



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

11–14 October 2022



Original: English

Informal Paper

## Hybrid meeting procedures for the Fifth SPC Regional Technical Meeting on Coastal Fisheries and Aquaculture and Second Community-based Fisheries Dialogue

FAME Secretariat

### Overview of the meeting schedule

1. The 5<sup>th</sup> SPC Regional Technical Meeting on Coastal Fisheries and Aquaculture (RTMCF5) including the 2<sup>nd</sup> Community Based-Fisheries Dialogue (CBFD2) will be held from the 11 to 14 October 2022 at the SPC Headquarters in Noumea, New Caledonia.
2. The meeting will be conducted using a hybrid format where members and partners who are able to travel will attend the meeting in-person and for those who are not able to travel will participate virtually using the online meeting platform, Zoom.
3. The table below provides an overview of the meeting schedule for the week of 11-14 October:

Date	Time	Event	Who
<b>8-10 October</b>		Meeting participants arrive in Noumea. Airport transfer and accommodation are arranged for SPC funded meeting participants	Officials/Partners/CBFD participants
<b>Tuesday, 11 October</b>	8:30 – 9:30	Registration for in-person participants at the Conference admin room Open Zoom session for virtual participants to test links, sound checks, interpretation check, read papers and/or ask any questions re RTMCF5 (Morning tea is provided at this time for all meeting days)	In-person meeting participants
	9:30 – 15:00	<b>Day one for RTMCF5</b> <i>Opening</i> <i>Coastal Fisheries Technical Sessions</i>	Officials/Partners CBFD participants invited to observe the meeting and to participate in the breakout groups
	11:45 – 13:00	<ul style="list-style-type: none"> <li>• Awareness projects and tools lunch hour display and exhibition</li> <li>• (To be available throughout the meeting week)</li> </ul>	In-person meeting participants
	15:00 – 15:30	Drafting group for RTMCF5 meet	Nominated officials supported by SPC staff
<b>Wednesday, 12 October</b>	8:30 – 9:30	Registration for in-person participants at the Conference admin room Open Zoom session for virtual participants to test links, sound checks, interpretation check, read papers and/or ask any questions re RTMCF5 (Morning tea is provided at this time for all meeting days)	In-person meeting participants
	9:30 – 15:00	<b>Day two for RTMCF5</b> <i>Aquaculture Technical Sessions</i>	Officials/Partners

			CBFD participants invited to observe the meeting and to participate in the breakout groups
	15:00 – 15:30	Drafting group for RTMCFA5 meet	Nominated officials supported by SPC staff
<b>Thursday, 13 October</b>	8:30 – 9:30	Registration for in-person participants at the Conference admin room Open Zoom session for virtual participants to test links, sound checks, interpretation check, read papers and/or ask any questions re Cbfd2 <i>(Morning tea is provided at this time for all meeting days)</i>	In-person meeting participants
	9:30 – 15:00	<b>2nd Community-Based Fisheries Dialogue</b>	CBFD participants Member’s officials/partners invited to observe the meeting and to participate in the breakout groups
	15:00 – 15:30	CBF Dialogue Drafting group	Selected CBFD participants supported by SPC staff
	17:00 – 20:00	<b>BBQ night at the SPC Social club</b>	In-person meeting participants/SPC FAME CFAP and RTMCFA/Cbfd2 volunteers
<b>Friday, 14 October</b>	8:30 – 9:30	Registration for in-person participants at the Conference admin room Open Zoom session for virtual participants to test links, sound checks, interpretation check, read papers and/or ask any questions re Cbfd2 <i>(Morning tea is provided at this time for all meeting days)</i>	In-person meeting participants
	9:30 – 15:00	<b>RTMCFA5 and Cbfd2</b>	All meeting participants

### Virtual platform for the meeting

- For participants joining the meeting virtually, the platform 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.
- 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) in copy to the email.

6. Meeting participants joining virtually are encouraged to join a Zoom test at **10:00 – 11:00** am Noumea Time on **Monday 10 October 2022**. This will allow the SPC FAME meeting team to check individual connections and assist where necessary. Details of the testing will be shared via email.
7. 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*

8. All documents relating to the meeting can be found on the meeting web page <https://fame1.spc.int/en/meetings/261>. 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.
9. The agenda for the meeting is structured to maximise discussion on technical issues with two technical sessions per meeting day. The main discussions and presentations are held in **plenary** with an opportunity for a more interactive discussion in **breakout groups** (BOGs)
10. The agenda for the meeting is organised in the following order, that follow the New Caledonia (GMT+11) time zone:
  - **Tuesday 11 October 2022:** RTMCFA5 opening and introduction. RTMCFA5 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 when invited by the Chair.
  - **Wednesday 12 October 2022:** 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 when invited by the Chair.
  - **Thursday 13 October 2022:** Second Community-Based Fisheries Dialogue (CBFD2) will largely focus on identifying and discussing community-based fisheries issues of importance or interest to CSOs and other non-state actors, that are common across the region or sub-regions, and continuing the discussion from the first CBF Dialogue on appropriate administrative foundations for future CBF Dialogue sessions. Participants are invited to continue to advise and make recommendations for future CBF Dialogue session arrangements. CBFD discussions will involve participants from CSOs and other non-state actors, with national fisheries agencies and observer partners welcome to listen in and provide interventions when invited by the CBFD Convenor.
  - **Friday 14 October 2022:** Final day of RTMCFA5 and CBFD2 with plenary presentations and discussions and the report to the RTMCFA from the CBFD. The statement of outcomes and actions for the meeting will also be discussed and agreed.
11. The meeting schedule will be split as follows:
  - a. 8:30 – 9:30: Dedicated preparation time. Members are required to read the working papers (WP), information papers (IP) 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/261>), with all working papers available in

English and in French. The Zoom meeting room will be open during this time for participants to join and ask questions.

