



Agreement on the Conservation
of Albatrosses and Petrels

To: Advisory Committee Members
National Contact Points
Meeting Attendees

AC12 Meeting Circular 1 - Meeting location and dates, submission of documents, applications for Observer status, and hotel reservations

Location and Dates

The Twelfth Meeting of ACAP's Advisory Committee (AC12) will be held from Monday 31 August to Friday 4 September 2020, in the [Mantahost Hotel](#), Manta, Ecuador.

Meetings of the Seabird Bycatch Working Group, and the Population and Conservation Status Working Group will precede AC12 at the same venue: SBWG10 from Monday 24 to Thursday 27 August, and PaCSWG6 from Thursday 27 to Friday 28 August. As decided by AC11, a joint SBWG10/PACSWG6 will be held on the morning of Thursday 27 August, to discuss cross-cutting issues (with the possibility of beginning this joint meeting on the afternoon of 26 August if the Convenors consider that more time is required for such discussion). Timings of the joint portion of the Working Groups will be finalised once Working Group papers have been received.

A Heads of Delegation meeting will be convened on Sunday 30 August in the late afternoon/evening. The time for this meeting will be advised closer to the meeting date.

Meeting Documents

The deadlines for submission and distribution of meeting documents for AC12 and the Working Group meetings are:

24 April 2020	Draft agenda for AC12 (and Working Groups) distributed by the Secretariat
24 May 2020	Deadline for inclusion of new items in the meeting agendas
25 June 2020	Revised draft agendas for AC12 and Working Group meetings distributed

- 25 June 2020 Deadline for submission of **AC12 Working Papers and Working Group Papers** requiring translation (full documents are required by this deadline; however, only the abstracts of WG papers will be translated).
- 16 July 2020 Deadline for submission of **AC12 Information Papers, and Working Group Information Papers.**
- 25 July 2020 Meeting documents distributed in all working languages by the Secretariat

Dates are close of business at your own local time. Meeting documents will not be accepted after these dates. It would assist the Secretariat if papers were submitted as early as possible. It would be appreciated if participants could advise the Secretariat in advance of any papers that they intend submitting to the meetings.

Applications for Observer Status

The deadlines for submission of requests for Observer status to attend AC12 are:

- 26 May 2020 Deadline for submission of written requests for observer status by international bodies
- 25 June 2020 Deadline for submission of written requests for observer status from non-international bodies
- 25 June 2020 International bodies advised if their request for observer status has been approved
- 25 July 2020 Non-international bodies advised if their request for observer status has been approved

Hotel Reservations

A block booking has been made at the [Mantahost Hotel](#) for delegates at the following rates:
Single room: USD 90 plus 22% tax. Double: USD 100 plus 22% tax. Room rates include breakfast.

To book accommodation delegates can e-mail the hotel Reservations team at: reservas@mantahosthotel.com or jefe.recepcion@mantahosthotel.com, citing the code: **ALBATROS**.

Information on registration and other meeting arrangements will be provided in Meeting Circular 2.



Dr Christine Bogle
Executive Secretary
ACAP Secretariat



Nathan Walker
Chair
ACAP Advisory Committee

17 January 2020