



Online HOD Meeting

[From 11.00am to 1.00 pm on Wednesday 15 July 2020 Pohnpei Time]

VIRTUAL MEETING PROTOCOL

WCPFC-2020-HOD1-03

13 July 2020

I. Virtual platform for HOD and Recommended Hardware for the Meeting

1. The online meeting platform for hosting the HOD meeting will be Zoom. For best results Zoom should be installed on your computer. Please visit <https://zoom.us/test> to download and test both Zoom and internet connection. For any technical questions or additional preliminary testing of the meeting platform, please contact the WCPFC ICT team itsupport@wcpfc.int.

2. Although tablets and cell phones can be used for the meeting, a desktop or laptop is recommended. In addition, for better sound quality during the meeting, **a headset with microphone is strongly recommended.**

II. Registration

3. All participants are requested to register electronically through the WCPFC website at <https://www.wcpfc.int/meetings/online-hod>. The participants at the HOD meeting will include:

- a. Commission Chair and Vice Chair;
- b. Commissioner plus 5 other connections per CCM;
- c. Chairs and Vice Chairs of the SC, NC, TCC and FAC;
- d. Two connections each for the FFA Secretariat and PNA Office;
- e. Two connections for the Scientific Services Provider; and
- f. Secretariat staff.

Once registered Zoom meeting details will be sent via an invitation email from the Secretariat.

4. Registration enquiries are to be directed to Lucille.Martinez@wcpfc.int.

III. Joining the Virtual HODs Meeting

5. Participants can attend the virtual meeting by clicking the link to the meeting in the invitation email.

6. Participants will initially be placed in a waiting room while their registration details are verified. Once verified, participants will be admitted into the meeting. The meeting will be open 30 minutes prior to the start. **It is recommended that participants login to the meeting 15 minutes prior to the start of the meeting** so that HODs may start on time.

7. Individual participants are requested to change their name according to the following convention: 2 letter country/territory code followed by first name and last name (eg FJ – John Doe). WCPFC office bearers, please use the title (TCC Chair, FAC co-chair, etc.) followed by first and last name. For other representatives of organisations, please use acronym for your organisation (SPC, FFA, WCPFC) followed by first and last name. If you are participating in the meeting as a group via a meeting room, first and last name is not required. See the following screenshot for an example of the suggested naming convention:



8. When the meeting begins please **ensure your microphone is muted** at all times when not speaking. We ask that you also use your video sparingly to minimize network traffic.

IV. Role of Chair during the virtual HODs meeting

9. The Chair will:
- introduce agenda items and invite presenter(s);
 - lead discussions along with the order of Raise-hand; and
 - sum up discussion and comments and to confirm any decision-points as may be agreed.

V. Running of the Virtual Meeting

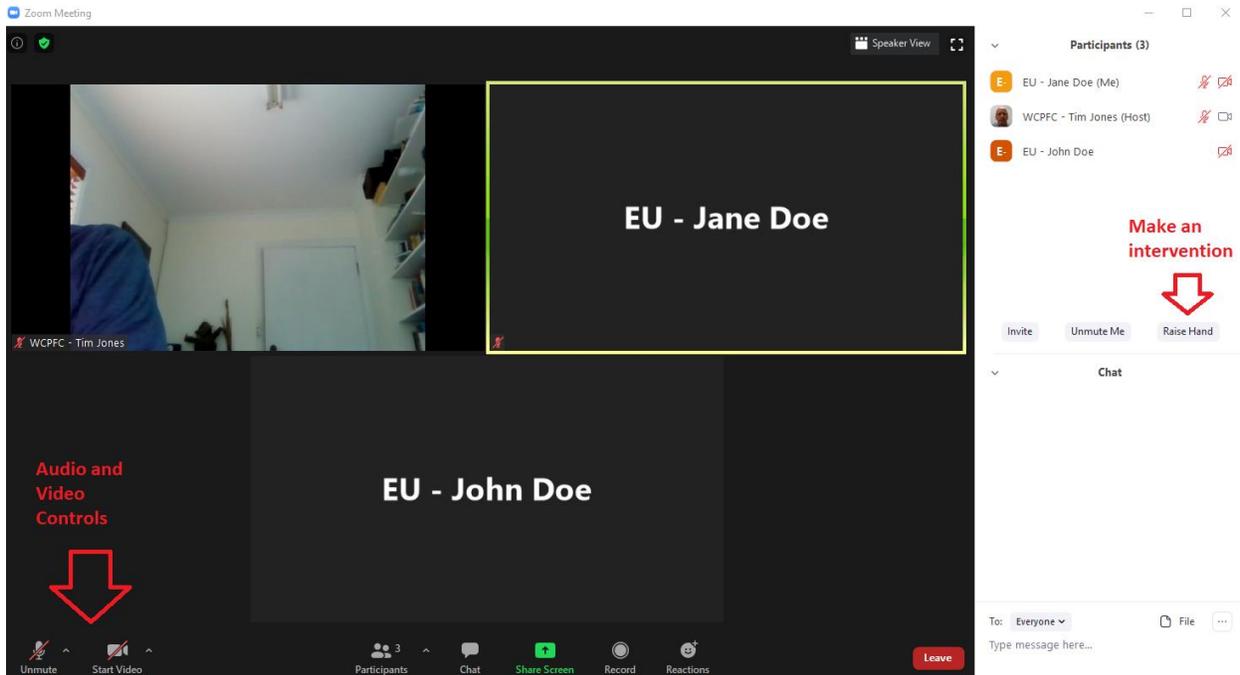
How to Request to Make an Intervention

10. To see the list of participants, move the mouse cursor over the Zoom window and then click on the “Participants” icon at the bottom of the Zoom window.

11. Use the “Raise hand” button at the base of the Participants list to indicate that a participant wishes to make an intervention. The Chair will keep track of the order of Raised hands so that members have priority with the speaking order. All participants are reminded to lower hands after interventions.

Speaking

12. When called on by the Chair to speak, the participant should unmute their microphone and enable video. When finished speaking, participants should mute their microphone and disable their video. Please ensure you are familiar with the meeting controls prior to the meeting start.



13. The Chat facility is only to be used should you be experiencing technical problems.

Documents

14. All documents will be placed on the website (<https://www.wcpfc.int/meetings/online-hod>). Documents needed during the meeting may be displayed in Zoom at the request of the Chair.

VI. Recording the Meeting

15. The Secretariat may record the meeting for the purpose of note-taking. This function will not be available for participants. Recordings will be held at the WCPFC Secretariat.

VII. Help Desk

16. If you experience any issues or difficulties with the online meeting platform during the meeting, please contact the WCPFC ICT team (Tim and Sam) by email (ITSupport@wcpfc.int).

During the meeting please remember to:

- Mute your microphone when not talking so that background noise is minimized.
- Turn off video when not talking to reduce the bandwidth needed for the meeting.
- Raise hand to make an intervention and wait to be called on by the Chair
- Chat facility is to be used for technical support only