JOINT IATTC AND WCPFC-NC WORKING GROUP MEETING ON THE MANAGEMENT OF PACIFIC BLUEFIN TUNA
FIFTEENTH SESSION (JWG-05)
and
NORTHERN COMMITTEE
Sixteenth Regular Session (NC16)

Electronic Meeting
6 – 8 October 2020

VIRTUAL MEETING PROTOCOLS

IATTC-NC-JWG05-2020/04
WCPFC-NC16-2020/04

I.   Virtual platform

1.   The online meeting platform for hosting both JWG-05 and the NC16 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 NC16 meeting to check individual connections and assist where possible. The trial session is scheduled to occur on the 2nd October 2020 at 12:00 midday local time in Pohnpei (UTC+11). Please email ITSupport@wcpfc.int to register an interest in the trial and a separate zoom meeting invitation will be provided.

II.   Registration

3.   On-line meeting registration is available at:
   a) JWG-05: https://www.wcpfc.int/node/47387/registrations
   b) NC16: https://www.wcpfc.int/node/45258/registrations

4.   A completed and approved meeting registration, with valid contact email address, is necessary for participants to have access to the online meeting arrangements. Following the authorisation of a participant's registration, the participant will receive an invitation email with a link to virtual meeting at least two days prior to the meeting. A separate zoom meeting link will be used to participate in each of the NC16 and JWG-05 meeting. So participants who wish to attend both meetings should register at each meeting site.

5.   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. Observer participants to *JWG-05* and *NC16* will be approved after review and

verification by the Secretariat. If you have any queries related to registration, please contact Ms Lucille Martinez directly.

6. All CCMs are strongly requested to register **by Friday, 25 September 2020**.

III. Participating in the Virtual Meeting

7. Participants can attend the virtual meeting by clicking the Zoom link provided in the invitation email where they will be placed in a waiting room while their details are verified.

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

9. When starting Zoom, should participants be requested to provide their name, please include the 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.**

10. 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.


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

IV. Make an intervention

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

13. When called on by the Chair to speak, the participant should **unmute their microphone** and **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.
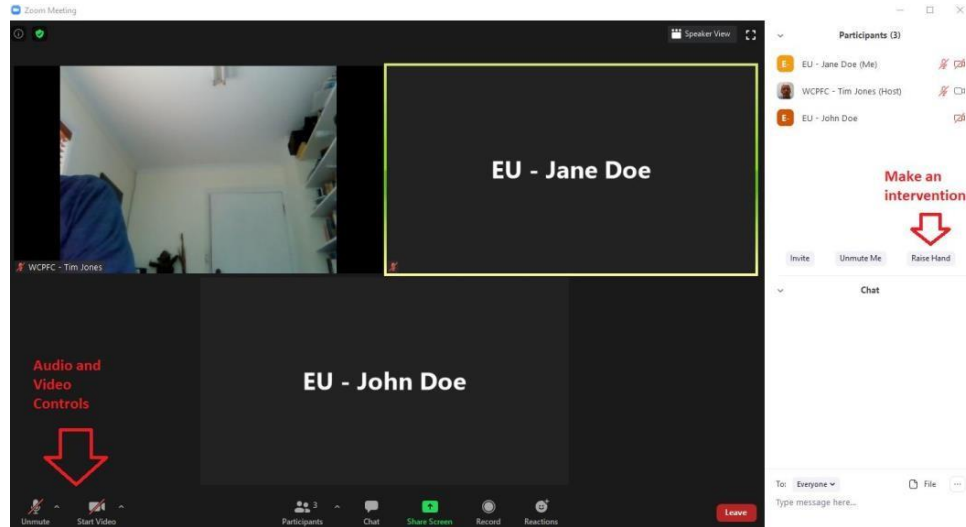
14.   For efficient virtual meeting process, the **Chat facility** should not be used for questions and comments to the Chair. Chat facility is to be used for technical support only.


VI.   Recording of the Meeting

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

VII. Use of the Online Discussion Forum

16.   The Online Discussion Forum website (https://forum.wcpfc.int) may be accessed by the authorized participants only. Two topics (NP albacore and Pacific bluefin tuna stock assessments) are posted under the category <16th Regular Session of the Northern Committee>. Any questions relating to stock assessments can be posted preferably before 2 October 2020. ISC representatives will respond to your questions during the JWG-05 or through the online forum if time permits.

17.   Online forum "Reply" can be made at two levels:
    a) Reply to a Topic to ask a new question or make a general statement about the topic
    b) Reply to a Post to provide follow up on a specific comment that has been made
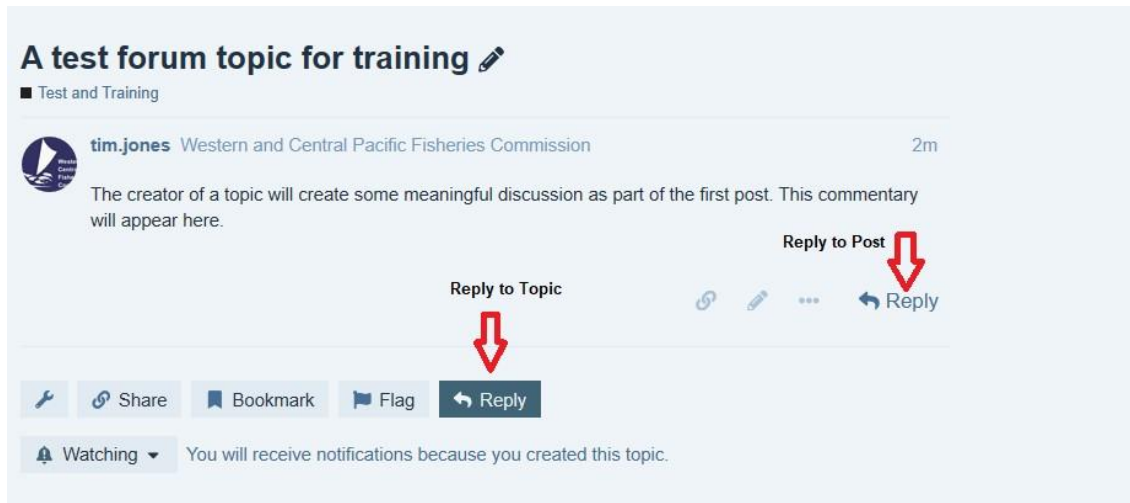
18.   The following screen will be displayed allowing you to type in your comment/question.

19.   The toolbar above the text allows basic formatting of the text as described below, and the effect of the formatting can be seen in the preview panel on the right.
- Pictures can be included in your comment by copy and paste from the clipboard
- Include the quoted text in your Reply by selecting the text and click on "Quote" to start your Reply
- Attach a file to your comment if you need to distribute a revision of a file for comment using the upload button in the toolbar (⬆)

20.   The Online Discussion Forum has a range of options for how participants may receive notifications to forum topics. Notifications can be requested at the "Category" level, or at an individual "Topic" level.

   a) **Category Watching:** To be notified whenever a comment is made for any topic in a category, click the bell icon at the top right of the page when you are browsing the list of all topics for a category and choose **Watching**.

b) **Topic Watching:** If you want to follow one or just a few topics in a category, select the topic you are interested in and then click on the bell icon at the bottom of the topic and choose **Watching**

c) Select **Muted** to stop receiving notifications on a topic or category.

21.   The Secretariat have prepared some information to assist with using the Online Discussion Forum using a new helpdesk environment - https://wcpfc.freshdesk.com/. Please review the section titled "WCPFC Online Discussion Forum"

VIII. Help Desk

22.   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.**

• **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
MX	Mexico
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