Terms of Reference on Live Streaming of CCSBT Official Meetings

(Adopted at the Thirty-Third Annual Meeting – 8 October 2026)

Background

At the Extended Commission during CCSBT 31 in 2024, Members[1] raised the possibility of adding live streaming capacity for future CCSBT meetings and recommended that the Executive Secretary provide indicative costs for consideration by the Finance and Administration Committee (FAC) and CCSBT 32.

In response, the Secretariat submitted a paper to the Extended Committee in October 2025 outlining matters to be taken into account when considering the live streaming of future CCSBT meetings (CCSBT-EC/2510/04), together with cost estimates for the possible options (CCSBT-EC/2510/06).

Most Members supported the live streaming of future meetings, noting that it would increase transparency, but with restrictions on users, such as registered and approved participants from Members and observers, virtual attendees only having observer status, and the possibility of not streaming certain discussions due to confidentiality concerns.

Following the discussion at CCSBT 32, Members tasked the Secretariat to intersessionally develop the Terms of Reference for the use of live streaming, noting that while there was general support for the live streaming of meetings, there were some outstanding questions in terms of access, security, and other operational issues.

In light of the above background, Members agree on the Terms of Reference for the live streaming of CCSBT official meetings as set out below.

1. Definition

In the Terms of Reference,

1) "Live streaming" means the real-time transmission of the proceedings of a CCSBT official meeting using an online platform for the purpose of enabling Members and/or Observers to follow the plenary discussions without participating in the in-person meeting.
2) "Viewer" means an individual who has been nominated by Members and/or Observers to access the live streaming of a CCSBT official meeting for the sole purpose of viewing the proceedings without participating in the in-person meeting.
3) "Observer" means a State, entity, or organisation that has been granted approval to attend a CCSBT official meeting, in accordance with Rule 3 of the CCSBT Rules of Procedure.

[1] Throughout the Terms of Reference, any reference to "Members" includes Members of the Extended Commission and any reference to the "CCSBT" includes the Extended Commission.

2. General Principles

1) In principle, live streaming of CCSBT meetings applies to the plenary sessions of the following CCSBT official meetings:
   (a) The Annual Meetings of the Commission and the Extended Commission;
   (b) The Scientific Committee and the Extended Scientific Committee meetings:
   (c) The Compliance Committee meeting (and the Technical Compliance Working Group meeting, if appropriate);
   (d) The Ecologically Related Species Working Group meeting (and the ERS Tech meeting, if appropriate); and
   (e) Any other meetings designated by the Extended Commission.
2) In principle, all agenda items are subject to live streaming. However, at the request of a Member, live streaming of a particular agenda item shall be restricted to Members.
3) Live streaming will be made available to Members and Observers, subject to the eligibility requirements set out in section 3 of the Terms of Reference.
4) Live streaming is for viewing purposes only, and viewers cannot participate in the discussions and/or activities of the in-person meeting. Remote participants shall not be able to raise objections and/or take part in voting, nor shall their attendance constitute part of the quorum.
5) During the meeting period, the on-site in-person meeting will take complete priority. Accordingly, even if live streaming encounters difficulties due to equipment malfunction or any other issues, the progress of the in-person meeting will not be delayed.
6) Recording, filming, transmission, sharing, or any similar activity by viewers of the live streaming will not be permitted.
7) Members acknowledge in advance that, given the need for flexible arrangements in the practical operation of live streaming during the meeting, the Secretariat may, in consultation with the Chair, apply discretion in addressing any issues as necessary.
8) Rule 10 of the CCSBT Rules of Procedure also applies to the information shared via live streaming and shall not be disclosed outside the viewer's respective delegation.
9) The adopted meeting report constitutes the official record of the meeting. Accordingly, any form of captions or other text electronically displayed during the live-streaming shall not prevail over, nor be used as a basis for interpreting, the content of the meeting report.
10) Viewers are responsible for ensuring that they have an appropriate environment for accessing the live streaming, including equipment, internet connectivity, and platform settings.

