CC-05-16

5th Compliance Committee Meeting
1-3 July 2021

8th Meeting of the Parties (MoP8)
5-9 July 2021
(online)

SIOFA Meeting's modalities

SIOFA Secretariat

Abstract

This document presents the modalities for both the Meeting of the Parties and the Compliance Committee (ref. SIOFA Circular 2021/10). Two annexes have also been attached: annex A on the Zoom functionalities and Annex B on the forums' usage.

Issue	Chair's explanation
Dates for the meeting - fixing an opening and closing date	The dates of the fifth Compliance Committee (CC5) have been confirmed through Circular 2021-09. The agreed dates are 1st-3rd July 2021, both dates inclusive. The dates of the eighth Meeting of the Parties (MoP8) have been confirmed through Circular 2021-09. The agreed dates are 5th to 9th July 2021, both dates inclusive. The Chairs are proposing to open/close: For the CC: open the meeting at UTC 06:00 am on 1st July 2021 and close the meeting immediately following the conclusion of the last video session on 3rd July 2021. For the MOP: open the meeting UTC 06:00 am on 5th July 2021 and close the meeting immediately following the conclusion of the last video session on 9th July 2021. The meetings will be opened by circular and closed by circular.
Meeting format - Correspondence Discussions	As noted above, a meeting schedule will be prepared outlining which items will be discussed and how (in-meeting or by correspondence). The schedule will be prepared after the adoption of the revised agenda. Consistent with Rule 22(2) of our ROP, English is the working language, therefore all correspondence will be provided in English. French may be used on the condition that an English translation is also provided. After receipt of all Working Documents, and to grab the whole schedule of these meetings and assess the feasibility, the Secretariat will make a draft timetable of correspondence and video correspondence discussion under the accepted agenda items. Correspondence will be exchanged by email, as the official mechanism for exchanging views, and will clearly identify which agenda items the correspondence relates to. The Secretariat will initiate the correspondence exchange by sending out an email by correspondence agenda item, identifying the agenda in the email title (e.g., "Comments to Agenda Item 10 (Budget)") to all members. Each member will submit its comments by "replying to all" to email for each agenda item. Correspondence statements are analogous to plenary and capable of being recorded in the report. agenda items will stay 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. Correspondence items will be opened, and templates circulated 10 days before the video meeting and closed 24 hours before the day the item is processed by VC.

Forums	In order to facilitate information exchange based on the different priorities to be addressed in the provisional agenda, forums for both the MoP8 and CC5 will be open. As the previous year, these forums are not plenary, and the exchanges will not be recorded in the report. All these forums will open 15 days before the meetings and close 3 days before. I invite you to register to the forums(http://forums.apsoi.org/) and subscribe to the forums that you are interested in. A technical note will be prepared by the Secretariat on the usage of the forums.

Meeting Platform - Video Conference sessions	Zoom will be the platform for the virtual meeting. • The Secretariat will use the latest version. • A meeting password will be established and public disclosure of the invitation URL and/or meeting ID will be prohibited. • The Secretariat only admit participants from the waiting room into to the meeting if the identity of participants is clearly identifiable. • The ID should contain the participants country or organization, status (HoD, Alternate, adviser etc.) and full name. • A guideline will be available on the SIOFA website to help with technical aspects. • Screen sharing functions will be controlled by the host. • The Secretariat will also implement closed captions so that text will display on screen when somebody is speaking. Only the Compliance Committee and Meeting of the Parties Zoom sessions will be plenary sessions. There will be an option to organize some working groups using the ZOOM breakout rooms function. The Secretariat will provide with a meeting guideline and will organize a test in advance of the opening of the meeting. As mentioned above, the Secretariat will also make a draft timetable of correspondence and videoconference discussion under the accepted agenda items. All plenary VCs will be held from 06:00 to 10:00 AM UTC with a 30 minutes break (tentatively after 2 hours). Should both the HoD and Alternate from a delegation lose connectivity, the Chair shall suspend the meeting until they reconnect, unless otherwise advised by that delegation.

Secretariat support	The Secretariat will support the meeting by doing the following: • Welcome and admit participants to the meeting in zoom, till the beginning of the Meeting. • Distribute papers in advance of/during the meeting via the website; • Facilitate on-screen document sharing in zoom. • Manage correspondence. • Track progress of agenda items, draft outcomes and interventions received on the Forum so that all delegations can easily follow. • The rapporteur in consultation with the Chair and Secretariat, draft report text as each end of session. • In collaboration with the Rapporteur, and under Chair supervision, prepare the decision points and meeting report for adoption. Organize interpreting services in French as necessary, noting that France (OT) is offering to cover the costs of French interpretation.

Participation	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. Letters of credentials are not mandatory but registrations containing names, positions and representative role shall be submitted to the Executive Secretary in advance of any meeting. A registration form is available on the website page of the meeting.
Registration and delegation size	Registrations need to be returned 10 days before the start of the MOP and CC. For easing that task, we ask that each delegation provide one list (rather than having multiple people within a delegation submit names) submitted by the HOD or alternate. 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.
Meeting Papers	Submission of meeting papers (including proposals for new CMMs/amended CMMs) shall follow the Rules of Procedure – see Rules 10(5) and 10(6). Key deadline dates could be found on the links below: http://www.apsoi.org/sites/default/files/files/SIOFA%20calendar%20and%20tasks%202021%20rev1.pdf https://www.apsoi.org/sites/default/files/files/SIOFA%20Reporting%20and%20submisions%20requirements%20%282021%20updated%29.pdf

