SCIENTIFIC COMMITTEE
SIXTEENTH REGULAR SESSION

ELECTRONIC MEETING
12 – 19 August 2020

VIRTUAL MEETING PROTOCOLS

WCPFC-SC16-2020/04 (Rev.01)
29 July 2020

I. Virtual platform for SC16

1.   The online meeting platform for hosting the SC16 will be Zoom. For best results Zoom should be installed in your machine. Please visit https://zoom.us/test to download and test both Zoom and your internet connection.

2.   The WCPFC Secretariat will host a trial Zoom session prior to the SC16 meeting to check individual connections and assist where possible. The first trial is scheduled to occur on the 7th August 2020 at 12:00 midday local time in Pohnpei. Please email ITSupport@wcpfc.int to register an interest in the trial and a separate zoom meeting invitation will be provided.

3.   Although tablets and cell phones can be used for the meeting, a desktop or laptop is recommended. In addition, for better sound quality during the meeting, **a headset with microphone is strongly recommended**.

4.   The Zoom meeting will be supplemented by the usual meeting website (https://www.wcpfc.int/meetings/16th-regular-session-scientific-committee) and a new online discussion forum (https://forum.wcpfc.int/) described in Section VII.

II. Registration

5.   On-line meeting registration is available at the SC16 meeting site https://www.wcpfc.int/meetings/16th-regular-session-scientific-committee. All participants are requested to register using this facility in order to participate in the electronic SC16 meeting. Once a participant's registration on the SC16 website is authorized, an invitation email with a link to the virtual SC16 meeting will be sent to the participant's registered email address two days prior to the meeting.

6.   All CCMs are requested to use the online registration system to approve their delegation. CCMs not familiar with the online approval system can send their official list of delegates to the Secretariat (Lucille.Martinez@wcpfc.int) as early as possible in order for the Secretariat to approve participants in the system. Observers to SC will be approved once verified by the Secretariat. If you have any queries related to registration, please contact Ms Lucille Martinez directly.

7.   All CCMs are strongly requested to register **by Friday, 31 July 2020**.

III.   Participating in the SC16 Virtual Meeting

8.   Participants can attend the virtual meeting by clicking the Zoom link to the meeting in the invitation email. Once you have accessed to the meeting, you will initially be placed in a waiting room until your registration is verified.

9.   The Zoom will be open 1 hour prior to the start of the SC16. **It is recommended that all participants login to the meeting at least 15 minutes prior to the start of the meeting** so that SC16 can start on schedule**.**

10.   For the easy identification by the Chair/Convenors and to be admitted into the meeting, individual participants are required to change their name along with two (2 or 3) letter CCM code (**Attachment 1**) followed by the first name and last name (e.g., FJ – John Doe). For other representatives of organizations, please use acronym for your organization (SPC, FFA, WCPFC) followed by the first and last name. **Participants who are not identifiable will not be admitted into the meeting.**

11.   For renaming, click "More" next to your name in the participants list and then click "rename":
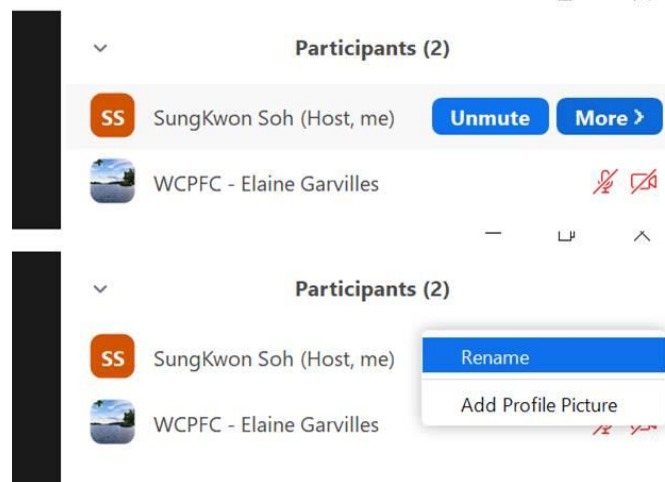
12.   To see the list of participants, move your mouse cursor over the Zoom window and then click on the "Participants" icon at the bottom of the Zoom window.

