CC-04-19 rev1

4th Compliance Committee of the South Indian Ocean Fisheries Agreement

(CC4)

09-11 November 2020 (online)

CC4 and MoP7 meetings guidelines rev1
(10-11-2020)

Relates to agenda item: NIL

SIOFA Chairperson and Secretariat

Abstract

This document provides technical information and guidance in regards with the 4th Compliance Committee and 7th Meeting of the Parties meetings that will be held virtually in November 2020

Dates and times for the meetings

• The CC will be held from 9-11 November 2020. The CC will be opened at UTC 0400 on 9 November 2020 and closed on 11 November 2020. The CC will hold a VC each day (that is, 9-11 November). All plenary VCs will be held from 0600 GMT until 0800 GMT daily.

• Heads of Delegation meeting on 12 November 2020 for one hour at UTC at 0700GMT. This meeting will be open to HoDs, their alternates and relevant Chairpersons.

• The MOP will be held 17-20 November 2020. The MOP will be opened at UTC 0200 on 17 November 2020 and close the meeting immediately following the conclusion of our last VC on 20 November 2020. The MOP will hold a VC each day (that is, 17-20 November). All plenary VCs will be held from 0600 GMT until 0800 GMT daily.

The meetings will be opened by circular and closed by circular. The agenda items will be discussed during this time through a mix of video conferences (VC) and correspondence. A meeting schedule for each meeting will be released as soon as the agendas are finalised. The schedule for the MoP is available on the MoP7 page of the SIOFA website. It outlines which items will be discussed through VC or correspondence, and when these discussions shall occur.

Meeting formats and platform

Consistent with Rule 22(2) of our ROP, English is the working language, so all exchanges will be provided in English. French can be used during the VC as interpretation will be provided courtesy of France (Territories).

Correspondence

Correspondence will be exchanged by email, as the official mechanism for exchanging views, and must 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. Nothing prevents a delegation from stating their view in 'plenary' (email) such that it can be recorded in the report.

The Secretariat opened several forums on the website to track daily progress against the agenda/meeting schedule. We can also use forums to provide an informal place for discussion on issues, as needed, simply to facilitate consensus. Forum discussions are not part of plenary and not part of the report.

CC4 forums link: http://apsoi.org/forum/57
MoP7 forums link: http://apsoi.org/forum/58

Available MoP7 forums:

Forums	Dates	Participants
Scientific Committee report (Agenda item 5)	21 OCTOBER 2020 –16 NOVEMBER 2020	All registered MOP participants
Compliance Committee report (Agenda item 4)	Immediately following the adoption of the CC4 report 16 NOVEMBER 2020	All registered MOP participants
Secretariat administration (Agenda item 11.3, 11.4)	21 OCTOBER 2020 –16 NOVEMBER 2020	MoP HoDs only
Financial matters (Agenda item 11.1, 11.2)	21 OCTOBER 2020 –16 NOVEMBER 2020	MoP HoDs only
Agenda issues tracking	17 NOVEMBER -20NOVEMBER 2020	All registered MOP participants
Draft report text	17 NOVEMBER -20NOVEMBER 2020	All registered MOP participants

Technical notice:
Forums can only be seen when the participant has logged in on the SIOFA website with its own login/password provided by the Secretariat. If you would like to access the forum and do not have a login yet, please ask the secretariat for it (email to secretariat@siofa.org).

Please **sign** each forum input with your delegation prefix and name at the beginning of your intervention so anybody can clearly identify who intervened in a comments or in a topic.

Video Conference (VC)

As noted above, a meeting schedule will be prepared outlining which items will be discussed through video conference and correspondence, and when these discussions will occur. This will follow the adoption of the agenda.
The MOP chair will schedule a VC daily on 17 to 20 November inclusive, and part of the VC on 20 November will provide an opportunity to review Decision points. The Chair will close the meeting by email immediately thereafter.
The CC Chair will schedule similar VC on 9, 10 and 11 November.

Zoom has been chosen for the VC platform (https://zoom.us/)

•   The Secretariat will use the latest version, and recommends participants to also use the latest version.

•   A password for each VC sessions will be established and public disclosure of the invitation URL and/or meeting ID will be prohibited.

Participants must prepare a proper identification to use as guest name with Zoom. This ID should at least enable to identify the delegation, the status (observer, adviser, alternate, HoD) and the person name. In order to facilitate the exchange, please register your guest name like this example: Australia – HoD – Lauren B.

• Participants will first enter a virtual waiting room. The Secretariat will only admit participants to the meeting room when the participant can be clearly identified.

• Screen sharing functions will preferably be controlled by the host, therefore all intended presentations should be provided to the Secretariat prior to the VC session.

