



**THE SOUTH PACIFIC ALBACORE ROADMAP
INTERSESSIONAL WORKING GROUP**

Electronic Meeting
13 November 2020
10:00-1:00 Pohnpei time

VIRTUAL MEETING PROTOCOLS

WCPFC-SPALB-RM-2020-02
3 November 2020

I. Virtual platform for SPALB-IWG

1. The online meeting platform for hosting the SPALB-IWG will be Zoom. Zoom must be installed on your device as the web client is not currently supported for WCPFC meetings. 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 SPALB-IWG meeting to check individual connections and assist where possible. The trial is scheduled to occur on the 12th November 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 virtual meeting will be supplemented by the usual meeting website (<https://www.wcpfc.int/meetings/spalb-rm>).

II. Registration

5. On-line meeting registration is available at the SPALB-IWG meeting site https://www.wcpfc.int/node/add/meetingregistration?field_reg_meeting=48394&destination=node/48394. A completed and approved meeting registration, with valid contact email address, is necessary for participants to participate in the SPALB-IWG meeting. Following the approval of a participant's registration an invitation email with a link to the Zoom meeting will be sent to the participant's registered email address.
6. CCM Party Administrators are requested to use the online registration system to approve their delegation. CCMs not familiar with the online approval system should 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 and issue Zoom meeting invitations. Observer participants to SPALB-IWG will be approved after review and verification by the Secretariat. If you have any queries related to registration, please contact Ms Lucille Martinez directly.

7. Intending SPALB-IWG participants are requested to register as soon as possible to gain access the SPALB-IWG online meeting arrangements.

III. Participating in the SPALB-IWG Virtual Meeting

8. 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.

9. The Zoom meeting will be open 30 minutes prior to the start of the SPALB-IWG. **It is recommended that all participants login to the meeting at least 15 minutes prior to the start of the meeting** so that SPALB-IWG can start on schedule.

10. 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.**

11. 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.



12. 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 during the virtual SPALB-IWG meeting

13. The SPALB-IWG Chair will:

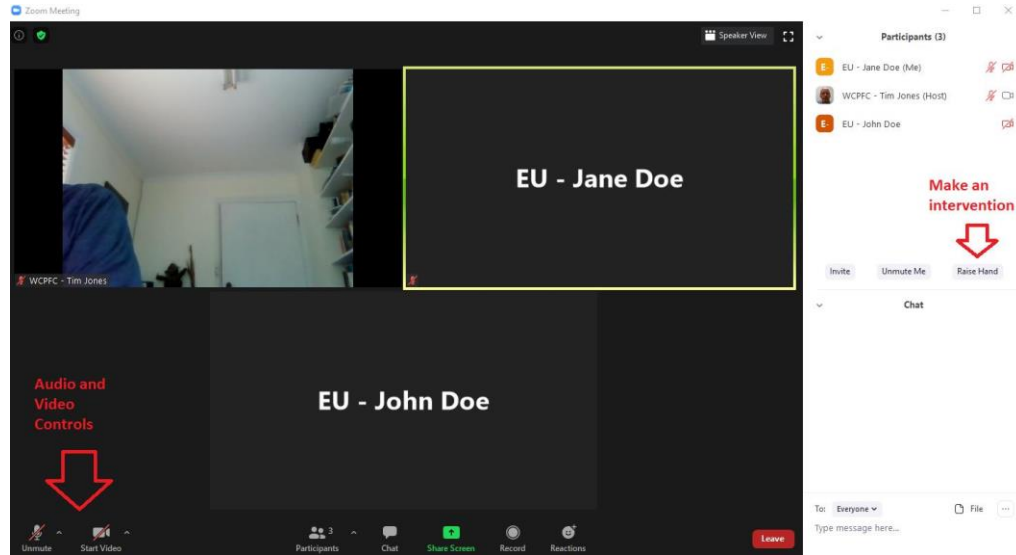
- a) introduce agenda items and invite presenter(s).
- b) lead discussions along with the order of Raise-hand.
 - The online **Chat** facility will not be used for questions or comments.
 - Lengthy interventions or statements will be submitted by email to the Secretariat (elaine.garvilles@wcpfc.int)
- c) Summarise discussion and comments and confirm any decision points as may be agreed.

V. Make an intervention

14. To see the list of participants, move the mouse cursor over the Zoom window and then click on the “Participants” icon at the bottom of the Zoom window.

15. 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 “Raised-hand” after interventions.

16. 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.



17. 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. Documenting and Recording of the Meeting

18. All documents will be placed on the SPALB-IWG website <https://www.wcpfc.int/meetings/spalb-rm>. As usual, access to secure CCM documents will be enabled considering the registered participant category. Supporting documents will also be available to authorised CCM users in the usual locations within the CCM portal section of the website.

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

VII. Help Desk

20. 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
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