Agreement on the Conservation
of Albatrosses and Petrels

To: Advisory Committee Members
     National Contact Points
     Meeting Attendees

AC12 Meeting Circular 5 – Timing for virtual meeting, technical management and arrangements, ad hoc meeting guidelines, and registration.

This circular provides information about the timing and length of the meetings, the conference manager and platform chosen for the meeting, provides ad hoc meeting guidelines for approval by AC Members, and advance information about technical arrangements and the desirability of early registration.

Timing and length of meetings

The Tenth meeting of the Seabird Bycatch Working Group (SBWG10) will begin at 5:00 (Hobart time, UTC +10) each day from 17 August to 19 August, and finish at 8:45 each day. There will be a 15 minute break at 6:45.

The Sixth meeting of the Population and Conservation Status Working Group (PaCSWG6) will begin at 5:00 (Hobart time, UTC +10) on 24 and 25 August, and finish at 8:45 each day, with a 15 minute break at 6:45.

The Twelfth Meeting of ACAP's Advisory Committee (AC12) will similarly begin on 31 August, 1 September and 2 September at 5:00 (Hobart time, UTC +10), have a 15 minute break at 6:45, and finish at 8:45. A Heads of Delegation meeting is scheduled to take place on 31 August, in the first hour of meeting time.

The Schedule in Annex 1 sets out the times and dates at various locations.

Technical management and arrangements

Congress Rental has been chosen to manage the technical aspects of the meeting, which will use the Interprefy platform. Interprefy enables "relay interpretation" (involving multiple languages – three in the case of ACAP). Congress Rental will be responsible for providing technical advice to Chairs, Convenors, Secretariat, interpreters, and other participants in advance of the meetings (including technical training on the use of the platform) and will assist

with the smooth operation of the meetings themselves. In order to take advantage of the training, it will be helpful if participants register as early as possible (see below). Congress Rental will provide technical guidelines for participants.

Ad hoc meeting guidelines

As foreshadowed in AC12 Meeting Circular 4, the Advisory Committee will need to adopt ad hoc guidelines for the virtual meeting, to supplement the Advisory Committee's rules of procedure. We attach draft guidelines for your consideration (Annex 2). Please send any comments to the Secretariat by 17 July.

Registration

It would greatly assist the preparations for the meeting, and the technical training, if participants could register by 17 July. A registration form is available on the ACAP website.

Dr Christine Bogle
Executive Secretary
ACAP Secretariat

Nathan Walker
Chair
ACAP Advisory Committee

18 June 2021

ANNEX 1. LOCAL DATES AND TIMES FOR SBWG10, PaCSWG6 and AC12 MEETINGS.

