

COMISION INTERAMERICANA DEL ATUN TROPICAL (CIAT) INTER-AMERICAN TROPICAL TUNA COMMISSION (IATTC)

MEMORANDUM

16 November 2020

Ref.: 0505-410

Para: Commissioners and Heads of Delegation

cc.: Bolivia, Chile, Honduras, Indonesia and Liberia

De: Alfonso Miranda Eyzaguirre, IATTC Chair

Jean-François Pulvenis, Director *ad interim*

Re: 95th annual meeting of the Commission –30 November – 4 December – Reminder

The sole purpose of this memorandum is to remind Members and Cooperating Non-Members that the 95th Meeting of the Commission will be held from Monday, 30 November to Friday, 4 December, and to remind them also of the following aspects of the organization and conduct of that meeting.

1. Participation and registration:

Each Member and Cooperating Non-Member wishing to participate in the meeting must provide at the earliest, if it has not done so already, the names of the members of its delegation with their respective functions within the delegation (Head of Delegation, Alternate Head of Delegation, Delegation Member (Adviser/Expert)) as well as their individual (private or institutional) email addresses. These addresses are essential so that they can be connected to the **Zoom Webinar platform** which will be used.

A **registration form** for each delegate to fill it with the required information can be found in the 95th IATTC meeting webpage.

2. Dates and schedule:

Each one of the five sessions of the 95th IATTC meeting will start at **3 PM PST** San Diego time (UTC -8 and is expected to have an approximative duration of three hours, until **6 PM PST**.

3. Agenda:

The "**Provisional Agenda (Focused)**" has already been circulated and is published on the 95th meeting website. Correspondence received from some Members on this matter has also been circulated.

4. **Ad hoc arrangements and rules for the conduct of the meeting:**

The **ad hoc arrangements and rules** for conducting the 95th IATTC meeting by videoconference have already been approved and circulated. Their applicability has been proven by the use of virtually identical arrangements and rules during the recent meeting of the Scientific Advisory Committee by videoconference.

For your convenience, a copy is again attached (Appendix 1), and will also be published on the Commission's website.

5. **Practical arrangements and tips for the use of the Zoom Webinar Platform:**

A document compiled by the IT staff of the Commission with information and detailed indications on how to access and use the **Zoom Webinar Platform** has been posted in the meeting website.

Appendix: - As indicated.

Appendix 1

AD HOC PROCEDURES FOR THE HOLDING OF THE 95TH ANNUAL MEETING OF THE COMMISSION.

1. **EXCEPTIONAL NATURE:** Exceptionally and without changing the general rule and constant practice of holding meetings of the Commission presentially, these *ad hoc* procedures rules shall allow for the holding of the 95th annual meeting of the Commission by videoconference, while ensuring respect for the rights and compliance of the obligations established by the Antigua Convention, the IATTC Rules of Procedure (Resolution 12-03) and the provisions of the Resolutions in force, following the procedures contained in this resolution.
2. **AGENDA:** The agenda shall contain only those priority issues which require a decision that cannot be postponed. No issue requiring a discussion and a decision may be considered and discussed under the item "Other Business".
3. **TECHNOLOGICAL PLATFORM:** The 95th Meeting of the Commission will be held using the technological platform called Zoom Webinar, freely accessible to delegates previously accredited and registered with the IATTC.
4. **REFERENCE TIME:** For all purposes, the reference time of the meeting and of each of its sessions will be the time of the city of San Diego, California, United States of America.
5. **REGISTRO DE DELEGADOS:**
 - a) For the purpose of the secure provision of passwords for access to the sessions, the delegates who have been duly accredited with the Secretariat shall register for the meeting using the electronic format made available on the Commission's Internet website.
 - b) At the time of registration, the name and status of the head of delegation, the alternate head of delegation and the advisers and experts comprising each delegation shall be specified.
 - c) Receipt and processing of accreditations and registrations will begin one week prior to the meeting and will be closed at noon on the day immediately preceding that date.
 - d) The Secretariat may process registrations or substitutions of delegates after that day, bearing in mind that such registrations or substitutions may be made under the responsibility of the delegation which has been late in submitting the accreditation and registration and which will join the meeting in whatever condition it finds itself.
 - e) Sufficiently in advance, the Secretariat shall provide the registered delegates with all the necessary information to enable them to participate in the meeting through the technological platform that has been selected.
6. **QUORUM:**
 - a) The Chair, after declaring the meeting open, shall ask, in alphabetical order, that each r head of delegation identify himself or herself, as well as any experts or advisors accompanying him or her.

