

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

***AD HOC* ARRANGEMENTS FOR THE HOLDING OF THE 11TH ANNUAL MEETING OF THE SCIENTIFIC ADVISORY COMMITTEE BY VIDEOCONFERENCE**

The following *ad hoc* arrangements will only be used to conduct the 11th Annual Meeting of the Scientific Advisory Committee (SAC) by video conference. These arrangements are exceptional, for their use at the annual meeting, and do not prejudice any future arrangements and/or procedures that the Commission may establish for the conduct of meetings by such means. In their preparation, account has been taken of the need to respect all the rights and fulfil all the obligations established in the provisions of the current rules in the Commission.

1. **AGENDA:** The Director, in his capacity as Chair of the SAC, will circulate the agenda to all Members, Cooperating Non-Members and relevant observers, which 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"...
2. **TECHNOLOGICAL PLATFORM:** The 11th meeting of the SAC will be held using the technological platform called Zoom, freely accessible to delegates previously accredited and registered with the IATTC.
3. **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.
4. **DELEGATES' REGISTRATION:**
 - 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 representative of the delegation, the alternate representative 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.

5. QUORUM:

- a) The Chair of the SAC, after declaring the meeting open, shall ask, in alphabetical order, that each head of delegation identify himself or herself, as well as any experts or advisors accompanying him or her.
- b) Following that presentation, the Chair of the SAC shall verify the attendance and, as appropriate, will declare that the quorum has been reached.

6. USE OF MICROPHONE AND VIDEO CAMERA DURING THE MEETING: All delegates shall keep their microphone and camera off and switch them on only when the Chair of the SAC has given them the floor.

7. TAKING THE FLOOR:

- a) Only the representative of the 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 of the SAC, 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 of the SAC shall determine the conditions under which interventions will be made.
- e) When giving the floor to a delegate, the Chair of the SAC shall identify that delegate and the delegation 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 of the SAC may request the intervention of a member of the staff of the Commission or an invited expert, or of one of the delegates, whenever he deems it relevant.

8. PROPOSALS ANALYSIS:

- a) When proposals are presented and discussed, the Chair of the SAC 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 Zoom shared screen. To this effect, the Spanish and English language versions of the document will be displayed.

9. ADOPTION OF REPORTS, CONCLUSIONS AND RECOMMENDATIONS:

When the Chair of the SAC deems that the time has come for the adoption of reports, conclusions and recommendations, he shall submit it to the Members present and participating for decision, as follows:

- a) After verification of a quorum, the Chair of the SAC 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 of the SAC will record the existence of a consensus and in that case, it shall then declare the proposed text approved.
- c) In the event that the proposed text is not adopted, the Chairman of the SAC shall identify the respective majority and minority positions, in order to record them in the report of the meeting.

10. 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 of the SAC in the event of any anomaly in the system that could affect the participation of a delegation.

11. FAILURES IN THE INTERNET AND INVOLUNTARY DISCONNECTION FROM THE SYSTEM:

- a) When, because of instability in the technological platform, communication is poor or interrupted, representative of the delegation thus affected shall so advise through the mechanism mentioned in the previous paragraph, indicating that the respective delegation is unable to participate in the meeting. The Chair of the SAC 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 of the SAC shall report the fact and it shall be recorded. The Chair of the SAC will inform the delegation that was unable to continue participating of the outcome of the discussions and the delegation will be able to state whether it wishes to join the eventual consensus or whether it wishes its position to be considered as a minority position and it will be so recorded.
- 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.