

Meeting Arrangement for the Fifteenth Operating Model and Management Procedure Technical Meeting (OMMP 15)

1. Dates

OMMP 15 will be held on **3 and 4 July 2025** in Canberra time.

2. Online meeting platform

OMMP 15 will be held as an online meeting via Zoom. The meeting link to the CCSBT Zoom meeting is provided below:

{	<u>General CCSBT Zoom Meeting</u>	}
	Meeting ID: 814 3658 2641	
	Passcode: 421383	

The language to be used for this meeting will be English only (simultaneous translation between English and Japanese will not be available).

3. Submission and exchange of meeting documents

The Secretariat would like to propose the following timeline;

- Preliminary list of Participants and list of Documents should be submitted to the Secretariat by **20 May 2025 (6 weeks before the meeting)**;
- Documents should be submitted to the Secretariat by **3 June 2025 (4 weeks before the meeting)**.

Papers submitted after the due date will not be provided with an opportunity for a presentation at the meeting for the purpose of making up for the paper's lateness. Late papers will only be presented if requested by other Members, or if the paper is a key paper that requires presentation at the meeting regardless of when it was submitted.

4. Access to meeting documents

The Secretariat will upload all submitted documents (and presentations, etc., when necessary) to the private area of the CCSBT website. The Secretariat will not print any papers for the meeting, and participants are expected to download documents digitally from the CCSBT website.

Participants who have already had their own CCSBT web account will have access permission to meeting documents when their name is listed on the List of Participants. When participants do not have CCSBT web accounts, the Secretariat will contact them separately to arrange access to the CCSBT website private area.

5. **The starting time of the meeting**

The local starting time and date for the first day of the OMMP meeting in each of the major cities of participants will be as follows:

City	Local Starting Time and Date
Seattle, USA Vancouver, Canada	3pm, Wednesday 2 July
Buenos Aires, Argentina	7pm, Wednesday 2 July
Cape Town, South Africa Brussels, Belgium	Midnight, Thursday 3 July
Jakarta, Indonesia	5am, Thursday 3 July
Taipei, Taiwan	6am, Thursday 3 July
Seoul, Korea Tokyo, Japan	7am, Thursday 3 July
Canberra, Australia	8am, Thursday 3 July
Wellington, New Zealand	10am, Thursday 3 July

6. **Daily timeframe of the meeting**

Each day of the meetings will be conducted in a single 120-minute session, with an extra hour extension if necessary.¹

The use of “small groups” outside of the scheduled meeting time may be considered if the meeting is running short of time or if there is a need for specific discussion by a reduced group of people.

¹ Meeting session(s) will be recorded so that if any participants need to leave the meeting in the early hours of the morning, those participants can review the discussion the next day. An attempt may also be made to schedule discussion of agenda items to enable late night/early morning participants to discuss agenda items of most interest when they are most alert.