



TECHNICAL AND COMPLIANCE COMMITTEE
Sixteenth Regular Session
Electronic Meeting
23 – 29 September 2020

VIRTUAL MEETING PROTOCOLS

WCPFC-TCC16-2020_protocols
1 September 2020

I. Virtual platform for TCC16

1. The online meeting platform for hosting the TCC16 will be Zoom. For best results Zoom should be installed in your machine. Please visit <https://zoom.us/test> to download and test both Zoom and your internet connection.
2. The WCPFC Secretariat will host a trial Zoom session prior to the TCC16 meeting to check individual connections and assist where possible. The first trial is scheduled to occur on the 18th September 2020 at 12:00 midday local time in Pohnpei. Please email ITSupport@wcpfc.int to register an interest in the trial and a separate zoom meeting invitation will be provided.
3. 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.**
4. The virtual meeting will be supplemented by the usual meeting website (<https://www.wcpfc.int/meetings/tcc16>) and a new online discussion forum (<https://forum.wcpfc.int/>) described in Section VII. In Circular 2020/88, it has been proposed that prior to the formal commencement of virtual meeting, TCC participants would make use a third supplementary tool, described as a secure discussion forum specifically to address the draft CMR. The use of a secure discussion forum is among the matters to be considered during the TCC16 HOD meeting, and where necessary separate guidance will be provided to CCMs.

II. Registration

5. On-line meeting registration is available at the TCC16 meeting site <https://www.wcpfc.int/meetings/tcc16>. A completed and approved TCC16 meeting registration, with valid contact email address, is necessary for participants to have access to the online TCC16 meeting arrangements, including the online forum and TCC virtual meeting sessions. Following the authorisation of a participant's registration on the TCC16 website, the participant will be registered to receive the necessary invitation emails with a link to the virtual TCC16 meeting. The invitation emails will be sent to the participant's registered email address.
6. CCMs are requested to use the online registration system to approve their delegation. CCMs not familiar with the online approval system can send their official list of delegates to the Secretariat

(Lucille.Martinez@wcpfc.int) as early as possible in order for the Secretariat to approve participants in the system. Observer participants to TCC will be approved after review and verification by the Secretariat. If you have any queries related to registration, please contact Ms Lucille Martinez directly.

7. Intending TCC16 participants are requested to register as soon as possible to gain access the TCC16 online meeting arrangements.

III. Participating in the TCC16 Virtual Meeting

8. Participants can attend the virtual meeting by clicking the Zoom link provided in the invitation email where they will be placed in a waiting room while their details are verified.

9. The Zoom meeting will be open 1 hour prior to the start of the TCC16. **It is recommended that all participants login to the meeting at least 15 minutes prior to the start of the meeting** so that TCC16 can start on schedule.

10. When starting Zoom, should participants be requested to provide their name, please include the CCM code (**Attachment 1**) followed by the first name and last name (e.g., FJ – John Doe). For other representatives of organizations, please use acronym for your organization (SPC, FFA, WCPFC) followed by the first and last name. **Participants who are not identifiable will not be admitted into the meeting.**

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



12. When the meeting begins, please ensure your microphone is muted and your video is off at all times when not speaking.

IV. Role of Chair during the virtual TCC16 meeting

13. The Acting TCC Chair will:

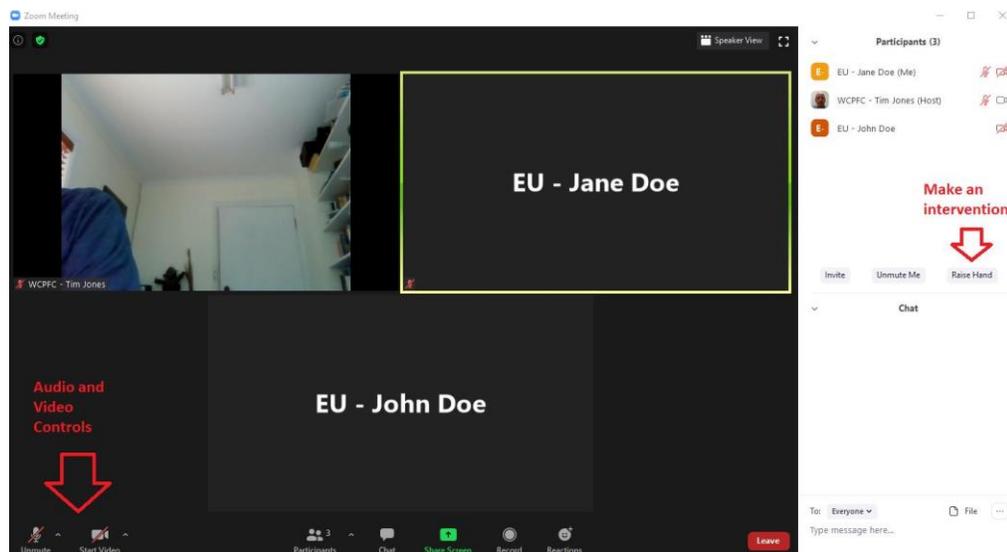
- a) introduce agenda items and invite presenter(s).
- b) lead discussions along with the order of Raise-hand.
 - The online **Chat** facility will not be used for questions or comments.
 - Lengthy interventions or statements will be submitted by email to the Rapporteur (mark.smaalders@gmail.com).
- c) Summarise discussion and comments and confirm any decision points as may be agreed.

