

## DRAFT Internal Policy for Side Events at SPRFMO Meetings

*Secretariat*

*(version 1, 2024)*

Side events and exhibits are a platform for official SPRFMO delegations, which have limited speaking opportunities in the meeting sessions, to engage with SPRFMO participants for knowledge sharing, capacity building, networking, and exploring actionable options.

Side events and exhibits can be held by SPRFMO Members, Cooperating non-Contracting Parties (CNCPs), and Observers (NGOs, IGOs and States). By organising side events, these delegations present their work or foster discussions on key issues, often engaging the audience in a Q&A session. Exhibits, in turn, enable participants to network around many different SPRFMO-related topics in a dynamic and diverse environment.

The following general guidelines should be followed regarding side events held in the framework of a SPRFMO meeting.

1. Side events should be notified to the Secretariat **no later than 30 days before** the start of the meeting, in order to confirm that the event does not conflict with the sessions of the Commission, its subsidiary bodies, working groups, and social events scheduled by the host.
2. Side events may not take precedence over SPRFMO meeting sessions.
3. Side event participants are expected to behave in a respectful and inclusive manner.
4. Side events are independently organised events; SPRFMO does not endorse any of the content.
5. The SPRFMO logo or images should not be used in the side event materials, and nowhere it should be implied that the contents of the side event reflect the views of the SPRFMO Commission or its subsidiary bodies.
6. The role of the **SPRFMO Secretariat**:
  - a. Review the information provided by the relevant delegation regarding the proposed side event.
  - b. Reviewing the side event's materials to make sure they don't undermine the Organisation's objectives and mission.
  - c. Advising the relevant delegation on what the best date and time for their side event is, after consideration of the meeting schedule.
  - d. Approving the side event or liaising with the relevant delegation in case concerns arise regarding any aspects or elements of the side event.
  - e. Communicating with the host regarding the side event as soon as information becomes available.
7. The role of the **host**:
  - a. Assisting the relevant delegation in making arrangements for their side event, only so far as their capacity allows.
  - b. Keeping the Secretariat informed in matters of substance that could undermine the smooth development of the meeting.
  - c. Making sure the SPRFMO meetings take precedence over the side events.



- d. Keeping the meeting participants informed of any changes in venue, date, or time of the side event.
8. The role of the **organising delegation**:
- a. Making any required arrangements for pre-registration, speakers, technical arrangements, and content for the side event.
  - b. Covering the costs of their side event, including, where appropriate, venue, catering, technical requirements, and promotional materials.
  - c. Cancelling or postponing the side event due to unforeseen circumstances and notifying the host and the SPRFMO Secretariat immediately. The delegation will be responsible for settling any costs incurred due to cancellation of their side event, i.e., catering, venue, etc.

This policy has been developed by the SPRFMO Secretariat. Version 2024.