Reports	The report of the CC should be adopted prior to the end of meeting, as required by Rule 15 of the ROP. However, if time constraints make this impossible, the CC will adopt Decisions points prior to the close of the meeting to ensure sufficient time for consideration by the MoP. The full report will be circulated on 9 July, immediately after the close of MoP8. The report of the MoP would be adopted intersessionally, following the closure of the meeting to provide an opportunity for any exchange before the adoption of the report. The procedure would be as follow: • The Secretariat will circulate partial draft reports daily after the end of each video sessions. Delegations are encouraged to comment on these partial draft reports during the meeting, in particular the Decision points (leaving the remainder of the report text to be adopted intersessionally). • The drafts reports, and its annexes including the agreed key Decision points, will be provided on screen during the last Video Conference session. The whole MoP8 draft report will be circulated immediately after the meeting for adoption by intersessional decision. The report will be open for 1 week to enable delegations to provide feedback (until 16 July). • In keeping with normal practice, the meeting report can only reflect discussion that occurred in the meeting and shall not include new statements, and CPs/PFEs cannot amend another delegation's attributed text. •Comments will be incorporated, and the final MoP report will be transmitted by 23rd July 2021 for adoption by intersessional decision, to take account of any additional comments following the Meeting. This procedure deviates from the process outlined in Rule 15 of the ROP and will therefore be outlined in the intersessional decision. The intersessional session would highlight this deviation.
Heads of delegation meeting	A Heads of Delegation meeting will be convened on Wednesday 30th June 2021 at 06:00 am UTC for two hours, concerning both CC5 and MoP8.

Annex A

How to Participate in a Zoom Meeting
Using the "Attendee Controls"

https://support.zoom.us/hc/en-us/articles/200941109-What-Are-the-Attendee-Controls-

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About

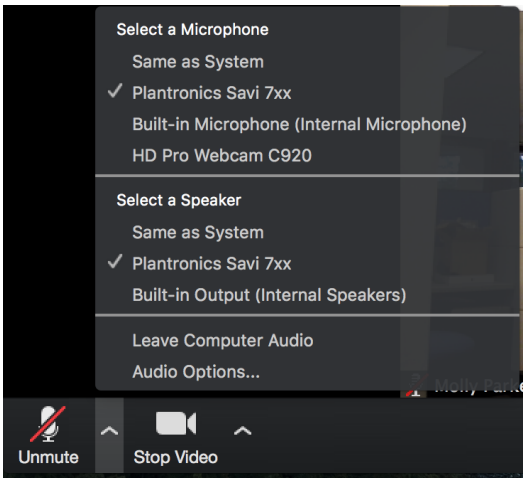
When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected as the alternative host (if the host is unable to join) will have host controls, including muting audio, using video, sharing your screen and more.

Join a Meeting

Join a meeting by clicking on a Zoom link provided by the meeting host => follow the prompts to download and run Zoom => enter the meeting ID if prompted => click to join the audio conference. When you're in the meeting, you may click on the Start Video button to start your video.

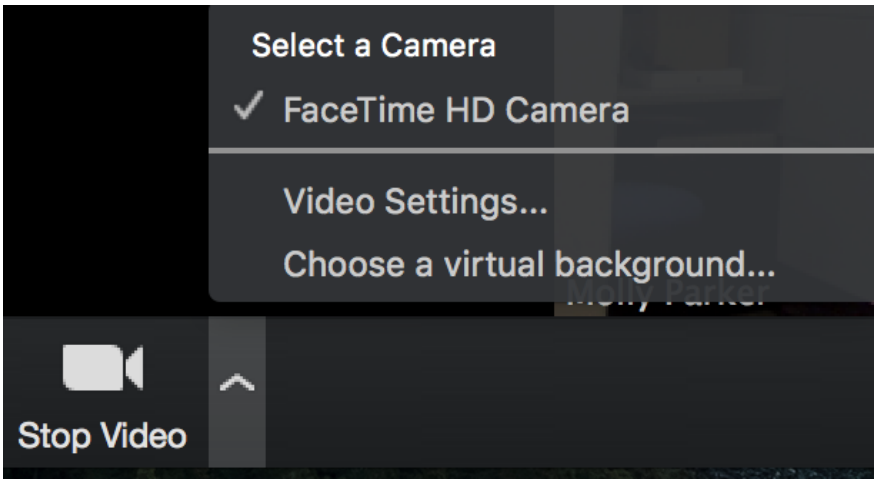
Mute/Unmute & Audio Settings

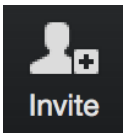
You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options.



Start/Stop Video & Video Settings

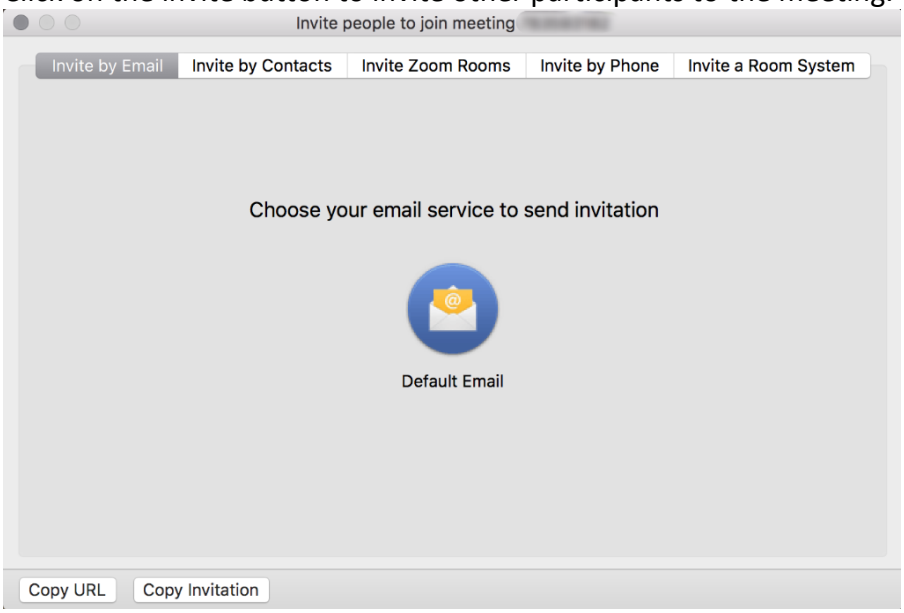
You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).



