

MoP-08-17 annex B

5<sup>th</sup> Compliance Committee Meeting

1-3 July 2021

8<sup>th</sup> Meeting of the Parties (MoP8)

5-9 July 2021

(online)

SIOFA Meeting's modalities  
Forums guidelines

SIOFA Secretariat

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## **Abstract**

This document presents a guideline to the meeting forums

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## 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>

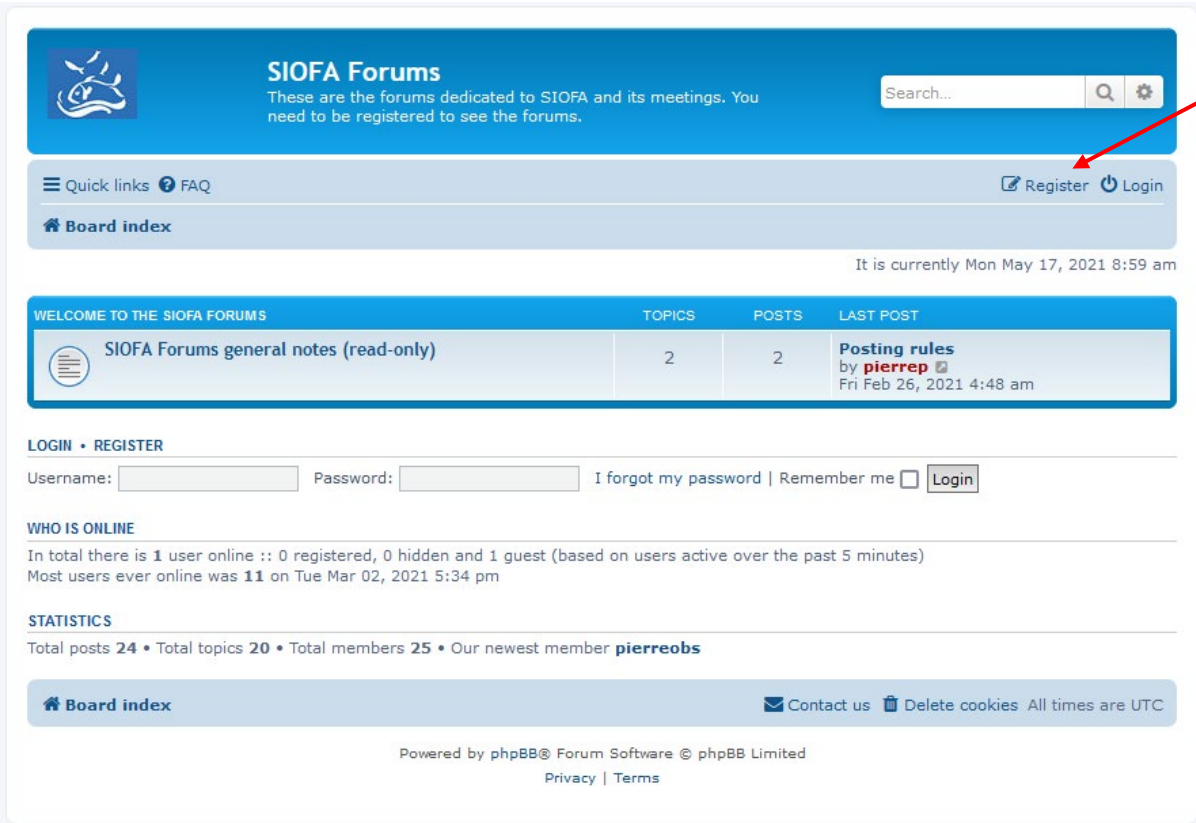
Main steps:

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.



