



Agreement on the Conservation
of Albatrosses and Petrels

To: ACAP National Contact Points and MoP7 Meeting Participants

MoP7 Meeting Circular 2 - Timing and dates for virtual meeting, technical arrangements, ad hoc meeting guidelines, and registration

Not all ACAP Parties were able to confirm that they would have no domestic regulations in place at the time of the Seventh Session of the ACAP Meeting of the Parties (MoP7) that would preclude them and their delegations travelling to the meeting. Accordingly, MoP7 will take place as a virtual meeting, with Australia as host and Chair.

The scheduled dates for MoP7 are Monday 9 to Friday 13 May 2022, Hobart time (UTC+10).

Timing and length of meetings

MoP7 will begin with a Heads of Delegation (HoDs) meeting at 07:00 (Hobart time, UTC +10) on Monday 9 May. The HoDs meeting will be followed by a 30 minute break at 08:30. The Plenary session of MoP7 will then commence at 09:00 and finish at 13:00, with a 30 minute break at 10:45. On Tuesday 10 May, Wednesday 11 May and Friday 13 May the session will begin at 08:00 (Hobart time, UTC+10) and end at 12:00, with a 30 minute break at 09:45. Thursday 12 May will be a free day. If required, arrangements will be made for informal breakout sessions (without interpretation) on key agenda items. An Annotated Provisional Agenda is available on the ACAP website (MoP7 Doc 02).

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

Technical management and arrangements

As was the case with the 12th Meeting of the Advisory Committee (AC12), Congress Rental has been chosen to manage the technical aspects of the meeting, which will use the Interprefy platform. Congress Rental will be responsible for providing technical advice to the Chair, Vice-chair, Secretariat, interpreters, and other participants in advance of the meetings (including technical training on the use of the platform) and will assist with the

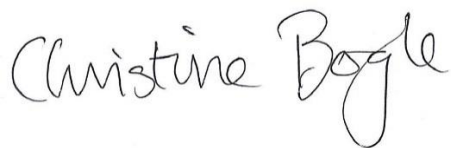
smooth operation of the meeting itself. In order to take advantage of the training, it will be helpful if participants register as early as possible (see below). Congress Rental will provide technical guidelines for participants.

Ad hoc meeting guidelines

As foreshadowed in MoP7 Meeting Circular 1, the Meeting of the Parties will need to adopt ad hoc guidelines for the virtual meeting, to supplement the Rules of Procedure of the Meeting of the Parties. We attach draft guidelines for your consideration (Annex 2). Please send any comments to the Secretariat **by 1 April**.

Registration

It would greatly assist the preparations for the meeting, and the technical training, if participants could register **by 15 April**. A registration form is available on the ACAP website.

A handwritten signature in cursive script that reads "Christine Bogle".

Dr Christine Bogle
Executive Secretary
ACAP Secretariat

22 March 2022

ANNEX 1. LOCAL DATES AND TIMES FOR MOP7

MoP7 UTC time	Hobart (UTC +10)	Wellington (UTC +12)	Taipei (UTC +8)	Paris/Madrid/ Oslo/ Cape Town/ Windhoek (UTC +2)	London (UTC +1)	Buenos Aires/ Brasilia/ Montevideo (UTC -3)	Santiago/ Washington DC (UTC -4)	Lima/ Quito/ Mexico City (UTC -5)	Vancouver (UTC -7)
Sunday, 8 May 2022 at 21:00	Mon 07:00	Mon 09:00	Mon 05:00	Sun 23:00 *	Sun 22:00 *	Sun 18:00	Sun 17:00	Sun 16:00	Sun 14:00 *
Sunday, 8 May 2022 at 22:00	Mon 08:00	Mon 10:00	Mon 06:00	Mon 00:00 *	Sun 23:00 *	Sun 19:00	Sun 18:00	Sun 17:00	Sun 15:00 *
Sunday, 8 May 2022 at 23:00	Mon 09:00	Mon 11:00	Mon 07:00	Mon 01:00 *	Mon 00:00 *	Sun 20:00	Sun 19:00	Sun 18:00	Sun 16:00 *
Monday, 9 May 2022 at 00:00	Mon 10:00	Mon 12:00	Mon 08:00	Mon 02:00 *	Mon 01:00 *	Sun 21:00	Sun 20:00	Sun 19:00	Sun 17:00 *
Monday, 9 May 2022 at 01:00	Mon 11:00	Mon 13:00	Mon 09:00	Mon 03:00 *	Mon 02:00 *	Sun 22:00	Sun 21:00	Sun 20:00	Sun 18:00 *
Monday, 9 May 2022 at 02:00	Mon 12:00	Mon 14:00	Mon 10:00	Mon 04:00 *	Mon 03:00 *	Sun 23:00	Sun 22:00	Sun 21:00	Sun 19:00 *
Monday, 9 May 2022 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, 9 May 2022 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, 10 May 2022 at 00:00	Tue 10:00	Tue 12:00	Tue 08:00	Tue 02:00 *	Tue 01:00 *	Mon 21:00	Mon 20:00	Mon 19:00	Mon 17:00 *
Tuesday, 10 May 2022 at 01:00	Tue 11:00	Tue 13:00	Tue 09:00	Tue 03:00 *	Tue 02:00 *	Mon 22:00	Mon 21:00	Mon 20:00	Mon 18:00 *
Tuesday, 10 May 2022 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, 10 May 2022 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, 11 May 2022 at 00:00	Wed 10:00	Wed 12:00	Wed 08:00	Wed 02:00 *	Wed 01:00 *	Tue 21:00	Tue 20:00	Tue 19:00	Tue 17:00 *
Wednesday, 11 May 2022 at 01:00	Wed 11:00	Wed 13:00	Wed 09:00	Wed 03:00 *	Wed 02:00 *	Tue 22:00	Tue 21:00	Tue 20:00	Tue 18:00 *
Thursday, 12 May 2022 at 22:00	Fri 08:00	Fri 10:00	Fri 06:00	Fri 00:00 *	Thu 23:00 *	Thu 19:00	Thu 18:00	Thu 17:00	Thu 15:00 *
Thursday, 12 May 2022 at 23:00	Fri 09:00	Fri 11:00	Fri 07:00	Fri 01:00 *	Fri 00:00 *	Thu 20:00	Thu 19:00	Thu 18:00	Thu 16:00 *
Friday, 13 May 2022 at 00:00	Fri 10:00	Fri 12:00	Fri 08:00	Fri 02:00 *	Fri 01:00 *	Thu 21:00	Thu 20:00	Thu 19:00	Thu 17:00 *
Friday, 13 May 2022 at 01:00	Fri 11:00	Fri 13:00	Fri 09:00	Fri 03:00 *	Fri 02:00 *	Thu 22:00	Thu 21:00	Thu 20:00	Thu 18:00 *

