



**NORTHERN COMMITTEE
SEVENTEENTH REGULAR SESSION**

ELECTRONIC MEETING
8am-11am, 5-7 October 2021, Japan Standard Time

VIRTUAL MEETING PROTOCOLS

WCPFC-NC17-2021/04

I. Virtual platform

1. The online meeting platform for hosting the NC17 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 NC17 meeting to check individual connections and assist where possible. **The trial session is scheduled to occur on Friday, 1st of October 2021 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 the NC17 meeting site <https://meetings.wcpfc.int/meetings/nc17>. All participants are requested to register using this facility in order to participate in the electronic NC17 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. 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.
4. NC Member Administrators are requested to use the online registration system to approve their delegation. NC Members, 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. Observers to the NC will be approved once verified by the Secretariat. If you have any queries related to registration, please contact Ms. Lucille Martinez directly.

5. All NC Members and Observers are strongly requested to register **by Friday, 24 September 2021.**

III. Participating in the Virtual Meeting

6. 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.

7. 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.

8. 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.

9. 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 8 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.

10. 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

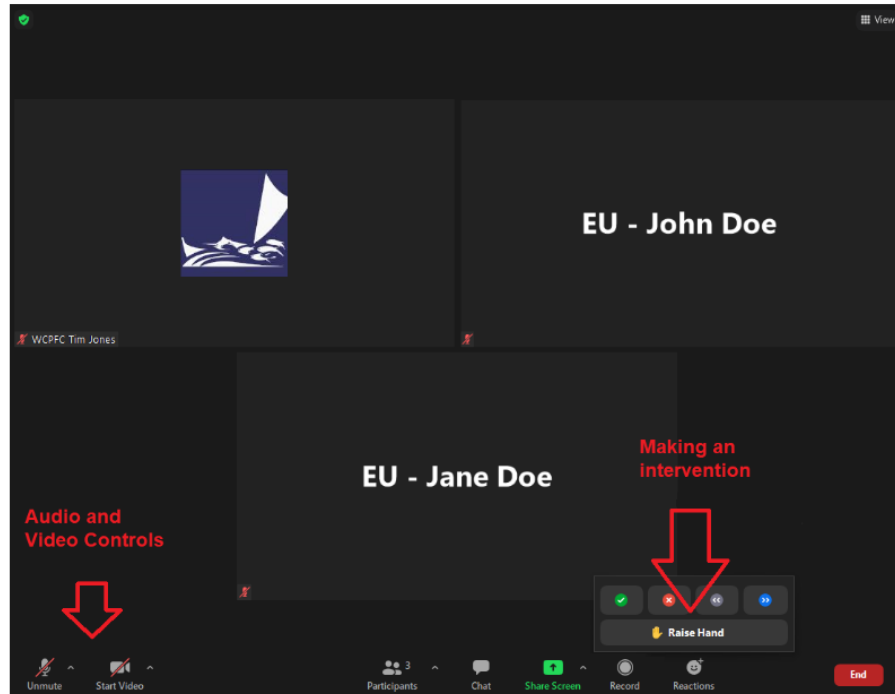
11. Use the “Raise hand” button to indicate that you wish to make an intervention. The Raised hand button is found under “Reactions” on the meeting controls located toolbar at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).

12. 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.

13. 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.



14. When called on by the Co-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.



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



V. Recording of the Meeting

16. 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.

VI. Help Desk

17. 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.**

Attachment 1

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