



## PROCEDURES FOR IWC VIRTUAL SPECIAL MEETING – 8-10 September 2021

This meeting will be fully virtual and hosted on Zoom – for detailed instructions on how to use the software, please refer to the [Zoom website](#). These procedures are intended to clarify the items specific to IWC virtual meetings in order to more closely mirror the traditional in-person discussions.

Please read each section carefully and if you have any questions or require further information, please do not hesitate to [contact the Secretariat](#).

### BEFORE THE MEETING

#### Accreditation and Registration

Circular Communication IWC.CCG.1469 sent on 06/08/21 requested that all parties wishing to participate in this meeting to send their official credentials to the Secretariat for checking and approval by the Credentials Committee. The 3 forms of Credential which can be accepted are:

1. Original signed hard copy, sent by post or courier service to the IWC Secretariat, The Red House, 135 Station Road, Impington, Cambridge. CB24 9NP, UK;
2. Digital copy digitally signed, sent by email to [credentials@iwc.int](mailto:credentials@iwc.int);
3. Scanned signed copy, sent by email to [credentials@iwc.int](mailto:credentials@iwc.int);

Once approved, participants will be contacted by the Secretariat and provided with a registration link to complete for each person actively participating in the meeting (speaker). After this registration is complete, a confirmation will be sent to the registered email address containing the zoom connection link for that specific user. Please do not share this link – it will only work for the registered user.

Each member Country is allowed two speakers and each observer organisation is allowed one – any additional non-speaking participants (such as support staff) may follow the meeting on the live YouTube stream detailed below.

If the nominated speaker is unable to participate at the meeting (e.g. due to connectivity issues, illness etc.), the delegation can nominate an alternate speaker for their Country, however, this name must be included in the credentials.

## Preparation

All meeting documents and translations are available from the [VSM meeting page](#) on the IWC website. Background documents for this meeting include both the [Annotated Provisional Agenda](#) and the [Meeting Guidance](#) document that clarifies how the Rules of Procedure are to be applied in this instance. During the meeting, links to the document under discussion will be provided by the Secretariat in the chat window for ease of access.

Those of you who may be unfamiliar with Zoom and its use can arrange a technical support session prior to the event to make sure you are able to connect successfully and to ensure you are able to participate fully. This option is available for selection during online registration or by contacting [it.support@iwc.int](mailto:it.support@iwc.int).

## JOINING THE MEETING

### Timetable

The schedule of meetings is as follows:

- Wednesday 8 September – 18:00-21:00 UK | Private Commissioners Meeting  
This is a closed meeting for Commissioners only (Commissioner plus alternate)
- Thursday 9 September – 15:00 – 18:00 UK | Budget  
This is the official opening of the VSM and is open to all
- Friday 10 September – 8:00 – 11:00 UK | Information on important matters from IWC subsidiary bodies  
This is the final session of the VSM and is open to all

### Zoom

The Zoom connection links will be sent to you after registration – if you do not receive this, please [contact the Secretariat](#).

It is strongly recommended that you connect to the meeting using the official Zoom client [available here](#). If you are unable to use the client, you may connect to the meeting [via your web browser](#) (Chrome preferred) or via Skype for Business, however these methods are limited and may diminish your meeting experience. Technical support is available if you contact [it.support@iwc.int](mailto:it.support@iwc.int).

### Naming

Participants logging on to the meeting platform, must indicate on their screen ([rename function](#)) first the Contracting Government or Organisation that they represent and then their first name and last name (COUNTRY/ORGANISATION – NAME). Participants who have not identified themselves in this way will be requested to do so prior to being recognized by the Chair. If you are unable to rename yourself or require assistance, there will be a technician on hand that can be contacted [via the chat window](#).

### Non-Speakers

For Non-speaking participants there will be a live meeting stream on the [IWC YouTube Channel](#). If you wish to communicate between those participating in Zoom and those watching the live stream, please make your own arrangements (e.g. SMS, Teams, WhatsApp etc.) – the Secretariat is not able to provide these additional communication tools.

