



Pacific Immigration Directors Conference

2017 Regular Annual Meeting,

June 20 – 22, Apia, Samoa

Agenda item 3: Working Procedures

Recommendations

The PIDC Regular Annual Meeting is invited to **adopt** the proposed working procedures and nominate five members to form the Drafting Committee.

Purpose

1. The following programme and arrangements are proposed for the 2017 Regular Annual Meeting of the Pacific Immigration Directors' Conference.

Meeting Times (these times are flexible and subject to the discretion of the Chair)

Tuesday 20th June 2017

0800 Registration of Delegates
0900 Opening Ceremony
1000 **Morning Tea**
1020 Open Session
1230 **Lunch**
1330 Closed Session
1500 **Afternoon Tea**
1700 Open Session
Adjournment of Meeting

Wednesday 21st June 2017

0800 Delegates Arriving
0900 Meeting Convenes
Open Session
1010 **Morning Tea**
1030 Open Session
1230 **Lunch**
1330 Open Session
1500 **Afternoon Tea**
1700 Open Session
Adjournment of Meeting

Thursday 22nd June 2017

0800 Delegates Arriving
0900 Meeting Convenes
Open Session
1000 **Morning Tea**
1020 Open Session
1230 **Lunch**

- 1330 Drafting Committee prepares the Resolutions/Decisions and Conference Communiqué
- 1500 ***Afternoon Tea***
- 1520 Adoption of the 2017 Communiqué and Meeting Ends

Structure of the Sessions

2. All sessions will be open except for Sessions 6 and 7 on Day One that are Closed Sessions restricted to Members only. Observers can return to the meeting from Session 8 onwards.

Outcomes from the Sessions

3. The Secretariat, in consultation with the Chair and Drafting Committee, will prepare the Conference report. The Chair's summary is provided to Members at the conclusion of the meeting and the full conference report will be collated and forwarded after the meeting.

Drafting Committee

4. A Drafting Committee of at least five members is recommended to assist the Secretariat in drafting the outcomes of each session for consideration by Conference Members. Members will be asked to volunteer to join the Drafting Committee. One volunteering member will be selected to Chair the Committee discussions. Members with more than one delegate are strongly encouraged to volunteer for the drafting Committee.
