms of Reference can be found on the SIOFA website:

<https://www.siofa.org/node/8> .

3.6 Meeting Observers

A list of observers to be invited to the meetings will be provided at a later stage.

4. CONTACTS

Please direct all questions and correspondence to secretariat@siofa.org if you have any questions or require further information.

The contacts for the SIOFA Secretariat staff are:

Marco Milardi, Science Officer (marco.milardi@siofa.org)

Phone number: +262 693 404010

Pierre Peries, Data Officer (pierre.peries@siofa.org)

Phone number: +262 692 376395

Thierry Clot, Executive Secretary (thierry@siofa.org)

Phone number: + 262 693 444 495 (text msg preferentially)

ANNEX: Travel Arrangements

1. ACCOMMODATION

We have reserved a limited number of rooms for the participants, **available till 10th February** (or until sold out), to be booked through the technical secretariat MAGNA CONGRESOS at congresos@magnacongresos.es. After that date, all rooms should be on request.

Hotel Taburiente ★★★★★



Price per room/night including breakfast

Standard Single use room: 87 € Standard Double room: 114 €

Superior Single use room: 112 € Superior Double room: 139 €

Hotel Contemporáneo ★★★



Price per room/night including breakfast

Standard Single use room: 92 € Standard Double room: 104 €

Hotel Silken Atlántida ★★★★★



Price per room/night including breakfast

Standard Single use room: 113 € Standard Double room: 125 €

Hotel NH Tenerife ★★★



Price per room/night including breakfast Standard

Single use room: 92 € Standard Double room: 104 €

Hotel Sercotel Principe Paz ★★★



Price per room/night including breakfast

Standard Single use room: 78 € Standard Double room: 108 €

You can arrange your own accommodation, if you prefer to stay in other hotels or private homes, through websites such as Tripadvisor.com, Trivago.com, booking.com, Airbnb, etc.

2. TRANSPORTATION

2.1 Travel to Tenerife

Several airlines serve the closest airport to the meeting venue, Tenerife Nord (TFN), but most of the time you'll have to transit through Madrid.

2.2 Commute from the airport to the Meeting Venue

From the Tenerife Nord (TFN) airport you can either:

- Take a transfer from the airport to your hotel (<https://www.mytransfers.com/en/>)
- Take a taxi at the airport (prices range from 70 to 100 € / one way), <https://airportstaxitransfers.com>
- Rent a car (<https://www.carflexi.com>)
- Take a bus (<https://airmundo.com/fr/aeroports/tenerife-nord-airport/transports/>)

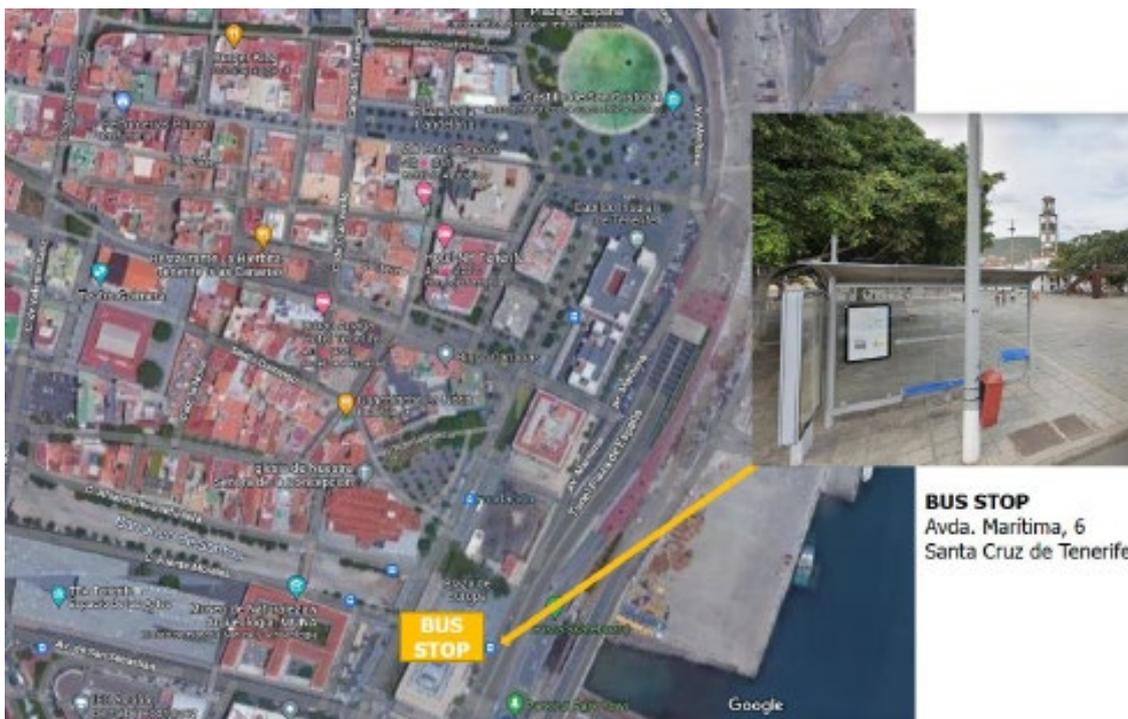
2.3 Transportation during the meeting days

