



The Secretariat

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South East Atlantic Fisheries Organisation (SEAFO)

Meeting-related information for the ANNUAL MEETINGS of the SEAFO

20 – 30 November 2023

1. Dates

19th	Scientific Committee:	20-24 November 2023
16th	Compliance Committee:	27 November 2023
15th	Standing Committee for Administration and Finance:	28 November 2023
20th	Commission:	29-30 November 2023

2. Meetings Daily Schedule

TIME (Namibian Time) (UTC+2)	ACTIVITY
09h00 - 10h45	Meeting
10h45 – 11h00	Morning Break
11h00 – 12h45	Meeting
12h45 – 13:30	Lunch Break
13:30 – 15:00	Meeting

3. Format

The meetings will be virtual streaming via the “Zoom Webinar” tool and only registered delegates will be able to access this service.

As agreed during the 2022 Commission meeting, delegates from Contracting Parties who would like to attend the meeting in person will be accommodated in the Secretariat boardroom in Swakopmund for the SC, CC and SCAF meetings and at another suitable venue in Swakopmund for the two-day Commission meeting.

On registration, CPs must indicate whether they will be attending the meetings in-person (on-site) or online. All on-site attendees must connect to the Zoom streaming. To join the virtual meetings, delegates attending the meeting in-person must supply their own laptops and/or mobile phones and headsets for this purpose.

Observers will only be able to attend the meetings virtually.

All participants registered for the meetings will receive a registration confirmation email which will include a unique link through which they may access proceedings online and instructions to join.

Participants do not need to create a Zoom account in order to access the streaming of the meetings. However, a participant can only join the meeting through the email address to which the invite was sent. The use of an alternate email address is prohibited due to security reasons. Please note that the invite will be unique to each registrant and must not be shared.

Participants will be able to switch between English and Portuguese audio channels, through the bottom navigation bar on their screens. Please note that all participants, when first joining the meeting, will be directed to the original audio (floor audio) channel by default.

4. Venue

Delegates from Contracting Parties who would like to attend the meeting in-person will be accommodated in the Secretariat boardroom in Swakopmund for the SC, CC and SCAF meetings. The Commission meeting physical attendance will be at the Hansa Hotel in Swakopmund, Namibia.

5. Meeting documents

Meeting documents will be available from the website on the secure [Members area](#). Log-in details will be provided to registered delegates about a month before the meetings start. This is in line with the Secretariat's greener office policy.

6. Wireless network

Access to the SEAFO meeting network and the Internet will be available via WiFi from within the venues. Access details will be provided.

7. Travel arrangements

Travel arrangements to and from the meetings are the responsibility of participants.

The Secretariat will be pleased to provide invitation letters for travel purposes to delegates who intend to participate in the meetings in-person. To ensure a seamless experience, we kindly request that you notify the Secretariat well in advance should you require assistance with accommodation and airport transfers for a convenient stay during the meetings.

8. Public health measures

Public health guidelines for entering Namibia are available in the following link: [Namibia Traveler View](#). Please note that regulations in force are subject to changes according to the evolution of the public health requirements.

Looking forward to a successful meeting.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Lizette Voges", with a horizontal line drawn underneath it.

Lizette VOGES
EXECUTIVE SECRETARY