* Daylight Savings Time

ANNEX 2. DRAFT AD HOC GUIDELINES FOR 2022 MoP7 VIRTUAL MEETING

Context

1. MoP7 will be held online. Given that certain Rules of Procedure for the Meeting of the Parties presuppose an in-person Session, it is important to identify and agree on any ad hoc guidelines for MoP7. The Secretariat has developed ad hoc guidelines in order to deliver an efficient virtual meeting with effective and equitable online participation and decision-making by Parties. These ad hoc guidelines will apply only for the online MoP7.
2. The Parties shall agree on the agenda and approve these ad hoc meeting guidelines at the opening of MoP7.
3. The online MoP7 shall take place in accordance with the Rules of Procedure for the Meeting of the Parties (RoP) and these ad hoc guidelines. The guidelines complement the RoP and do not replace or have precedence over them.
4. Unforeseen circumstances may arise during the course of the online meeting, in which the RoP cannot be applied directly and for which none of the ad hoc guidelines apply. In such circumstances, the Parties shall decide how to apply the RoP and/or modify the ad hoc guidelines at the request of the Chair or a Party pursuant to a point of order.

Credentials

5. An ad hoc procedure will be required for the submission of credentials. Rule 5 of the RoP addresses the submission of credentials for the Representative and any Alternative Representative of a Party participating in a Session of the MoP. The following ad hoc amendment will apply to Rule 5.2:
 - 2) Such credentials shall be submitted **electronically** to the Secretariat **by the ACAP National Contact Point of the Party** no later than 24 hours after the Session commences. Any later change in the composition of the delegation affecting voting rights shall also be contingent on submission **electronically by the ACAP National Contact Point of the Party** of revised credentials to the Secretariat.
6. Physical credentials will not be used for MoP7. Credentials prepared appropriately and submitted electronically in the appropriate manner will be acceptable. The Secretariat will forward the credentials submitted electronically by the ACAP National Contact Point of the Party to the Credentials Committee members. The Credentials Committee's role will be to confirm: (a) that the credentials have been submitted electronically by the ACAP National Contact Point of the Party, (b) who the credentials refer to (ie the Representative and any Alternative Representative(s)), (c) that a relevant authority has granted the powers referred to in the credentials, and (d) to report thereon to the Session.
7. The Secretariat will send a Circular to the Parties containing guidance on the preparation of credentials.

Meeting preparation

8. The Secretariat will set up a pre-meeting document for discussion of any agenda item prior to the meeting. The MoP7 Chair will present a summary of comments from the pre-meeting discussions at the beginning of the corresponding agenda item during MoP7.
9. All agenda items will remain on the agenda for the MoP7 meeting.

Sessions of the Meeting of Parties:

10. Only registered participants shall be admitted to the meeting.
11. Parties 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 participants with emergency contact information, including telephone, to allow them to contact the Secretariat in case of losing connectivity or interpretation.
12. The Alternative Representative shall be authorised to make relevant decisions should the Representative lose connectivity or interpretation services.
13. A preliminary test of the selected platform functionality and connectivity will be conducted before the start of the virtual meeting with all participants willing to participate.
14. All participants should join the meeting at least 10 min before the start. The meeting will be open for access 30 min before the start.
15. The Chair shall conduct a roll call at the start of each session of the meeting to establish that the Representative and any Alternative Representatives of each Party is connected and receiving interpretation. If both 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.
16. The Chair will periodically check with Representatives that they are able to engage with proceedings
17. Should a Representative and any Alternative Representative lose connectivity or interpretation, it is the responsibility of the Party's delegation to notify the Secretariat or the Chair. Any Party may request the Chair to suspend the meeting until connectivity/interpretation to the Representative and any Alternative Representative is restored. This request may be made by alternative communication methods.
18. Should both the Representative and any Alternative Representative from a Party's 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.
19. If members of a Party's delegation that are not a Representative or Alternative Representative 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 Representative or Alternative Representative.

Decision-making

20. When decisions are about to be made in Plenary, the Chair will confirm with all Representatives that they understand and approve the decision.
21. Key decisions and resolutions under each agenda item will be adopted after each agenda item. At the end of each plenary session, the Chair will report the decisions and resolutions that have been made. The Chair will also summarise the issues discussed, but where no decision and/or agreement was reached. The points from the previous day will be confirmed at the beginning of the following day's session.
22. All decisions and resolutions will be confirmed before the close of the meeting.

Reporting

23. A draft MoP7 report will be prepared and shared with participants for their comments as soon as possible following the meeting. This process will be continued as required by correspondence for second (and potentially third) drafts before the report is adopted by consensus.