

# **18TH SESSION OF THE FAO COFI SUB-COMMITTEE ON FISH TRADE (COFI:FT)**

## **ONLINE PLATFORM FOR COMMENTING ON WORKING DOCUMENTS SUBJECT TO THE WRITTEN CORRESPONDENCE PROCEDURE PHASE**

### **GENERAL GUIDANCE**

#### **Introduction**

---

In June 2021, COFI:FT Bureau Members agreed that the 18th Session of the Sub-Committee would take place virtually. This decision was made based on the need to determine in advance the format of the forthcoming session, to allow its advanced planning and organization. In addition, the uncertainties associated with the effects of the COVID-19 pandemic at a global level with the potential to affect the effective participation of Members in a regular physical session, were also considered.

The 18th COFI:FT Session will try to mimic as much as possible a physical session, considering the nuances of digital meetings. The session framework will be based on the suggestions and opinions received from Members, including inputs received in the survey conducted after the 34th Session of the Committee of Fisheries (COFI), to overcome the diversity of challenges the virtual format brings. In this regard, the 18th COFI:FT Session will emphasize the principles of transparency, efficiency and inclusiveness.

The COFI:FT documents are divided into Working Documents and Information Documents, which are all available on the [FAO COFI:FT website](#). Working Documents are the documents to be primarily discussed and analyzed by Members. Information Documents usually expand a Working Document or an associated topic. Information Documents are only traditionally available in English. However, for this Session and as a courtesy, Information Documents will also be available in Spanish and French. FAO does not guarantee the accuracy of these translations, thus always refer to the English documents as the original version.

The ten Working Documents of the 18th COFI:FT Session will be discussed by Members during two distinct phases: six documents will be addressed in the Written Correspondence Procedure, and four documents in the virtual Plenary Session. The draft provisional agenda contains all the details about the topics to be discussed in each phase.

This guidance document refers exclusively to the instructions to make comments on Working Documents subject to the Written Correspondence Procedure. Additional information involving the Plenary Session, including the Zoom link to access it and details about the Drafting Committee, will be circulated in due time.

#### **The Written Correspondence Procedure Phase**

---

The Working Documents subject to the Written Correspondence Procedure will be discussed online using a dedicated platform. The platform is multilingual, and the Working Documents will be available in the six official FAO languages. Registered Members for COFI:FT will receive unique credentials allowing to access the platform. These credentials will also identify the originator of comments posted to the Working Documents .

To check the associated Information Documents or to download any document of the Session, please go to the [FAO COFI:FT website](#).

The platform will mimic a regular COFI:FT Session. Comments made by Members will only be visible to other registered Members and Observers. Comments can be made in any of the six FAO

languages, provided that they match the corresponding language of the Working Document they are posted in.

When inserting comments during the Written Correspondence Procedure phase, Members should consider the nuances of the digital environment compared to physical meetings. Comments should focus on specific parts of the document. General comments involving different parts of a Working Document can easily lead to misunderstandings and difficulties in providing more precise and compelling replies.

---

### **Period for commenting**

For Members, the platform will be available for online comments on the six Working Documents subject to the Written Correspondence Procedure **from 8 April 2022 to 8 May 2022**.

A reminder to all Members registered to COFI:FT will be sent on 25 April 2022, recalling the closing of the Written Correspondence Procedure phase.

---

### **Last week of the Written Correspondence Procedure phase**

The COFI:FT Secretariat appreciates the support of Members to avoid concentrating the insertion of comments on the platform from 1 to 8 May 2022, which is the last week of the Written Correspondence Procedure phase. The concentration of comments during the last week could lead to delays in replies to Members and generate problems for the Drafting Committee.

Observers will be able to follow the Written Correspondence Procedure phase for the whole month, but will only be able to insert comments from 1 to 8 May 2022.

---

### **Platform compatibility**

The platform is compatible with the latest versions of major internet browsers (Google Chrome, Safari, Microsoft Edge, Vivaldi, Mozilla, and others).

The platform is entirely functional on computers and mobile devices. However, for ease of reading, using computers is suggested.

