

Guidance Notes on Hosting Meetings of the South West Pacific Hydrographic Commission

Based on text as agreed at the 12th South West Pacific Hydrographic Commission Meeting, 12-14 November 2013.

It is important that States offering to host a meeting of the South West Pacific Hydrographic Commission (SWPHC) appreciate the level of their responsibilities and obligations prior to commitment. The following guidance is a starting point for discussions and is not considered to be exhaustive.

States considering hosting a meeting should first consult the current Statutes of the SWPHC as this lays out the “rules” of the Commission.

Principal responsibilities of the host:

1. Provide a written confirmation to the SWPHC Chair of its offer of host a meeting.
2. Establish a reliable point of contact to enable communication between the host and the secretariat of the SWPHC.
3. Identify a suitable conference venue and hotel facilities
4. Negotiate with conference venue management:
 - a. Suitable dates (in consultation with Chair),
 - b. Meeting room layout and facilities (in consultation with Chair), coffee and lunch arrangements, and
 - c. Costs of conference room, facilities, refreshments.
5. Negotiate with hotel:
 - a. Group discount rates and conditions, and
 - b. Options for social events.
6. Provide logistics information to secretariat for wider circulation
7. Funding – statutes identify who is responsible for paying
8. Provide letters of invitation to facilitate visa applications, if required
9. Propose appropriate guests for opening ceremony
10. Provide appropriate assistance and support to the Chair and delegates during their time in country