13.   When the meeting begins please ensure your microphone is muted and your video is off at all times when not speaking**.**

IV.   Role of Chair/Convenors during the virtual SC16 meeting

14.   The SC16 Chair/Convenors will:
   a)   introduce agenda items and invite presenter(s).
   b)   lead discussions along with the order of Raise-hand.

- The online *Chat* facility will not be used for questions or comments.
- Lengthy interventions or statements will be submitted by email to the Rapporteur (mark.smaalders@gmail.com).

c) Draft decisions and/or recommendations and submit them to the Secretariat (SungKwon.Soh@wcpfc.int) for posting on the secured DRAFT DOCUMENTS section under the SC16 website to seek CCM's comments.

- The heads of delegation (HODs) will submit their comments to the relevant convenors.

d) Reflect all comments and produce final drafts for adoption in the plenary (Lead Rapporteur will assist the clearing process).

V.   Make an intervention

15.   Use the "Raise hand" button at the base of the Participants list to indicate that you wish to make an intervention. The Chair/Convenors will keep track of the order of Raised hands so that members have priority with the speaking order. All participants are reminded to lower "Raised-hand" after interventions.

16.   When called on by the Chair/Convenor to speak, the participant should **unmute their microphone** and may enable video. When finished speaking, participants should mute their microphone and disable their video. Please ensure you are familiar with the meeting controls prior to the meeting start.
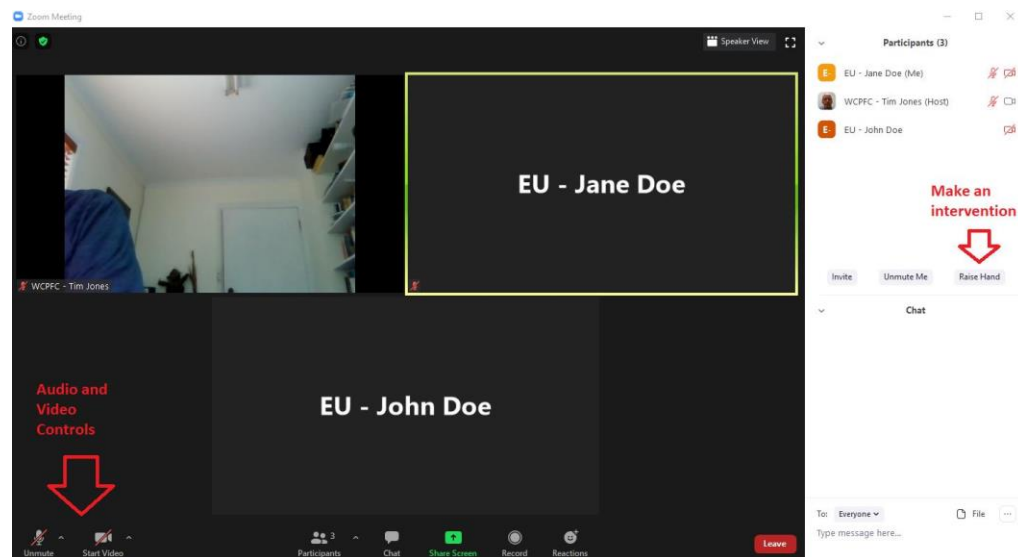
17.   For efficient virtual meeting process, the **Chat facility** should not be used for questions and comments to the Chair/Convenors. Chat facility is to be used for technical support only.

VI.   Documenting and Recording of the Meeting

18.   All documents will be placed on the SC16 website https://www.wcpfc.int/meetings/16th-regular-session-scientific-committee.

19.   The Secretariat will record the virtual SC16 meeting to assist the work of the rapporteurs in finalizing the SC16 Summary Report. This function will not be available for participants.

