



**SCIENTIFIC COMMITTEE
SEVENTEENTH REGULAR SESSION**

ELECTRONIC MEETING
11 – 19 August 2021

VIRTUAL MEETING PROTOCOLS

**WCPFC-SC17-2021/05
24 June 2021**

I. Virtual platform for SC17

1. The online meeting platform for hosting the SC17 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 SC17 meeting to check individual connections and assist where possible. The trial is scheduled to occur on Friday, 6 August 2021 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 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 Zoom meeting will be supplemented by the usual meeting website (<https://meetings.wcpfc.int/meetings/sc17-2021>) and a new online discussion forum (<https://forum.wcpfc.int/>) described in Section VII.
6. For more information using the online discussion forum and accessing secure meeting documents, visit our online support system (<https://wcpfc.freshdesk.com/support/home>).

II. Registration

7. On-line meeting registration is available at the SC17 meeting site <https://meetings.wcpfc.int/meetings/sc17-2021>. A completed and approved meeting registration, with valid contact email address, is necessary for participants to participate in the SC17 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 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 and issue Zoom meeting invitations. Observer participants to SC17 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 SC17 participants are requested to register as soon as possible to gain access to the SC17 online meeting arrangements, including access to the online discussion forum. All CCMs are strongly requested to register **on or before Friday, 30 July 2021**.

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

III. Participating in the SC17 Virtual Meeting

11. 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.

12. The Zoom meeting will be open 1 hour prior to the start of the SC17. **It is recommended that all participants login to the meeting at least 15 minutes prior to the start of the meeting** so that SC17 can start on schedule.

13. When starting Zoom, participants may 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.**

14. If you are a regular Zoom user with a Zoom account, the display name of the profile may override the Secretariat assigned name. Please update your profile name as per Paragraph 13 of the meeting protocol to prevent being held back from the entering the meeting. See Customizing your profile – Zoom Help Center for instructions on how to update your Zoom profile.

15. 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 SC17 meeting

16. The SC17 Chair/Convenors will:

- a) introduce agenda items and invite presenter(s);
- b) lead discussions along with the order of Raise-hand and considering the Rules of Procedure;
- 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 SC17 website to seek CCM's comments; and
 - 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. Making an intervention

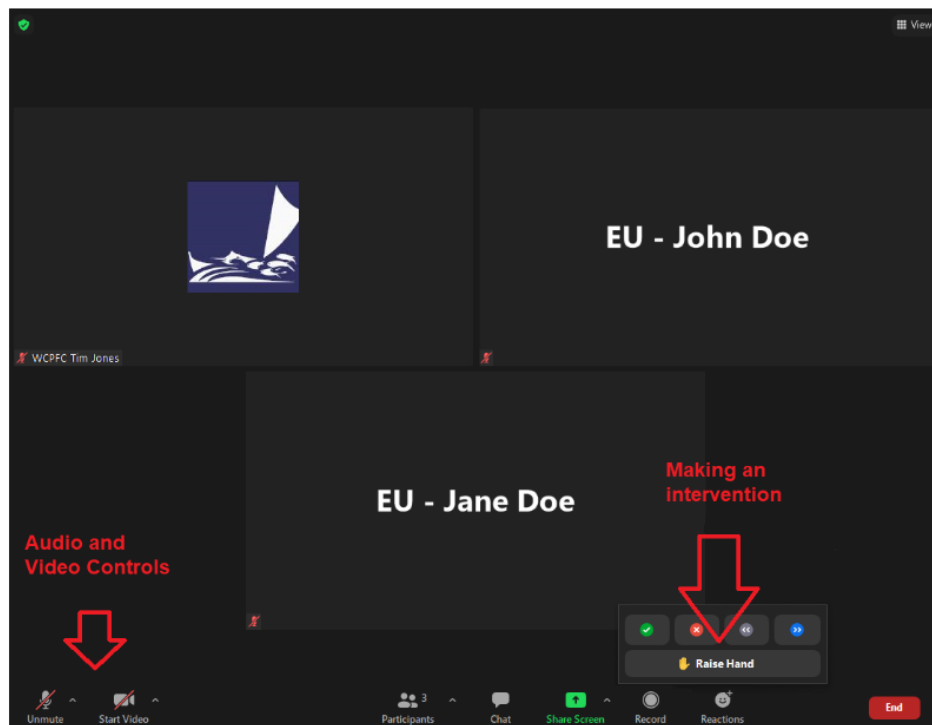
17. Use the “Raise hand” button to indicate that you wish to make an intervention. The Raised hand button is found under “Reactions” on the meeting controls located toolbar at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).

18. The Chair will keep track of the order of Raised hands in the list of participants so that members have priority with speaking order. All participants are reminded to lower “Raised-hand” after interventions.

19. 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.



20. 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.



21. 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

22. All documents will be placed on the SC17 website <https://meetings.wcpfc.int/meetings/sc17-2021>. Access to secured documents will be enabled subject to the category of registered participants.

23. The Rapporteur for the meeting is Mr. Mark Smaalders. Copies of statements and lengthy interventions should be sent via email to mark.smaalders@gmail.com.