SIOFA has arranged a daily bus transport from the city of Santa Cruz de Tenerife to the meeting venue. The bus will run on each of the meeting days, including those of the Workshops.

The bus will depart at 8:30 from Santa Cruz, and then depart from the meeting venue at 17:45.

Please be at the bus stop on time, as the bus will leave according to the timetable. The trip time should be about 15 minutes.

The bus will depart from Santa Cruz at this specific location (and return to the same location), which is within easy walking distance of any hotel in town.



The following QR code can be read with your smartphone and will automatically point to the location of the bus stop on Google Maps.



If you miss the bus connection, you will be responsible for arranging your own transportation. Both public transport and taxis are available on the island.

Bus line 910 runs between Santa Cruz and the meeting venue, with a bus stop within walking distance of the Institute and can be taken on the other side of the road (bus stop Hacienda).

3. HOSPITALITY

Lunch and two coffee breaks (morning and afternoon) coffee will be provided to the registered participant at IEO.

4. VISA REQUIREMENTS

Delegates should check visa requirement for their travel to Spain.

All foreign nationals wishing to enter Spain must be able to submit statutory documents at the border concerning the reasons for their stay, their means of support and accommodation arrangements.

A visa is generally required, in the absence of a waiver. **For general information and for preparing, submitting and tracking your visa application, see the following site**
<https://www.exteriores.gob.es/Embajadas/seul/ko/ServiciosConsulares/Paginas/Consular/Condiciones-de-entrada-en-Espana.aspx>

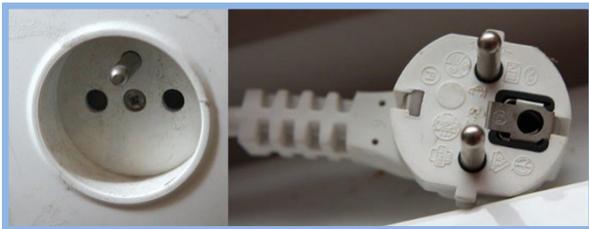
This is a single portal with all the information you need to guide you through the process and help you every step of the way (preparing the application, entering details, submitting and tracking the application).

5. CURRENCY

The currency in Tenerife is the Euro. Its equivalence to other currencies changes daily, so it is advisable to check its value before travelling. Please note that currency exchange offices could be uncommon in Tenerife. We recommend that you bring euros before your arrival in Tenerife.

6. ELECTRICITY

The electrical current in Tenerife is 220V. We recommend that you bring an adapter.
See <https://www.tenerifeguide.com/blog/electricity/>



7. SAFETY, HEALTH, EMERGENCIES AND WEATHER

While Tenerife is a relatively safe region, we recommend that you use the same precautions as in any other European city.

