



# Sixth SPC Regional Technical Meeting on Coastal Fisheries and Aquaculture

13–17 November 2023



Original: English

## Meeting procedures for RTMCFA6

SPC FAME

## *Overview of RTMCFA6 meeting schedule*

1. The 6<sup>th</sup> SPC Regional Technical Meeting on Coastal Fisheries and Aquaculture (RTMCFA6) will discuss and address some of the main technical issues affecting coastal fisheries and aquaculture in support of better evidence-based resource management, the equitable access to resources, and to enhance the sustainable development of aquaculture and nearshore livelihoods.
2. RTMCFA6 brings together coastal fisheries and aquaculture officers, scientists and technical experts in the Pacific to discuss important technical and scientific needs, challenges and opportunities.
3. The RTMCFA6 meeting will be held in-person on **Monday 13<sup>th</sup>, Tuesday 14<sup>th</sup>, Thursday 15<sup>th</sup> and Friday 17<sup>th</sup> November** at the SPC Headquarters Main Conference Room in Noumea, New Caledonia. The meeting week will commence with plenary sessions on day one, followed by a mix of both plenary and break out group sessions the rest of the week. The meeting agenda provides further information on each day of the meeting.
4. The RTMCFA6 is the first fully in-person meeting since 2019, with online participants able to listen-in through Zoom to the plenary sessions, but there will be no interventions possible with online participants.
5. The meeting will be Chaired by Mr. Manuel DUCROCQ, Chef de service, Service du parc naturel de la mer de Corail et de la pêche, Gouvernement de la Nouvelle-Calédonie - Secrétariat Général.
6. RTMCFA6 will include the first full 2-day, in-person Community-Based Fisheries Dialogue (CBFD3). The first day of the CBFD3 meeting will run in parallel with the RTMCFA6 on **Tuesday 14<sup>th</sup>** in the SPC Library Conference Room. The second day of the CBFD3, **Wednesday 15<sup>th</sup>**, will be held in the SPC Main Conference Room with all CBFD3 and RTMCFA6 participants attending. The CBFD is convened by and focused on community representatives, civil society organisations (CSO) and other non-state actors (NSA) involved with community-based fisheries in the region. SPC FAME provides the secretariat support to CBFD.
7. The purpose of the CBF Dialogue is to provide the CSO and NSA community with an opportunity to inform, advise, and communicate key needs, through the RTMCFA to the Heads of Fisheries to assist with informing on priority issues and needs associated with the sustainable use of coastal fisheries resources. It is also to provides an opportunity to share experiences and lessons from community-based initiatives to strengthen efforts to maintain productive and healthy ecosystems and their associated fisheries resources that are critical to the wellbeing of coastal communities.
8. The CBFD3 will be led by Mr. Eugene Joseph from Pohnpei, FSM, as the Convenor.

## *Preparing for the meeting*

9. Meeting documents can be accessed on the SPC FAME meeting web page at <https://fame.spc.int/events/RTMCFA6>. the SPC FAME meeting web page is available in English and French. Choose the English or French option to access the meeting documents. All working papers and essential information papers will be available in both English and French languages.
10. The main discussions and presentations will be held in **plenary**, with breakout groups (BOGs) for more interactive discussions on selected technical sessions. The Chair of the meeting will preside over the

plenary discussions to ensure that the meeting objectives are met and that all participants have the opportunity to contribute to the discussions.

11. The meeting schedule is:

- 08:00 – 08:30: Dedicated preparation time. Participants are requested to read the working papers (WP), information papers (IP) and background papers (BP), presentations, and prepare comments or questions.
- 08:30 – 10:00: Plenary sessions to discuss the main agenda items, with breakout groups for selected technical sessions to provide more focused and in-depth discussions.
- 10:00 – 10:30: Morning break
- 10:30 – 12:00: Plenary sessions to discuss the main agenda items, with breakout groups for selected technical sessions to provide more focused and in-depth discussions.
- 12:00 – 13:30: Lunch break
- 13:30 – 15:00: Plenary sessions to discuss the main agenda items, with breakout groups for selected technical sessions to provide more focused and in-depth discussions.
- 15:00 – 15:30: Morning break
- 15:30 – 16:30: Plenary sessions to discuss the main agenda items.
- 16:30 – 17:00: *Reserved for drafting committee meetings.*

12. The meeting papers are organised into four categories:

- i. **Working papers (WP):** These papers are specifically written for the meeting and focus on the main session topics of discussions. They provide a basis for discussions during the meeting, guide the outcomes, actions and recommendations, and are available in both English and French languages.
- ii. **Information papers (IP):** These papers provide supplementary information that is relevant to the specific agenda items. While they are not necessarily the focus of discussion, they contribute to the overall meeting outcomes. These papers may or may not be translated.
- iii. **Background paper (BP):** These papers are already published and are useful to the meeting discussions. They provide additional information and context to the meeting topics.
- iv. **Informal/General papers (GEN):** These papers provide information about the meeting, facilitation procedures, agenda, participants list and other related matters. They are also available in both English and French languages.

