



Applied Geoscience and Technology Division (SOPAC)
Division Géosciences et Technologies Appliquées (SOPAC)

Second Meeting of the SOPAC Division Noumea, New Caledonia, 3-9 November 2012 (SOPAC-2)

AGENDA ITEM	TITLE
1.	OPENING AND WELCOME
1.4	Explanation of Working Procedures

EXPLANATION OF WORKING PROCEDURES

Chair

The Chair of the Second SOPAC Division Meeting is anticipated to be Federated States of Micronesia.

It is the task of the Chair to mediate discussion, and to identify points of agreement.

Meeting Output

As with all SPC sectoral meetings, any formal outputs or recommendations identified by the Chair will be compiled for agreement and clearance by the meeting on the final day in a Chair's Summary Report. This year the Chair's Report will be tabled at the Committee of Representatives of Governments and Administrations (CRGA) that meets in Noumea the following week 12-16th November.

Meeting timing

It is proposed that the meeting sessions will generally be timed as follows

- **1st Session** 08.30-10.00
- Tea break 10.00-10.30
- **2nd Session** 10.30-12.00
- Lunch break 12.00-13.00
- **3rd Session** 13.00-15.00
- Tea break 15.00-15.30
- **4th Session** 15.30-17.30

There is very likely to be some variation from day to day, so please refer to the daily agenda.

Interpretation/Translation

SPC, has two official languages and we make great efforts to deliver information, both spoken and written, in English as well as French. Interpretation of the spoken word can be almost simultaneous, and the interpretation of verbal presentations can fill in most of the gaps left when we have not had the time to translate all written documents. Being new to SPC the SOPAC Division has taken steps to have key documents translated ahead of the meeting.

Because of the need for simultaneous interpretation whilst people are speaking, plenary sessions must be fairly formal. During plenary sessions it is suggested that the following points be taken into account:–

- All speakers, including questions from the floor, should speak into a microphone, otherwise the interpreters cannot hear them. Several spare microphone seats will be available at the central table, for observers.
- Speakers, and questioners, should wait to be identified by the Chair before speaking.
- Speakers should speak clearly and not too fast. One of the main problems for the Chair will be in reminding speakers to slow down so the interpreters can keep up. This is especially a problem when people are reading from prepared scripts.
- It helps the interpreters if they can be given copies of any papers, overhead, or powerpoint slides that are going to be presented (or even a copy of the speaker's notes) as far ahead of the session as possible. It makes their lives a little easier if notice is given of any changes or additions to a session in advance.

For after-hours, informal, or "breakout" sessions, simultaneous interpretation will not normally be possible.

Documents

Meeting papers are sorted into two categories:

- Working papers:– papers written for the meeting and, concerning the main business of the meeting. These are a priority for translation.
- Information papers:– papers which provide information relevant to the meeting, but which may not necessarily be the direct basis for a talk, or which may just be presented as a summary.

All papers that have been submitted to us in electronic form (and any translations) will also be made immediately available on the SPC website.

If you have a late information paper that you want to submit, please give it to Laisa the meeting secretary.

The tables outside the meeting room may display some publications and background reading of relevance to the meeting, and poster displays. A photocopier will be freely available if you wish to photocopy material.

Social Functions

There will be a social function on the evening of Tuesday 6th, and on the evening of Friday 9th November.

Catering

Morning and afternoon tea will be provided.

Computers and Presentations

There will be several computers with CD-ROM drives and internet connections available in the small room adjacent to the main conference room for accessing webmail, or word-processing. We encourage everyone to leave us with copies of their presentations and background or information papers on disk, wherever possible.

Wireless network access points are provided in the meeting room providing access to the internet for those who have brought wireless laptops. These wireless connections do not require an “access key”, or a “proxy” to be specified, and should just connect automatically once located by your computer. Power points (French standard electricity sockets) are underneath the second row of tables in the main meeting room. Under no circumstances should non-SPC computers be connected to the SPC network using a LAN cable – please use the wireless access or use the computers provided in the room just outside the Conference room.

A computer-driven projector is available in the conference room, and an overhead projector, but no slide projector.

Travel and Finances

Laisa, the meeting secretary will endeavour to put you in touch with someone who can solve problems of an administrative nature. For those who are receiving per-diems from SPC (or via SPC from another source), please also see Laisa.
