

Guidelines for SIOFA remote work by the Scientific Committee and associated Working Groups

1. General principles

In 2020, the PAEWG, SERAWG and the SC need to progress their priority work remotely, through webinar meetings and email exchanges. While the mechanism of working together changes, the principles remain the same. The SIOFA SC will continue to deliver against its functions specified in the SIOFA Agreement and the SC and WGs continue to follow the SIOFA Rules of Procedure and their Terms of Reference.

In conducting the remote work, the SC and WG Chairs will continue to facilitate scientific exchange and discussion and the development of scientific advice and recommendations.

The Secretariat and Chairs will endeavour to ensure all parties and observers are able to participate in the remote work, to the extent parties and observers choose to participate. Delegates will need to be flexible to assist with remote work occurring across the spread of time zones.

All meeting participants, including the Secretariat, must adhere to their obligations with respect to data confidentiality (CMM 2016/03), including the handling of restricted documents.

The SC and WGs working papers and information papers are available on the SIOFA website as they were submitted in line with the original meeting schedule.

2. Remote work schedule

The SC and WG Chairs, in consultation with the Secretariat will develop the calendar and timeline for completing the intersessional work. The schedule of proposed video meetings will be communicated by email. Technical details on meetings and links will also be provided by email to registered participants.

3. Email and forums exchanges

WG Chairs will manage the exchange of draft documents for comment or draft report text. These drafts should be treated as confidential and do not have any status after the finalisation of the reports. Each email and forum topics should be entitled to identify the meetings and the agenda item it relates to (e.g. PAEWG2-item7-footprint)

Only one set of comments from each delegation or observer will be accepted. HoDs and observers should arrange for the collation of delegation comments before they are submitted to the Chair.

4. Video meetings

These meetings will use a web-based video meeting system, the system must ensure exchanges encryption and no public access to meetings.

Only registered participants will be allowed to enter the meeting. Consequently, it is essential that Members accurately complete the usual list of participants and provide this to the Secretariat in advance of the meeting.

The Secretariat has investigated and tested a variety of web meeting platforms, including Bluejeans, Skype, Webex and Zoom.

SIOFA recommends the use of Cisco Webex Meetings that has also been adopted by several RFMOs <https://www.webex.com/>

Closed caption: The Secretariat may hire closed captions service to enable subtitle for the meeting and improve the understanding for non-native English participants. The Secretariat will inform about this feature before the meeting starts.

Under Webex, closed captions will show in the Multimedia Panel, if this panel does not show you need to activate using the panel management option (in top menu **View / Panels / Manage Panels...**). The multimedia panel usually shows in the bottom right part of the Webex application window.

If Webex does not function well, the Secretariat have identified Zoom as the alternative platform. However, some CCPs have noted restrictions to using this platform. <https://zoom.us/>

It is recommended participants register within these systems to enable the best experience and performance during meetings.

5. Requirements

Please examine the following recommendations and order any necessary equipment as soon as possible.

➤ Audio

Webex and Zoom system require a computer (laptop or desktop), or a mobile phone. Test your communication devices (audio and microphone) before the meeting to make sure everything works for the meeting. Participants can log onto Webex and do an audio and video test.

Unless your laptop has a good microphone and you are positioned close to that microphone for the entire meeting, use of your laptop's microphone and speaker is likely to result in poor quality audio. Please try to have a headset with an attached microphone, which usually provides a good overall audio.

We recommend against using wireless (e.g. Bluetooth) microphones and headsets. This is because wireless interference can sometimes degrade the quality of the audio. Cabled audio equipment is the most reliable.

➤ Internet

An internet speed of at least 1.0Mbps up/down is necessary for video.

HD video and gallery view requires faster internet.

If your speed is less than this, you should turn off your video so that your audio is clear.

We strongly recommend using a wired, Ethernet connection between your computer and router instead of a WiFi connection. WiFi connections are less stable than Ethernet connections. You can

easily find long Ethernet cable (from 10 to 40 m).

If you must use a WiFi connection, we recommend using equipment with the wireless “ac” standard instead of the older “n” or “g” standards, and we note that having a good WiFi signal strength is necessary.