---

### **Web address of the platform**

The platform can be accessed at the following address <https://faofishtrade.konveio.site/user/login>:

---

### **Credentials to access the platform**

Members will receive credentials consisting of a username and a password, allowing them to log in, browse and comment on the platform.

The credentials will be personalized, and will consist of a username (formed by the short country name of Members and COFI-Trade) and a ten-digit password. Each comment will be associated with its Member, and will have the value of a regular oral intervention in a Plenary Session. It is the Members' sole responsibility to use and manage the provided credentials.

Upon receipt of the credentials from the COFI:FT Secretariat, it is highly advised to immediately share them with other Delegation members for simultaneous use of the platform. More than one government official can use the credentials to facilitate comments on different thematic areas. Considering operational limitations, the COFI:FT Secretariat will not accept requests for more than one credential per Member.

### First-time log in

When logging in to the platform for the first time, it will be necessary to accept the terms and conditions of use, including the privacy policy, by clicking the two checkboxes at the bottom of the page:

Food and Agriculture Organization of the United Nations

## FAO COFI:FT - 18th Session - Virtual

Platform for Comments by Members and Observers

Select Language ▼

### Terms and Conditions

To continue to use this site please read the Terms & Conditions below, and complete the form to confirm your acceptance.

#### Terms and Conditions of Use

Last updated: May 18, 2018

Please read these Terms and Conditions ("Terms", "Terms and Conditions") carefully before using <http://faofishtrade.konveio.site> website (the "Service") operated by Konveio LLC ("us", "we", or "our") on behalf of our client.

Your access to and use of the Service is conditioned upon your acceptance of and compliance with these Terms. These Terms apply to all visitors, users and others who wish to access or use the Service.

By accessing or using the Service you agree to be bound by these Terms. If you disagree with any part of the terms then you do not have permission to access the Service.

#### COMMUNITY GUIDELINES

- Remember that this is a platform for discussion, not debate.
- Maintain a collaborative, open-minded approach: consider others values, experience and views; read and respect their ideas and opinions.
- Be willing to respond to questions about your views and ask others to clarify their views.

☐ I accept the Terms & Conditions of Use \*

☐ I confirm that I have read and agree to the [Privacy Policy](#) \*

Confirm

On the second screen, Members must address three essential aspects:

- The government officer's e-mail address to serve as the contact point during the Written Correspondence Procedure phase. This e-mail address will receive information about replies to any posted comments by the Member (if this option is selected) and reset instructions in the case of a [new password](#) request **(2)**;
- The need to change the initially assigned password;
- The option of receiving an e-mail message for every new reply posted to any of the Members' comments.



Considering operational limitations to process comments, it is not allowed to change the initially assigned username.

On the platform, the default e-mail address is initially set using the information of the Head of Delegation, the most senior Delegation member or the single Delegate, as the case may be. If another member of the Delegation is the focal point for the Written Correspondence Procedure phase, a new e-mail should be added on this page. In this case, the username **(1)** will remain the same, but the e-mail address of the new focal point **(2)** together with the original password **(3)** must be inserted.

If Members want to change the original password received by e-mail, the original password (3) should be inserted, together with the new password, twice [(4) and (5)].

If Members do not want to change the contact e-mail address for the platform or the password, there is no need to change any of the default information provided in the area (6) of the page.

The bottom part of the page has a drop-down menu (7) with two options to select. Members should choose their preference to receive notifications by e-mail when replies to their comments are posted. The option selected here will overwrite the notification option in the [post comment window](#). Therefore, it is advised to leave this option set to receive notifications.

At the end of this process, click the blue "Save Settings" button (8) at the bottom of the page.

Food and Agriculture Organization of the United Nations

### FAO COFI:FT - 18th Session - Virtual

Platform for Comments by Members and Observers

Select Language ▼

## COFI-Trade-CountryA

Username

1 COFI-Trade-CountryA

Email

2 Mr.AofCountryA@countrya.gov.aa

Current password

3

Required to change Email or Password

New password

4

Confirm new password

5

6

Comment notification emails

Notify me when:

7 someone replies to my comments

8

Save settings

Export all data

Deactivate account

If the confirmation process is duly conducted, the following message will appear:

Food and Agriculture Organization of the United Nations

### FAO COFI:FT - 18th Session - Virtual

Platform for Comments by Members and Observers

Select Language ▼

## COFI-Trade-CountryA

The changes have been saved.

