



# 14<sup>th</sup> SPC Heads of Fisheries Meeting

14–17 June 2022 – Mixed meeting



Original: English

Informal Paper

Virtual meeting procedures

FAME Secretariat

## Virtual platform for HoF14

1. Considering recent development in the gradual opening of borders for some SPC member countries and territories, the Fourteenth SPC Heads of Fisheries (HOF14) meeting will be held using a hybrid format. Members, observers and partners who are able to travel will join the meeting in-person at the SPC Headquarters in Noumea, New Caledonia while those who are unable to travel due travel restrictions will participate virtually using online meeting platform, Zoom.
2. This document includes the instructions and recommendations to be followed by participants joining the 14th SPC Heads of Fisheries meeting remotely. The platform which has been selected is Zoom (<https://spc.zoom.us/>). If you are unable to use Zoom, please contact us at [fame\\_meetings@spc.int](mailto:fame_meetings@spc.int) so we can arrange a workaround alternative for you to join the meeting.
3. If you are not familiar with using Zoom, please contact the support team at [FAME\\_Meetings@spc.int](mailto:FAME_Meetings@spc.int) to organise a Zoom trial/training session. Please add [soniasr@spc.int](mailto:soniasr@spc.int), and [nataliet@spc.int](mailto:nataliet@spc.int) in copy to the email.
4. All Heads of Fisheries participants joining remotely are invited and encouraged to join a Zoom test at 10:00 am Noumea time on Tuesday, 7 and Wednesday, 8 June 2022 to check individual connections and assist where necessary. Details will be included in the invitation to register in Zoom.
5. As in previous years, observers are welcome to participate in the Heads of Fisheries meeting and should follow the nomination for registration procedure (see below). However, if the capacity limit for the online meeting is reached, members will be given priority for participation.
6. Please note that we will be recording the meeting to assist with post-meeting analysis and reporting. SPC will not be liable for any external use of the recorded meeting material, including the meeting interpretation, which is provided as an aid to meeting communication and is not warranted by SPC as being a verbatim record of the original speech.

## Preparing for the meeting

7. To ensure the meeting will meet its objectives, and be as efficient and effective as possible, we are applying improvements based on our increased experience with running virtual regional meetings.
8. The sessions for 14– 17 June 2022 will be split as follows:
  - 9:00–10:00: Dedicated preparation time. Members are required to read the working papers (WP) and background papers (BP), presentations, and prepare comments and questions for the virtual meeting. All documents relating to the meeting can be found on the meeting web page (<https://fame1.spc.int/en/meetings/257>), with all working papers available in English and in French. The Zoom meeting room will be open during this time for participants to join to ask questions.

- 10:00–12:30: The second part of the morning will be the plenary meeting, with participants joining the conference via Zoom. Participants can connect using the Zoom link received via email after registering online. This part of the meeting will be presided by the Chair to HoF14.
  - 13:30–15:00: The afternoon session is reserved for information sessions and side meetings. Please refer to the meeting agenda for the information sessions to be held.
9. Participants are requested to read all preparatory materials before each session and to prepare input to specific questions included in the annex to the agenda.
10. The meeting papers are in three categories:
- Working papers (WP): papers written for the meeting that concern the main topics of the meeting and provide a basis for discussions. These are available in both English and French languages.
  - Information papers (IP): papers that provide supplementary information relevant to the specific agenda items. They are intended to contribute to, but not be the focus of agenda item discussion. These papers may or may not be translated.
  - Background paper (BP): papers that are already published and useful to the meeting discussion.
  - Informal papers: these give information about the meeting, facilitation procedures, the agenda, participants list and related matters. They will be available in both English and French languages.

## Chair

11. The Chair of the SPC Heads of Fisheries Meeting, by convention, rotates alphabetically. At this meeting, (HoF14), it will be Vanuatu.
12. It is the task of the Chair to manage the agenda to ensure the objectives of the meeting are met, mediate discussion, and to identify points of agreement for the meeting “Outcomes Report”.

## Interpretation

13. SPC has two official languages, and we make great efforts to deliver information, both spoken and written, in English and French. All papers discussed during the meeting (Working Papers) are, or will be available, at least one week prior to the meeting on the meeting webpage (<https://fame1.spc.int/en/meetings/257>).
14. Simultaneous interpretation will be provided for the meeting. Additionally, interpretation will be available using the Zoom platform. This is a challenging format for SPC-interpretation team and so we appreciate your patience with this technology. If possible, we ask participants joining the conference via Zoom to use headphones with built-in microphones to ensure what is said can be clearly heard by the interpreters and all participants on Zoom.

