



CORAL TRIANGLE INITIATIVE

ON CORAL REEFS, FISHERIES AND FOOD SECURITY

Annex 15

Decision Document on

Proposal on Meeting Arrangements

The 12th CTI-CFF SENIOR OFFICIALS' MEETING (SOM-12)

**1 - 2 November 2016
Laguna Hotel, Waigani Drive
Port Moresby, Papua New Guinea**

**Adopted on 2 November 2016
by
the Governments of Indonesia, Malaysia, Papua New Guinea,
the Philippines, Solomon Islands, and Timor-Leste**

I. Background

Throughout international fora, and across cultures, special importance has been placed on dealing with people in particular positions of influence and importance at the official occasions or meetings of international and regional organizations. It is the art of ensuring that official occasions (e.g. meetings) are planned and conducted in cordially manners by providing the delegates from member countries with facilities for their better arrangements.

With a view of having above-mentioned arrangements, the CTI-CFF Regional Secretariat would like to propose some meeting arrangements in order to give guidelines for the Host Country/Organizing Committee in conducting official occasion and for Participants for their ease reference as well as to standardize the way of events' administrative arrangements. The meeting arrangements to be proposed are hospitality arrangement by the Host Country, layout of meeting room, immigration and document of Informative Notes. These meeting arrangements are common practice in international fora for conducting official occasions/meetings.

the CTI-CFF Regional Secretariat is of the view that standardization of official occasion (e.g. meetings) arrangement would bring benefits for the host country and participants in term of the level of attendance and the product of meetings (e.g. decisions, recommendations). In addition, Better arrangements of official meetings would give clear picture for both Host Country and participants in preparing their respective preparation and procedures. It would be expected that with standardized meeting arrangements would give more ease in conducting and facilitating any official meetings in the future.

II. Decision

Referring to the discussion and consideration among the SOM-12 on session on Consideration for Proposal on Meeting Arrangement, the Senior Officials hereby:

1. Noted and appreciated the proposal of meeting arrangements; i.e. hospitality arrangement, layout of meeting rooms, immigration and provision of informative note as part of standardization exercise;
2. Acknowledged and accepted the proposal to be taken into consideration by the Host Country of future official meetings for further arrangement and preparations; and

3. Tasked the Regional Secretariat to circulate all relevant Meeting documents (including draft decisions and draft Joint Ministerial Statement) two (2) weeks prior to SOM.

Attachment:

15.1 Presentation of Proposal of Meeting Arrangements