Weather is dry throughout the year, with temperatures around 22-24 Celsius, but there can be an occasional rain, sometimes heavy.

Note that number in Tenerife for all emergencies is **112**. If you call this number the operator will put you through to the police, fire brigade or ambulance service.

You can also call **012** to contact the Canary Islands Health Service (Servicio Canario de Salud) to get more information about 24-hour clinics and chemists in the area.

8. CONTACT PERSONS

Marco Milardi, Science Officer (marco.milardi@siofa.org)

Phone number: +262 693 404010

Pierre Peries, Data Officer (pierre.peries@siofa.org)

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Scientific Committee

ANNEX C: Timetable for the meetings

Process	Responsibility	Days' notice	Reference	WS2023-HSPA	WS2023-DWS	SC8
Invite delegates to the meetings	Exec Sec	60	RoP: Part V, rule 10, para. 1	Mon, 16 Jan 2023	Thu, 19 Jan 2023	Sat, 21 Jan 2023
Provisional Agenda sent to delegates	Exec Sec/WG Chairs	60	RoP: Part V, rule 10, para. 2	Mon, 16 Jan 2023	Thu, 19 Jan 2023	Sat, 21 Jan 2023
Submission of supplementary items by CCPs	SC HoDs	50	RoP: Part V, rule 10, para. 4	Thu, 26 Jan 2023	Sun, 29 Jan 2023	Tue, 31 Jan 2023
Send revised Provisional Agenda	Exec Sec/WG Chairs	40	RoP: Part V, rule 10, para. 4	Sun, 05 Feb 2023	Wed, 08 Feb 2023	Fri, 10 Feb 2023
Submission of Proposals to Secretariat	SC HoDs	30	RoP: Part V, rule 10, para. 5	Wed, 15 Feb 2023	Sat, 18 Feb 2023	Mon, 20 Feb 2023
Transmission of Proposals to SC HoDs	Exec Sec/WG Chairs	25	RoP: Part V, rule 10, para. 5	Mon, 20 Feb 2023	Thu, 23 Feb 2023	Sat, 25 Feb 2023
Submission of WG documents (that are not proposals)	SC HoDs/Observers	14	RoP: Part V, rule 10, para. 6	Fri, 03 Mar 2023	Mon, 06 Mar 2023	Wed, 08 Mar 2023
Transmission of WG documents (that are not proposals)	Exec Sec/WG Chairs	10	RoP: Part V, rule 10, para. 6	Tue, 07 Mar 2023	Fri, 10 Mar 2023	Sun, 12 Mar 2023
Meeting start date	WG Chairs		MoP 2021, para 268	Fri, 17 Mar 2023	Mon, 20 Mar 2023	Wed, 22 Mar 2023
Meeting report adoption (preliminary)	WG Chairs			Sat, 18 Mar 2023	Tue, 21 Mar 2023	Fri, 31 Mar 2023
Meeting end date	WG Chairs		MoP 2021, para 268	Sat, 18 Mar 2023	Tue, 21 Mar 2023	Fri, 31 Mar 2023
Preliminary report	Exec Sec/WG Chairs			Tue, 21 Mar 2023	Fri, 24 Mar 2023	
Comments on preliminary report from SC HoDs	SC HoDs			Fri, 24 Mar 2023	Mon, 27 Mar 2023	
Final report release target	Exec Sec/WG Chairs			Sun, 26 Mar 2023	Tue, 28 Mar 2023	Fri, 07 Apr 2023
Final report release deadline	Exec Sec/WG Chairs/SC HoDs	30	RoP: Part V, rule 10, para. 5	Sat, 03 Jun 2023	Sat, 03 Jun 2023	Sat, 03 Jun 2023
Report considered at MoP	SC/WG Chairs			Mon, 03 Jul 2023	Mon, 03 Jul 2023	Mon, 03 Jul 2023