V. Make an intervention

14. 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.

15. Use the “Raise hand” button at the base of the Participants list to indicate that you wish 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 “Raised-hand” after interventions.

16. 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.



17. For efficient virtual meeting process, the **Chat facility** should not be used for questions and comments to the Chair. Chat facility is to be used for technical support only.



VI. Documenting and Recording of the Meeting

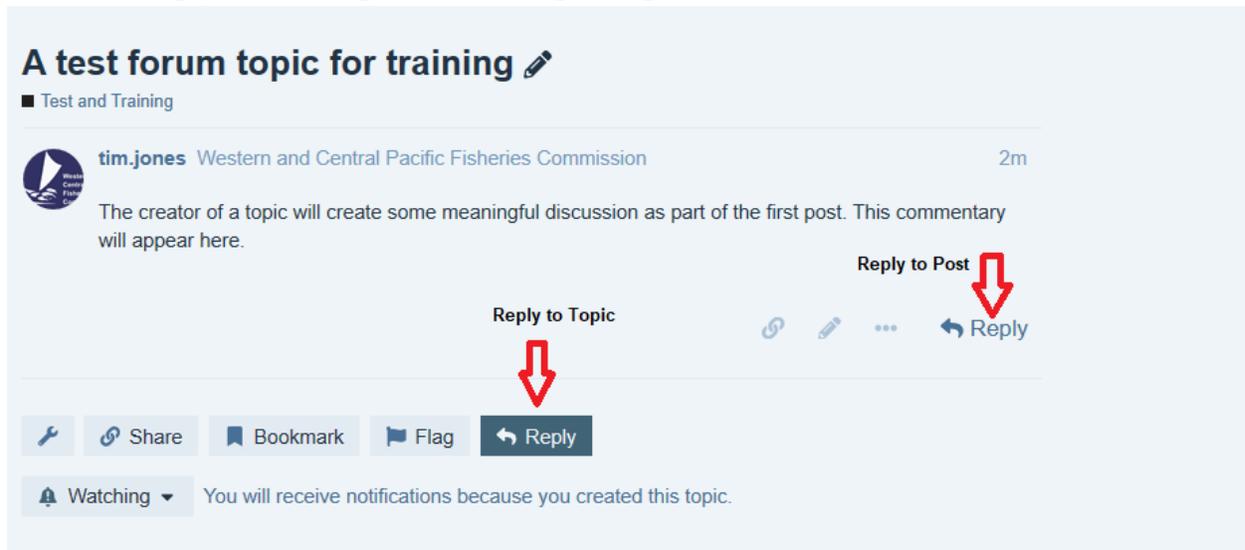
18. All documents will be placed on the TCC16 website <https://www.wcpfc.int/meetings/tcc16>. As usual, access to secure CCM documents will be enabled considering the registered participant category. Supporting documents will also be available to authorised CCM users in the usual locations within the CCM portal section of the website.

19. The Secretariat will record the virtual TCC16 meeting to assist the work of the Rapporteur in finalizing the TCC16 Summary Report. This function will not be available for participants.

VII. Use of the Online Discussion Forum

20. The Online Discussion Forum website (<https://forum.wcpfc.int>) may be accessed by the authorized TCC16 participants only. [WCPFC-TCC16-2020-ODF](#) contains a provisional list of proposed online discussion forum topics for TCC16. Each online discussion forum topic will be opened for discussions as the relevant papers are posted to the TCC16 meeting website **commencing from Tuesday 1 September (Pohnpei time)**. Other discussions can be proposed by CCMs and could address, for example, questions related to the range of annual reports prepared by the Secretariat. It is further proposed that all TCC16 online discussion forum topics will be closed at **12h00 on Friday 18 September 2020 (Pohnpei time)** – the use of the online discussion forum will be considered during the TCC16 HOD meeting, and as necessary updated guidance will be provided to CCMs.