Username

COFI-Trade-CountryA

Email

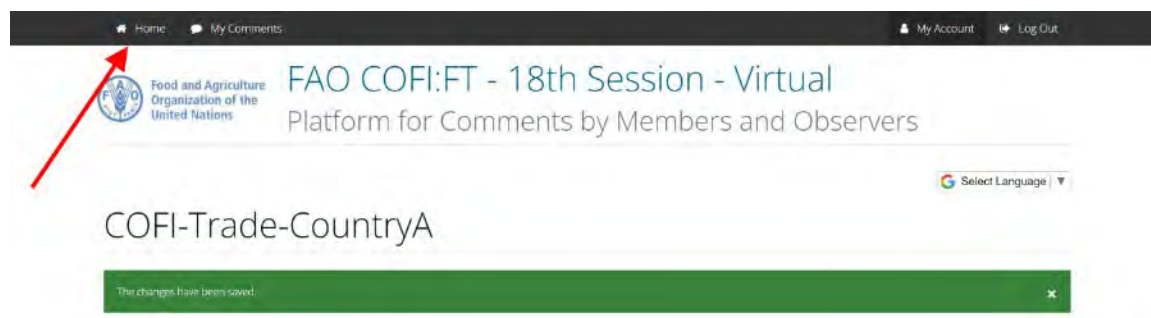
Mr.AofCountryA@countrya.gov.aa

Current password

Required to change Email or Password

If you have any problems with this registration confirmation process, please [e-mail](#) the COFI:FT Secretariat.

After the confirmation phase of the registration process, to navigate to the [platform's main page](#), click on "Home" in the top black bar.



### Requesting a new password

To request a new password, use the "Request New Password" tab on the opening page of the platform. In this case, add the username of the Member or the [registered e-mail address](#) to be able to reset the password:

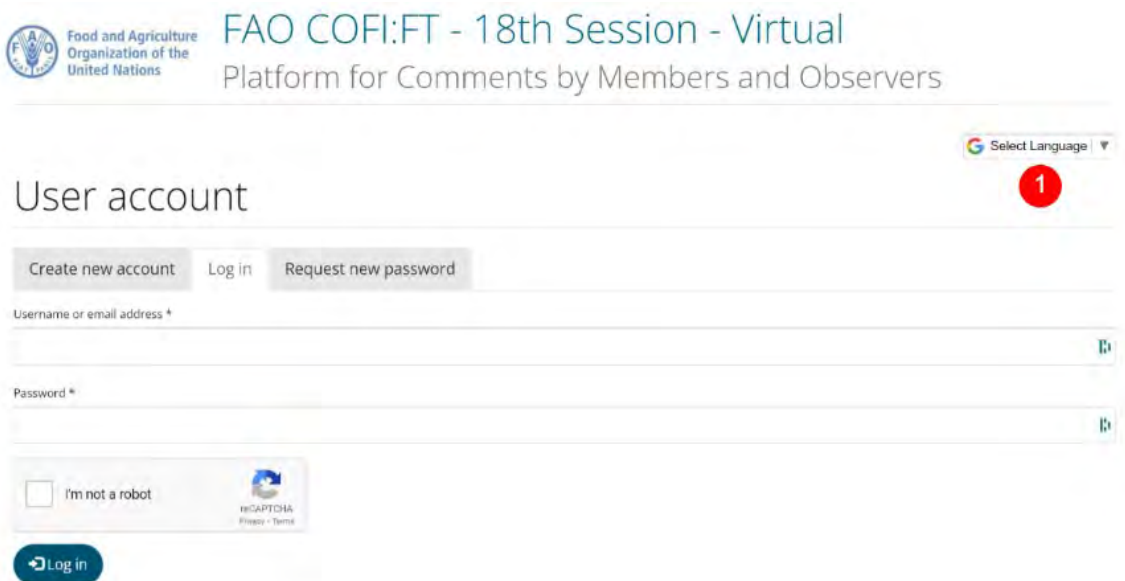
### **The multilingualism of the platform**

---

The platform can provide automatic translations of some elements of its contents, such as commands, menus, titles, and inserted or received comments, but accuracy of the translations cannot be guaranteed. Please note that the Working Documents are already published on the platform in the six official FAO languages.