- b) Following that presentation, the Director shall verify the attendance and, as appropriate, the Chair will declare that the quorum has been reached.

7. USE OF MICROPHONE AND VIDEO CAMERA DURING THE MEETING: All participants shall keep their microphone and camera off and switch them on only when the President has given them the floor.

8. TAKING THE FLOOR:

- a) Only the Head of Delegation, or, if he/she is not present, his/her alternate, may request to speak, even for the purpose of giving the floor to advisers or experts from the same delegation.
- b) When requesting the floor, only the mechanism designated for this purpose in the technological platform may be used.
- c) The Chair, with the Secretariat's support, shall keep a chronological record of the requests to speak and shall give the floor in strict accordance with this record. No participant may speak unless expressly authorized by the Chair.
- d) At the opening of the meeting, the Chair shall determine the conditions under which interventions will be made.
- e) When giving the floor to a participant, the Chair shall identify that participant and the Member, Cooperating Non-Member or Observer which he/she represents. The delegate shall then activate his microphone and video camera and take the floor. He shall endeavor to speak slowly and clearly to facilitate the efficient functioning of the interpretation service. At the end of his/her speech, the delegate shall switch off his/her microphone and video camera; if he/she does not do so, the Secretariat shall do so remotely.
- f) The Chair may request the intervention of a member of the staff of the Commission or an invited expert, or of one of the participants, whenever he deems it relevant.

9. PROPOSALS ANALYSIS:

- a) When proposals are presented and discussed, the Chair shall give priority to those interventions which relate to any objections which might be raised, with a view to assessing, through the successive interventions, the possibility of reaching a consensus..
- b) Proposals will be discussed, and texts will be amended as required during the discussions by projecting them on the [...] shared screen where the Spanish and English language versions of the document will be displayed.

10. DECISION-MAKING:

Whenever the Chair deems that the discussion on an item to be decided can be considered as concluded, he shall submit it to the Members present and participating for decision, as follows:

- a) After verification of a quorum, the Chair shall read aloud the text of the decision, recommendation, or resolution, and ensure that it is also displayed on a shared screen, as applicable.

- b) If no objection is expressed, the Chair will record the existence of a consensus and shall then declare the proposal approved.

11. TECHNICAL SUPPORT DURING THE MEETING: A telephone or electronic messaging service, staffed by technicians specialized in information technology, will be at the disposal of the Secretariat to attend to the delegations' connectivity needs or to inform the Chair in the event of any anomaly in the system that could affect the participation of a delegation.

12. FAILURES IN THE INTERNET AND INVOLUNTARY DISCONNECTION FROM THE SYSTEM

- a) When, because of instability in the technological platform, communication is poor or interrupted, the Head of Delegation thus affected shall so advise through the mechanism mentioned in paragraph 11, indicating that the respective delegation is unable to participate in the meeting. The Chair shall inform the other participants and allow a break of no more than 30 minutes, with a view to resolving the problem of connection.
- b) Following the recess and if there is no solution, the Chair shall report the fact and it shall be recorded in a manner consistent with paragraph 6(a) of Article IX of the Antigua Convention, to enable the Member concerned to exercise its rights under paragraph 6(c) of that Article.
- c) If more than one participating Member is affected, so that there is no longer a quorum, the meeting shall be regarded as inconclusive with respect to those matters on which consensus has not previously been reached.

13. APPLICABILITY: These procedures apply exclusively to the 95th Meeting of the Commission and do not prejudice the content of any Rules of Procedure that may be adopted in the future for other meetings of the Commission.