24. The Secretariat will record the virtual SC17 meeting to assist the work of the rapporteurs in finalizing the SC17 Summary Report. This function will not be available for participants.

VII. Use of the Online Discussion Forum

25. The Online Discussion Forum website (<https://forum.wcpfc.int>) will be accessed by the authorized SC17 participants only. **The online discussion forum will be open on 24 July 2021 or earlier and will be closed at 12:00, midday, on Monday, 10 August 2021 in Pohnpei time.**

26. The Lead Rapporteur will produce a Summary of Online Discussion Forum, compiling all communications under each Topic, which will be posted on the SC17 meeting website.

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

VIII. Help Desk

28. 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) or via the Chat.

29. For help logging in to the WCPFC website, accessing secure content and using the online discussion forum, delegates are requested to visit the 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/Convenor.**
- **Chat facility is to be used for technical support only.**

List of CCM Codes

Code	CCM Name
AS	American Samoa
AU	Australia
BS	Bahamas
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 Guide for the SC17 Online Discussion Forum

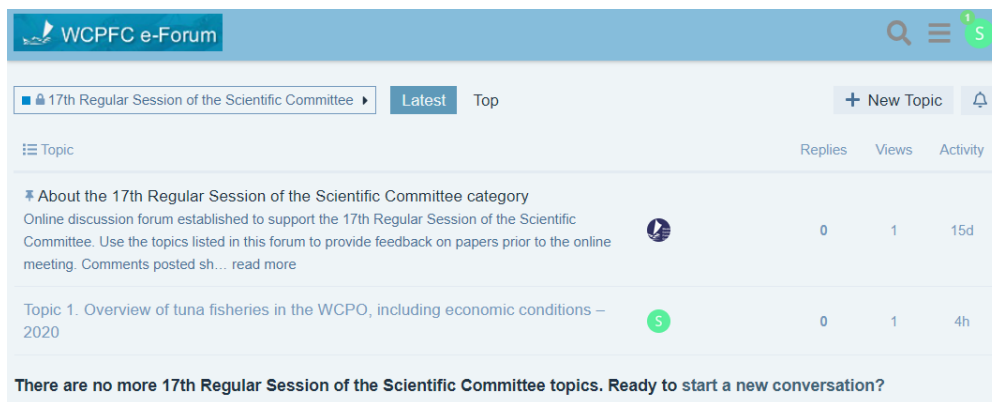
1. Login to the WCPFC website to ensure that you have a current username and password. Once logged in to WCPFC, you should be able to access the e-Forum.
2. The WCPFC e-Forum webpage URL for SC17 is (<https://forum.wcpfc.int/c/SC-17/18>). For your trial and testing, please use Test and Training category (<https://forum.wcpfc.int/c/test-and-training/10>).



3. To start posting comments/questions/responses on SC17 topics, click “**17th Regular Session of the Scientific Committee**”.



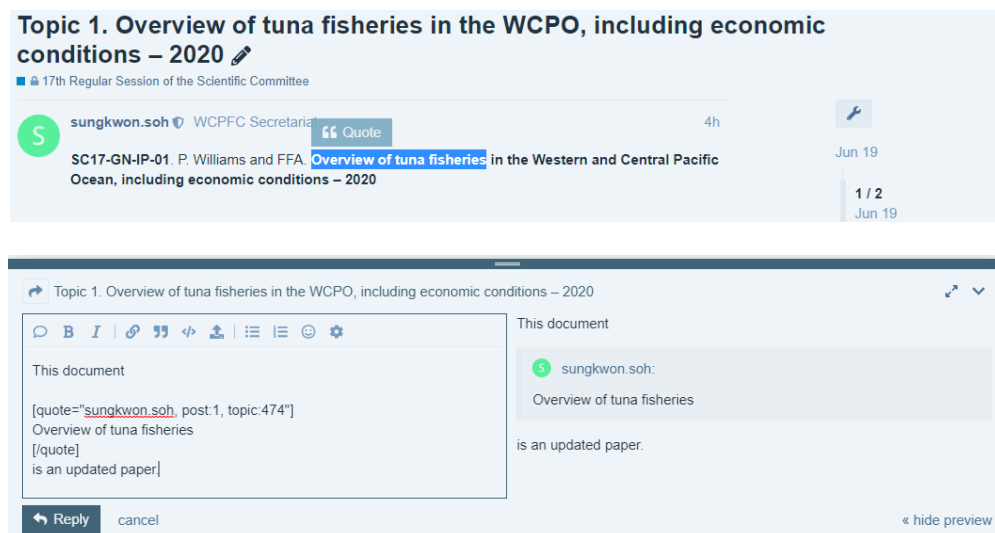
4. Then, you will be directed to topic/s discussion forum webpage (see below).



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.

