COMMISSION
SEVENTEENTH REGULAR SESSION
Electronic Meeting
8-15 December 2020
VIRTUAL MEETING PROTOCOLS

<div align="right">

WCPFC17-2020-protocols
12 November 2020

</div>

I. Virtual platform for WCPFC17

1. The online meeting platform for hosting the WCPFC17 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 WCPFC17 meeting to check individual connections and assist where possible. The trial is scheduled to occur on the 4th December 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.

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 link sent to registrants is unique and allows one connection only. Sharing the link may result in access to the meeting being blocked.

5. The virtual meeting will be supplemented by the usual meeting website (https://www.wcpfc.int/meetings/wcpfc17) and a new online discussion forum (https://forum.wcpfc.int).

6. For more information on using the online discussion forum and accessing secure meeting documents visit our recently created online support system (https://wcpfc.freshdesk.com/support/home)

II. Registration

7. On-line meeting registration is available at the WCPFC17 meeting site (https://www.wcpfc.int/meetings/wcpfc17). A completed and approved meeting registration, with valid contact email address, is necessary for participants to participate in the WCPFC17 meeting, which includes the online discussion forum. 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.

8. 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 WCPFC17 will be approved after review and verification by the Secretariat. If you have any queries related to registration, please contact Ms Lucille Martinez directly.

9.   Intending WCPFC17 participants are requested to register as soon as possible to gain access the WCPFC17 online meeting arrangements, including for access to the online discussion forum.

10.   Late registrations made while the meeting is in progress will be processed at the end of each meeting day.

11.   As decided at WCPFC13, a fee would be charged for non-governmental organizations (NGOs) participation at Commission meetings. For WCPFC17 the fee for the first two representatives of an NGO delegation is set at US $250 and US $150 for each subsequent representative. Payments should be made via bank wire.

12.   Payment via bank wire are to be made to the following account:

Account Name:	Western and Central Pacific Commission
Account Number:	209-292927
Bank Details:	Bank of Guam Branch: Kolonia, Pohnpei Federated States of Micronesia
SWIFT Code:	GMBKGUGU
ABA:	1214-05115

13.   Questions regarding NGOs registration fees should be sent to the Secretariat's Finance and Administration Manager, Mr Aaron Nighswander (Aaron.Nighswander@wcpfc.int).

III.   Participating in the WCPFC17 Virtual Meeting

14.   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.

15.   The Zoom meeting will be open 1 hour prior to the start of the WCPFC17. **It is recommended that all participants login to the meeting at least 15 minutes prior to the start of the meeting** so that WCPFC17 can start on schedule**.**

16.   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.**

17.   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.


18.   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 WCPFC17 meeting

19. The WCPFC17 Chair will:
   a) introduce agenda items and invite presenter(s).
   b) lead discussions along with the order of Raised hands and considering the Rules of Procedure.
      - The online *Chat* facility will **not** be used for questions or comments.
         - Lengthy interventions or statements should be submitted by email to the Rapporteur (mark.smaalders@gmail.com).
   c) Summarise discussion and comments and confirm any decision points as may be agreed.

V. Making an intervention

20. 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.

21. 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.

22. 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.
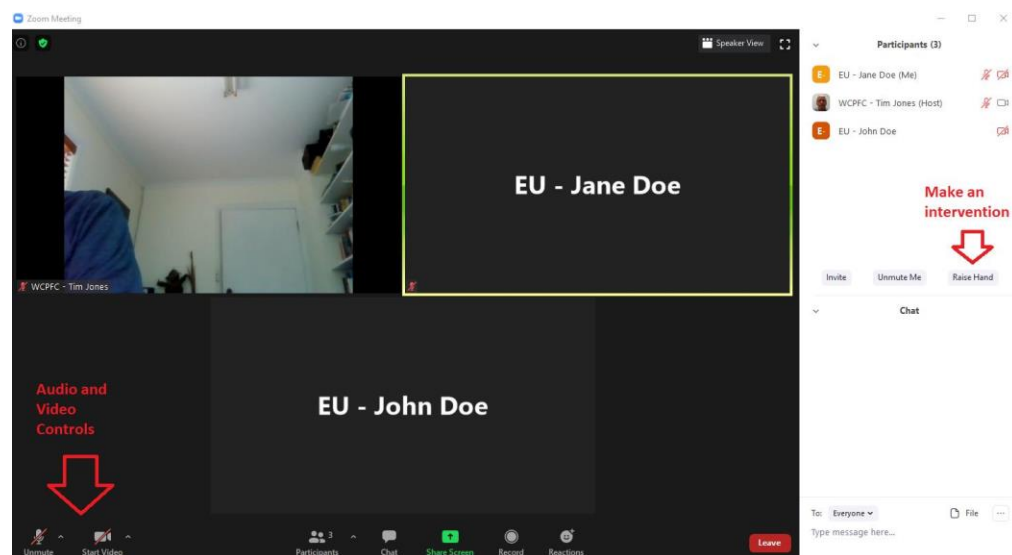
23. For efficient virtual meeting process, the **Chat facility** should not be used for questions and comments to the Chair. Chat facility is to be used for technical support only.

VI. Documenting and Recording of the Meeting

24. All documents will be placed on the WCPFC17 website https://www.wcpfc.int/meetings/wcpfc17. 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. **Attachment 2** provides additional guidance on how to access the CMR-related and other secure TCC documentation from the CCM portal section of the WCPFC website.

25. The Rapporteur for the meeting is Mr Mark Smaalders (mark.smaalders@gmail.com). The Secretariat will record the virtual WCPFC17 meeting to assist the work of the Rapporteur in finalizing the WCPFC17 Summary Report. This function will not be available for participants. Copies of statements and lengthy interventions should be sent to the Rapporteur Mr Mark Smaalders (mark.smaalders@gmail.com).

26. For assistance with onscreen display of presentations or draft text during plenary, please submit these to the Compliance Manager, Dr Lara Manarangi-Trott (lara.manarangi-trott@wcpfc.int).

VII. Help Desk

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

28. For help logging in to the WCPFC website, accessing secure content and using the online discussion forum delegates are requested to visit the newly developed online support system (https://wcpfc.freshdesk.com/support/home) before contacting IT Support.

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

Accessing the CMR-related and other documents from the secure CCM portal pages of the WCPFC website

- o Open your favorite Internet browser (Edge, Chrome, Safari etc)
- o Enter https://wwww.wcpfc.int in the navigation bar
- o Access to the CMR Portal may require your shared Intranet username (starting with CMR.xx). If you are already logged in using your email address, logout and log back in using the login prompt at the top right of screen (see **red** below).

- A successful login will allow you to see "CCM Portal" menu across the top menu (see **green** highlight below), and then navigate to "**CMR 2020**" (see **red** below). From the left side bar you can also access Annual Report Part 2, IUU Vessel List and Cooperating Non-Member files (see **orange**).

These pages contain additional secure CCM documents for WCPFC17