3. Eligibility for Viewing Live Streaming

1) Subject to the registration procedures outlined in Section 4, live streaming will be made available to the following:
   (a) Those who are part of a Member delegation;
   (b) Those who are part of an Observer delegation holding long-term observer status for the meeting concerned; and
   (c) Those who are part of an Observer delegation whose participation in the meeting concerned has been approved in advance.
2) A delegation of Observers shall be represented by a minimum of one in-person delegate in order to access live streaming. This requirement does not apply to Observers that have been granted long-term Observer status by CCSBT for respective meetings.
3) Access to live streaming will be limited to those individuals who receive the direct link from the CCSBT Secretariat, and is not transferable.
4) There will be no limit on the number of viewers that may be registered by a CCSBT Member.
5) For Observers, the number of viewers permitted will be limited to three participants.

4. Registration Procedures before and during the Meeting

1) The registration procedures for viewers will mirror the CCSBT Rules of Procedure on the registration of in-person meeting participants, with required adjustments.
2) Specifically, viewers of the live stream should be registered, using the prescribed format, no later than six weeks prior to the commencement of the meeting, together with the in-person participant(s).
3) Members may change their list of viewers at any point prior to the start of the meeting.
4) Observers may change registered live streaming viewer(s) in their List of Participants up to 14 days prior to the commencement of the meeting, in accordance with the CCSBT Rules of Procedure.
5) The list of live streaming viewers will be included in the List of Participants for the respective CCSBT meeting report.

5. Operation of Live Streaming

[Platform and language]

1) The preparation and operation of live streaming for each meeting will be managed by the Secretariat, in cooperation with the service provider as necessary.
2) Live streaming will be conducted through the platform that the Secretariat considers most appropriate, taking into account the technology available at the

meeting venue and from the service provider.

3) In principle, for meetings in which simultaneous interpretation is provided, both English and Japanese will be made available through the live streaming. However, Members acknowledge that, in the event that only a single language can be provided due to technical difficulties or any other issues, English will take priority.

[Entry and admission]

4) Entry of viewers into the live streaming platform will be strictly controlled in accordance with the pre-registered List of Participants/Viewers.

5) Viewers acknowledge that entry may be denied if the name displayed on the platform cannot be matched with the pre-registered List of Participants/Viewers. In addition, entering the platform with multiple devices or accounts is not permitted.

6) Viewers should join the platform using the link provided by the Secretariat no later than 15 minutes prior to the commencement of the meeting.

7) The Secretariat's management of viewer entry will generally be conducted only at the timing around 15 minutes prior to the start of plenary sessions and during breaks. Viewers who are not in the waiting room at the time the Secretariat conducts admission may not be permitted to enter until the next break.

8) During the meeting period, the Secretariat will not be available to resolve technical issues affecting an individual user.

[Control during the meeting]

9) Where certain agenda items are excluded from live streaming (pursuant to section 2-2)), the audio and video connection from the meeting room to the platform will be turned off during the discussion of those items. Accordingly, viewers will not be required to re-enter the platform.

10) As stated in section 2-4), viewers cannot participate in the discussions and/or activities of the in-person meeting. Therefore, viewers are requested not to use the chat or reaction functions on the platform, even when such functions are available. Chat from viewers on the platform will not be monitored during the meeting. However, the Secretariat may use the chat function to provide information to viewers (for example, the time at which the plenary will resume).

11) As stated in section 2-5), the in-person meeting will take complete priority in the conduct of the meeting. Therefore, viewers acknowledge that, if disconnection or other issues occur on the platform during live streaming, such issues may not be addressed until the next break.

12) Where a breach of the provisions of the Terms of Reference by a viewer is confirmed, the Secretariat may, in consultation with the Chair, remove the individual concerned from the platform. A person who has been removed during the meeting may be permitted to re-enter the platform at the discretion of the Chair, following consultation with the relevant delegation and the Secretariat.

6. Other Notes

1) The Terms of Reference set out the minimum rules that can be envisaged at the time they are agreed. Therefore, they should be updated as necessary and in light of technological developments and experience gained through the introduction and delivery of live streaming.
2) If circumstances arise that cannot be addressed under the Terms of Reference during an actual CCSBT meeting, the Chair will determine the course of action following consultation with the Secretariat and, as necessary, with Members.
3) For circumstances arising during an actual CCSBT meeting that the Chair considers to be minor and not requiring approval by Members, the Secretariat will address them as appropriate.
4) The Secretariat will provide summary information on the live streaming of CCSBT meetings in its report to the EC meeting, including viewership and cost-effectiveness, and will, as necessary, present proposed revisions to the Terms of Reference.