



The Secretariat

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## South East Atlantic Fisheries Organisation (SEAFO)

### Meeting-related information for the ANNUAL MEETINGS of the SEAFO

**18 – 27 November 2025**

#### 1. Dates

| MEETING                                                             | DATES                 |
|---------------------------------------------------------------------|-----------------------|
| 21 <sup>st</sup> Scientific Committee:                              | 18 - 21 November 2025 |
| 18 <sup>th</sup> Compliance Committee:                              | 24 November 2025      |
| 17 <sup>th</sup> Standing Committee for Administration and Finance: | 25 November 2025      |
| 22 <sup>nd</sup> Commission:                                        | 26 - 27 November 2025 |

#### 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.

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 Sands Hotel 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 to virtual meeting, 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. Two audio channels will be available for this meeting which will be interpreted. 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 and at [Sands Hotel](#) in Swakopmund for the two-day Commission meeting.

#### **5. Meeting documents**

Meeting documents will be available from the [Members area](#) on the SEAFO website one month before the start of the meetings. 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 Wi-Fi 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,



Lizette VOGES  
EXECUTIVE SECRETARY