VII. Use of the Online Discussion Forum

20.   The Online Discussion Forum website (https://forum.wcpfc.int) will be accessed by the authorized SC16 participants only. **The online discussion forum activities is open from 28 July 2020 and will be closed at 12:00 midday, on Monday, 10 August 2020 in Pohnpei time**.

21.   The Lead Rapporteur will produce a summary of key points discussed under each Topic and authors and convenors will review the summaries. All summaries will be compiled and produced as an information paper, which will be covered under agenda Other Matters.

22.   The key user's guide for the online discussion forum is in **Attachment 2** to this Protocol.

VIII. Help Desk

23.   If you experience any issues or difficulties with the online meeting platform during the meeting, please contact IT Support (Tim and Sam) by email (ITSupport@wcpfc.int).

REMINDERS DURING THE MEETING!!!

• Mute your microphone when not talking so that background noise is minimized.
• Turn off video when not talking to reduce the bandwidth needed for the meeting.
• Raise hand to make an intervention and wait to be called on by the Chair/Convenor.
• Chat facility is to be used for technical support only.

List of CCM Codes

Code	CCM Name
AS	American Samoa
AU	Australia
CA	Canada
CK	Cook Islands
CN	China
CW	Curacao
EC	Ecuador
EU	European Union
FJ	Fiji
FSM	Federated States of Micronesia
FR	France
GU	Guam
ID	Indonesia
JP	Japan
KI	Kiribati
KR	Korea (Republic of)
LR	Liberia
RMI	Marshall Islands
MP	Commonwealth of the Northern Mariana Islands
NC	New Caledonia
NI	Nicaragua
NR	Nauru
NU	Niue
NZ	New Zealand
PA	Panama
PF	French Polynesia
PNG	Papua New Guinea
PH	Philippines
PW	Palau
SB	Solomon Islands
SV	El Salvador
TH	Thailand
TK	Tokelau
TO	Tonga
TV	Tuvalu
CTP	Chinese Taipei
US	United States of America
VN	Vietnam
VU	Vanuatu
WF	Wallis and Futuna
WS	Samoa

**User's Brief Guide for the SC16 Online Discussion Forum**

1.   Login to the WCPFC website to ensure you have a current username and password. Once logged in to WCPFC, you should be able to access the e-Forum.

2.   The WCPFC e-Forum webpage URL for SC16 is (https://forum.wcpfc.int/). For your trial and testing, please use Test and Training category.
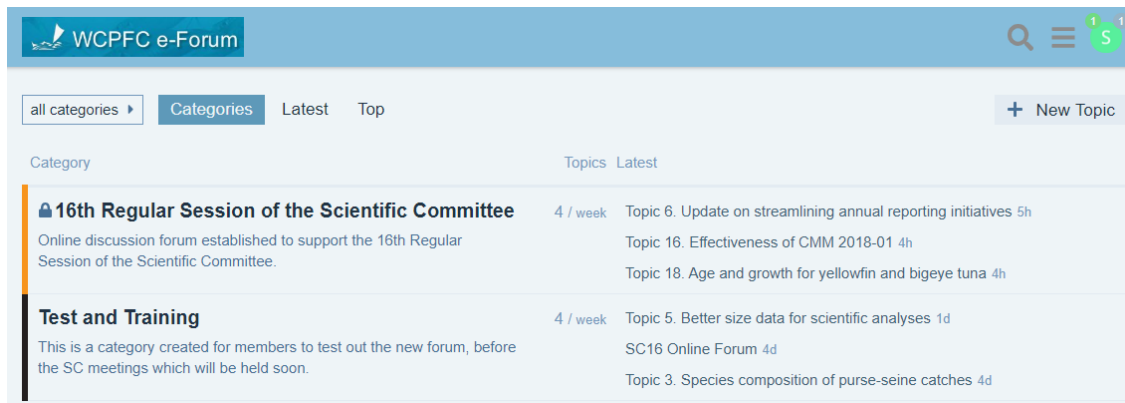
3.   To start posting comments/questions/responses on SC16 topics, click "**16th Regular Session of the Scientific Committee".**
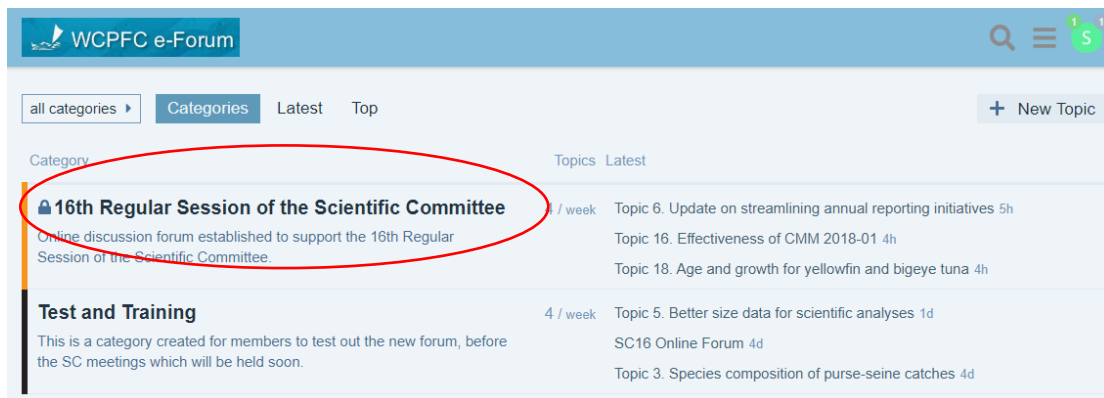

