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](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](http://www.siofa.org/node/4)
Proposed Timeline

**Agendas and Registration**

<table>
<thead>
<tr>
<th>Agenda/Deadline</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments due on Compliance Committee Agenda</td>
<td>02 May 2017</td>
</tr>
<tr>
<td>Comments due on Meeting of the Parties Agenda</td>
<td>06 May 2017</td>
</tr>
<tr>
<td>Circulation of Revised Compliance Committee Agenda</td>
<td>11 May 2017</td>
</tr>
<tr>
<td>Circulation of Revised Meeting of the Parties Agenda</td>
<td>15 May 2017</td>
</tr>
<tr>
<td>Registration deadline</td>
<td>15 May 2017</td>
</tr>
</tbody>
</table>

**Proposals**

<table>
<thead>
<tr>
<th>Proposals</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance Committee Proposals due to Secretariat</td>
<td>21 May 2017</td>
</tr>
<tr>
<td>Meeting of the Parties Proposals due to the Secretariat</td>
<td>25 May 2017</td>
</tr>
<tr>
<td>Compliance Committee Meeting Proposals circulated (25 days before the meeting)</td>
<td>26 May 2017</td>
</tr>
<tr>
<td>Meeting of the Parties Proposals circulated (25 days before the meeting)</td>
<td>30 May 2017</td>
</tr>
</tbody>
</table>

**Any Other Papers**

<table>
<thead>
<tr>
<th>Any Other Papers</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Other Papers for Compliance Committee due to Secretariat</td>
<td>07 June 2017</td>
</tr>
<tr>
<td>Any Other Papers for Meeting of the Parties due to Secretariat</td>
<td>11 June 2017</td>
</tr>
<tr>
<td>Any Other Papers for Compliance Committee circulated (10 days before meeting)</td>
<td>12 June 2017</td>
</tr>
<tr>
<td>Any Other Papers for Meeting of the Parties circulated (10 days before meeting)</td>
<td>15 June 2017</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Meeting of the Compliance Committee (CC2)</td>
<td>21st – 23rd June 2018</td>
</tr>
<tr>
<td>Fifth Meeting of the Parties (MOP5)</td>
<td>25th – 29th June 2018</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field Trip</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Trip for observation on Port In - Port Out (PIPO) center at Phuket Province and Port State Measure (PSM)</td>
<td>24th June 2018</td>
</tr>
</tbody>
</table>

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

“Cape Panwa Hotel”

**Address:** 27, 27/2, Mu 8, Sakhidej 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

**Kantary Bay 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

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.

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address &amp; Contact</th>
<th>Room Rate</th>
</tr>
</thead>
</table>
| **Kantary Bay 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  
<pre><code>                        | 155 - 215 USD/room/night  |
</code></pre>
<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address &amp; Contact</th>
<th>Room Rate</th>
</tr>
</thead>
</table>
| Pullman Phuket Panwa       | 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.

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

<table>
<thead>
<tr>
<th>Tick</th>
<th>Room Type</th>
<th>Area (Sq.m.)</th>
<th>Single/ Twin Inc. Breakfast</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Junior Suite (2 persons)</td>
<td>53</td>
<td>3,300.-</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Cape Suite (2 persons)</td>
<td>78</td>
<td>4,200.-</td>
<td></td>
</tr>
</tbody>
</table>

Cape Panwa Hotel

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
- Master Card
- JCB
- Union Pay
- Amex

Credit Card Number: _______________________ Expiration: ______________________________

Credit Card Holder: ________________________________________________________________

Signature of Cardholder: ______________________________________________________________

Print Name
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)
- Food & Beverage Charges
- All Charges
- All incidentals
- Spa Services
- 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 Number: _____________________ Fax Number: ________________________________

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.