

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

NOTICE OF MEETINGS

Second Meeting of the Compliance Committee of the Southern Indian Ocean Fisheries Agreement (SIOFA), and Fifth Meeting of the Parties to the Southern Indian Ocean Fisheries Agreement (SIOFA)

Meeting dates

Second Meeting of the Compliance Committee: **21-23 June 2018** – registration open on 21st June from 08:00, HoD meeting to be held 08:00-08:45

Fifth Meeting of the Parties: **25-29 June 2018** – registration open from Sunday 24th June 20:00, HoD meeting to be held 20:15-21:00

It is expected that the meetings will run from 9am to 5:30pm each day.

Meeting venue

Cape Panwa Hotel
27, 27/2, Mu 8, Sakdidej Road,
Cape Panwa, Phuket, Thailand 83000.
Tel: +66 0-7639-1123-5
Fax: +66 0-7639-1177
E-mail: reservations@capepanwa.com
Website: www.capepanwa.com

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

Interpretation

The meetings will be held in English and French and simultaneous interpretation in the other language will be provided.

Agendas

A provisional agenda for the Compliance Committee meeting is provided in Attachment A to this circular. We request that Parties provide their comments on this agenda to the Secretariat by **2 May 2018**. A revised agenda will be circulated by **11 May 2018**.

A provisional agenda for the Meeting of Parties is provided in Attachment B to this circular. We request that Parties provide their comments on this agenda to the Secretariat by **6 May 2018**. A revised agenda will be circulated by **15 May 2018**.

Registration

All delegates, including observers, are asked to register their attendance to both meetings by **15 May 2018** by completing the forms provided in Attachment C and emailing it to the Secretariat.

Meeting Papers

Compliance Committee

Proposals to be discussed at the Compliance Committee should be submitted to the Secretariat by **21 May 2018**. These proposals will be made available to official contacts no later than **26 May 2018**. Any other documents to be discussed at the Compliance Committee should be submitted to the Secretariat by **7 June 2018**. These documents will be made available to official contacts no later than **10 June 2018**.

Meeting of the Parties

Proposals to be discussed at the Meeting of the Parties should be submitted to the Secretariat by **25 May 2018**. These proposals will be made available to official contacts no later than **30 May 2018**. Any other documents to be discussed at the Meeting of the Parties should be submitted to the Secretariat by **11 June 2018**. These documents will be made available to official contacts no later than **10 June 2018**.

Information papers

Consistent with the SIOFA Rules of Procedure, observers may submit relevant documents to the Executive Secretary for distribution to the Compliance Committee and the Meeting of the Parties as information papers. Information papers should be submitted with advice on the specific agenda item the paper relates to.

Access to documents

Observers will be given access to all documents subject to any rules relating to the confidentiality of certain data and commercially sensitive information.

Confidentiality

Delegates are kindly requested to identify any papers being submitted which contain data subject to rules of confidentiality that necessitate restricted access.

Terms of Reference documents

A copy of the Compliance Committee Terms of Reference may be found on the SIOFA website here <http://www.siofa.org/node/7>

A copy of the Rules of Procedure of meetings of the Parties may be found on the SIOFA website here <http://www.siofa.org/node/4>

Proposed Timeline

Agendas and Registration

Comments due on Compliance Committee Agenda	02 May 2017
Comments due on Meeting of the Parties Agenda	06 May 2017
Circulation of Revised Compliance Committee Agenda	11 May 2017
Circulation of Revised Meeting of the Parties Agenda	15 May 2017
Registration deadline	15 May 2017

Proposals

Compliance Committee Proposals due to Secretariat	21 May 2017
Meeting of the Parties Proposals due to the Secretariat	25 May 2017
Compliance Committee Meeting Proposals circulated (25 days before the meeting)	26 May 2017
Meeting of the Parties Proposals circulated (25 days before the meeting)	30 May 2017

Any Other Papers

Any Other Papers for Compliance Committee due to Secretariat	07 June 2017
Any Other Papers for Meeting of the Parties due to Secretariat	11 June 2017
Any Other Papers for Compliance Committee circulated (10 days before meeting)	12 June 2017
Any Other Papers for Meeting of the Parties circulated (10 days before meeting)	15 June 2017