- b. 9:30 – 11:30: The plenary discussion starts, presided over by the Chair to RTMCFA5 or the Convenor for the CBF Dialogue. In depth discussions for selected technical sessions will be held in breakout groups (BOGs).
  - c. 11:30 – 13:00: Lunch break with awareness and tools displays.
  - d. 13:00 – 15:00: Technical discussions continuing in plenary with some topics requiring further discussion in the breakout groups.
  - e. 15:00 – 15:30: Reserved for drafting groups on selected days.
12. Participants are requested to read all preparatory materials before each session and to prepare input to specific questions required for breakout group discussions
13. Meeting papers have four categories
- a. **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.
  - b. **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.
  - c. **Background paper (BP):** papers that are already published and useful to the meeting discussion.
  - d. **Informal papers (INF):** 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/Convenor*

14. The Chair of the SPC Regional Technical Meeting on Coastal Fisheries and Aquaculture by convention rotates alphabetically. At this meeting, it will be Nauru. It is the task of the Chair to manage the agenda to ensure the objective of the meetings are met, mediate discussion and to identify points of agreement for the Outcomes and Actions Report
15. The CBF Dialogue is led by a convenor and supported by a vice-convenor. SPC provides the administrative and logistic support.

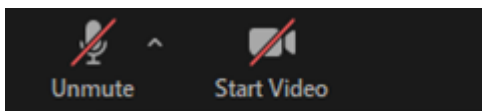
#### *Interpretation*

16. 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.
17. Simultaneous interpretation will be provided for the meeting. Additionally, interpretation will be available using the Zoom platform. This is a challenging format for the SPC interpretation team and so we appreciate your patience with this technology.
18. Participants joining the conference via Zoom are recommended to use headphones with build-in microphones to ensure what is said can be clearly heard by the interpreters and all participants on Zoom.

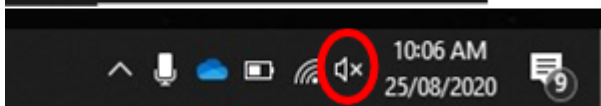
19. During the meeting, allow the chair to identify you before speaking/asking a question. Please be sure to speak clearly and slowly.

### *How to participate virtually in the meeting*

20. 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/tJUtceqhgT0sHteB5DypO6Suovbu\\_GSPnSD6](https://spc.zoom.us/meeting/register/tJUtceqhgT0sHteB5DypO6Suovbu_GSPnSD6)
21. The video conference link will work better if you download the Zoom application to your desktop - <https://zoom.us/>
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., microphone and speakers.



Microphone muted over Zoom application



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

24. Connecting remotely with an individual laptop, please ensure you connect from a quiet space to avoid background noise.
25. 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*

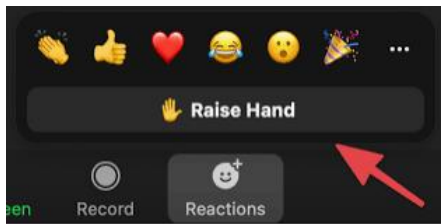
26. Please use the headsets with a built-in microphone.
27. Click on the Interpretation option on Zoom and choose either the ENGLISH or FRENCH channel to hear the meeting.



28. Rename yourself (right click on your name in the participants window on Zoom):

- Members: **Country\_NAME**
- Partners/observers: **ORG\_NAME**
- Cbfd: **CBFD\_NAME**

29. You are on mute. We have taken the decision to mute all participants to avoid background noise interrupting the meeting. To provide intervention, please click the RAISE HAND icon on ZOOM:



30. You will be unmuted when your name is called out to speak. If your bandwidth permits, please turn on your camera when speaking.

31. You may also use the chat box on Zoom to ask questions.

32. In case of technical issues, please contact [fame\\_meetings@spc.int](mailto:fame_meetings@spc.int)

### *In-person participation in the meeting*

33. For in-person participants the meeting will convene at the Main Conference Room at the SPC Headquarter in Noumea.

34. Meeting participants are required to register and collect their name tags on the first day of the meeting at the Conference admin room.

35. During the RTMCF5, as per protocol in a SPC sectoral meeting, member nominated officials will be seated behind country or territory name at the main conference room table.

36. During the CBF Dialogue participants will not be seated behind country name. The Cbfd delegates will, however, be seated at the main conference room table, with national fisheries agencies and observer partners seated away from the main conference room table.

37. To speak during the meeting, please raise your hand or country name. Allow the chair to identify you before speaking/asking a question. Please be sure to speak clearly and slowly.

38. For any question, please contact the FAME meeting team at [fame\\_meetings@spc.int](mailto:fame_meetings@spc.int) with Sonia Schutz-Russell ([soniasr@spc.int](mailto:soniasr@spc.int)) in copy.