

---

**ANNEX TO RULES OF PROCEDURE FOR THE MEETING OF THE PARTIES TO ASCOBANS:  
OPERATING PROCEDURES FOR VIRTUAL MEETINGS****With reference to Rule 1: Delegates**

- There will be no limitations on how many delegates of any Party may be present. However, in the interest of efficiency it is recommended that the size of each delegation not exceed 10 connections.

**With reference to Rule 2: Observers**

- There will be no limitations on how many delegates of observer organization, admitted in accordance with Rule 2 (1) and (2), may be present. However, in the interest of efficiency it is recommended that the size of each delegation not exceed 10 connections.

**With reference to of Rule 3: Credentials**

- Duly signed credentials shall be submitted to the Secretariat in an electronic format via email as soon as available, and before start of the Meeting at the latest. The hard copy shall be mailed to the Secretariat, for its records, but it does not need to arrive before start of the Meeting.
- If, after the formal announcement of the meeting, the venue is changed or moved to an online format, the credentials do not need to be amended to reflect the change in venue. The same applies for the dates of the meeting, if any changes are within 30 days of the original published dates.

**With reference to Rule 8: Seating, Quorum**

- For the purpose of determining quorum and decision-making under the Rules, 'presence' includes remote presence via a video link or telephone.

**With reference to Rule 11: Submission of Documents and Resolutions**

- If, after the formal announcement of the meeting dates, a change to online format necessitates a change in start or end dates of up to five days, the document deadline will not change.

**With reference to Rule 14: Methods of Voting**

- If voting is called for, the Secretariat will advise Parties on how it will be handled online, taking into account the functionality of the online platform being used, and the nature of the voting method decided upon.

**With reference to of Rule 19: Other Languages**

- Any Party that wishes to provide interpretation into a language other than English, shall inform the Secretariat at least 30 days in advance of the meeting, so that the Secretariat can determine if such a request can be accommodated technically, and if so, make the necessary arrangements.