UTC-time SBWG10	Hobart (UTC+10)	Wellington (UTC+12)	Cape Town/ Oslo (UTC+2)	London/ Santa Cruz de Tenerife (UTC+1)	Buenos Aires/ Brasilia/ Montevideo (UTC-3)	Santiago/ Washington DC (UTC-4)	Lima/ Quito/ Guayaquil (UTC-5)	Vancouver (UTC-7)	Honolulu (UTC-10)
Monday, 16 August 2021 at 19:00	Tue 05:00	Tue 07:00	Mon 21:00	Mon 20:00 *	Mon 16:00	Mon 15:00	Mon 14:00	Mon 12:00 *	Mon 09:00
Monday, 16 August 2021 at 20:00	Tue 06:00	Tue 08:00	Mon 22:00	Mon 21:00 *	Mon 17:00	Mon 16:00	Mon 15:00	Mon 13:00 *	Mon 10:00
Monday, 16 August 2021 at 21:00	Tue 07:00	Tue 09:00	Mon 23:00	Mon 22:00 *	Mon 18:00	Mon 17:00	Mon 16:00	Mon 14:00 *	Mon 11:00
Monday, 16 August 2021 at 22:00	Tue 08:00	Tue 10:00	Tue 00:00	Mon 23:00 *	Mon 19:00	Mon 18:00	Mon 17:00	Mon 15:00 *	Mon 12:00
Monday, 16 August 2021 at 23:00	Tue 09:00	Tue 11:00	Tue 01:00	Tue 00:00 *	Mon 20:00	Mon 19:00	Mon 18:00	Mon 16:00 *	Mon 13:00
Tuesday, 17 August 2021 at 19:00	Wed 05:00	Wed 07:00	Tue 21:00	Tue 20:00 *	Tue 16:00	Tue 15:00	Tue 14:00	Tue 12:00 *	Tue 09:00
Tuesday, 17 August 2021 at 20:00	Wed 06:00	Wed 08:00	Tue 22:00	Tue 21:00 *	Tue 17:00	Tue 16:00	Tue 15:00	Tue 13:00 *	Tue 10:00
Tuesday, 17 August 2021 at 21:00	Wed 07:00	Wed 09:00	Tue 23:00	Tue 22:00 *	Tue 18:00	Tue 17:00	Tue 16:00	Tue 14:00 *	Tue 11:00
Tuesday, 17 August 2021 at 22:00	Wed 08:00	Wed 10:00	Wed 00:00	Tue 23:00 *	Tue 19:00	Tue 18:00	Tue 17:00	Tue 15:00 *	Tue 12:00
Tuesday, 17 August 2021 at 23:00	Wed 09:00	Wed 11:00	Wed 01:00	Wed 00:00 *	Tue 20:00	Tue 19:00	Tue 18:00	Tue 16:00 *	Tue 13:00
Wednesday, 18 August 2021 at 19:00	Thu 05:00	Thu 07:00	Wed 21:00	Wed 20:00 *	Wed 16:00	Wed 15:00	Wed 14:00	Wed 12:00 *	Wed 09:00
Wednesday, 18 August 2021 at 20:00	Thu 06:00	Thu 08:00	Wed 22:00	Wed 21:00 *	Wed 17:00	Wed 16:00	Wed 15:00	Wed 13:00 *	Wed 10:00
Wednesday, 18 August 2021 at 21:00	Thu 07:00	Thu 09:00	Wed 23:00	Wed 22:00 *	Wed 18:00	Wed 17:00	Wed 16:00	Wed 14:00 *	Wed 11:00
Wednesday, 18 August 2021 at 22:00	Thu 08:00	Thu 10:00	Thu 00:00	Wed 23:00 *	Wed 19:00	Wed 18:00	Wed 17:00	Wed 15:00 *	Wed 12:00
Wednesday, 18 August 2021 at 23:00	Thu 09:00	Thu 11:00	Thu 01:00	Thu 00:00 *	Wed 20:00	Wed 19:00	Wed 18:00	Wed 16:00 *	Wed 13:00

*Daylight Savings Time

UTC-time PaCSWG6	Hobart (UTC+10)	Wellington (UTC+12)	Cape Town/ Paris/ Barcelona (UTC +2)	London/ Santa Cruz de Tenerife (UTC+1)	Buenos Aires/ Brasilia/ Montevideo (UTC-3)	Santiago/ Washington DC (UTC-4)	Lima/ Quito/ Guayaquil (UTC-5)	Boulder/ Galapagos (UTC -6)	Vancouver (UTC-7)	Honolulu (UTC-10)
Monday, 23 August 2021 at 19:00	Tue 05:00	Tue 07:00	Mon 21:00	Mon 20:00 *	Mon 16:00	Mon 15:00	Mon 14:00	Mon 13:00 *	Mon 12:00 *	Mon 09:00
Monday, 23 August 2021 at 20:00	Tue 06:00	Tue 08:00	Mon 22:00	Mon 21:00 *	Mon 17:00	Mon 16:00	Mon 15:00	Mon 14:00 *	Mon 13:00 *	Mon 10:00
Monday, 23 August 2021 at 21:00	Tue 07:00	Tue 09:00	Mon 23:00	Mon 22:00 *	Mon 18:00	Mon 17:00	Mon 16:00	Mon 15:00 *	Mon 14:00 *	Mon 11:00
Monday, 23 August 2021 at 22:00	Tue 08:00	Tue 10:00	Tue 00:00	Mon 23:00 *	Mon 19:00	Mon 18:00	Mon 17:00	Mon 16:00 *	Mon 15:00 *	Mon 12:00
Monday, 23 August 2021 at 23:00	Tue 09:00	Tue 11:00	Tue 01:00	Tue 00:00 *	Mon 20:00	Mon 19:00	Mon 18:00	Mon 17:00 *	Mon 16:00 *	Mon 13:00
Tuesday, 24 August 2021 at 19:00	Wed 05:00	Wed 07:00	Tue 21:00	Tue 20:00 *	Tue 16:00	Tue 15:00	Tue 14:00	Tue 13:00 *	Tue 12:00 *	Tue 09:00
Tuesday, 24 August 2021 at 20:00	Wed 06:00	Wed 08:00	Tue 22:00	Tue 21:00 *	Tue 17:00	Tue 16:00	Tue 15:00	Tue 14:00 *	Tue 13:00 *	Tue 10:00
Tuesday, 24 August 2021 at 21:00	Wed 07:00	Wed 09:00	Tue 23:00	Tue 22:00 *	Tue 18:00	Tue 17:00	Tue 16:00	Tue 15:00 *	Tue 14:00 *	Tue 11:00
Tuesday, 24 August 2021 at 22:00	Wed 08:00	Wed 10:00	Wed 00:00	Tue 23:00 *	Tue 19:00	Tue 18:00	Tue 17:00	Tue 16:00 *	Tue 15:00 *	Tue 12:00
Tuesday, 24 August 2021 at 23:00	Wed 09:00	Wed 11:00	Wed 01:00	Wed 00:00 *	Tue 20:00	Tue 19:00	Tue 18:00	Tue 17:00 *	Tue 16:00 *	Tue 13:00

