

**TO ALL COMMISSION MEMBERS, COOPERATING NON-MEMBERS,
PARTICIPATING TERRITORIES AND OBSERVERS**

Circular No.: 2020/89
Date: 27 August 2020
No. pages: 03

Meeting Arrangements for the Online TCC16 HOD Meeting on 5 September 2020

Dear All

Further to Circular 2020/88 of 24 August 2020, I am pleased to advise Members, Cooperating non-Members and Participating Territories (CCMs) that I am in a position to confirm the meeting arrangements to support the online TCC16 Heads of Delegation (HOD) meeting to consider and provide guidance on online Meeting Arrangements for TCC16. I appreciate your patience as I work with the Secretariat to develop plans for holding TCC16 that takes into account comments during the online HoD, the experience of SC this year, and the requirements for TCC.

In response to the indication in Circular 2020/88 that the TCC16 HOD meeting would be held in the latter part of the week of 30 August – 4 September, I was informed that FFA Members have some prior commitments from Tuesday to Friday that week. I consider that it is important that we have the discussion on TCC16 meetings arrangements as soon as feasible and with as broad a participation as possible. I have set the TCC16 HOD meeting arrangements in consultation with the Secretariat and taking into account this consideration and the perspectives of various CCMs. I acknowledge that these arrangements are not ideal, but seek flexibility and support from all CCMs in recognition of the difficult times we are in.

The meeting arrangements for the online TCC16 HOD meeting are as follow:

- 1) The meeting will be held on Saturday 5 September 2020 from 10.00 am to 1.00 pm Pohnpei time (UTC+11), which is Friday 4 September 2020 2300h – Saturday 5 September 0200h UTC using the Zoom online platform. The Secretariat will confirm with each CCM, the exact time of the meeting in their respective location.
- 2) The Meeting Agenda is in *Attachment 1*.

- 3) The Officials that are permitted to participate in the online TCC16 HOD meeting include:
 - a. Commissioner plus 5 other connections per CCM;
 - b. Chairs and Vice-Chairs of the Commission, SC, NC, TCC and FAC;
 - c. Chairs and co-Chairs of the IWG/TCC WGs;
 - d. Two connections each for the FFA Secretariat and PNA Office;
 - e. Two connections for the Scientific Services Provider; and
 - f. Secretariat staff.

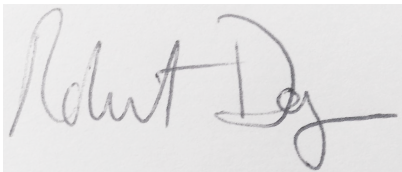
- 4) All participants are requested to register electronically prior to the start of the online HOD meeting through the WCPFC website at <https://www.wcpfc.int/meetings/tcc16>. Zoom invitations will be sent by email to registered participants no later than Thursday 3 September 2020.

- 5) The Meeting Protocols setting out the rules and procedures for participation in the online TCC meetings will be circulated by the Secretariat by Tuesday 1 September 2020.

- 6) A Reference Paper by the Secretariat to guide and facilitate the discussions at the TCC HOD meeting is posted with the circulation of this letter to the WCPFC website at <https://www.wcpfc.int/meetings/tcc16>. The Reference Paper is the only working document for the meeting, although this cross-references to TCC16 meeting papers that have been posted to the TCC16 meeting webpage.

I look forward to meeting online those officials that will participate at the TCC16 HOD meeting. If there is any query in relation to this circular and the meeting arrangements, please direct them to the Executive Director at feleti.teo@wcpfc.int, and copied to the Compliance Manager at lara.manarangi-trott@wcpfc.int.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Robert Day", is shown on a light grey background.

Dr Robert Day
ACTING TCC CHAIR

Online TCC Heads of Delegation Meeting to Consider and Provide Guidance on Meeting Arrangements for the Online TCC16.

Held online on Saturday 5 September 2020 from 10.00am to 1.00pm Pohnpei time
(Friday 4 September 2020 2300h – Saturday 5 September 0200h UTC)

Agenda

- 1. Opening of Meeting.**

- 2. Guidance on the Meeting Format.**
 - a. Online Discussion Forum**
 - b. Secure Discussion Forum**
 - c. Plenary via Zoom**

- 3. Guidance on the TCC16 Provisional Agenda.**

- 4. Guidance on the Meeting Dates and Scheduling.**
 - a. Meeting Dates**
 - b. Scheduling**

- 5. Other business.**

- 6. Close of Meeting.**