

CC-04-17 [info]

4<sup>th</sup> Compliance Committee of the South Indian Ocean Fisheries Agreement  
(CC4)

09-11 November 2020 (online)

Meeting modalities for conducting the SIOFA 2020 CC and MOP  
through a combination of correspondence and video conference

*Relates to agenda item: NIL*

Working paper ☐ Info paper ☒

SIOFA chairperson

*Meeting modalities for conducting the SIOFA 2020 CC and MOP through a combination of correspondence and video conference*

This paper outlines how the Compliance Committee and Meeting of the Parties will approach the modalities of their annual meetings.

Issue	Approach in SIOFA
Dates for the meeting – fixing an opening and closing date	<p>The dates of the MOP meeting have been confirmed through Circular 10-2020 on 25 August 2020. The agreed dates are 17-20 November 2020, both dates inclusive.</p> <p>The dates of the CC04 meeting has been confirmed through circular 011/2020. The agreed dates are 9-11 November 2020, both dates inclusive.</p> <p>The Chairs are proposing to open/close the meetings at</p> <ul style="list-style-type: none"><li>• For the CC: open the meeting at UTC 0400 on 9 November 2020 and close the meeting at UTC 1600 November 2020.</li><li>• For the MOP: open the meeting UTC 0200 17 November 2020 and close the meeting at immediately following the conclusion of our last VC on 20 November 2020.</li></ul> <p>The meetings will be opened by circular and closed by circular. The agenda items will be discussed during this time through a mix of VC and correspondence, as decided through Circ 10-2020 and Circ 11/2020. A meeting schedule for each meeting will be released as soon as the agenda is finalised.</p>
Meeting Platform – correspondence discussions	<p>As noted above, a meeting schedule will be prepared outlining which items will be discussed through VC/correspondence, and when these discussions will occur. This will follow the adoption of the agenda.</p> <p>Consistent with Rule 22(2) of our ROP, English is the working language, so all correspondence will be provided in English. French may be used on the condition that an interpretation or translation is also provided.</p> <p>Correspondence will be exchanged by email, as the official mechanism for exchanging views, and will clearly identify which agenda items the correspondence relates to. This correspondence is analogous to plenary and is capable of being recorded in the report. We will keep agenda items open for at least one day (more if it is required, or if a delegation requests it) to enable each delegation to offer their contribution in their business hours.</p>

The MOP will set up forums as follows. Forums will be monitored by the Secretariat and are optional to use. Forums are not plenary and the exchanges will not be recorded in the report – they are analogous to margins discussions

Forum	Dates	Participants
Scientific Committee report	21 OCTOBER 2020 – 16 NOVEMBER 2020	All registered MOP participants
Compliance Committee report	Immediately following the adoption of the Compliance Committee report – 16 NOVEMBER 2020	All registered MOP participants
Secretariat administration	21 OCTOBER 2020 – 16 NOVEMBER 2020	Closed - MOP only
Financial matters	21 OCTOBER 2020 – 16 NOVEMBER 2020	Closed - MOP only
Agenda issues tracking	17 NOVEMBER - 20 NOVEMBER 2020	All registered MOP participants
Draft report text	17 NOVEMBER - 20 NOVEMBER 2020	All registered MOP participants

Meeting Platform – video conference sessions

As noted above, a meeting schedule will be prepared outlining which items will be discussed through VC/correspondence, and when these discussions will occur. This will follow the adoption of the agenda. The MOP chair will schedule a VC for 20 November which will provide an opportunity to resolve any last issues and review Decision points, and will close the meeting by email immediately thereafter. The Compliance Committee Chair will schedule a similar VC for 11 November.

Zoom will be the chosen platform

- The Secretariat will use the latest version.

	<ul style="list-style-type: none"> <li>• A password will be established and public disclosure of the invitation URL and/or meeting ID will be prohibited.</li> <li>• The Secretariat will only admit participants to the meeting room when the identity of each participant is identified.</li> <li>• The meeting room will be locked once the meeting begins to prevent unauthorised outsiders from coming in.</li> <li>• Screen sharing functions will be controlled by the host.</li> </ul> <p>Zoom sessions will not be held concurrently – only one Zoom session per day, focussed on key issues.</p> <p>Zoom sessions will be plenary sessions.</p> <p>Small group meetings will not be held on Zoom unless the MOP otherwise agrees.</p> <p>In order to facilitate the identification of participants and the managing of the meeting by the respective chairs, the Secretariat and the Chairs will be preparing a set of guidelines that will assist the participants to identify themselves through the use of a specific ID format (The ID should be able to identify participants country or organization, delegates status (HoD, Alternate, adviser etc) and details of the participant (name surname)</p> <p>The Secretariat will organise a test in advance of the opening of the meeting.</p> <p>All plenary VCs will be held from 0600 GMT until 0800 GMT. This will be 7am in Brussels and 8pm the day prior in Rarotonga. We thank the EU and CK delegations for their willingness to work outside normal business hours.</p>
Secretariat support	<p>The Secretariat will support the meeting by doing the following</p> <ul style="list-style-type: none"> <li>• Distribute papers in advance of/during the meeting</li> <li>• Facilitate on-screen document sharing in zoom</li> <li>• Admit participants to the meeting in zoom</li> <li>• Manage correspondence and webpages</li> <li>• Track progress of agenda items, draft outcomes and interventions received on the Forum so that all delegations can easily follow</li> <li>• In consultation with the Chair, draft report text as each agenda item resolves and post this to the Forum to receive feedback.</li> <li>• Prepare the decision points and meeting report for adoption.</li> </ul>

	<p>Rapporteurs will assist the Secretariat and the Chairpersons to prepare the meeting report.</p> <p>The Secretariat will also implement closed captions so that text will display on screen when a delegation is speaking.</p>
Interpretation	<p>As in previous years, France (Territories) has offered to cover the cost of French interpretation. The MOP Chair and CC Chair extend our warm thanks to France Territories for their ongoing generosity in this respect.</p> <p>Functionally, the Secretariat can start the interpretation feature, which will give the interpreters access to their own audio channels. Attendees can select an audio channel to hear their language of choice. Attendees will hear the translated audio and can choose if they want to hear the original audio at a lower volume.</p>
Participation	<p>The meeting will, as usual, be open to all Contracting Parties, Participating Fishing Entities, Cooperating non-Contracting Parties and Observers in accordance with the Rules of Procedure.</p> <p>There is no express requirement for a letter of credentials. However, it must be clear to the Chair, Secretariat and other participants who is authorized to engage in decision-making as a security measure, and which observers are designated representatives of their organisations. This can be managed through registration (see below). Delegations can still provide a Letter of Credentials if they so choose, as many have done in the past.</p>
Registration and delegation size	<p>The Secretariat will provide a registration template for delegations to register. Registrations need to be returned 10 days before the start of the MOP and CC. For simplicity of registration, we ask that each delegation provide one list (rather than having multiple people within a delegation submit names) submitted by the HOD or alternate.</p> <p>Delegations will not be restricted in size, however, it is important for these lists to be accurate because (i) the Secretariat will build the meeting email distribution lists based on the information in these registrations and (ii) only admit individuals whose names on Zoom correspond to the registered names.</p>
Meeting Papers	Meeting papers have been made available on the SIOFA website consistent with the Rules of Procedure

Report	The MOP report will be adopted intersessionally according to a procedure agreed by the MOP.