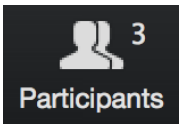


Invite other participants

Click on the invite button to invite other participants to the meeting.



- **Invite by email:** This will open up the selected email application with a copy of the meeting invitation
- **Invite by Contacts**: Invite users from your contacts list
- **Invite Zoom Rooms**: Invite Zoom Rooms listed on your account
- **Invite by Phone:** Available if the host has this option available.
- **Invite by a Room System**: If the host has cloud recording connector available for this meeting.



Participants

If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.

- **Raise Hand** - notifies host and shows a prompt to simulate hand raise
- **Rename** - hover over your name to change it as it is seen in the participants list and video window

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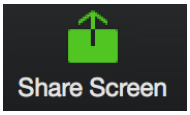
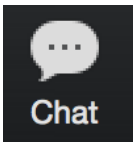


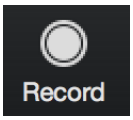
Share Screen

If the host allows, you can share your screen in the meeting. The host will have the ability to stop your screen share.



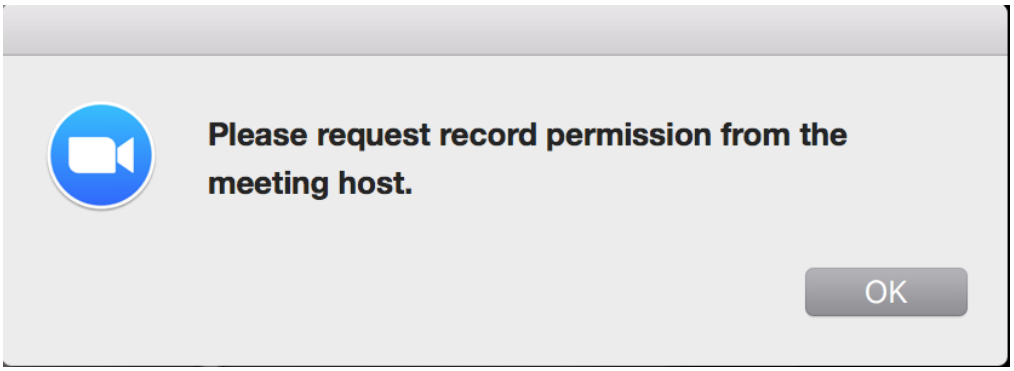
Chat

Chat with individuals or everyone in the meeting. Click **Chat** to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To:** to change who you are chatting with.



Record (if host has given permission)

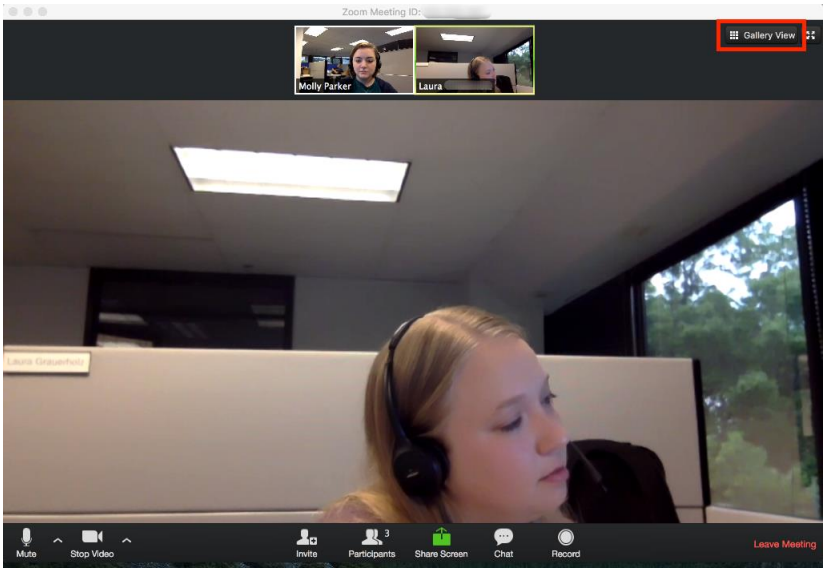
The host will need to give you permission to record the meeting. If you try to click on this before the host has given permission, you will receive the following message.



Note: the host is not notified that you have requested recording permission. You will need to ask them through the chat or audio to give you recording permission (available in their **Manage Participants** list).

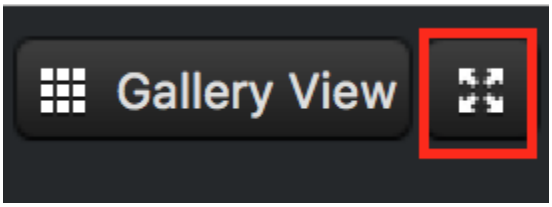
Choose video layout

At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.



Enter/Exit Full Screen

At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking **Esc**.

