

Visa Requirements for Attendees at Annual Commission and Scientific Committee Meetings in Australia 22249 (Word Document)

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**TO ALL MEMBERS OF THE COMMISSION
AND THE SCIENTIFIC COMMITTEE**

**COMM CIRC 08/81
SC CIRC 08/35**

18 June 2008

**Visa Requirements for Attendees at Annual Commission
and Scientific Committee Meetings in Australia**

Members will find attached instructions concerning visa requirements for participants at the annual CCAMLR meetings in Hobart, which have been confirmed by the Australian Department of Immigration and Citizenship (DIAC). These instructions are also available on the Commission and Scientific Committee 'Members Only' webpages of the CCAMLR website.

Members are urged to ensure that their nominated representatives apply for the necessary visas well before the meeting, at the latest two (2) months prior to the representative's intended date of departure.

A handwritten signature in blue ink, appearing to read 'D.G.M. Miller', with a horizontal line underneath.

Dr D.G.M. Miller
Executive Secretary

Attch.

AUSTRALIAN VISA REQUIREMENTS FOR NOMINATED REPRESENTATIVES OF CCAMLR MEMBERS ATTENDING COMMISSION AND SCIENTIFIC COMMITTEE MEETINGS IN AUSTRALIA

GENERAL

All overseas travellers, other than Australian and New Zealand passport holders, must obtain the appropriate Australian visa or Electronic Travel Authority (ETA) before embarking on their travel to Australia.

VISA OPTIONS FOR NOMINATED CCAMLR REPRESENTATIVES

1. Electronic Travel Authority (ETA)

A nominated representative who holds a passport issued by an ETA-eligible country can obtain an electronic, 'virtual', visa that is granted by the Australian Department of Immigration and Citizenship (DIAC) computer system and is linked to the representative's passport. Application can be made via a travel agent at the time of making flight arrangements, or at the check-in counter at time of departure, or *via* the Internet at www.eta.immi.gov.au/.

There are two types of business visitor ETA:

(a) **Fee-Free Business Short Validity ETA**

An ETA allows the holder to enter Australia as many times as they wish during the 12-month period from date of grant, and to remain in Australia for a maximum period of three (3) months from the date of each entry. The ETA does not attract any charge. If applying via the Internet, the applicant will be required to pay a service fee, currently A\$20. Some travel agents and airlines also impose a service fee for processing the ETA.

(b) **Business Long Validity ETA**

Valid for travel to Australia for 10 years or the life of the passport, whichever is sooner. It allows the holder to enter Australia on business as often as they wish during this period, and allows them to remain in Australia for a maximum of three (3) months from the date of each entry. This ETA cannot be obtained via the Internet. Currently it attracts a charge of A\$75, and is available through travel agents and airlines (who will also probably charge a service/processing fee). As the charges change every July, please refer to the following webpage for correct charges: www.immi.gov.au/allforms/pdf/990i.pdf.

The ETA is 'read' by TIETAC (*The International Travel Information and Reservation System* used by all international airlines) and APP (*Australia's Advanced Passenger Processing System*) that electronically 'clears' the ETA holder for entry to Australia at the time they board their flight to Australia. There is no visa label in the traveller's passport.

To avoid the possibility of delays at the time of departure, it is recommended that the ETA be obtained at the time of booking flights to Australia. Travellers should also be aware that they may not be automatically granted an ETA since they may be referred to their nearest visa office for further processing. Such situations occasionally arise if DIAC is alerted by the traveller's details and then requires more time to scrutinize the application.

2. Label Visas

Nominated Commission representatives who hold passports issued from countries that do not have ETA arrangements with Australia require a Label Visa. The type of visa recommended by DIAC for travellers attending CCAMLR meetings is the Subclass 456 Visa. This is issued to representatives who prefer to use their private passports and require a multiple-entry visa that is valid for a period of travel specified by DIAC, with a maximum period of three (3) months per stay on each entry.