The screenshot shows the SIOFA Forums website. At the top, there is a blue header with the SIOFA logo and the text "SIOFA Forums" and "These are the forums dedicated to SIOFA and its meetings. You need to be registered to see the forums." A search bar is located on the right. Below the header, there is a navigation bar with "Quick links", "FAQ", "Board index", "Register", and "Login". A red arrow points to the "Register" link. Below the navigation bar, there is a section for "WELCOME TO THE SIOFA FORUMS" with a table of topics and posts. The table has columns for "TOPICS", "POSTS", and "LAST POST". The first row shows "SIOFA Forums general notes (read-only)" with 2 topics and 2 posts, and the last post is "Posting rules" by "pierreep" on Fri Feb 26, 2021 4:48 am. Below the table, there is a "LOGIN • REGISTER" section with a login form. The form has fields for "Username:" and "Password:" and a "Login" button. There are also links for "I forgot my password" and "Remember me". Below the login form, there is a "WHO IS ONLINE" section with the text "In total there is 1 user online :: 0 registered, 0 hidden and 1 guest (based on users active over the past 5 minutes)" and "Most users ever online was 11 on Tue Mar 02, 2021 5:34 pm". Below that, there is a "STATISTICS" section with the text "Total posts 24 • Total topics 20 • Total members 25 • Our newest member pierreobs". At the bottom, there is a footer with "Board index", "Contact us", "Delete cookies", and "All times are UTC". The footer also includes "Powered by phpBB® Forum Software © phpBB Limited" and "Privacy | Terms".

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.

**SIOFA Forums**  
These are the forums dedicated to SIOFA and its meetings. You need to be registered to see the forums.

Search...

Quick links [FAQ](#) [Register](#) [Login](#)

[Board index](#)

It is currently Mon May 17, 2021 8:59 am

WELCOME TO THE SIOFA FORUMS		TOPICS	POSTS	LAST POST
	SIOFA Forums general notes (read-only)	2	2	<b>Posting rules</b> by <b>pierrep</b> Fri Feb 26, 2021 4:48 am

**LOGIN • REGISTER**

Username:  Password:  [I forgot my password](#) | Remember me

**WHO IS ONLINE**

In total there is **1** user online :: 0 registered, 0 hidden and 1 guest (based on users active over the past 5 minutes)  
Most users ever online was **11** on Tue Mar 02, 2021 5:34 pm

**STATISTICS**

Total posts **24** • Total topics **20** • Total members **25** • Our newest member **pierreobs**

[Board index](#) [Contact us](#) [Delete cookies](#) All times are UTC

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[Privacy](#) | [Terms](#)

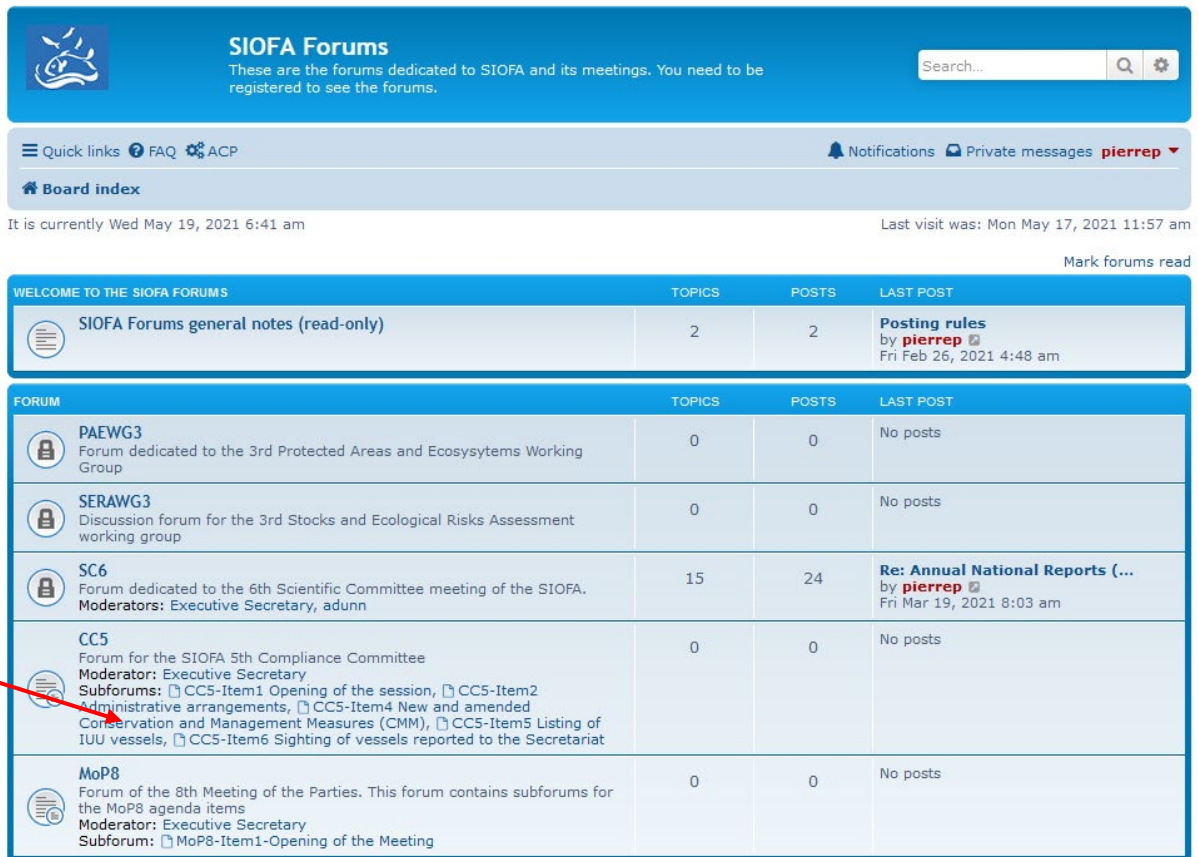
Fill in your credentials and click on login.

