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La Reunion, Friday 18th February 2022

SC- CIRCULAR n° 2022-10

SUBJECT: Practical Modalities for the SERAWG4, PAEWG4 and SC7

Dear Heads of Delegation of the Scientific Committee,

Dear Colleagues

This circular presents the modalities for the organisation of:

- 4th Stock Ecological Risk Assessment Working Group, (SERAWG4)
- 4th Protected Area Ecosystem Working Group (PAEWG4)
- 7th Scientific Committee of the SIOFA (SC7)

Dates and time

The Eighth Meeting of the Parties AGREED to hold virtual meetings of the SERAWG from 28 February to 4 March 2022, the PAEWG from 7 to 11 March 2022, and the Scientific Committee from 21 to 25 March 2022, all dates included from 06:00 am UTC to 10:00am UTC. (Time of the end of each VCs are approximative and may vary depending on discussion during the meeting). All plenary VCs will be held from 06:00 to 10:00 AM UTC with a 30-minute break (tentatively after 2 hours).

Please find attached in annex A, a grid with the different time zone.

Each meeting will be open at 0600am UTC by their respective Chairperson and close at the end of the virtual meeting the last day as planned above.

The working language is English, no interpretation or translation is planned for these meetings.

Participation - Registration

The SERAWG4, the PAEWG4 and the SC7 meeting are open to all Contracting Parties, Participating Fishing Entities, Cooperating non-Contracting Parties and Observers registered as planned in the Rules of Procedure of SIOFA

Letters of credentials are not mandatory but registrations containing names, positions and representative role shall be submitted to the Executive Secretary prior to any meeting. A registration form is available on the website of the meeting.

Delegations will not be restricted in size; however, it is important for these lists to be accurate as (i) the Secretariat will build the meeting email distribution lists based on the information provided in these registrations and (ii) only admit individuals whose names on Zoom correspond to the registered names.

Please take into consideration that it will not be possible to register and attend a meeting once it has begun.

Schedules

Please find attached in Annex, the schedules planned for the SERAWG4 and PAEWG 4. The schedule for the SC7 will circulate later, once all the working documents have been received, which were due to the Secretariat by 19th February.

Documents

All the documents received by the Secretariat will be placed firstly on the SIOFA website in the restricted section. Observers may request access to certain documents through the Secretariat. The Secretariat will then transmit these requests to the CCP concerned, which may agree to distribute the report to the observer.

Correspondences by email, during the intersession are strongly recommended in order to go ahead on each Item during the virtual meeting. Nevertheless, I draw your attention that the exchanges by email will not be considered as discussions or comments made in plenary, and will not be recorded in the report.

You can find the list of all the documents available in the following links

<http://www.apsoi.org/meetings/serawg4>

<http://www.apsoi.org/meetings/paewg4>

<http://www.apsoi.org/meetings/sc7>

Forums

As the forums were not significantly used during the two previous years of scientific meetings, no forums are planned for this year's meetings

Meeting Platform

Zoom will be the platform for the virtual meeting. Zoom meeting invitations will be issued to registered participants before the start of each meeting.

The Secretariat will provide meeting guidelines that will be available on the SIOFA website. Registered participants may organize a test in advance of the opening of the meeting. If you want to do a test, please contact Secretariat, at least 2 working days before the meeting concerned.

The Secretariat will use the latest version of ZOOM Cloud Meetings 5.9. 3.4247;

A meeting password will be established. Please do not disclose the invitation URL and/or meeting ID to any other person or organisation. If you wish to obtain another copy of the meeting ID and password, please contact the Secretariat.

Video Conference sessions

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.

Please intervene, with hand up, or by using the chat box. The Secretariat will follow the different requests to support the Chair.

The Secretariat will also implement closed captions so that text will display on screen when somebody is speaking.

Each meeting will be registered

Presentations – PowerPoint

Any slides or documents to be presented during the meetings must be sent to the Secretariat at least the day beforehand. Copies of these presentations will be made available, if required, to the meeting participants.

Screen sharing functions will be controlled by the Secretariat.

Rapporteur

The rapporteur, in consultation with Secretariat and the Chairperson, will draft report text at each end of session. This draft report will be sent as soon as possible and at least 12 hours before the following session to all the participants.

Under Chair supervision, the Rapporteur and the Secretariat will prepare the key decision points and the draft meeting report for adoption.

Report

The report of each working group should be adopted prior to the end of their respective meeting, as required by Rule 15 of the ROP. However, if time constraints make this impossible, the Working group will adopt as much of the report as possible and will adopt all decisions points prior to the close of the meeting. In this case, the remaining report will be adopted by email.

The report of the SC7 will be adopted prior to the end of the meeting as required by Rule 15 of the ROP. However, if time constraints make this impossible, the SC will adopt as much of the report as possible and will adopt all decisions points prior to the close of the meeting. In this case, the remaining sections of the report will be adopted using the following procedure:

- 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
- The drafts reports, and its annexes including the agreed key Decision points, will be provided on screen during the last day of the Video Conference sessions. The SC7 report will be circulated immediately after the meeting, with those sections

adopted and those sections that had not yet been considered for adoption clearly marked. The report will be open for 1 week to enable delegations to provide feedback (until 1st April 2022).

- 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 on the sections that were not adopted will be incorporated, and the final SC7 report will be transmitted by 8th April 2022 to allow adoption of the final report.

Note that this procedure may deviate from the process outlined in Rule 15 of the ROP if the entire report is not adopted during the videoconference sessions will therefore be outlined in an intersessional decision.

Head of delegation (HoD) meetings

Two Heads of Delegation meetings will be convened on Friday 25th February 2021 at 06:00 am UTC and on Friday 18th March at 06:00 am UTC for approximately one hour.

A specific link will be transmitted by Secretariat on Monday 21st February 2022

Please use this opportunity to raise any comments or questions about the agenda or processes for the 2022 scientific meetings.

Sincerely yours,



Alistair Dunn

SC Chair