15. Allow the chair to identify you before speaking/asking a question. Please be sure to speak clearly and slowly.

## Meeting outcomes

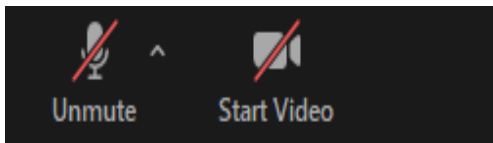
16. Any formal outcomes or recommendations identified by the Chair will be compiled for agreement and clearance by the meeting. A drafting committee will be asked to meet briefly after each session to review the daily output of the meeting.
17. We plan to concentrate attention, as with previous Heads of Fisheries Meetings, on a short list of carefully worded meeting outcomes. These outcomes may be recommendations to the Secretariat, to the Pacific Community Committee of Representatives of Governments and Administrations, or statements for the benefit of other organisations concerning Pacific Island fisheries sector priorities. The outcomes will be presented to the Regional Fisheries Ministers' Meeting.

## How to register for and join the meeting

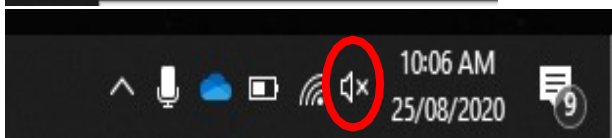
18. All participants willing to join the conference via Zoom must be registered beforehand at: <https://spc.zoom.us/meeting/register/tJ0scOyqrTkqG9MNt7z1ZJMPS1QkFOchLpbN>
19. If you had already sent your **nomination** for the meeting, you will be sent the link to register for the meeting in Zoom at least one week before the meeting. If you haven't sent your nomination, please submit this by email to the FAME secretariat ([FAME\\_meetings@spc.int](mailto:FAME_meetings@spc.int)) and include the following details:
  - Organisation
  - Full name
  - Primary email
  - Address
  - Position.
20. Once we have received your nomination details, you will be sent an email invitation with a link to register for the meeting. Please follow this link to complete your registration details.
21. Once you have done this, you will receive another email invitation with a unique link which you can use to connect to the meeting.

## How to participate in the meeting

22. Connecting from a Conference Room and using Video Conferencing Units to communicate (e.g., Table microphones or Logitech units).
23. To avoid feedback within the conference room and over the Zoom platform, ensure that **all other laptops** in the room that are connected to the same Zoom link have been muted, i.e., both microphones and speakers



- Microphone muted over Zoom Application



- Speaker to be turned off on laptop (found on bottom right corner of tool bar)

24. Connecting from a Conference Room with individual laptops:

- ALL users within the room who have joined on the same Zoom link must use a headset with built-in microphones
- Ensure that your Zoom application has selected the correct Audio Medium. Please see further instructions on the link [here](#)
- Two or more people should **not** speak at the same time when joined on the same Zoom link within the Conference Room. Always mute all microphones when not speaking
- Follow the Zoom House Keeping Rules.

25. Connecting Remotely with an individual laptop:

- Follow the Zoom House Keeping Rules
- If you do not use a headset with built-in microphone features, please connect from a quiet space to avoid background noise
- Always mute the microphone when not speaking.
- Joining a breakout group during the meeting:
- During the meeting you will be invited to join a breakout group, all you need to do is accept the invitation on your screen to join the breakout group
- After the breakout session you will be automatically pushed back into the main meeting plenary
- Select the English or French interpretation channel again (Zoom Housekeeping Rules).

## Zoom instructions and housekeeping rules

26. Please use a headset with a built-in microphone.

27. Chose the English or French interpretation channel.



28. **Rename** yourself (right-click on your name in the participants window) and follow this name structure: Country\_ORG\_Name for country participants or ORG\_Name for partners/observers.

29. Keep your microphone always muted and your video off when you are not speaking.



31. To ask a question during the meeting, please type and address to “everyone” in the chat box.  
To send a private chat message to another participant, please search and click on their name in the chat box.
32. In case of technical issues, please contact: [fame\\_meetings@spc.int](mailto:fame_meetings@spc.int)