Zoom sessions will not be held concurrently – only one Zoom session per day, focussed on key issues.

Zoom sessions will be plenary sessions.

The Secretariat will organise a test in advance of the opening of the meeting. The test is scheduled on 3 November 2020 at 7:00 UTC (Zoom link will be communicated by email).

All plenary VCs will be held from 06:00 GMT for 120 minutes meeting. This will be 7:00 AM in Brussels and 8:00 PM the day prior in Rarotonga. We thank the EU and CK delegations for their willingness to work outside normal business hours

Technical advices for the VC session

Internet connection quality

A good and stable Internet connection is recommended to experience smooth video conference. When possible, participants should favour wired Internet connection instead of Wi-Fi or cellular data.

Hardware

The Secretariat recommends the usage of computer as the Zoom software offers all options for the computer version, using Zoom app on smartphone is not recommended.
The computer must have its audio operational and a video camera is highly recommended. It is also recommended to use a plugged external microphone and headphone instead of the built-in computer audio. The sound rendering is better for both the user and the other participants. Please test audio and video to ensure it will be working when entering the meeting.

Zoom

The latest version of Zoom is recommended. Complete Zoom documentation is available here: https://support.zoom.us/hc/en-us/articles/206175806.

Zoom main features are:

  - Simultaneous video/audio capabilities

  - Text function (chat). Text can be sent privately or to the whole meeting room.

- Screen/apps sharing. This enable to share a screen or an application to the meeting, therefore any file format can be shared as long as the presenter can use it.

- Whiteboard. The presenter can start a white board where drawing with the mouse is possible.

- Closed captioning. The Secretariat will organize a dedicated professional to provide live subtitles of the speech.
Technical notice: The caption will be provided through an Internet http link similar to this one: https://www.captionedtext.com/client/Event.aspx?EventID=999999998. The link opens a specific Internet Browser page where the meeting closed captions will be displayed (The above sample link works as a demo that anybody can try). The actual link will be given by email at the meeting invitation and at the beginning of the VC in the chat box. As the closed caption will not display inside Zoom, the participant should use large monitor in order to properly display Zoom and the closed caption windows.

- Interpretation. The meeting will also have an interpretation service provided by France that will provide English and French audio.
Technical notice: A globe (interpretation) button will be available in the Zoom controls bar (bottom of the window), clicking this button gives several options: To select the English or the French channel (or none). You also have the option to mute the original audio (click Mute Original Audio) if you find it distracting to have the original language in the background (but remember to click Original Audio again if someone speaks your language, otherwise you won't hear anything if it is muted).
The sound in the channel is provided only by the interpreter when they translate.

- Security. The meetings are encrypted, this ensures that third parties do not have access to the meeting.

Joining the video conferences

Registered participants will receive an email for each VC session planned.

Click on the invitation link you received by email and follow the instructions, or go to www.zoom.com, click "Join the meeting" and enter the meeting code from the email invitation and then the password.

Good practices during the VC sessions

Audio
Participant must turn microphone off when not speaking, it prevents any background noise to enter the meeting general audio. Zoom provide a button to quickly switch on/off the microphone.

Audio language
Participant are kindly requested to speak in only one language, switching language during speaking will make it challenging for interpreters and will render the meeting confusing to all participants. So, if one can speak French and English, please choose one language for your intervention.

Video

The camera may be used when entering the meeting room to facilitate participants identification, but if your connection is unstable, switching off video when you are not speaking will assist. However, the Secretariat would prefer the presenter to keep the video on. Seeing a speaking face is easier to understand than only a voice. Zoom has a quick button to switch Camera on and off.

Recording

In order to be able to take into account all the exchanges, the VCs will be registered by the Secretariat. These recordings will be destroyed as soon as the final report is adopted.

Asking for the floor
Participant may ask to speak by using the **raise hand button only**. Participants may only speak when invited by the Chair. Please do not use the chat function to indicate you wish to intervene, as it will not be monitored for this purpose.
Participants must wait for the meeting chair notification to unmute and start speaking.

Documents
Meeting documents are available from the website on the relevant meeting page. The Secretariat recommends participants to keep a copy of the meeting documents locally so that they do not rely on the SIOFA website if they need to access a document during the meeting.

Presentation and documents sharing
If a participant wishes to share a document, the document must be provided to the Secretariat first. The Secretariat will preferably share the document and will scroll it down following the instruction of the presenter.
Restricted document will not be shared in the meeting. Participant are requested to read them from the website where they are available in the restricted documents section of the meeting page (personal login is required to access this section).

Meeting chat and text
The chat function may be used to provide extra clarification on a specific topic. However, it is essential that interventions are delivered verbally, but may be summarised/copied into the chat for ease of reference for other participants and the rapporteur.