



North Pacific Fisheries Commission

NPFC-2026-FAC08-WP07

Submitted by FAC Chair

Consideration of a formal side-event policy

Abstract

This working paper proposes the adoption of a policy on holding side-events on the margins of NPFC meetings. In the past few years side events have been held at COM09 and SC10. The draft policy attached has been used to guide the Secretariat as an internal policy but is presented here to be considered as a more general policy for NPFC as the frequency of side-events continues.

The general approach has been to engage with the meeting Chair and then in the case of the COM highlight the opportunity to Members to gauge any reaction. This approach has been adapted from SPRFMO.

Members are asked to:

1. Consider the approach in the draft; and,
2. Is a need to engage Members routinely on each side-event or is acceptable to work through the Chair.

DRAFT Policy for Side Events at NPFC Meetings

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

Side events and exhibits can be held by NPFC Members, Cooperating non-Contracting Parties (CNCs), and Observers (NGOs, IGOs and States). By organizing 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 NPFC-related topics in a dynamic and diverse environment.

The following general guidelines should be followed regarding side events held in the framework of a NPFC 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 NPFC meeting sessions.
3. Side event participants are expected to behave in a respectful and inclusive manner.
4. Side events are independently organized events; NPFC does not endorse any of the content.
5. The NPFC logo or images should not be used in the side event materials, and it must not be implied that the contents of the side event reflect the views of the NPFC or its subsidiary bodies.
6. The role of the NPFC Secretariat and Chair:
 - 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 NPFC 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 meeting organizer / 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 NPFC 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 side event organizing 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 NPFC Secretariat immediately. The delegation will be responsible for settling any costs incurred due to cancellation of their side event, i.e., catering, venue, etc.