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.



**SIOFA Forums**  
These are the forums dedicated to SIOFA and its meetings. You need to be registered to see the forums.

Quick links: [FAQ](#) [ACP](#) | Notifications | Private messages: **pierrep**

Board index

It is currently Wed May 19, 2021 6:41 am | Last visit was: Mon May 17, 2021 11:57 am

Mark forums read

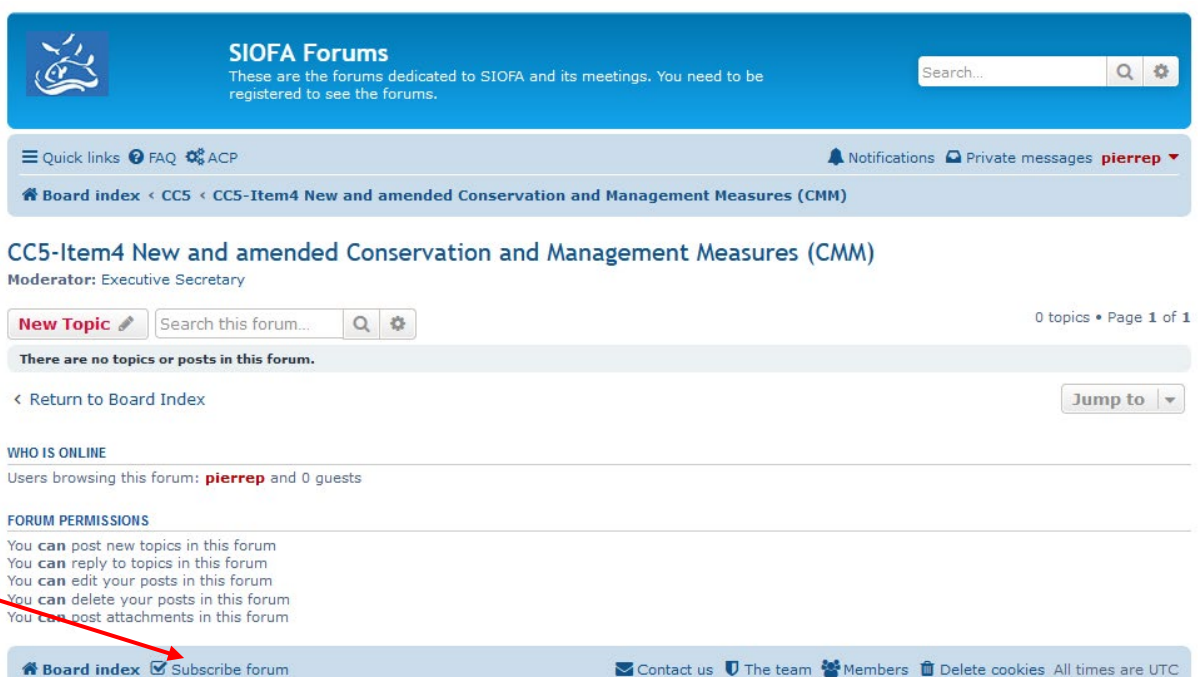
WELCOME TO THE SIOFA FORUMS	TOPICS	POSTS	LAST POST
SIOFA Forums general notes (read-only)	2	2	<b>Posting rules</b> by <b>pierrep</b> Fri Feb 26, 2021 4:48 am