## DURING THE MEETING

### Zoom Etiquette/Best Practice

- ✓ Please keep your [Zoom client updated](#) and familiarise yourself with its use.
- ✓ Please [test your audio and microphone](#) when you log in to ensure all is in working order. It is advised to log in at least 15 minutes early on your first meeting so any technical issues can be resolved before the meeting commences.
- ✓ When prompted for your name, please use your affiliation and full name i.e. COUNTRY/ORGANISATION – first name, last name. You are able [to rename yourself](#) accordingly if necessary.
- ✓ As in face-to-face meetings, it is better to keep mobile phones switched off to help you concentrate on the meeting and avoid disturbance.
- ✓ Please always keep your microphone on mute if not speaking – this will help avoid feedback and external sound interference. We may also ask for video to be switched off unless you are speaking in order to preserve bandwidth for the meeting audio.
- ✓ If you are having problems with your audio, you can always dial in to a local phone number available on the audio options. This will enable us to hear you and you will still be able to see the screen/other participants.
- ✓ Please use the raise hand sign or other visual signals included in the zoom client to attract the Chair's attention - If your visual signal is not seen, please directly message the Chair using the meeting chat tool or wave your hand.
- ✓ The Chair may ask you to [share a document/presentation](#) directly so please be prepared to do so via the 'Share Screen' function.
- ✓ The use of a headset/earphones and microphone is recommended over device hardware to improve the clarity of the audio.
- ✓ If dialling in by phone, please announce your full name so this can be added by the technician

You will be reminded of these arrangements at the beginning of each session of the Virtual Special meeting.

### Quorum

At least 45 contracting parties must be connected to the meeting for the meeting to continue. This quorum number will be checked and announced at the commencement of each session and monitored throughout. If the number falls below quorum, the meeting will be suspended temporarily by the Chair until it can be re-established. Should a contracting government be disconnected from the meeting, it is the responsibility of that delegation to notify the Secretariat immediately using any of the channels listed at the end of this document. The Secretariat will work with the delegation to re-establish the connection.

### Interpretation

The meeting will be conducted primarily in English and live translation will be provided in both French and Spanish. Those wishing to speak or listen in either of these languages can do so by selecting the Interpretation button on Zoom and [choosing your preferred language](#).

### Recording

The sessions on day 2 and 3 will be recorded in accordance with the [IWC's Privacy Policy](#) for the purposes of record-keeping and you will receive a prompt from the Zoom client upon joining the meeting confirming this. The proceedings will also be streamed live on YouTube where a recording will remain in the public domain as a verbatim record going forward.

### **Role of Chair/Spoken Interventions**

For the purposes of this virtual meeting, the Chair will assume duties under F.2 of the IWC [Rules of Procedure](#). If you wish to make a spoken intervention, please [raise your hand using the Zoom client](#) and wait for the Chair to recognise you and call you to the floor before [unmuting yourself](#) and speaking. If it is your first time of speaking, please identify yourself verbally by name and affiliation. When you have completed your intervention, please mute yourself and lower your raised hand.

If you are unable to raise your hand using Zoom, please contact the Chair [via the chat window](#) or physically wave your own hand until you have been recognised verbally by the Chair.

### **Consensus/Voting**

It is intended that all decisions made at this meeting are by consensus, however if there is a call for a vote, the Chair will summarise the options and will instruct the Secretariat to proceed with a quorum and voting status check before initiating the vote. This will proceed in the same manner as in in-person meetings with a roll call of those able to vote being called to intervene in sequence to cast their vote verbally. A live summary of the vote tally will be displayed on the screenshare and at the conclusion of voting, this will be checked before the result is announced.

### **Points of order**

Commissioners may raise a point of order at any time in accordance with rule C of the IWC [Rules of Procedure](#) and can do so by [unmuting themselves](#) and clearly announcing this verbally so that the Chair can act on the point without delay.

## **AFTER THE MEETING**

### **Report and Survey**

After the meeting has concluded a Chair's Report will be made available within three weeks of the final day of the meeting. A short participant survey will be sent out to give attendees the opportunity to provide feedback on the pros and cons of the meeting in order that the Secretariat can improve its services going forward.

### **TROUBLESHOOTING**

Please use the following contact points if you run into any technical or other issues:

- General enquiries and Registration/Credentials – [secretariat@iwc.int](mailto:secretariat@iwc.int) | +44 1223233971
- Technical enquiries or connection issues – [it.support@iwc.int](mailto:it.support@iwc.int) | +44 1223 209308