



COMMISSION
Twentieth Regular Session
4-8 December 2023
Rarotonga, Cook Islands (Hybrid)

Meeting Logistics and Hybrid Meeting Protocols

WCPFC20-2023-04
1 November 2023

Prepared by the Secretariat

This paper provides additional information to the [Meeting Notice](#) circulated on 1 September 2023 on logistical arrangements for the 17th Finance and Administration Committee (FAC17) and WCPFC20 meetings.

Meeting Logistics

1. The WCPFC20 and FAC17 meetings will take place at the Cook Islands National Auditorium in Rarotonga from 3-8 December 2023. See [Meeting Notice](#) for further details about the venue.
2. The meeting will start each day at 8:30 with a lunch break from 12.30 to 13.30. Lunches will be available from vendors outside of the main meeting room.
3. All individuals attending the meeting are required to [register](#) in advance, and no later than 48 hours before the first day of the meeting. Confirmed registered participants may collect their meeting badges from the Secretariat's Registrations desk near the main meeting room starting from 8:30am on Sunday, 3 December 2023. Anyone without the appropriate meeting badge will not be permitted inside the meeting room.
4. Coffee and tea breaks will be hosted outside of the main meeting room.
5. There are two breakout rooms available for WCPFC20, both located outside of the main entrance to the left, and across the road. Both rooms are equipped with Wi-Fi and a projector.
6. An Indicative Meeting Schedule will be available closer to the start of the meeting.

Hybrid Meeting Protocols for WCPFC20

7. As advised in Circular 2023/69, WCPFC20 will be held as a physical meeting as well as limited participation virtually through Zoom.
8. As stated in the Circular, virtual participation is available for any meetings that take place in the main meeting room during WCPFC20, including plenary sessions, Heads of Delegation (HoD) meeting, breakout sessions, and FAC17 meetings. Interventions made virtually shall only be permitted for CCMs who do not have a HoD or an alternative physically attending WCPFC20.

CCMs participating virtually and wishing to make an intervention should raise their hand in Zoom and wait to be called on by the Chair. The Secretariat will assist the Chair in keeping a running order of intervention requests, however there may be a delay in being recognized by the Chair.

9. Observers will be permitted to request to make a statement virtually if there is no member of their delegation physically attending the meeting in the Cook Islands. Those observers participating virtually and wishing to make an intervention will raise their hand in Zoom and wait to be called on by the Chair.
10. WCPFC20 delegates wishing to submit a meeting document are asked to complete a cover page for each document submitted, using the [document template](#) available on the WCPFC20 [meeting page](#). The cover page and document should be emailed to wcpfc20@wcpfc.int.
11. The online support topic "[Using Zoom for WCPFC meetings](#)" describes the process for participating virtually in the WCPFC20 meeting. Please read the information in the support topic prior to the start of the meeting.
12. The Secretariat will have a limited number of listening devices available. Meeting participants are invited to use a mobile app allowing meeting audio to be streamed through a personal mobile listening device. This has the benefit of allowing the use of personal Bluetooth headsets. Use the following QR code to download the app prior to the meeting:



13. Presentations during the meeting will be projected onto screens placed throughout the meeting room. In addition, participants may use a screen sharing software known as "ScreenLeap" to view any presentation shared via the Zoom platform on personal laptops. A password to access the WCPFC screenshare software will be provided at the start of the meeting. In addition, presentations will be made available in the "Presentations" folder of the WCPFC20 meeting page.