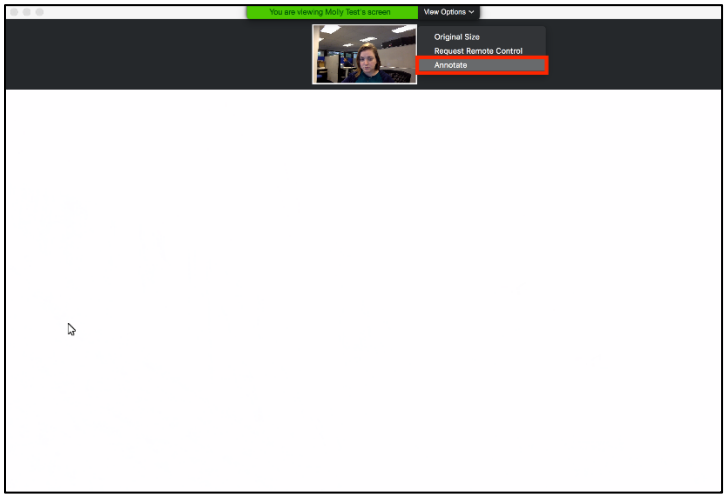


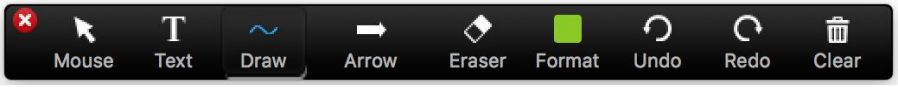
Pin video

Pin video makes a user the primary speaker for you, instead of switching between the active speaker video. You can pin a video by right-clicking on the video of the person you want to pin or double click on their video window.

Co-annotate on screen share

If the host allows, you can annotate on their shared screen or share whiteboard. To do this, click on **View Options** at the top of your screen and choose **Annotate.**





Leave Meeting

You can leave the meeting at any time by clicking on the **Leave Meeting** option at the lower right corner of the Zoom window.

For More Information

Contact Technical Support	https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support
Zoom Help Center	https://support.zoom.us/hc/en-us
Getting Started	https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started
Tutorials	https://support.zoom.us/hc/en-us/sections/201740096-Training
Mobile	https://support.zoom.us/hc/en-us/sections/200305413-Mobile

ANNEX B

SIOFA FORUM INSTRUCTIONS

This document is a guideline to use of the forums opened by the SIOFA Secretariat in relation to the meetings. Note that as the forums evolve, the screenshots provided here may not be up-to-date.

The SIOFA forums address is https://forums.apsoi.org

Main steps:

1. Registration (mandatory)

2. Wait for Secretariat confirmation

3. Login to the forum

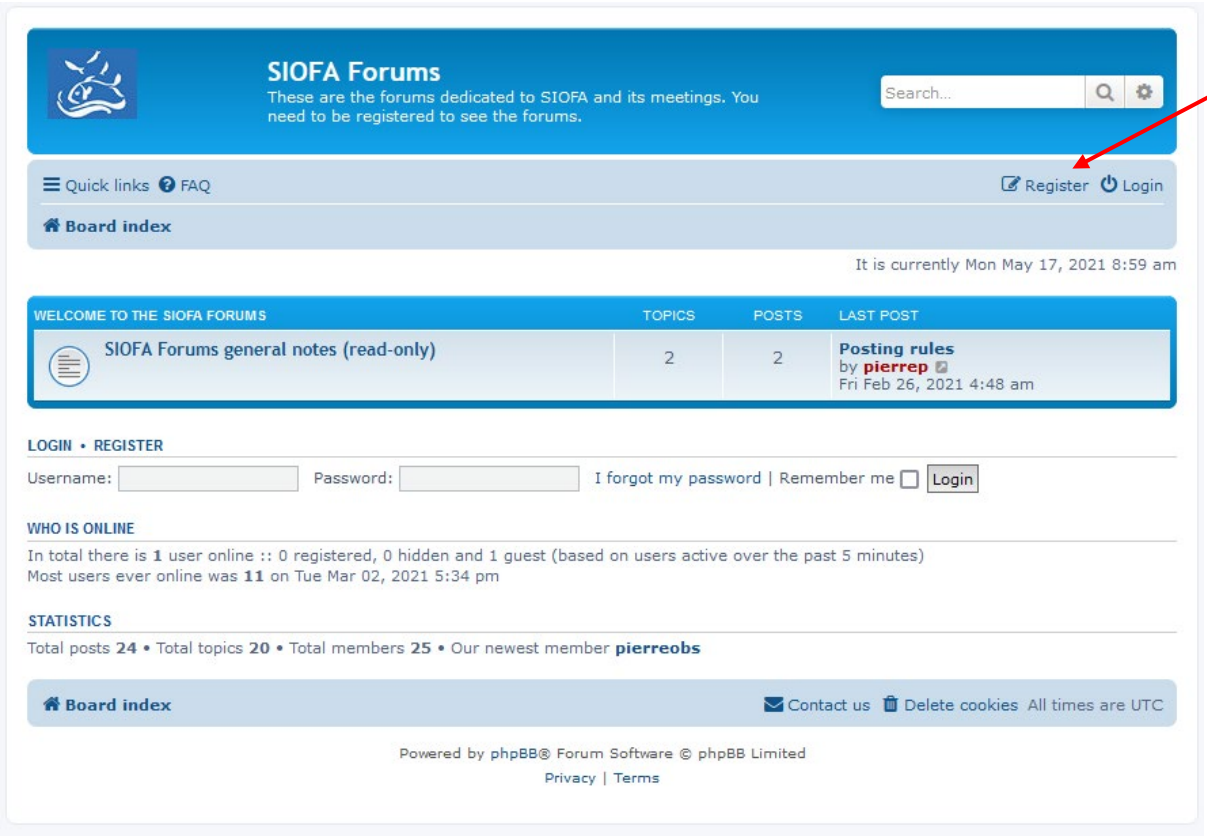
4. Subscribe to the forum

5. Post to the forum

1. REGISTRATION

To use the SIOFA forums, each individual need to register first.