4.   Then, you will be directed topic/s discussion forum webpage (see below).
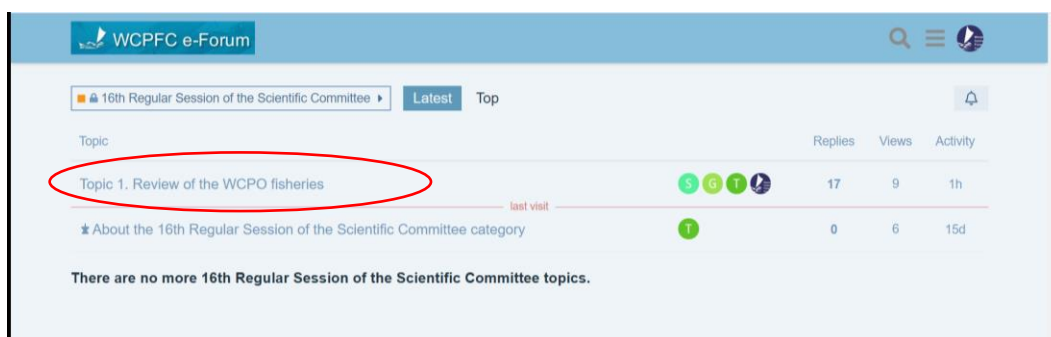
5. Click the Topic you want to post your comments/questions/responses, then you will be directed to the webpage of the Topic. Click the **"Reply"** button to any communications you want to respond.
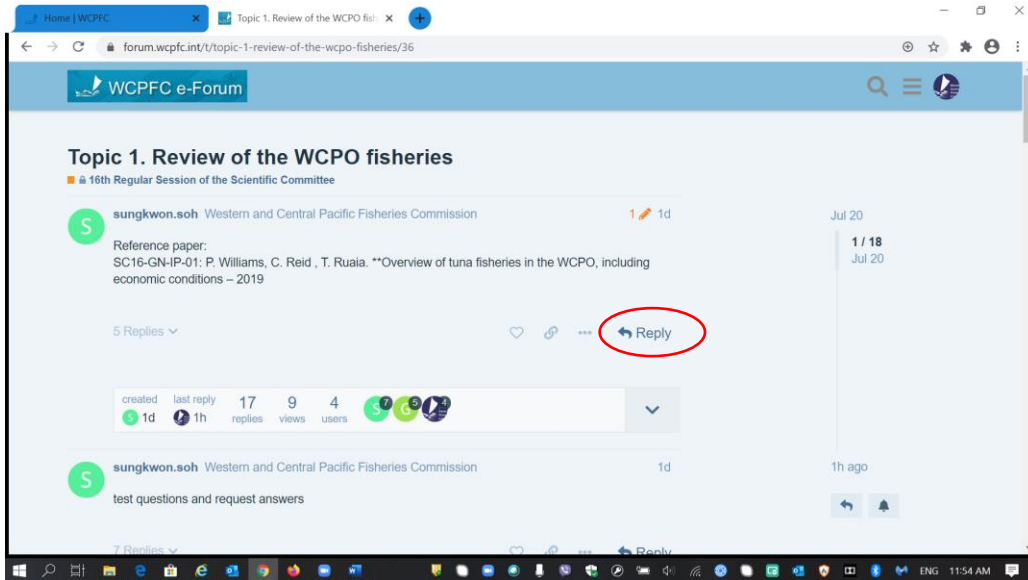

