

**12<sup>th</sup> South West Pacific Hydrographic  
Commission Meeting  
12<sup>th</sup> – 14<sup>th</sup> November 2013  
Port Vila, Vanuatu**

**Hosting of SWPHC  
Explanatory Note**

It is important that states offering to host the SWPHC meeting should know the level of their responsibilities prior to commitment. This list is a starting point for discussions and is not considered to be exhaustive.

Those states considering hosting a meeting should first consult the SWPHC statutes as this lays out the “rules” of the commission.

Responsibilities of the host:

1. To ensure an official letter confirming the offer of hosting the meeting is sent to the SWPHC Chair
2. Reliable point of contact is established to correspond with SWPHC secretariat
3. To ensure facilitation of suitable conference and hotel facilities
4. Discuss with conference venue management:
  - a. Suitable dates (confirm with chair)
  - b. Cost of conference – room, facilities, refreshments
  - c. Meeting room layout, coffee and lunch arrangements
5. Discuss with hotel
  - a. Group discount rate and availability of this rate
  - b. Social events
6. Provide logistics information to secretariat for wider circulation
7. Funding – statutes identify who is responsible for paying
8. Visa invitation letters if required
9. Attendance – opening ceremony guests
10. Local assistance to delegates and Chair during their time in country