NPFC-2021-COM06-MIP01

**DETAILS FOR THE 5th TECHNICAL AND COMPLIANCE COMMITTEE; 4th FINANCE AND ADMINISTRATION COMMITTEE; AND**

**6th COMMISSION MEETINGS**

**09:00-13:00, 18-25 February Tokyo time (UTC+9)**

**Virtual meeting**

The 5th Technical and Compliance Committee meeting, 4th Finance and Administration Committee meeting and the 6th meeting of the Commission will be held virtually during 18-25 February Tokyo time. To assist you in preparation of the meetings, the Secretariat provides information for your reference as below:

* Dates and Time
* Format of the Meetings
* Registration
* Meeting Documents

# DATES AND TIME

The meetings commence on 18 February and carry on through to 25 February as follows:

* 5th Technical and Compliance Committee meeting, 18-20 February

\* TCC HOD meeting: 09:00, 09 February Tokyo time

* 4th Finance and Administration Committee meeting, 22 February
* 6th meeting of the Commission, 23-25 February

Daily meetings will begin at 09:00 Tokyo time and end by 13:00 with a possibility of extension as decided by the Chair of the meeting.

The respective time in different time zones of NPFC members is as follows:

* 15:00 (previous day) – Juneau, USA
* 19:00 (previous day) – Ottawa, Canada / Washington DC, USA
* 08:00 – Beijing, China / Taipei, Chinese Taipei
* 09:00 – Tokyo, Japan / Seoul, Korea
* 03:00 – Moscow, Russia
* 10:00 – Vladivostok, Russia
* 11:00 – Port Vila, Vanuatu

## **FORMAT OF THE MEETINGS**

The meetings will be held in the format of video conferencing via WebEx. The registered participants will receive an invitation to meetings by email.

In the invitation email, click Join to connect to a meeting. *If this is the first time you are joining a WebEx meeting, please proceed with your invitation at least 20 min in advance to download the app and fill in your name and email.* Detailed information about how to join a WebEx meeting, how to use control bars for meeting operation, how to raise your hand to speak and how to share your screen is available in Annex 1.

The meeting site will be open 30 minutes before the meeting time. Participants are advised to join meeting 15-30 min in advance.

If you want to test WebEx before the meetings, please contact the Data Coordinator, Mr. Mervin Ogawa (mogawa@npfc.int).

## **REGISTRATION**

Contact information is necessary for organization of the meetings. Please register though an online registration service on the NPFC website [www.npfc.int](http://www.npfc.int). Logging in is required to be able to register. The deadline for registration is **11 February 2021**.

## **MEETING DOCUMENTS**

Meeting documents will be available on the meeting webpages https://www.npfc.int/meetings.

If you have any questions regarding meeting preparations, please do not hesitate to contact:

Mr. Peter Flewwelling, Compliance Manager

E-mail: pflewwelling@npfc.int

Tel: +81-3-5479-8717

Dr. Dae Yeon Moon, Executive Secretary

E-mail: dymoon@npfc.int

Tel: +81-3-5479-8717

Annex 1

**1. How do you join a meeting from an email invitation**

Open your email invitation and click Join or Join Meeting.

If this is the first time you're joining a WebEx meeting, WebEx automatically downloads the app. Click the installer file to install the app. Enter your name and email address, and click Next. If you're asked for a meeting password, enter the meeting password - it's in your email invitation - and click Next,

OR

From your email application, open the meeting invitation. Select the Meeting URL link to join the meeting. If prompted, sign in with your profile information. If required, enter the meeting password and click Join. Once you are placed in the web meeting room, you can join the audio portion of the meeting by:

– having the system call you at the number specified in the Audio Conference window. Then answer your phone and follow the audible prompts, or

– by dialing the call-in number on the Meeting Info tab, and following the audible prompts.

**2. How to use control bars for the meeting operation**

When you entered the meeting site, you will see several features down the screen as below.



The first two red buttons are for microphone and video, respectively. By default, your microphone and video are turned off, so please click to turn your microphone or video on. However, it is suggested that all participants mute themselves during the meeting except for when you are speaking.

Participants wish to share their documents, please select Share Screen in the control bar on your screen. Select to share your screen or application from the list of open applications.

To start a whiteboard session, select Share, and New Whiteboard.

To stop screen sharing, select Stop Sharing on the floating bar at the top of the screen.

How do you raise your hand in WebEx?

Click on the Raise Hand button which will place a small hand icon next to your name in the participant list. Click on the Lower Hand button to withdraw the request. If there are many raised hands, the Secretariat will call on participants in the order in which the requests were received.

If you have any questions to the Chairman or need assistance from the Secretariat during the meeting, you can send a message using the Chat bar.

For more information, visit the WebEx Help Center by clicking the link below:

<https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting#id_134751>