FORUM	TOPICS	POSTS	LAST POST
<b>PAEWG3</b> Forum dedicated to the 3rd Protected Areas and Ecosystems Working Group	0	0	No posts
<b>SERAWG3</b> Discussion forum for the 3rd Stocks and Ecological Risks Assessment working group	0	0	No posts
<b>SC6</b> Forum dedicated to the 6th Scientific Committee meeting of the SIOFA. Moderators: Executive Secretary, adunn	15	24	<b>Re: Annual National Reports (...)</b> by <b>pierrep</b> Fri Mar 19, 2021 8:03 am
<b>CC5</b> Forum for the SIOFA 5th Compliance Committee Moderator: Executive Secretary Subforums: <a href="#">CC5-Item1</a> Opening of the session, <a href="#">CC5-Item2</a> Administrative arrangements, <a href="#">CC5-Item4</a> New and amended Conservation and Management Measures (CMM), <a href="#">CC5-Item5</a> Listing of IUU vessels, <a href="#">CC5-Item6</a> Sighting of vessels reported to the Secretariat	0	0	No posts
<b>MoP8</b> Forum of the 8th Meeting of the Parties. This forum contains subforums for the MoP8 agenda items Moderator: Executive Secretary Subforum: <a href="#">MoP8-Item1-Opening of the Meeting</a>	0	0	No posts

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.



**SIOFA Forums**  
These are the forums dedicated to SIOFA and its meetings. You need to be registered to see the forums.

Quick links: [FAQ](#) [ACP](#) | Notifications | Private messages: **pierrep**

Board index < [CC5](#) < [CC5-Item4 New and amended Conservation and Management Measures \(CMM\)](#)

### CC5-Item4 New and amended Conservation and Management Measures (CMM)

Moderator: Executive Secretary

[New Topic](#) | Search this forum... | 0 topics • Page 1 of 1

There are no topics or posts in this forum.

< Return to Board Index | [Jump to](#)

**WHO IS ONLINE**  
Users browsing this forum: **pierrep** and 0 guests

**FORUM PERMISSIONS**  
You **can** post new topics in this forum  
You **can** reply to topics in this forum  
You **can** edit your posts in this forum  
You **can** delete your posts in this forum  
You **can** post attachments in this forum

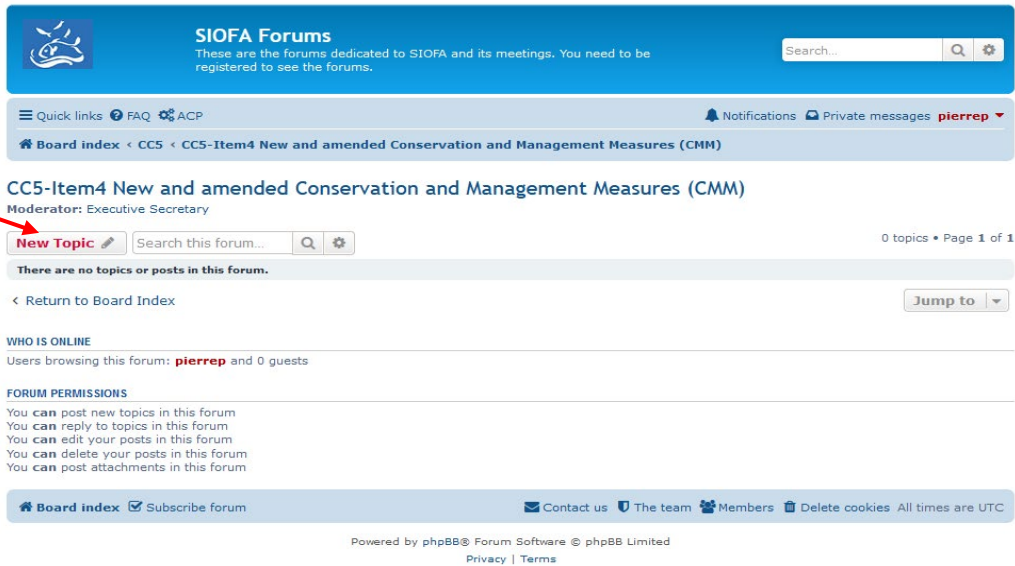
Board index |  [Subscribe forum](#) | [Contact us](#) | [The team](#) | [Members](#) | [Delete cookies](#) | All times are UTC