### *Chair*

13. The Chair of the RTMCFA6 rotates amongst member countries and territories. For the RTMCFA6 meeting, it will be New Caledonia this year, Mr. Manuel DUCROCQ, Chef de service, Service du parc naturel de la mer de Corail et de la pêche, Gouvernement de la Nouvelle-Calédonie - Secrétariat Général.

14. The Chair plays an important role in ensuring that the meeting runs smoothly and that all participants have an opportunity to contribute equally to the discussions. The Chair is responsible for managing the meeting agenda and facilitating plenary discussions to ensure that the meeting objectives are met. The Chair also helps to identify areas of agreement for inclusion in the "RTMCFA6 Outcomes and Actions Report" that capture the meeting's outcomes, actions and recommendations to be transmitted to the 16<sup>th</sup> Heads of Fisheries meeting in April 2024.

### *Interpretation*

15. SPC has two official languages, English and French, and SPC FAME strives to ensure that all information related to our activities, including meetings, is available in both languages. All the working papers discussed during the meeting will be available on the meeting webpage at least one week prior to the meeting. The webpage can be accessed at <https://fame.spc.int/events/RTMCFA6>.
16. Simultaneous interpretation will be available at the meeting to provide language support for participants. This can be a challenging task for the SPC interpretation team, so it is important that participants speak clearly and at a slow to moderate pace when making interventions. We ask for your patience with this technology to ensure that all participants can fully engage in the meeting discussions.
17. It is important to allow the Chair to identify you before speaking or giving an intervention during the meeting. This helps to ensure that everyone has a chance to speak and that the discussions remain organised and productive. Please wait for the Chair to recognise you before speaking and state your name, PICT, or the organisation you represent for the record.

### *Meeting outcomes*

18. Any formal outcomes, actions or recommendations identified by the Chair will be compiled for agreement and clearance by the meeting. This means that a drafting committee will be formed to review the daily output of the meeting and compile a final RTMCFA6 Outcomes and Actions Report that reflects the agreements and recommendations made by the participants. This report will be reviewed and cleared by the meeting before being finalised. The drafting committee will meet briefly at the Chair's direction, usually after each day's sessions end, to review the draft report.
19. The focus of the meeting report is to capture the outcomes and action points of consensus among delegates, that the meeting felt necessary to document in order to highlight priority issues and needs to be actioned by SPC members. It also provides guidance to SPC's Coastal Fisheries and Aquaculture Programme (CFAP) and identifies key recommendations to be taken to the 16<sup>th</sup> Heads of Fisheries (HoF) Meeting in late April 2024.

### *In-person participation in the meeting*

20. In-person participants will convene at the Main Conference Room at the SPC Headquarters in Noumea, New Caledonia.
21. Meeting participants are requested to register and collect their name tags on the first day of the meeting at the Conference admin room. In case you have difficulty finding the admin room, please don't hesitate to ask SPC FAME staff for assistance.

22. As per protocol in a SPC sectoral meeting, member nominated officials will be seated behind the country or territory name at the main conference room table.
23. Partners and observers to the meeting will be seated in the conference room behind their respective organisation name.
24. For the CBF3 meeting on Wednesday 15 November, all participants will be in the main conference room, however, the main CBF3 delegates from member countries and territories will be seated behind the country or territory name at the main conference room table. Other CBF3 community, CSO and other NSA participants will be seated immediately behind them, and all other RTMCFA participants and observers at the remaining tables behind.

### *Virtual participation*

25. There is an opportunity to listen-in to the meeting plenary sessions via Zoom. To obtain the meeting link please register on the link provided on the meeting website.
26. There will be no interaction with participants connecting online to the meeting. It is strictly observance of plenary sessions only.
27. For any questions, please contact the FAME meeting team at [Fame\\_Meetings@spc.int](mailto:Fame_Meetings@spc.int) with Chanelle Craven ([chanellec@spc.int](mailto:chanellec@spc.int)) in copy.