1.1. Click on the top-right Registration link to proceed.



1.2. Accept the terms and conditions.

1.3. Fill in the registration form.

Choose a username that help to identify yourself. It is recommended to use CCP alpha code followed by full name.

e.g. GBRJohnSmith

Fill in all the fields and the confirmation code then click on the Submit button. Remember the password you have chosen.

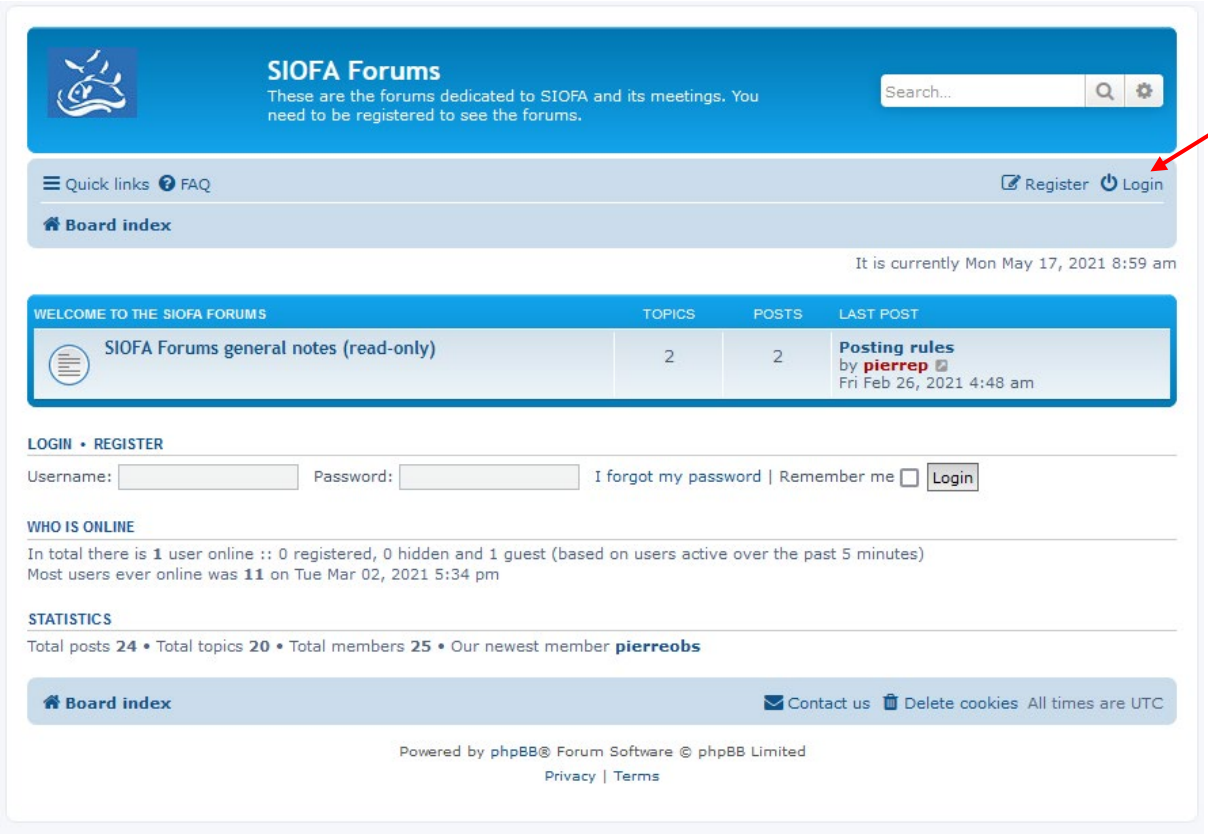
2. WAIT FOR THE SECRETARIAT TO CONFIRM YOUR REGISTRATION.

To prevent unwanted and spam registrations, your registration must be accepted by the Secretariat. If you require a fast registration confirmation, you can send an email to the Secretariat to let it know that you registered and are waiting for the confirmation.

Once your registration is confirmed you will receive an electronic message and will be able to login.

3 LOG-IN TO THE FORUM

Once duly registered you can login to the forum by clicking on the login link in the top-right corner.