Annexes

Annex A – Information on Meeting venue, accommodation bookings, visas and travel

Attachments to this Meeting Notice

- A. Provisional agenda for the Compliance Committee meeting
- B. Provisional agenda for the Meeting of the Parties
- C. Registration form for all delegates
- D. Template for submission of Compliance Committee papers
- E. Template for submission of Meeting of the Parties papers
- F. Proposed list of observers to be notified

Please direct all correspondence to jon@siofa.org
Executive Secretary of the SIOFA

Annex A

**Information for
Second Meeting of the Compliance Committee (CC2)
and Fifth Meeting of the Parties (MOP5)
At Cape Panwa Hotel, Phuket, Thailand**

1. Meeting Dates and Venue

Meeting	Date
Second Meeting of the Compliance Committee (CC2)	21 st – 23 rd June 2018
Fifth Meeting of the Parties (MOP5)	25 th – 29 th June 2018

***Take note:** Field Trip (For participants who interested)

Field Trip	Date
Field Trip for observation on Port In - Port Out (PIPO) center at Phuket Province and Port State Measure (PSM)	24 th June 2018

The venue of these meeting (CC2 and MOP5) will be:

“ Cape Panwa Hotel ”

Address: 27, 27/2, Mu 8, Sakdidej Road,
Cape Panwa, Phuket, Thailand 83000.

Tel: +66 0-7639-1123-5

Fax: +66 0-7639-1177

E-mail: reservations@capepanwa.com

Website: www.capepanwa.com



Figure 1: Map from Phuket International Airport to Cape Panwa Hotel

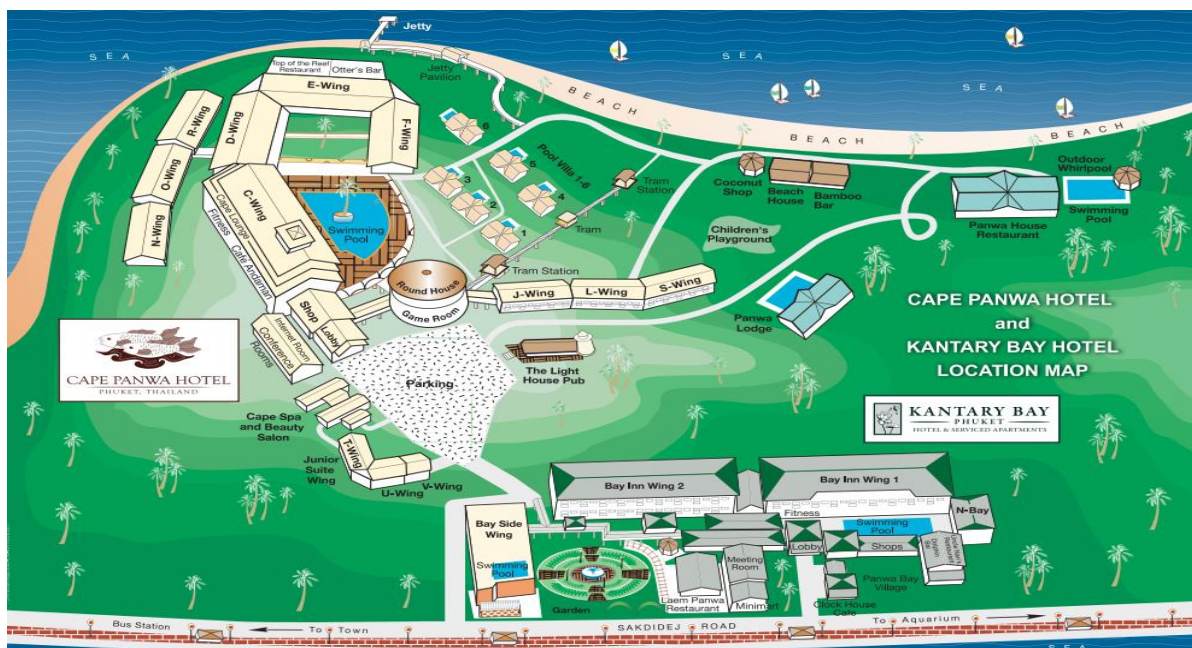


Figure 2: Map of Cape Panwa Hotel

2. Accommodation

Rooms are available at the Cape Panwa Hotel where the meetings (CC2 and MOP5) will take place.