6. To refer to a specific paper you can also highlight the paper name and click **"Quote".** Then, a text box will be opened for you to type your further responses to the quoted section.
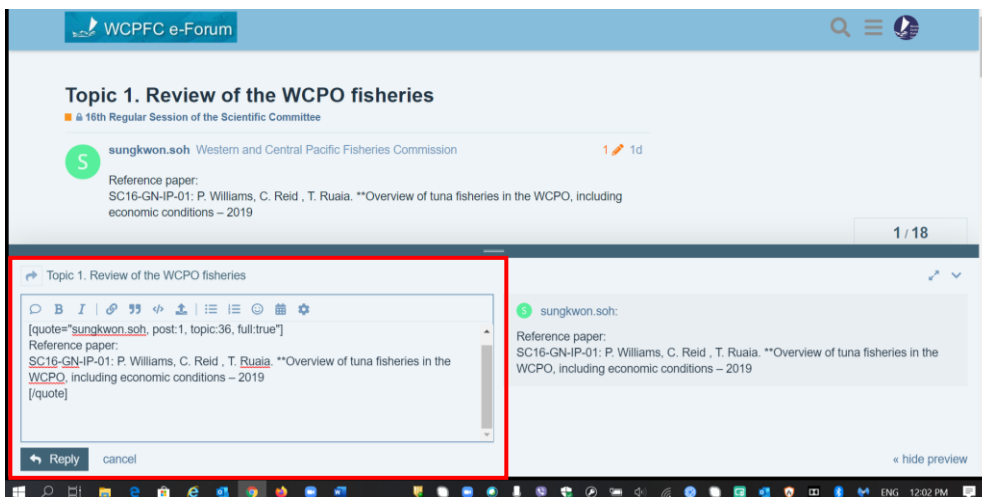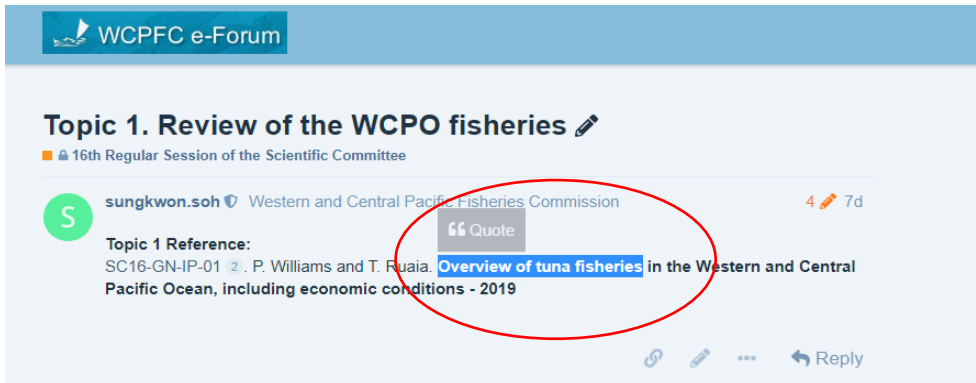
7.	It is strongly encouraged that participants specify whether you are providing comments or raising questions. **If your post is starting with "COMMENT," it does not necessarily require a reply. If starting with "QUESTION," you expect a reply from the author or other online forum participants**.

