



13th SPC Heads of Fisheries Meeting

1–4 June 2021 – Virtual meeting



Original: English

Information Paper 2

Virtual meeting procedures

FAME Secretariat

Virtual platform for HoF13

1. Due to the impacts of COVID-19 on global travel and to comply with national restrictions, the Thirteenth SPC Heads of Fisheries meeting will be held online using a virtual platform.
2. 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 so we can arrange a workaround alternative for you to join the meeting.
3. If you are not familiar with using Zoom, please contact SPC FAME and we can organise a trial Zoom meeting with you. You can contact the team at FAME_Meetings@spc.int with soniasr@spc.int and nataliet@spc.int in copy.
4. All Heads of Fisheries participants are invited and encouraged to join a test meeting at **10 am on Tuesday 25 and Wednesday 26 May** so we can 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. We have followed a similar approach to HoF12, with short, focused sessions. 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 1 – 4 June 2021 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 (including informal papers) can be found on the meeting web page (<https://fame1.spc.int/en/meetings/254>), with all working papers available in English and 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 virtual meeting room, using the Zoom platform. Participants can connect using the link sent via email (The video conference link will work better if you download the Zoom application to your desktop - <https://zoom.us/>). This part of the meeting will be presided by the Chair to HoF13.
 - **14:00–15:00:** 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 of the 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:
 - a) Working papers (WP): papers written for the meeting that concern the main business of the meeting and provide a basis for discussions. These are available in both English and French languages.
 - b) Background papers (BP): papers that provide background or supplementary information relevant to the specific agenda items. They are intended to contribute to, but not be the focus of agenda item discussion. These will be translated whenever possible.
 - c) Informal papers (IP): 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 (HoF13), it will be the United States of America.
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/254>).
14. Simultaneous 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 at all possible, we ask members to use headphones with 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

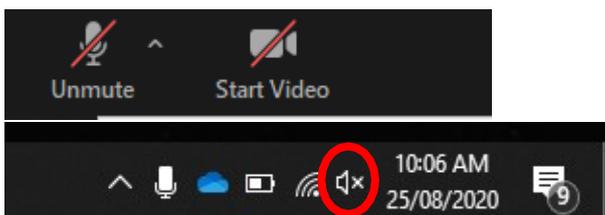
Administrations, or statements for the benefit of other organisations concerning Pacific Island fisheries sector priorities. The outcomes will be presented to the Regional Fisheries Ministers' Meeting.

How to register for and join the meeting

18. All participants for the meeting must be registered in Zoom beforehand in order to join the meeting: <https://spc.zoom.us/meeting/register/Ucqf-itpjMuHt0Wntre3BAslp0NoRTfTFL4>
19. If you had already sent your **nomination** for the meeting in April, 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) before **23 April** 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.

26. Joining a breakout groups 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

27. **Please use a headset with a built-in microphone.**

28. Chose the English or French **interpretation channel**. If left “Off” you will not be able to hear the meeting.



29. **Rename yourself** (right-click on your name in the participants window): **Country_ORG_Name** for country participants **or ORG_Name** for partners/observers. Keep your microphone muted and your video off at all times when you are not speaking.

30. Before speaking, please click the **Raise hand** icon  (in the Participant window).
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