Cape Panwa Hotel

Address 27, 27/2, Mu 8, Sakdidej Road,
Cape Panwa, Phuket, Thailand 83000.

Tel: +66 0-7639-1123-5

Fax: +66 0-7639-1177

E-mail: reservations@capepanwa.com

Website: www.capepanwa.com

**** Cape Panwa Hotel and Kantary Bay Hotel reservation form enclosed herewith ****

If you do not wish to stay at Cape Panwa Hotel, please find below a list of hotels in the vicinity of the Meetings venue in Phuket.

Hotel	Address & Contact	Room Rate
Kantary Bay Hotel (Affiliated hotel with Cape Panwa Hotel. This hotel has shuttle bus go to Cape Panwa Hotel and you can use facilities in Cape Panwa Hotel)	Address: 31/11 Moo 8, Sakdidej Rd., Cape Panwa, Phuket, 83000, Thailand Tel: +66 76 39 1514 / Fax: +66 76 39 1208 Email: reservations@kantarybay-phuket.com Website: www.kantarybay-phuket.com	Cape Panwa Hotel and Kantary Bay Hotel reservation form enclosed herewith.
Amatara Wellness Resort	Address: 84 Moo 8 Sakdidej Road, Cape Panwa, Phuket, 83000, Thailand Tel: +66 7631 8888 / Fax: +66 7631 8800 Email: reservations.phuket@amataraphuket.com Website: www.amataraphuket.com	155 - 215 USD/room/night

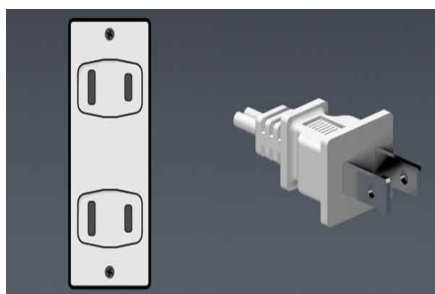
Hotel	Address & Contact	Room Rate
Pullman Phuket Panwa Beach Resort	Address: 44/5 Moo 8 Sakdidej Rd. Vichit, Muang, Phuket, 83000, Thailand Tel: +66 7660 2500 / Fax: +66 7660 2555 Email: info@pullmanphuketpanwa.com Website: www.pullmanphuketpanwa.com	95 - 205 USD/room/night
The Pixel Panwa	Address: 89 Moo 8 Sakdidej Rd. Vichit, Cape Panwa, Phuket, Thailand, 83000 Tel: 098 010 7776	60 – 110 USD/room/night
The Panwa Guesthouse	Address: 19/33 Moo 8, Sakdidej Rd., Vichit, Cape Panwa Phuket 83000, Thailand Tel: +66 76 38 5322	60 - 90 USD/room/night

3. Transportation

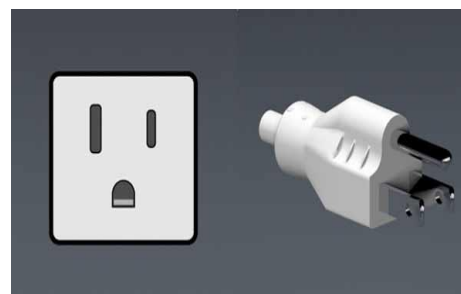
- Consult the hotel's reservation office for availability of transfer from the airport to the hotel. (In case you reserved room at Cape Panwa Hotel or Kantary Bay Hotel. Airport transfer pick up by private van (max. 6 persons) at 1,200 THB/ van/ trip).
- Taxis at the airport. The taxis cost is approximate 1,000 THB/ trip.
- Car rent companies are available at the airport.

4. Electricity

Thailand electricity is 220 volts. It is recommended to delegates to bring adequate adaptors with them.