8.	The posted comments/questions/responses are chronologically ordered with the latest post at the bottom. The dates/times will also guide you when those text were posted (see the right-hand side of the screen). Again, refresh your website to see all recent communications in order.
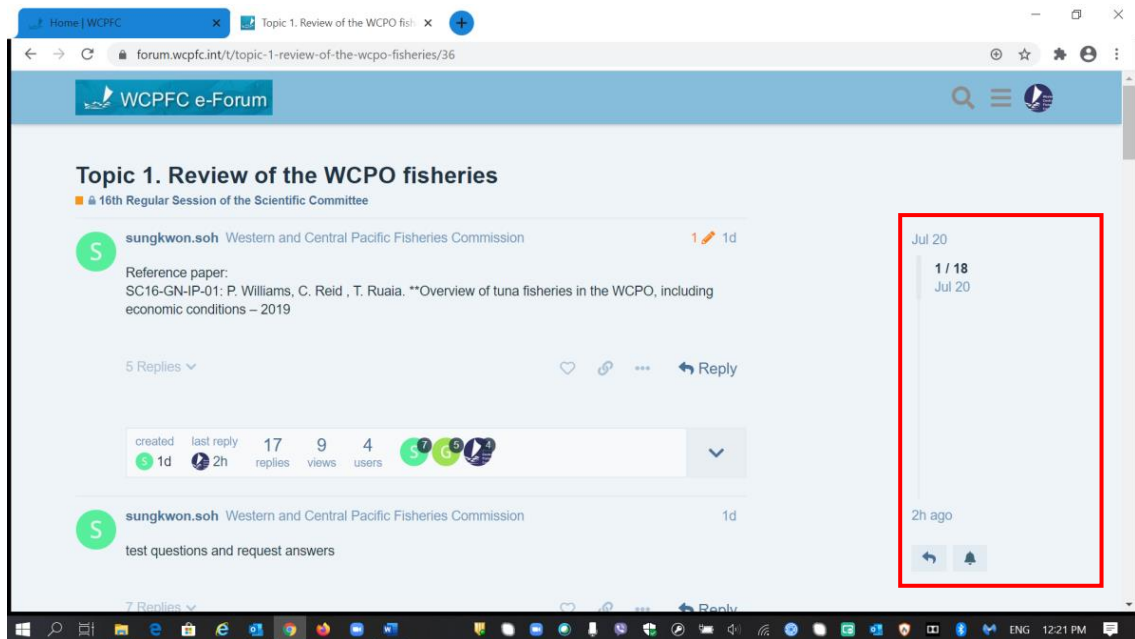
9.	The replies for a post can be seen by clicking the drop-down arrow (red circle). A summary of activities to the topic is shown in the red box below.