## 5. POST ON THE FORUM

### 5.1. Starting a new topic

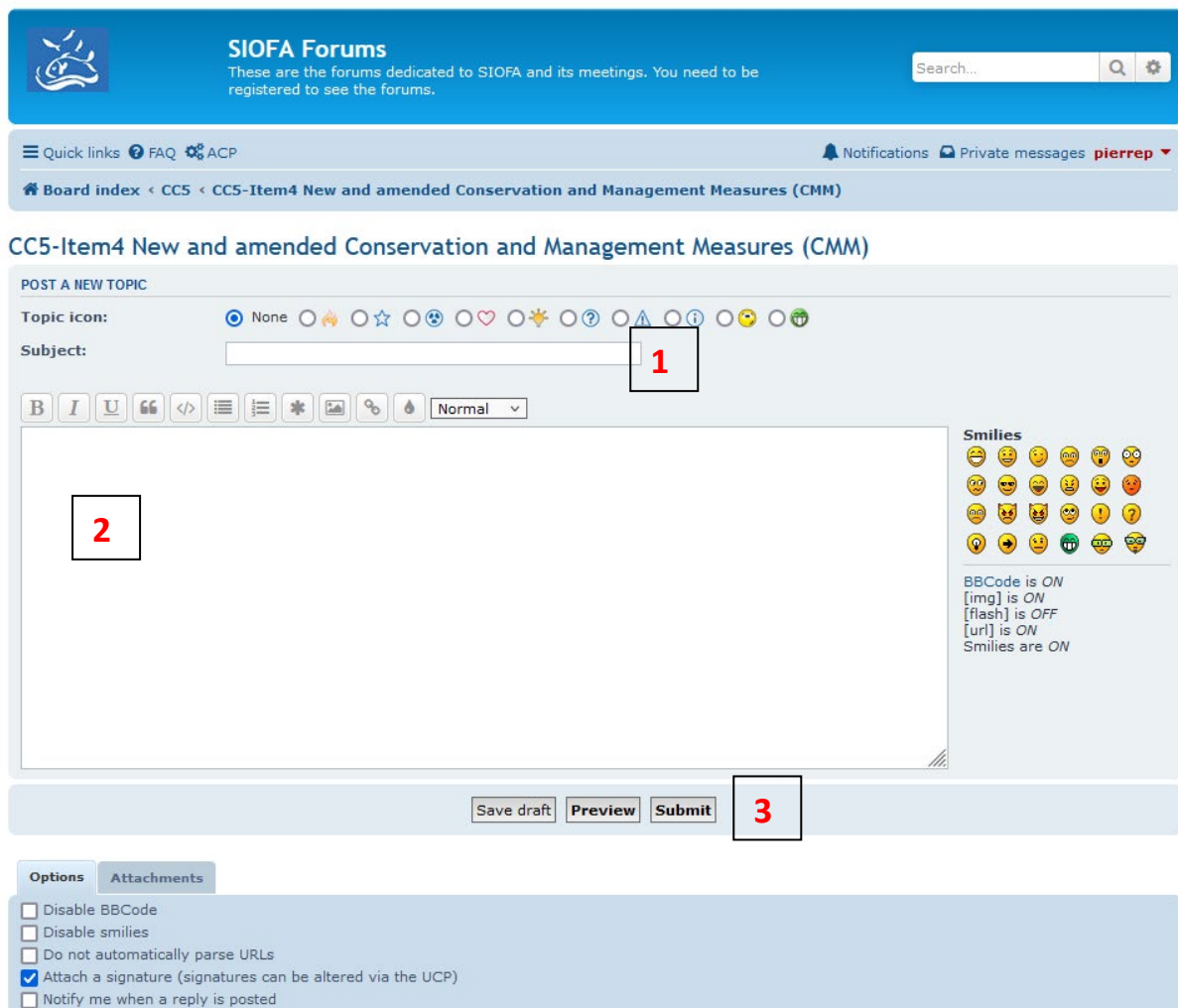
Before starting a new topic, make sure that a similar topic is not already started in the forum.