*Daylight Savings Time

UTC-time AC12	Hobart (UTC+10)	Wellington (UTC+12)	Taipei (UTC+8)	Cape Town/ Paris/ Oslo/ Windhoek (UTC+2)	London/ Santa Cruz de Tenerife (UTC+1)	Buenos Aires/ Brasilia/ Montevideo (UTC-3)	Santiago/ Washington DC (UTC-4)	Lima/ Quito/ Guayaquil/ Mexico City (UTC-5)	Vancouver (UTC-7)
Monday, 30 August 2021 at 19:00 (HoD)	Tue 05:00	Tue 07:00	Tue 03:00	Mon 21:00	Mon 20:00 *	Mon 16:00	Mon 15:00	Mon 14:00	Mon 12:00 *
Monday, 30 August 2021 at 20:00	Tue 06:00	Tue 08:00	Tue 04:00	Mon 22:00	Mon 21:00 *	Mon 17:00	Mon 16:00	Mon 15:00	Mon 13:00 *
Monday, 30 August 2021 at 21:00	Tue 07:00	Tue 09:00	Tue 05:00	Mon 23:00	Mon 22:00 *	Mon 18:00	Mon 17:00	Mon 16:00	Mon 14:00 *
Monday, 30 August 2021 at 22:00	Tue 08:00	Tue 10:00	Tue 06:00	Tue 00:00	Mon 23:00 *	Mon 19:00	Mon 18:00	Mon 17:00	Mon 15:00 *
Monday, 30 August 2021 at 23:00	Tue 09:00	Tue 11:00	Tue 07:00	Tue 01:00	Tue 00:00 *	Mon 20:00	Mon 19:00	Mon 18:00	Mon 16:00 *
Tuesday, 31 August 2021 at 19:00	Wed 05:00	Wed 07:00	Wed 03:00	Tue 21:00	Tue 20:00 *	Tue 16:00	Tue 15:00	Tue 14:00	Tue 12:00 *
Tuesday, 31 August 2021 at 20:00	Wed 06:00	Wed 08:00	Wed 04:00	Tue 22:00	Tue 21:00 *	Tue 17:00	Tue 16:00	Tue 15:00	Tue 13:00 *
Tuesday, 31 August 2021 at 21:00	Wed 07:00	Wed 09:00	Wed 05:00	Tue 23:00	Tue 22:00 *	Tue 18:00	Tue 17:00	Tue 16:00	Tue 14:00 *
Tuesday, 31 August 2021 at 22:00	Wed 08:00	Wed 10:00	Wed 06:00	Wed 00:00	Tue 23:00 *	Tue 19:00	Tue 18:00	Tue 17:00	Tue 15:00 *
Tuesday, 31 August 2021 at 23:00	Wed 09:00	Wed 11:00	Wed 07:00	Wed 01:00	Wed 00:00 *	Tue 20:00	Tue 19:00	Tue 18:00	Tue 16:00 *
Wednesday, 1 September 2021 at 19:00	Thu 05:00	Thu 07:00	Thu 03:00	Wed 21:00	Wed 20:00 *	Wed 16:00	Wed 15:00	Wed 14:00	Wed 12:00 *
Wednesday, 1 September 2021 at 20:00	Thu 06:00	Thu 08:00	Thu 04:00	Wed 22:00	Wed 21:00 *	Wed 17:00	Wed 16:00	Wed 15:00	Wed 13:00 *
Wednesday, 1 September 2021 at 21:00	Thu 07:00	Thu 09:00	Thu 05:00	Wed 23:00	Wed 22:00 *	Wed 18:00	Wed 17:00	Wed 16:00	Wed 14:00 *
Wednesday, 1 September 2021 at 22:00	Thu 08:00	Thu 10:00	Thu 06:00	Thu 00:00	Wed 23:00 *	Wed 19:00	Wed 18:00	Wed 17:00	Wed 15:00 *
Wednesday, 1 September 2021 at 23:00	Thu 09:00	Thu 11:00	Thu 07:00	Thu 01:00	Thu 00:00 *	Wed 20:00	Wed 19:00	Wed 18:00	Wed 16:00 *