This category of visa currently attracts a charge of A\$75. As the charges change every July, please refer to the following webpage for correct charges:

www.immi.gov.au/allforms/pdf/990i.pdf.

DIAC is prepared to waive this charge if:

- (i) The official Commission Member's Contact provides the necessary information on each nominated representative (as per the **attached nomination form**) to CCAMLR at least two (2) months prior to the intended date of travel.
- (ii) A complete visa application package is lodged with the nearest Australian visa office no later than six (6) weeks prior to the intended date of travel.
- (iii) The Secretariat provides DIAC with copies of the 'invitation' circular/letter sent to the individual Contracting Parties when the preliminary meeting agendas are circulated (65 days prior to the meetings) in accordance with Rule 6 of the *Commission Rules of Procedure*.

The following information must accompany all applications for a Subclass 456 Visa:

- two (2) passport-size photographs of the visa applicant
- a fully completed and signed Form 456
- the applicant's current and valid passport.

3. VISA FACILITATION PROCESS

To facilitate visa processing for all categories of visa:

- (a) The Secretariat will provide DFAT and DIAC with the names and addresses of the official Commission Contacts for each Member.

- (b) The Secretariat will provide DIAC with copies of the ‘invitation’ circular/letter sent to the individual Contracting Parties when the preliminary meeting agendas are circulated (65 days prior to the annual meetings) in accordance with Rule 6 of the *Commission Rules of Procedure*.
- (c) At least two (2) months prior to the intended date of departure, the official Commission contacts will provide the CCAMLR Secretariat with the details for each nominated representative on the **attached form** – email: ccamlr@ccamlr.org; tel: +61 3 6210 1111; fax: +61 3 6224 8744.
- (d) The information received will be promptly forwarded to DIAC for onward transmission to the relevant visa offices overseas. If necessary, DIAC will communicate with the CCAMLR Secretariat or the official Commission contact to address potential problems. The Secretariat will strive to ensure that the issues raised by such communication are addressed in a timely and satisfactory manner.

DIAC will promptly distribute the list of nominated CCAMLR representatives and their details to the responsible officer(s) at the relevant Australian visa offices overseas. This process must commence at least two (2) months prior to the intended dates of departure for Australia. Early notification will allow DIAC staff to identify CCAMLR-related applications when they arrive, which means that they will not enter the general caseload queue. Notwithstanding the constraints induced by security considerations, early notification of CCAMLR-related representatives will also enable expedited processing of their visa applications.

Providing nominated CCAMLR representatives lodge their properly completed visa applications, together with their passport, six (6) weeks prior to the intended date of departure for Australia, it is not envisaged that there will be delays in the processing of the application. However, it cannot be guaranteed that the processing of visa requests after this deadline will be completed in time to attend the relevant meeting. Nevertheless, every effort will be made to ensure that participation in the meeting is possible.

If there is a problem with any delegate’s application, the Australian mission concerned will immediately contact DIAC staff who will make every effort to resolve the problem by liaising with both the relevant Commission Contact and the CCAMLR Secretariat.



Commission for the Conservation of Antarctic Marine
Living Resources (CCAMLR)

Personal Information Form for Nominated CCAMLR Representatives

Representative's Name in Full: _____
AS APPEARS ON PASSPORT

Gender: _____ **Date of Birth:** ____ / ____ / ____
Day Month Year

Place of Birth: _____
City Province Country

Passport Nationality: _____
Primary AND Secondary (if Dual Citizenship)

Passport Number: _____ **Expiry Date:** ____ / ____ / ____
Day Month Year

Capacity in which Attending CCAMLR Meeting: _____

Telephone Number (Office): _____

Fax Number: _____

Email Address: _____

Employer's Name: _____

Employer's Address: _____
Street

City Country Post Code

Representative's Position/Title: _____

Home Address: _____
Street

City Country Post Code

Telephone Number (Home): _____

Visa: _____
(if available) Type of Visa Issue Date Expiry Date