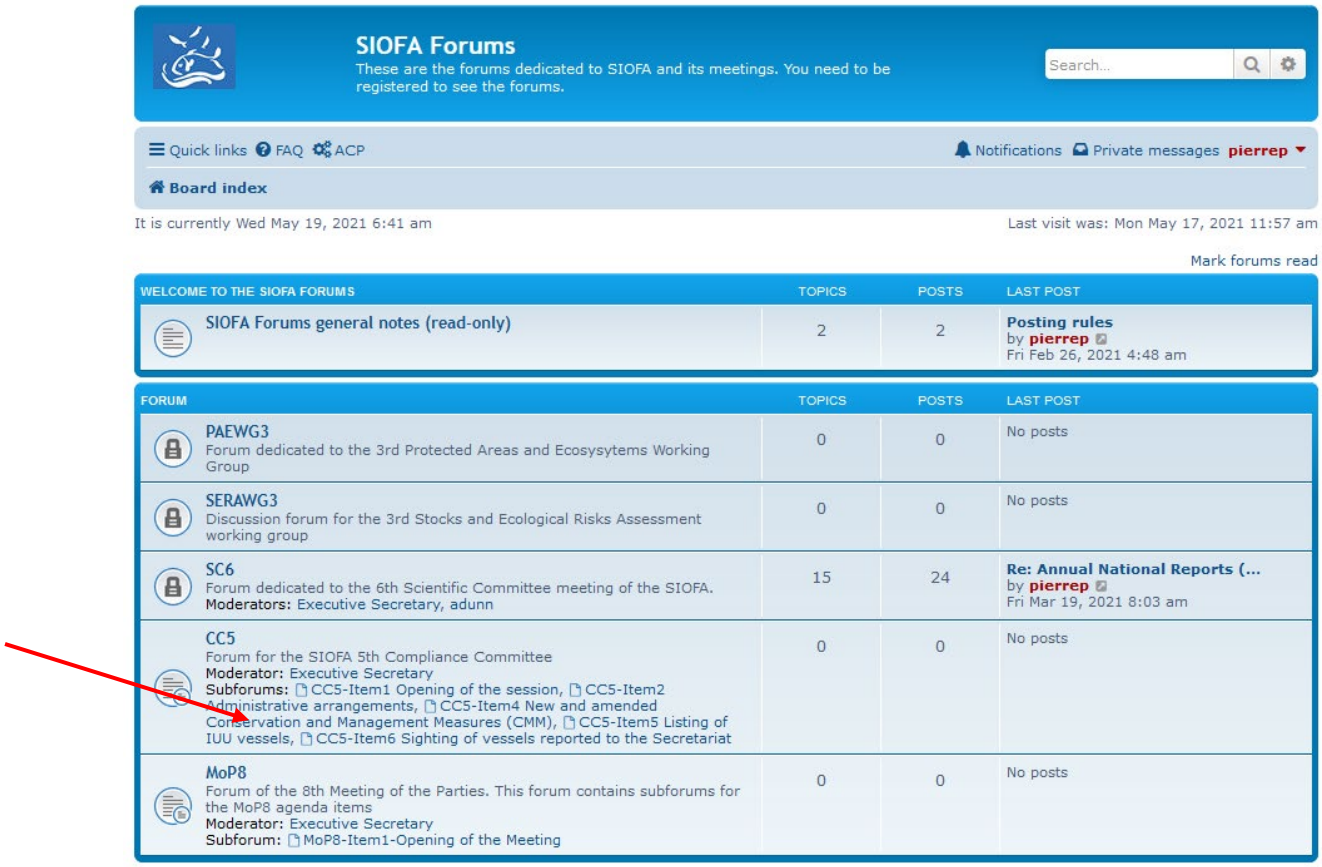
Fill in your credentials and click on login.

You will land on the SIOFA forums homepage.

The forum homepage shows all the forums that are available to you (according to the user rights the Secretariat set for you).

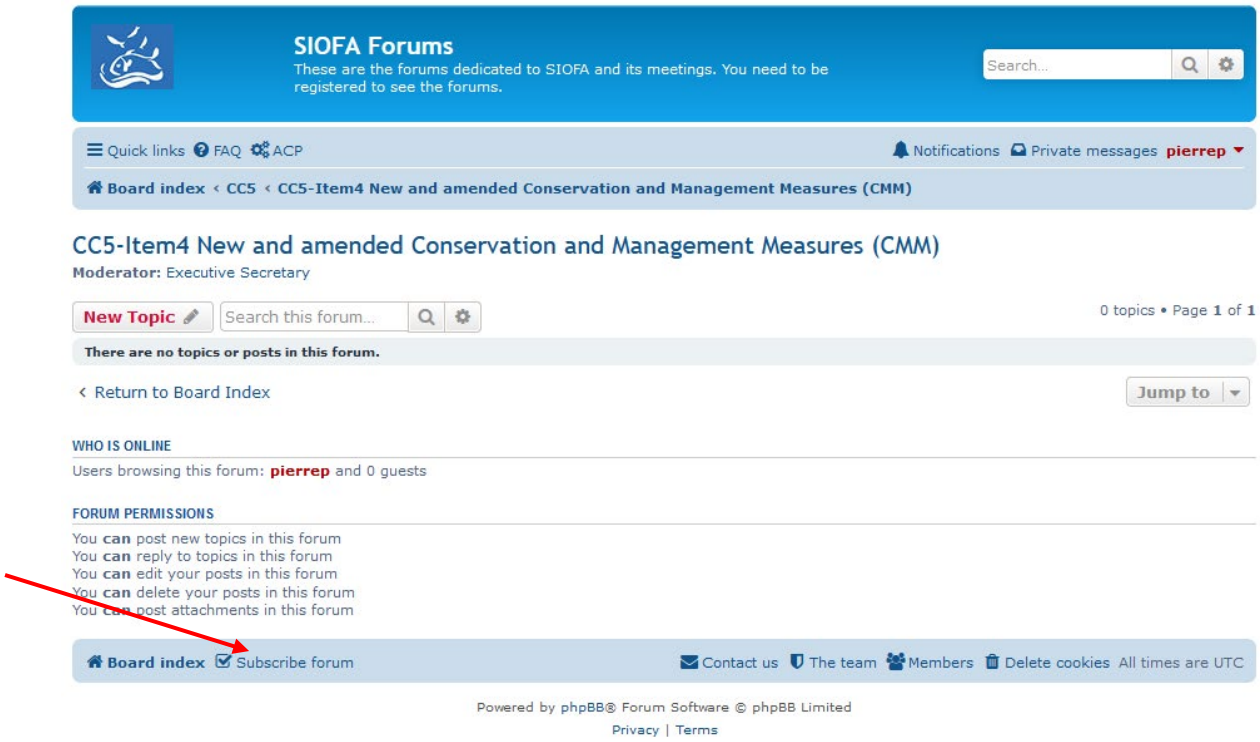
4. SUBSCRIBE TO A FORUM

4.1. Click on the forum (or subforum) of your choice.



The forum page (and its posts) will show up.