21. If you would like to participate in a discussion you can compose your comment as a reply. Replies can be made at two levels:
- Reply to a **topic** to ask a new question or make a general statement about the topic
 - Reply to a **post** to provide follow up on a specific comment that has been made



22. The following screen will be displayed allowing you to type in your comment/question.



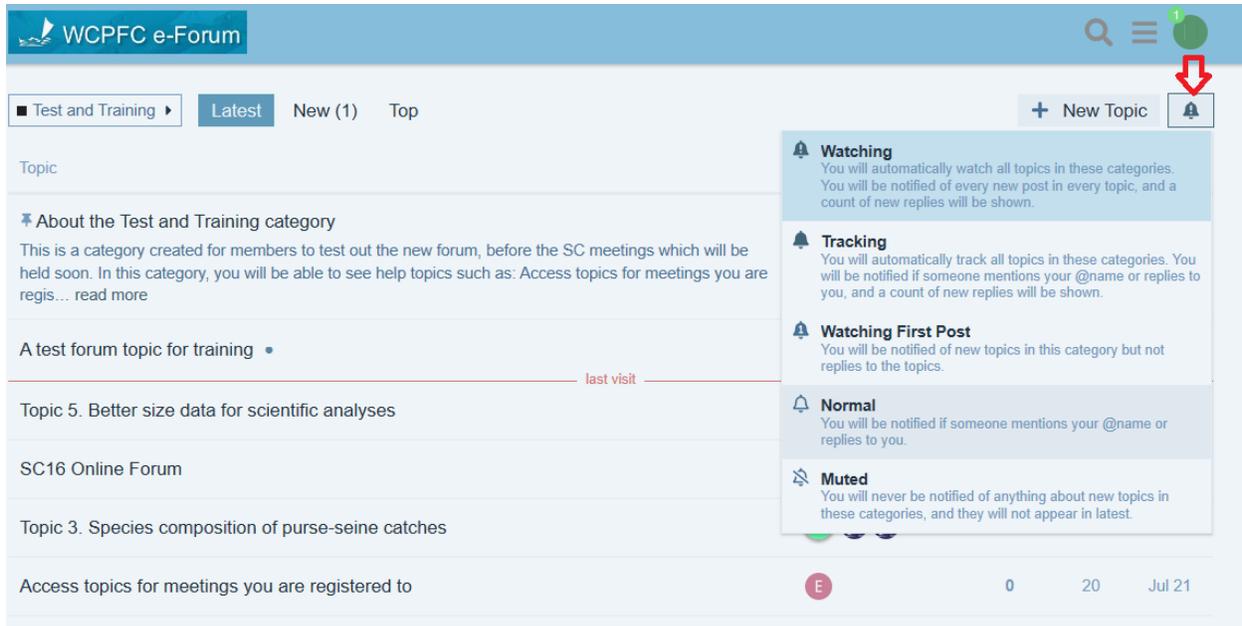
23. The toolbar above the text allows basic formatting of the text and the effect of the formatting can be seen in the preview panel on the right.

24. Hints

- Pictures can be included in your comment by copy and paste from the clipboard
- Include quoted text in the reply by selecting the text you would like to include in your reply and click on "Quote" to start your reply
- Attach a file to your comment if you need to distribute a revision of a file for comment using the upload button  in the toolbar

25. The Online Discussion Forum has a range of options for how participants may receive notifications to forum topics. Notifications can be requested at the "Category" level, or at an individual "Topic" level.

- **Category Watching:** To be notified whenever a comment is made for any topic in a category click the  icon at the top left of the page when you are browsing the list of all topics for a category and choose **Watching**. (see snip on next page)