➤ Video

Most external webcams also provide a higher quality video image than most laptops' inbuilt webcams and if placed on a monitor, are usually at a more suitable height than a laptop's webcam.

➤ Test

Please try a test of all your equipment on each platform before the meeting.

6. Restricted documents

Restricted documents should not be screen shared or presented, participants must refer to them from the restricted documents section of the SIOFA website.

7. Other protocols

Before the meeting

Chair:

- Circulate, through the Secretariat the agenda for the meeting, with indicative times for each item. Confirm to the Secretariat 5 working day before the meeting
- Organise a rapporteur for the session

SC HoD and Observer points of contact:

- Notify the Secretariat of the delegates that will attend the meeting
- Ensure your delegation understands the protocols for the meeting
- Propose somebody as rapporteur for each session

Secretariat:

- Send by email the meeting invitation to the nominated delegates.
- Provide the list of attendees to the Chair.
- Confirm with the Chair the documents that are needed for the meeting and who will 'share' the documents during the meeting.

Attendees:

- Notify the Secretariat of delegates to the meeting through the SC HoD or observer point of contact
- test your connection using a mock meeting or previous WG
- do your best to ensure a connection as good as possible, if the connection is poor, the video should be turned off (the Chair should keep as much as possible the video on).
- check you have access to the SIOFA website, so you can access the paper or presentation if it can't be shared during the meeting
- Download all meeting documents and save them locally so that they can be followed if necessary

Presenters:

- inform the Chair whether you will talk to the submitted paper or request to use a presentation

- for any presentation, ensure your presentation has:
 - numbered slides
 - labelled figures
 - a slide that lists any conclusions that the WG is expected to agree to
 - updated versions clearly labelled
- ensure that your presentation:
 - is available before the WG (ideally a week) and sent to the Secretariat before the meeting (any file format is suitable)
 - include a clear explanation of methods used and the results to date, preferably in a separate document.

During Meetings (everyone)

Important:

Update your name and delegation from the participants' panel

Mute your microphone until the Chair indicates it is your turn to speak (the Chair is able to mute attendees if there is any issue with background noise or feedback).

Indicate your request to speak using the 'raise your hand' feature or use the chat box to indicate your request to speak.

Indicate agreement/disagreement: The Chairs will ask participants if there are any dissenting views on decisions or report text. As in face-to-face meetings, silence may be taken as assent.

Recording the meeting: Recording function will not be used, no official recording of the meeting will be made in line with normal SC and WG face-to-face meetings. It is expected that participants **will not record** the meeting in any format.

Protocols:

- the Secretariat will be the initial host at the start of the meeting and then pass the hosting to the Chair.
- the Chair will let you know when it is:
 - your turn to present, introduce yourself or ask a question
 - time for questions (usually at the end of a presentation although long presentations will have pauses for questions)
- if you have a question, you can use the raise hand function and type your question in the chat function and referencing the topic or slide, but be patient with the Chair managing responses to these.

For Chairs

Before the meeting:

- Plan the schedule for the meeting, to ensure you have the necessary papers, any presentations and time allocation.

During the meeting:

- briefly explain how the meeting will work at start of meeting, reminding everyone to be on mute and to use the 'raise your hand' function.
- check attendance, including all people present on each connection. Carry out any required introductions, especially for the presenters.

- verify that all those participating in the meeting are aware of the relevant Terms of Reference
- at end of each presentation/discussion, state the action points for further work required, check these for accuracy with the WG.

At the end of the meeting:

- Short debriefing with the Chair, Secretariat and the rapporteur (10 min)
- A standard report analogous to the current SC and WG reports but for individual agenda items, must be done and will include
 - WG title (Date and time slot)
 - Videoconferencing application used
 - Opening
 - Opening statement from the Chair WG
 - Introduction of participants (Invited /Participants) [List in Annex]
 - Administrative arrangements
 - Adoption of the specific agenda (Item concerned)
 - Confirmation of meeting document
 - Appointment of rapporteurs
 - Review of function (Arrangement for conducting the meeting and finalising the meeting report.)
 - Item(s) concerned
 - Scientific Work Plan and resource requirement
 - Advices to the Scientific Committee
 - Future meeting arrangements
 - Other business
 - Adoption of the meeting report