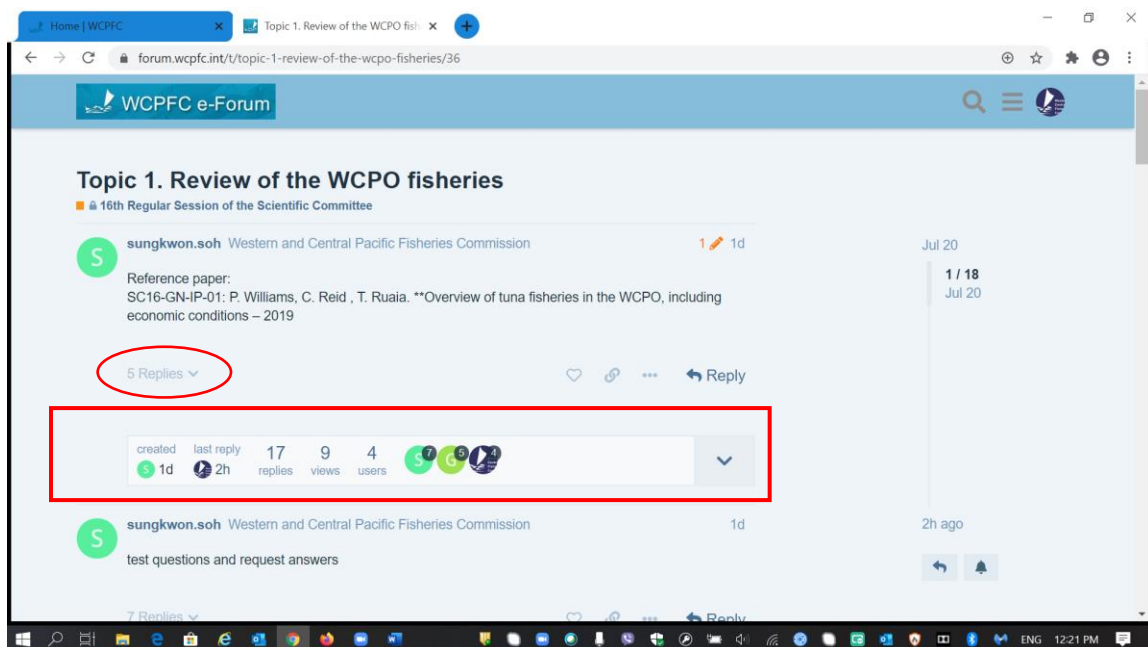
10.   Aside from the **Reply button,** there are other options available for you such as **sharing a link, flag, edit, bookmark or delete** a post. **Edit and delete** options are only available if you are the author of that post/text.
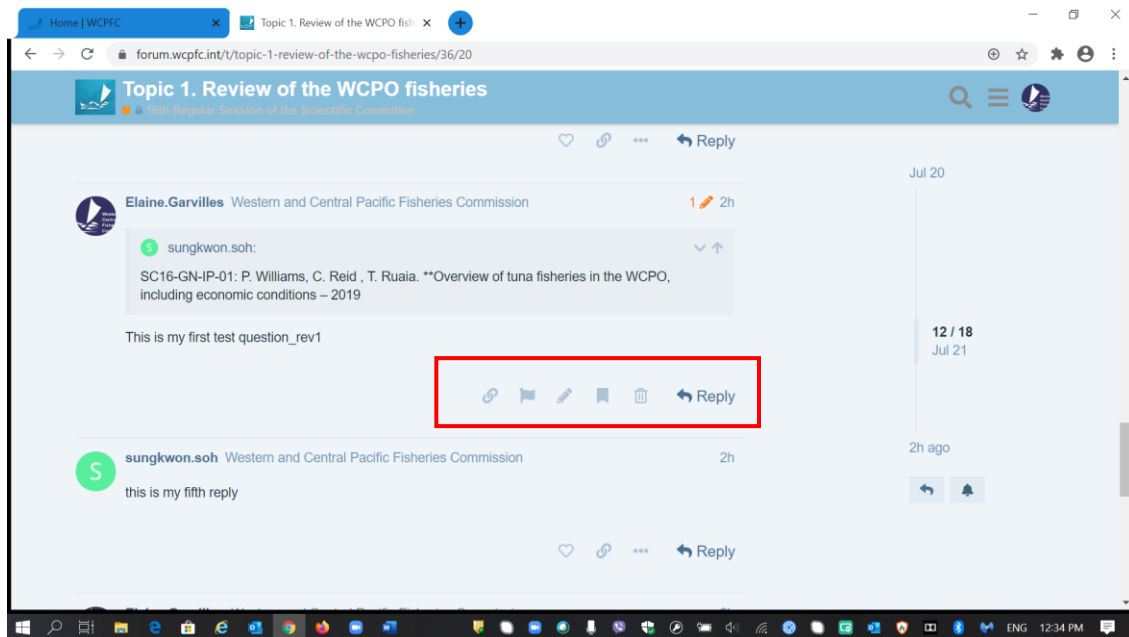
11.   **Log Out** and other options are available by clicking your **Icon** located at the top right corner of your screen.