



4<sup>th</sup> SPC Regional Technical Meeting  
on Coastal Fisheries and Aquaculture

12–15 October 2021 – Virtual meeting



Pacific  
Community  
Communauté  
du Pacifique

Original: English

4<sup>th</sup> SPC Regional Technical Meeting on Coastal Fisheries and  
Aquaculture

Virtual meeting procedures

*FAME Secretariat*

## *Virtual platform for RTMCFA4 and Community-based Fisheries Dialogue*

1. In compliance with national restrictions imposed due to the ongoing COVID-19 pandemic and related limitations in international travel, the **4<sup>th</sup> Regional Technical Meeting on Coastal Fisheries and Aquaculture (RTMCFA4)**, including the **Community-based Fisheries Dialogue (CBFD)** will be held online using a virtual platform.
2. The platform selected is **Zoom** and can be downloaded using this link <https://zoom.us/>.
3. If you are unable to use or not familiar with Zoom, please contact SPC FAME and we can organise a trial Zoom session with you. You can contact the team at [fame\\_meetings@spc.int](mailto:fame_meetings@spc.int) with [soniasr@spc.int](mailto:soniasr@spc.int) in copy.
4. All nominated participants are invited to join a Zoom and equipment testing at 10 am to 11 am Thursday 7<sup>th</sup> October and Friday 8<sup>th</sup> October (New Caledonia (GMT+11) time zone).
5. Please note we will be recording the meeting to assist with post-meeting analysis and reporting. Please also note that 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*

6. All documents relating to the meeting can be found on the meeting web page <https://fame1.spc.int/en/meetings/253> . Please choose the English or French option to access the papers in the preferred language. All working papers and essential information papers will be available in both English and French languages.
7. Given the virtual format of the meeting we have compressed the agenda into short, focused sessions, with the main discussion and presentation to be held in *plenary* and an opportunity for a more interactive discussion in *breakout groups (BOGs)*. This, we hope will make the meeting as efficient and effective as possible.
8. The [agenda](#) for the meeting is organised in the following order, that follow the New Caledonia (GMT+11) time zone:
  - **Tuesday 12 October 2021:** RTMCFA4 opening and introduction. RTMCFA4 Coastal Fisheries Technical sessions with discussions involving participants from national fisheries agencies, with observer partners, NGOs, CSOs and other non-state actors welcome to listen in and provide interventions.
  - **Wednesday 13 October 2021:** Community-Based Fisheries Dialogue will be focusing on the terms of reference (TOR), convening arrangements and the processes for the processes for selection of participants in future CBF Dialogue sessions; consideration of the regional CBFM scaling up Framework for Action. Sessions are chaired by an independent convenor with discussions led by community-based fisheries practitioners and non-state actors, with participants from national fisheries agencies and observer partners welcome to listen in and provide interventions.
  - **Thursday 14 October 2021:** Aquaculture technical sessions with discussions involving participants from national fisheries agencies, with observer partners, NGOs, CSOs and other non-state actors welcome to listen in and provide interventions.

- **Friday 15 October 2021:** Final day of RTMCFA4 with plenary presentations and discussions and the report back from CBF. The statement of outcome and actions for the meeting will also be discussed and agreed.
9. The meeting schedule will be split to as follows:
    - a. 9:00-9:30 Tuesday and 9:00-10:00 Wednesday to Friday – Dedicated reading and preparation time. Members are encouraged to read working papers (WP) and information papers (IP), presentations, and prepare comments and questions. Zoom meeting will be open during this time for participants to join to ask questions and to test connections, video and audio.
    - b. 9:30-12:00 Tuesday and 10:00-12:00 Wednesday to Friday – Plenary and technical sessions with breakout group discussions will start using the Zoom platform. Participants can connect using the Zoom meeting link sent via email after registering online.
    - c. 12:30-14:30 – Technical discussions continue in plenary with some topics requiring further discussion in the breakout groups.
  10. Participants are requested to read all preparatory materials before each session and to prepare input to specific questions required for breakout group discussions.
  11. The meeting papers have four categories:
    - 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.
    - Information papers (IP): papers that provide supplementary information relevant to the specific agenda items. They are intended to contribute to, not be the focus of the 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 lists and related matters. They will be available in both English and French languages.

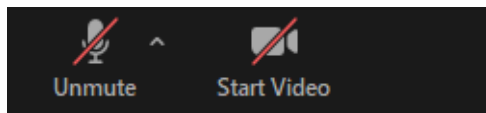
### *Interpretation*

12. SPC has two official languages, and we make great efforts to deliver information, both spoken and written, in English and French.
13. Simultaneous interpretation will be available using the Zoom platform. This is a challenging format for SPC's interpretation team and so we appreciate your patience.
14. When speaking, be sure to speak clearly and slowly to allow interpreters to capture and translate your message.

### *How to participate in the meeting*

15. All nominated and invited participants must register for the meeting to receive an email with a Zoom meeting link that is unique to each participant. Please register using this link:  
[https://spc.zoom.us/meeting/register/tJMvdeyrrTloEtzsfRK0XMPzG\\_BB09VJydtq](https://spc.zoom.us/meeting/register/tJMvdeyrrTloEtzsfRK0XMPzG_BB09VJydtq)

16. The video conference link will work better if you download the Zoom application to your desktop - <https://zoom.us/>
17. Connecting from a Conference Room and using Video Conferencing Units to communicate (eg. Table microphones or Logitech units):
  - 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. microphone and speakers.



Microphone Muted over Zoom Application



Speakers to be turned off on laptop found on bottom right corner of tool bar

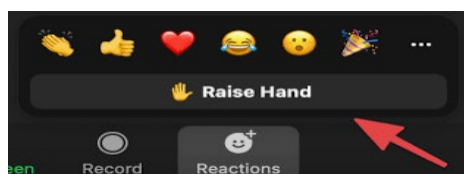
18. Connecting remotely with an individual laptop, please ensure you connect from a quiet space to avoid background noise.
19. During the meeting you will be invited to join a breakout group, all you need to do is accept the invitation on your screen to join the breakout group.
  - After the breakout session you will be automatically pushed back into the main meeting plenary.
  - In plenary, select the preferred language on the interpretation option to hear the meeting.

### *Zoom instruction and housekeeping rules*

20. Please use a headset with a built-in microphone.
21. Click on **Interpretation** option on Zoom and choose either the English or French channel to hear the meeting.



22. Rename yourself (right click on your name in the participants window on Zoom) **Country\_ORG\_Name** for country participants or **ORG\_Name** for partners/observers.
23. You are on mute. We have taken the decision to mute to all participants to avoid background noise interrupting the meeting. To speak, please click the Raise hand icon on Zoom.



24. You will be unmuted when your name is called out to speak. If your bandwidth permits, please turn on your camera when speaking.
25. You may also use the chat box on Zoom to ask questions.
26. In case of technical issues, please contact [fame\\_meetings@spc.int](mailto:fame_meetings@spc.int).