Type A



Type B

5. VISA Requirement

http://www.thaiconsulate.org.pg/diplomatic_visa.html

6. Currency and exchange

The currency in Thailand is the Bath (THB). The current exchange rates are (13/02/2018)

1 USD = 31.30 Bath

1 EUR = 38.30 Bath

Exchange rates information reference from: www.bot.or.th

7. Field Trip (on 24th June 2018)

For participants who interested in **field trip for observation on Port In - Port Out (PIPO) center at Phuket Province and Port State Measure (PSM).**

8. Contact Person for these Meeting (CC2 and MOP5)

Miss Kanyarat Woraprayoth (Department of Fisheries, Thailand)

E-mail: Kookky0053@gmail.com / Tel: +66 2 558 0187

HOTEL RESERVATION FORM
SIOFA Meeting 2018
(Second Meeting of the Compliance Committee and Fifth Meeting of the Parties)
17 June – 1 July , 2018

Name	
Email	
Nationality	
Contact Number	

I would like to book the room Check in Check Out.....
Total Room Nights

Tick ☒	Room Type	Area (Sq.m.)	Single/ Twin Inc.Breakfast	Remarks
Cape Panwa Hotel				
☐	Junior Suite (2 persons)	53	3,300.-	
☐	Cape Suite (2 persons)	78	4,200.-	
Kantary Bay Hotel				
☐	Suite Studio (2 persons)	40	1,700.-	
☐	One Bedroom Suite (2 persons)	56	2,100.-	

Note: Room Rates are net inclusive of 10% service charge and 7% VAT with buffet breakfast per room per night.

Rate are applicable for the participant of **SIOFA Meeting 2018 (Second Meeting of the Compliance Committee and Fifth Meeting of the Parties) On During 21 – 23 June & 25 – 29 June , 2018** only.

- One night deposit is required 21 days before check in and full payment will be settled upon arrival at the hotel.
- Please find attached an authorization of charge by credit card to guaranteed the booking in due course.
Kindly complete the form together with a photocopy of front and back of the credit cards as well as a copy the ID of the card holder (ID card or passport) are mandatory to authorize approval.

Cancellation / No show/ Early check-out

- Cancellation must be made in writing 7 days before arrival date, failing which, the hotel reserves its right to charge the first night of stay.
- No show will be subject to a fee equivalent to minimum one night's room charge.
- Early check-out will be subject to a fee equivalent to minimum one night's room charge.

Extra optional:

☐ Extra Bed at 1,800 THB at Cape Panwa Hotel/ Extra Bed at 600 THB at Kantary Bay Hotel

☐ Airport transfer pick up by private van (max. 6 persons) at 1,200 THB per van per trip

Check in date _____ Check out date _____

Flight Details, Arrival date...../...../..... Departure date...../...../.....

Special Dietary Requirement (e.g. Vegetarian, no beef/ seafood etc.) _____

For reservations , please contact:

Cape Panwa Hotel, Phuket

27, 27/2, Mu 8, Sakdidej Road, Cape Panwa, Phuket 83000, Thailand.

