



12th SPC Heads of Fisheries Meeting

12–14 May 2020 – Virtual meeting



Original: English

Informal paper 2

Virtual meeting procedures

FAME Secretariat

Virtual platform for HoF12

1. Due to the impacts of COVID-19 on global travel and to comply with national restrictions, the decision was taken to host the twelfth Heads of Fisheries meeting 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, then please contact SPC FAME and we can organise a trial meeting with you. You can contact the team at FAME_Meetings@spc.int with Seyab@spc.int and traceyh@spc.int in copy.
4. All Heads of Fisheries participants are invited and encouraged to join a test meeting at **1 pm on Thursday 30th April** or **10 am on Tuesday 5th May** so we can check individual connections and assist where necessary. Details have been sent with 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. 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.

Preparation for the meeting

7. We have redesigned the original agenda to retain what we consider to be the most essential elements, given our experience to date with this meeting format which benefits from shorter, focused sessions. This, we hope, will make the meeting as efficient and effective as possible. However, we do plan to address items from the previous HoF12 agenda which are not included here through additional virtual sessions with HoF. These will be organised over the coming months.
8. The sessions for 12-14th May will be split as follows:
 - a. **8:00-10:00** - 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/250>), 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.
 - b. **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, or by telephone. (The video conference link will work better if you download the Zoom application to your desktop - <https://zoom.us/>).
9. Participants are required 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 languages.
 - b. Background papers (BP): papers that provide information relevant to the meeting, but which may not necessarily be the direct basis for a talk, or which may just be presented as a summary. These will be translated whenever possible.
 - c. Informal papers (IP): these give information about the meeting facilitation, such as the agenda, participants list and this paper. They will be available in both languages.

Chair

11. The Chair of the SPC Heads of Fisheries Meeting normally rotates alphabetically. At this meeting (HoF12) it is the turn of Tuvalu who has kindly accepted.
12. It is the task of the Chair to mediate discussion, and to identify points of agreement.

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/250>).
14. Simultaneous interpretation will be available using the Zoom platform. This is a new format for SPC's interpretation team and so we appreciate your patience as we learn together with this technology.
15. Allow the chair to identify you before speaking/asking a question. Please be sure to speak clearly and not too quickly.

Meeting outputs

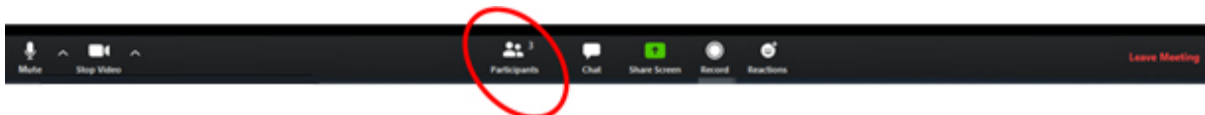
16. Any formal outputs or recommendations identified by the Chair will be compiled for agreement and clearance by the meeting.
17. This document will be circulated for comments at the end of the meeting. A session to finalise the outcomes document will be scheduled to take place a week after the meeting, using the virtual meeting platform. Participants will receive details on this following the meeting.
18. We plan to concentrate attention, as with previous Heads of Fisheries Meetings, on a separate, 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

19. All participants for the meeting must be registered in Zoom beforehand in order to join the meeting.
20. If you had already sent your **nomination** for the meeting in March, 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 28th April and include the following details:
 - Organisation
 - Full name
 - Primary email
 - Address
 - Position
21. 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.
22. 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

23. Audio quality may be better if you are using dedicated microphones/speakers and not the built-in ones on your PC.
24. When you join the meeting, your microphone will be automatically muted and your video will be turned off.
 - a. To see the list of participants, move the mouse arrow over the ZOOM window and click on the “participants” icon at the bottom of the window.



- b. First thing to do is to rename yourself. You can do this by clicking on “More” next to your name and then “rename”. Here you can type in a new screen name to help the chair and other participants identify you more easily.

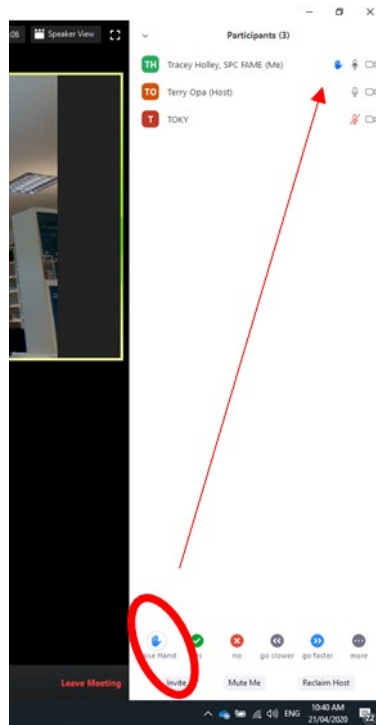


- i. Please type your name followed by your country/organisation:

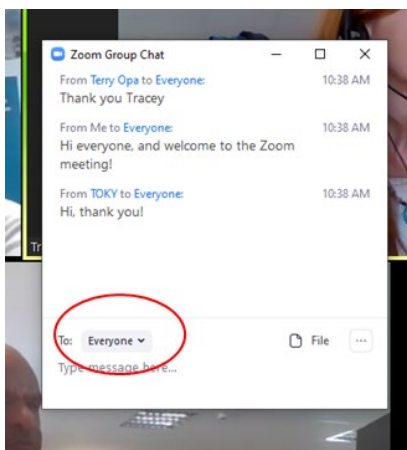
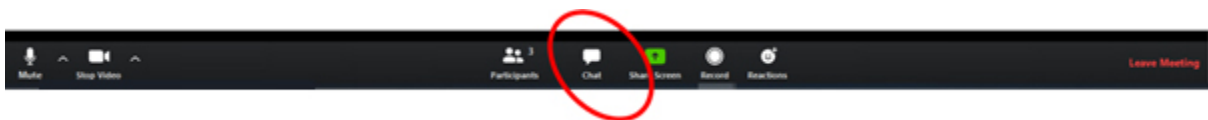
 Tracey Holley, SPC FAME

- c. You will be asked to introduce yourself at the beginning of the meeting, so please remember to unmute yourself and, if you can, switch on your video for this.

- d. Please keep your microphone muted during the meeting unless you wish to speak.
- e. You can use the “raise hand” icon to indicate that you wish to speak. You can find this in the participants list at the bottom of the window. The moderators will try to keep track of the order of raised hands to make sure everyone has an opportunity (and as with previous meetings, members have priority with the speaking order).



- f. You can also ask any questions through the chat window and these will be directed to the speaker via the moderators.



Using the chat box to ask questions or comment during the meeting – you can select everyone, or an individual. Just remember to check before you send.

25. We will be using live polls and have question and answer sessions throughout the meeting. These will appear on your screens.
26. If you experience any issues or difficulties with the platform during the meeting, please contact us by email (FAME_Meeting@spc.int, SeyaB@spc.int or traceyh@spc.int).