4.2. There is an option at the bottom of the page to Subscribe forum. **Click on this link to enable to be notified by email of each new post that shall arrive on this forum**.



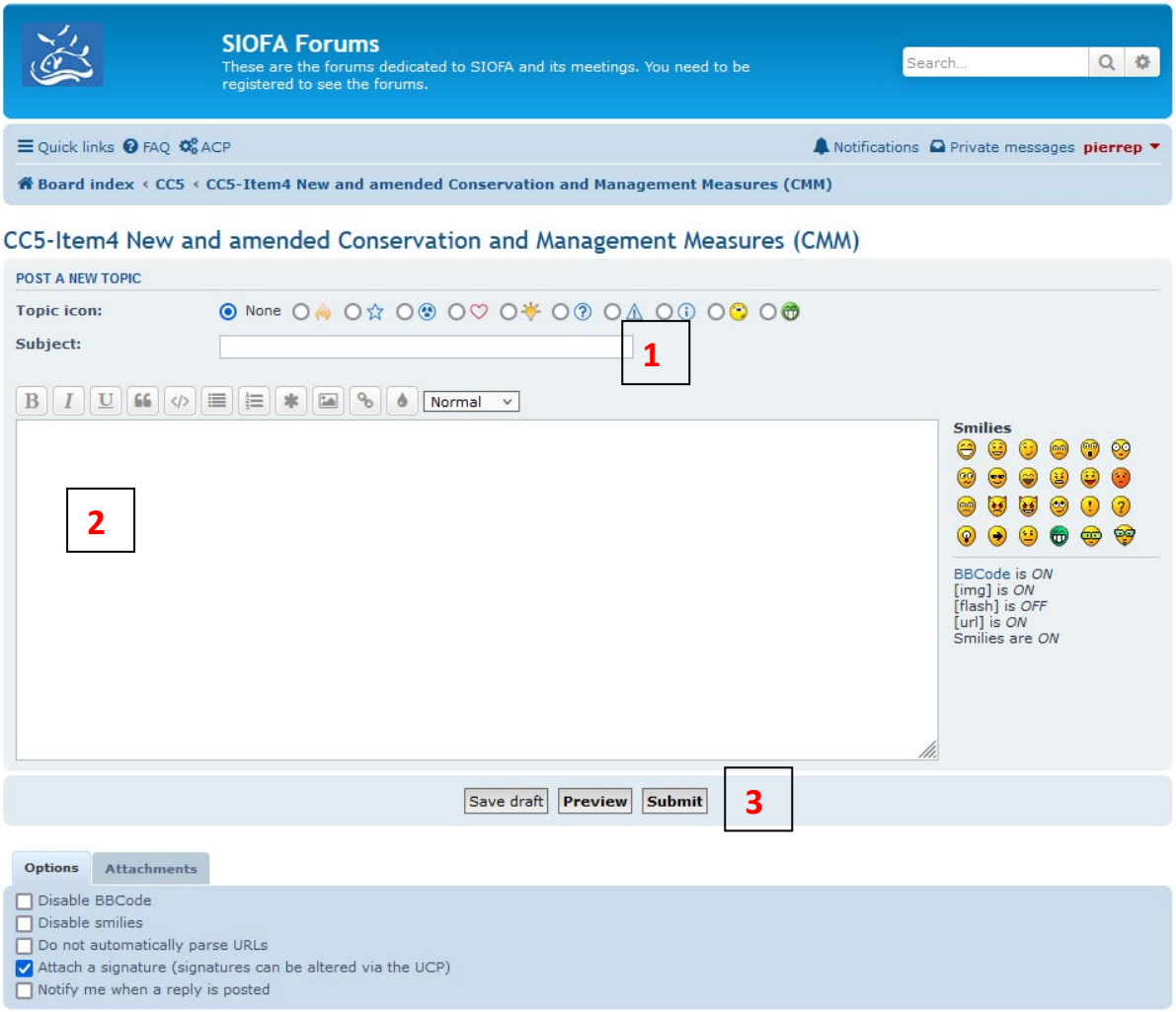
5. POST ON THE FORUM

5.1. Starting a new topic

Before starting a new topic, make sure that a similar topic is not already started in the forum.

To start a new topic, click on New Topic button.

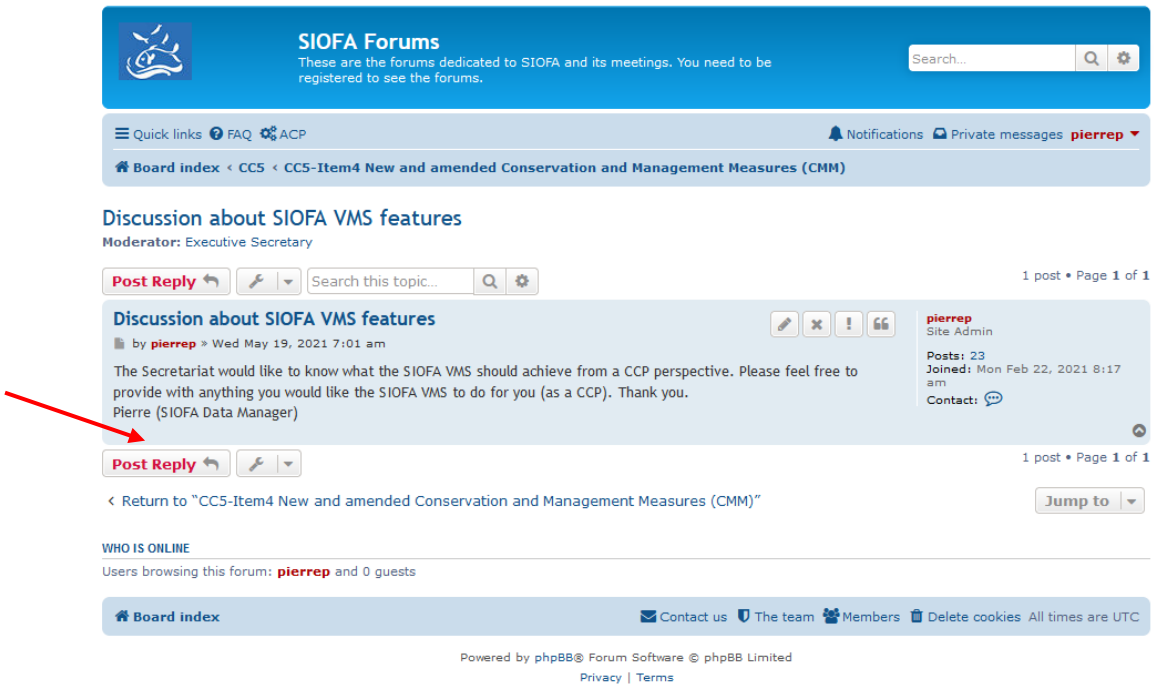
The Topic form will show up:



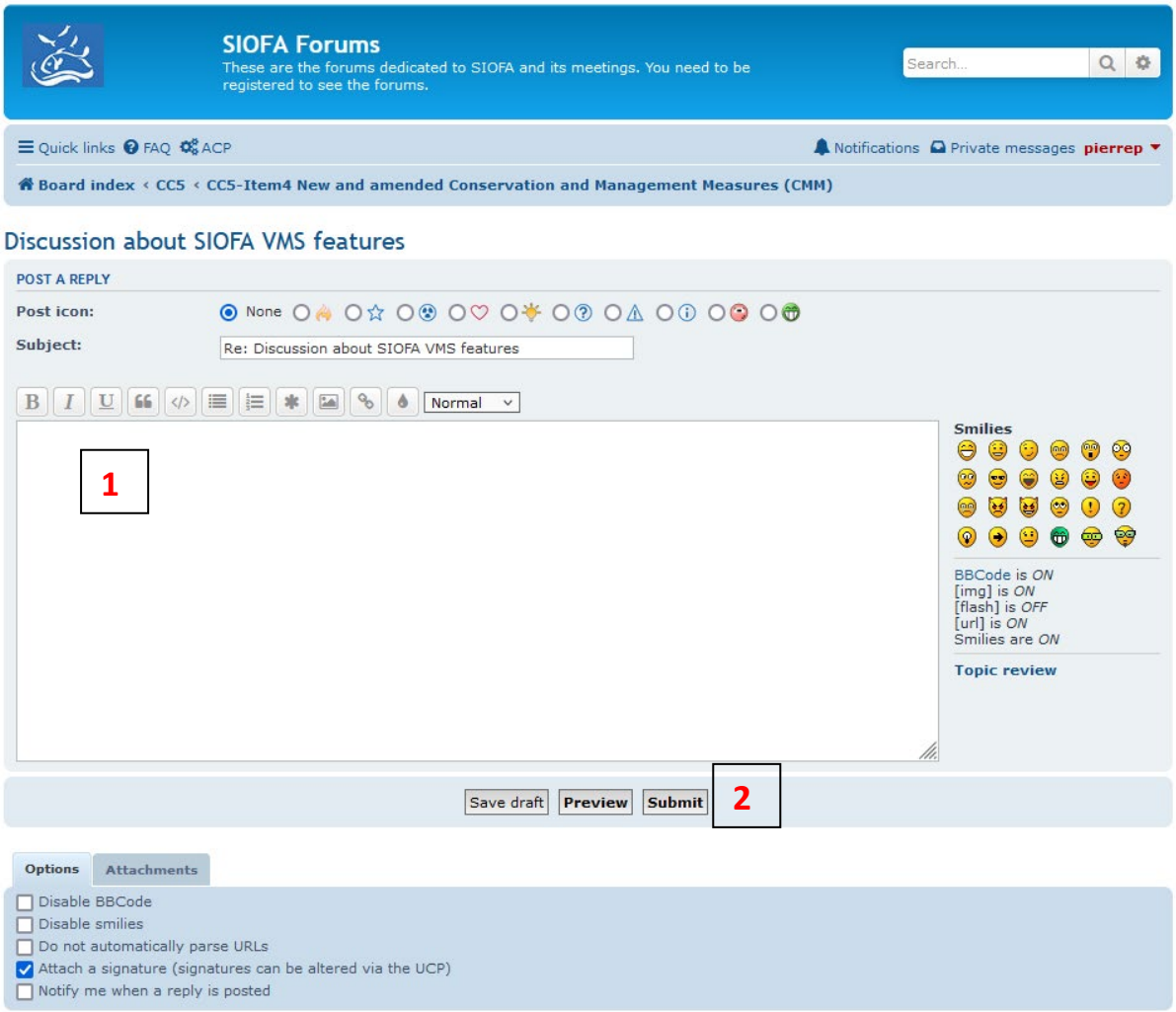
Fill out the topic subject (**1**), the topic body (**2**) and click on Submit (**3**).

5.2. Posting a reply into a topic.

Select the topic you would like to post into. The topic discussion thread will be displayed:



Click on the Post Reply button, the reply form will show up:



Fill out your reply text (1) and click on Submit (2).

The forums have several more functionalities and options that are not detailed here (for example, you can set an automatic signature to your posts.

Feel free to explore the options that are available to you.

In case of troubles or questions, please ask the Secretariat data manager (pierre.peries@siofa.org).