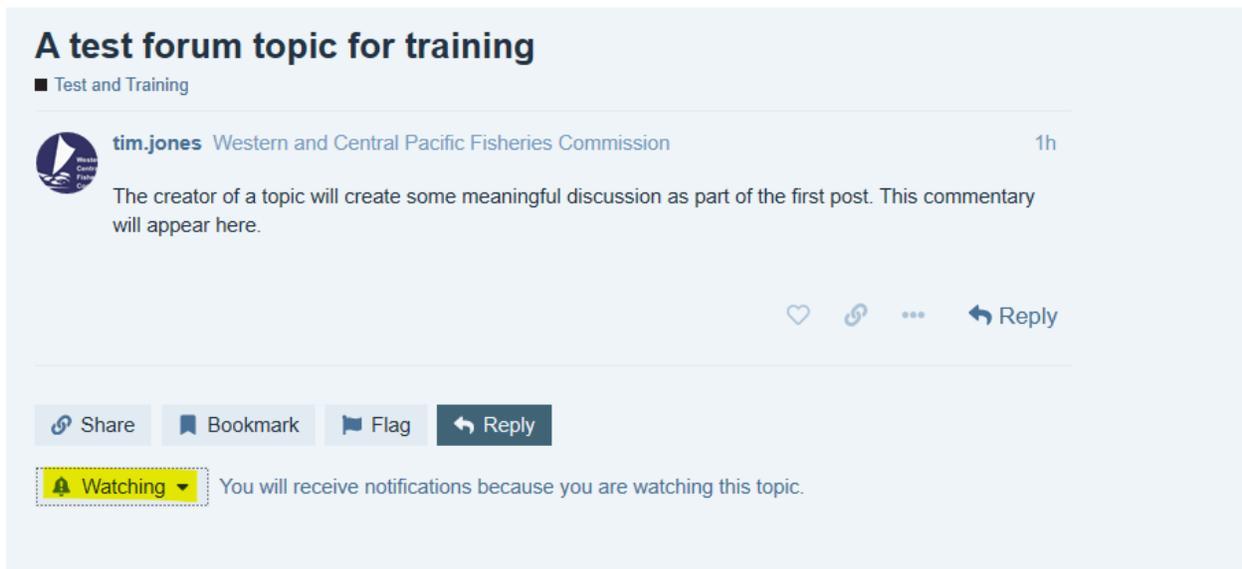


The screenshot shows the WCPFC e-Forum interface. At the top, there is a search bar and a notification bell icon with a red arrow pointing to it. Below the search bar, there are tabs for 'Test and Training', 'Latest', 'New (1)', and 'Top'. A '+ New Topic' button is also visible. On the right side, there is a notification settings panel with the following options:

- Watching:** You will automatically watch all topics in these categories. You will be notified of every new post in every topic, and a count of new replies will be shown.
- Tracking:** You will automatically track all topics in these categories. You will be notified if someone mentions your @name or replies to you, and a count of new replies will be shown.
- Watching First Post:** You will be notified of new topics in this category but not replies to the topics.
- Normal:** You will be notified if someone mentions your @name or replies to you.
- Muted:** You will never be notified of anything about new topics in these categories, and they will not appear in latest.

At the bottom of the notification panel, there are icons for 'E', '0', '20', and 'Jul 21'.

- **Topic Watching:** If you want to follow one or just a few topics in a category, select the topic you are interested in and click on the  at the bottom of the topic and choose **Watching**



The screenshot shows a forum topic page titled 'A test forum topic for training'. The user 'tim.jones' from the 'Western and Central Pacific Fisheries Commission' has posted a message. Below the message, there are icons for 'Share', 'Bookmark', 'Flag', and 'Reply'. At the bottom of the page, there is a notification settings dropdown menu with the following options:

- Watching:** You will receive notifications because you are watching this topic.

- Select **Muted** to stop receiving notifications on a topic or category.

26. The Acting TCC Chair or relevant IWG/SWG Chairs', with support from the Secretariat and Rapporteur, will develop a summary of discussions on each topic, and drawing from the correspondence

will propose any draft outcomes for consideration by TCC during the virtual eTCC16 Meeting sessions. Best attempts will be made to circulate this to participants prior to the commencement of the first plenary via Zoom session for TCC.

27. The Secretariat have prepared some information to assist with using the Online Discussion Forum using a new helpdesk environment - <https://wcpfc.freshdesk.com/>. Please review the section titled "[WCPFC Online Discussion Forum](#)"

VIII. Help Desk

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

REMINDERS DURING THE MEETING!!!

- **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.**

List of CCM Codes

Code	CCM Name
AS	American Samoa
AU	Australia
CA	Canada
CK	Cook Islands
CN	China
CW	Curacao
EC	Ecuador
EU	European Union
FJ	Fiji
FSM	Federated States of Micronesia
FR	France
GU	Guam
ID	Indonesia
JP	Japan
KI	Kiribati
KR	Korea (Republic of)
LR	Liberia
RMI	Marshall Islands
MP	Commonwealth of the Northern Mariana Islands
NC	New Caledonia
NI	Nicaragua
NR	Nauru
NU	Niue
NZ	New Zealand
PA	Panama
PF	French Polynesia
PNG	Papua New Guinea
PH	Philippines
PW	Palau
SB	Solomon Islands
SV	El Salvador
TH	Thailand
TK	Tokelau
TO	Tonga
TV	Tuvalu
CTP	Chinese Taipei
US	United States of America
VN	Vietnam
VU	Vanuatu
WF	Wallis and Futuna
WS	Samoa