*Daylight Savings Time

ANNEX 2. DRAFT AD HOC GUIDELINES FOR 2021 AC12, SBWG10 AND PACSWG6 VIRTUAL MEETINGS

Context:

1. These ad hoc guidelines shall apply only for the virtual meeting of ACAP's AC12 and associated working groups (2021)

2. Virtual meetings of AC12 and its working groups (2021) shall take place in accordance with the Advisory Committee Rules of Procedure (RoPs) and these ad hoc guidelines. Guidelines are complementary to the RoPs and do not replace or have precedence over them.

3. If unforeseen circumstances arise during the course of the virtual meetings, in which the Advisory Committee RoPs cannot be applied directly and for which none of the following guidelines apply, the Advisory Committee Members or Working Group Convenors shall decide how to apply the RoPs in the circumstances and/or modify these guidelines at the request of the Chair/Convenor(s) or an Advisory Committee Member/Working Group Member pursuant to a point of order.

Preparation:

4. The Advisory Committee Members shall agree on the AC12 agenda and approve these ad hoc guidelines, bearing in mind the unique character of the meeting. The Working Group Members shall agree on the agenda of the Working Group Meetings.

5. The Secretariat will set up a discussion forum for discussion of any agenda item prior to the plenary sessions (of Working Groups and AC12). This will include agenda items that AC members have decided will be presented solely by correspondence; as well as those that will be presented in advance and discussed as required during the meeting. A summary of discussions and conclusions shall be presented by the relevant Working Group Convenor(s) to the relevant Working Group at the beginning of the corresponding agenda item or by the AC12 Chair at the beginning of the corresponding agenda item at the AC12 Meeting.

6. All agenda items will remain on the agenda for the plenary sessions in the AC12 or Working Groups respectively.

Engagement:

7. Only registered delegates shall be admitted to meetings.

8. Delegates shall provide official and alternative contact information on registration, including telephone numbers which may be used by the Secretariat to contact them in case of connectivity difficulties. The Secretariat will provide delegates with emergency contact information, including telephone, to allow them to contact the Secretariat in case of losing connectivity or interpretation.

9. For each meeting for which an AC Member has registered, the Head of Delegation (HoD) shall, if possible, identify one or more Alternate Representatives (AR) and authorise them to make relevant decisions should the HoD lose connectivity or interpretation services.

10. A preliminary test of the selected platform functionality and connectivity will be conducted at before the start of the virtual meeting with all delegates willing to participate.

12. All delegates should join the meeting at least 10 minutes before the start. The meeting will be open for access 30 minutes before the start.

11. The Chair shall conduct a roll call at the start of each session of the AC12 meeting to establish that the HoD or AR of each delegation is connected and receiving interpretation. If both HoD and AR are absent, the Chair shall confirm, via alternative communication channels, whether they wish to be present at the session. In the absence of confirmation that they wish to be present and are seeking to join the meeting, the Chair will proceed with the meeting.

12. The Chair will periodically check with HoDs that they are able to engage with proceedings.

13. Should a HoD or AR lose connectivity or interpretation, it is the responsibility of the delegation to notify the Secretariat or the Chair. Any delegation may request the Chair to suspend the meeting until connectivity/interpretation to the HoD or AR is restored. This request may be made by alternative communication methods.

14. Should both HoD and AR from a delegation lose connectivity or interpretation, the Chair shall suspend the meeting until they reconnect or interpretation is resumed, unless the delegation that had lost connectivity or interpretation advises otherwise.

15. If members of the delegation that are not a HoD /AR lose connectivity, it is the responsibility of the delegation to contact the Secretariat and restore connectivity. The meeting will not be suspended in the case of loss of connectivity/interpretation of a delegate who is not a HoD/ AR.

Decision-making:

16. In the Advisory Committee meeting, when decisions are about to be made in Plenary, the Chair will confirm with all HoDs that they understand and approve the decision.

17. In the Advisory Committee meeting, key decisions under each agenda item will be adopted after each agenda item. At the end of each Plenary session, the Chair will report the decisions that have been made by the Meeting. The Chair will also summarise the issues discussed but where no decision and/or agreement was reached. These points will be confirmed before the close of the meeting.

Reporting:

18. A draft AC12 report will be prepared after the meeting and shared with participants for their comments as soon as possible following the meeting. This process will be continued for second (and potentially third) drafts before the report is adopted by correspondence.