Tel. 66 (0)-76 391-123-5 | Fax: 66(0)76 391 177

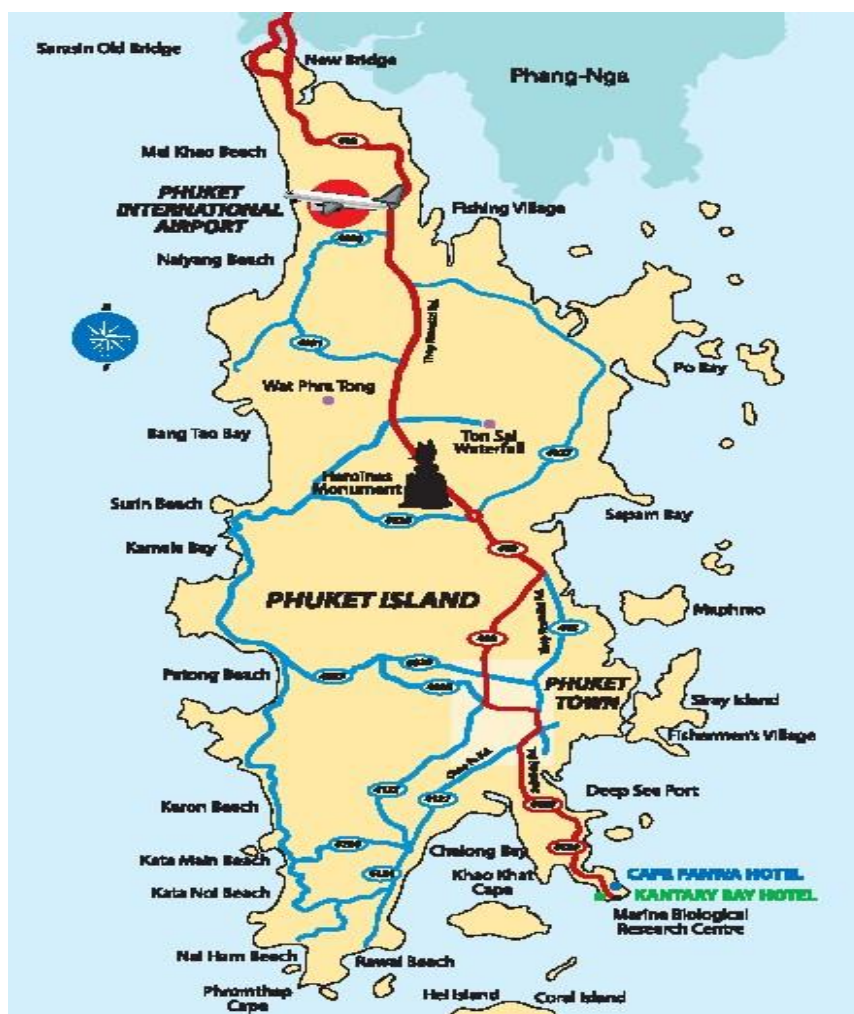
Email : reservations@capepanwa.com,

Kantary Bay Hotel, Phuket

31/11 Mu 8, Sakdidej Rd., Cape Panwa Phuket 83000, Thailand.

Tel: 66(0)76 391 514 | Fax: 66 (0)76 391 208

Email : reservations@kantarybay-phuket.com



Credit Card Authorization Form

I hereby authorize Cape Panwa Hotel, Phuket to charge my credit card as per below details:

Please check the Appropriate Credit Card Type: ☐ Visa ☐ JCB
☐ Master Card ☐ Union Pay
☐ Amex

Credit Card Number: _____ Expiration: _____

Credit Card Holder: _____
Print Name

Signature of Cardholder: _____
Signature

Contact Phone Number: _____ Contact Email Address: _____

Date of completing this form: _____

By signing this document, I acknowledge acceptance of the charges and the reservation cancellation policy.

I hereby authorize the following charges to be applied to the above mentioned credit card (checkmark all that apply):

☐ Room Charge (incl. tax) ☐ All incidentals
☐ Food & Beverage Charges ☐ Spa Services
☐ All Charges ☐ Banquet Charges

Other Charges (please specify): _____

Approximate total amount of charges in THB: _____

Guest Name: _____ Reservation Number: _____

Arrival Date: _____ Departure Date : _____

Credit Card Billing Address:

Name / Company : _____

Address: _____

City & Postcode: _____

Phone Numer: _____ Fax Number: _____

A LEGIBLE PHOTOCOPY OF THE FRONT AND BACK OF THE CREDIT CARD AND A COPY OF THE ID OF THE CARD HOLDER (ID card or Passport) IS MANDATORY TO AUTHORISE APPROVAL (please attach when returning this document)

Please transmit this form at least 72 hours prior to the planned arrival date of the booking in order to ensure your request is processed. The hotel does not accept credit authorization requests for same day arrivals.

Please email the completed document to reservations@capepanwa.com or fax to the attention of the
Reservations Office: +66 076 391 177

All information is kept confidential and used only for the purposes as noted above.

This form must be complete in full and all information must be true and correct in order for your payment to be processed.