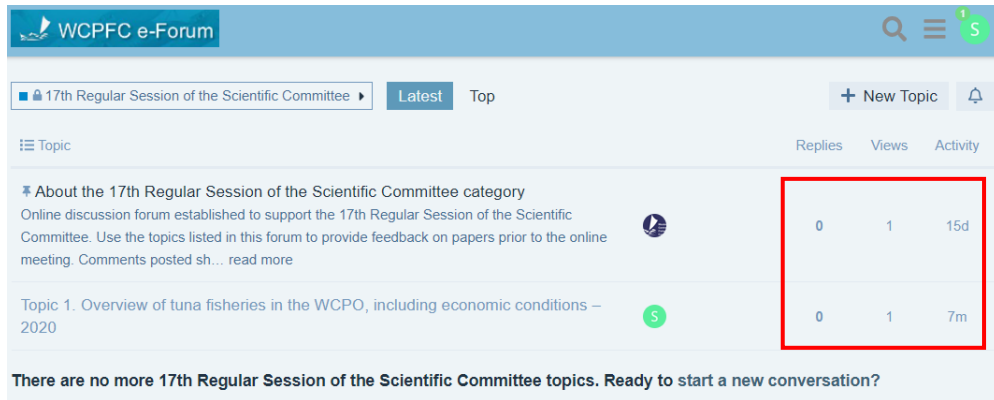


6. To refer to a specific paper you can also highlight the paper name and click **“Quote”**. Then, a text box will be opened for you to type your further responses to the quoted section.

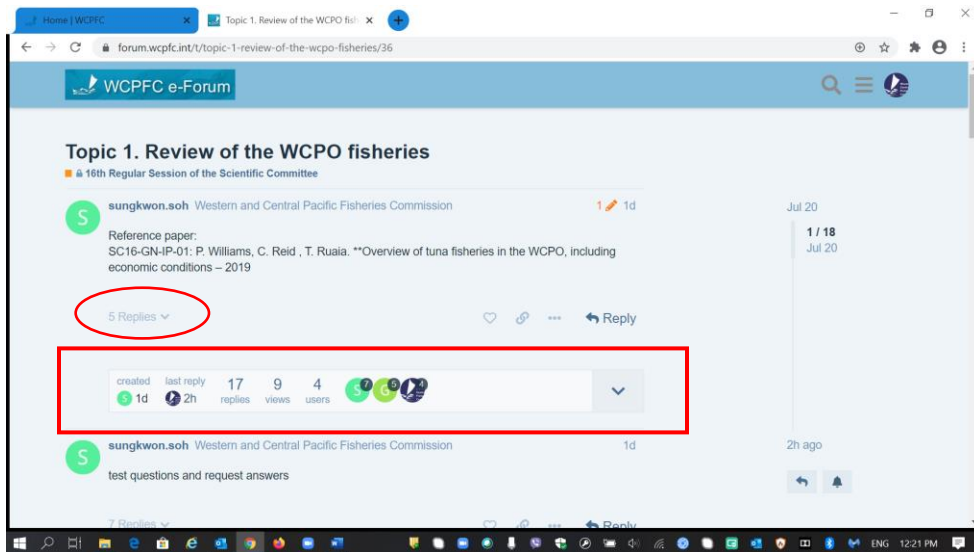


7. It is strongly encouraged that participants specify whether you are providing comments or raising questions. **If your post is starting with “COMMENT,” it does not necessarily require a reply. If starting with “QUESTION,” you expect a reply from the author or other online forum participants.**

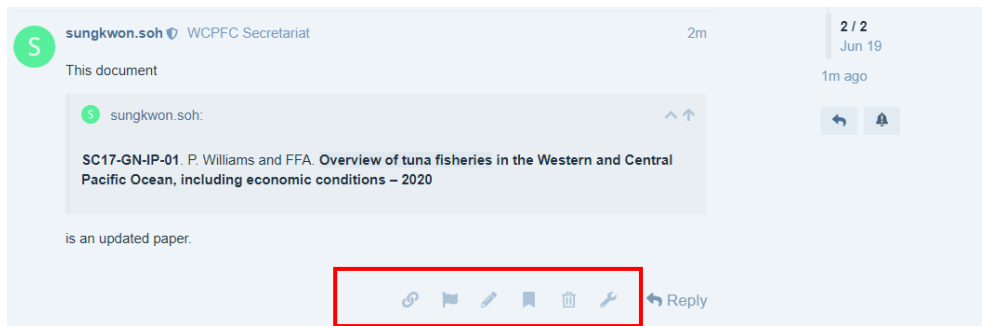
8. The posted comments/questions/responses are chronologically ordered with the latest post at the bottom. The dates/times will also guide you when those text were posted (see the right-hand side of the screen). Again, refresh your website to see all recent communications in order.



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 and click **Preferences** icon.

WCPFC e-Forum

17th Regular Session of the Scientific Committee | Latest | Top

Topic

About the 17th Regular Session of the Scientific Committee category
Online discussion forum established to support the 17th Regular Session of the Scientific Committee. Use the topics listed in this forum to provide feedback on papers prior to the online meeting. Comments posted sh... read more

Topic 1. Overview of tuna fisheries in the WCPO, including economic conditions – 2020

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There are no more 17th Regular Session of the Scientific Committee topics. Ready to start a new conversation?

Summary
Activity
Drafts
Preferences
Log Out