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



The screenshot shows the SIOFA Forums header with a search bar and navigation links. Below the header, the breadcrumb trail reads: Board index < CC5 < CC5-Item4 New and amended Conservation and Management Measures (CMM). The main heading is 'CC5-Item4 New and amended Conservation and Management Measures (CMM)' with a moderator listed as 'Executive Secretary'. A red arrow points to the 'New Topic' button, which is located next to a search box for this forum. Below the button, it states 'There are no topics or posts in this forum.' and provides a 'Return to Board Index' link and a 'Jump to' dropdown menu. The 'WHO IS ONLINE' section shows 'pierrep' and 0 guests. The 'FORUM PERMISSIONS' section lists various actions that can be performed in this forum. The footer includes a 'Board index' link, a 'Subscribe forum' checkbox, and contact information for the team and members.

The Topic form will show up:



The screenshot shows the 'POST A NEW TOPIC' form in the SIOFA Forums. The form includes a 'Topic icon' selection area with various icons, a 'Subject' text input field (marked with a red box and the number 1), and a rich text editor for the topic body (marked with a red box and the number 2). The rich text editor has a toolbar with bold, italic, underline, and other formatting options. To the right of the editor is a 'Smilies' section with a grid of smiley icons and a list of BBCode settings: BBCode is ON, [img] is ON, [flash] is OFF, [url] is ON, and Smilies are ON. At the bottom of the form, there are 'Save draft', 'Preview', and 'Submit' buttons (the 'Submit' button is marked with a red box and the number 3). Below the form, there are 'Options' and 'Attachments' tabs. The 'Options' section includes checkboxes for 'Disable BBCode', 'Disable smilies', 'Do not automatically parse URLs', 'Attach a signature (signatures can be altered via the UCP)', and 'Notify me when a reply is posted'.

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:

The screenshot shows the SIOFA Forums interface. At the top, there is a blue header with the SIOFA logo and the text "SIOFA Forums" and "These are the forums dedicated to SIOFA and its meetings. You need to be registered to see the forums." Below the header, there is a navigation bar with "Quick links", "FAQ", "ACP", "Notifications", "Private messages", and the user name "pierrep". The breadcrumb trail is "Board index < CC5 < CC5-Item4 New and amended Conservation and Management Measures (CMM)". The main content area is titled "Discussion about SIOFA VMS features" with a moderator "Executive Secretary". There is a "Post Reply" button and a search box. The first post is by "pierrep" on "Wed May 19, 2021 7:01 am". The post text reads: "The Secretariat would like to know what the SIOFA VMS should achieve from a CCP perspective. Please feel free to provide with anything you would like the SIOFA VMS to do for you (as a CCP). Thank you. Pierre (SIOFA Data Manager)". A red arrow points to the "Post Reply" button below the post. The footer includes "WHO IS ONLINE" (Users browsing this forum: pierrep and 0 guests), "Board index", "Contact us", "The team", "Members", "Delete cookies", and "All times are UTC". It is powered by phpBB® Forum Software © phpBB Limited.

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

The screenshot shows the reply form for the "Discussion about SIOFA VMS features" topic. The form is titled "POST A REPLY". It includes a "Post icon" selection (currently set to "None"), a "Subject" field with the value "Re: Discussion about SIOFA VMS features", and a rich text editor with various formatting options (B, I, U, link, unlink, list, ul, ol, table, code, quote, spoiler, image, video, link, unlink, normal) and a "Normal" style dropdown. A red box labeled "1" highlights the text input area. To the right of the text area is a "Smilies" selection panel with various emoji icons. Below the text area are "Save draft", "Preview", and "Submit" buttons, with a red box labeled "2" highlighting the "Submit" button. At the bottom, there is an "Options" section with checkboxes for "Disable BBCode", "Disable smilies", "Do not automatically parse URLs", "Attach a signature (signatures can be altered via the UCP)", and "Notify me when a reply is posted".

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](mailto:pierre.peries@siofa.org)).