## Platform Language Selection

To activate the platform in another language other than English, please click on the Google select language drop-down menu at the top right corner of the initial login page **(1)**:



If, for example, Spanish is chosen, the platform will look like this:



Changing the language of the platform interface will affect all displayed pages afterward. Please choose another language at the top right corner drop-down menu **(1)** to revert to the original language.



## Accessing the platform

---

Members should log into the platform with their username **(1)** and password **(2)**, click on the captcha confirmation box **(3)** and, finally, click on the “Log In” blue button at the bottom of the page **(4)**:

Food and Agriculture Organization of the United Nations

### FAO COFI:FT - 18th Session - Virtual

Platform for Comments by Members and Observers

Select Language ▼

#### User account

Create new account Log in Request new password

Username or email address \*

1

Password \*

2

3 I'm not a robot

4 Log in

## The main platform page

On the platform's main page, Members will see the six Working Documents subject to the Written Correspondence Procedure displayed in the order they appear in the [Provisional Agenda and Timetable](#), with its full number (1), short number and title (2), and part of the executive summary (3):

Food and Agriculture Organization of the United Nations

### FAO COFI:FT - 18th Session - Virtual

Platform for Comments by Members and Observers

Select Language ▼

Open for comments by Members on Working Documents linked to the Written Correspondence Procedure from 8 April 2022 (Friday) to 8 May 2022 (Sunday)

**1** COFI:FT/XVIII/2022/2

**2** 02-GLOBAL THEMES AND ONGOING WORK WITH OTHER FAO BODIES AND INTERNATIONAL ORGANIZATIONS

**3** This document presents an overview of work undertaken by FAO within global programmes and the existing collaboration with other international organizations and bodies, especially within the United Nations (UN). The majority of this work is carried out directly by the Fisheries and Aquaculture Division of FAO, often in cooperation with other FAO Divisions.

03-AQUATIC FOOD SYSTEMS AND UTILIZATION: A NUTRITIONAL AND FOOD LOSS AND WASTE APPROACH

COFI:FT/XVIII/2022/3

This document reviews the vital role of aquatic food systems in nutrition, food security and livelihoods. Aquatic foods, particularly fish, are recognized as a unique source of essential fatty acids, providing the micronutrients and protein many diets lack, especially in poor and vulnerable communities. However, food loss and waste within aquatic food systems undermines their sustainability, and by extension their contribution to food and nutrition security.

General Information

A full manual on how to use this platform and summary instructions are available here.

If there is any problem using the platform, please e-mail [cofi-fishtrade@fao.org](mailto:cofi-fishtrade@fao.org).

Only Working Documents subject to the Written Correspondence Procedure are available on this platform.

To check the associated Information Documents or download any Session document, please click the blue button below.

More Info

## Document selection

To select a document to work on, Members should hover the mouse over the document's information, which will become highlighted in blue, and click on the selection:

Food and Agriculture Organization of the United Nations

### FAO COFI:FT - 18th Session - Virtual

Platform for Comments by Members and Observers

Select Language ▼

Open for comments by Members on Working Documents linked to the Written Correspondence Procedure from 8 April 2022 (Friday) to 8 May 2022 (Sunday)

COFI:FT/XVIII/2022/2

02-GLOBAL THEMES AND ONGOING WORK WITH OTHER FAO BODIES AND INTERNATIONAL ORGANIZATIONS

This document presents an overview of work undertaken by FAO within global programmes and the existing collaboration with other international organizations and bodies, especially within the United Nations (UN). The majority of this work is carried out directly by the

General Information

A full manual on how to use this platform and summary instructions are available here.

If there is any problem using the platform, please e-mail [cofi-fishtrade@fao.org](mailto:cofi-fishtrade@fao.org).

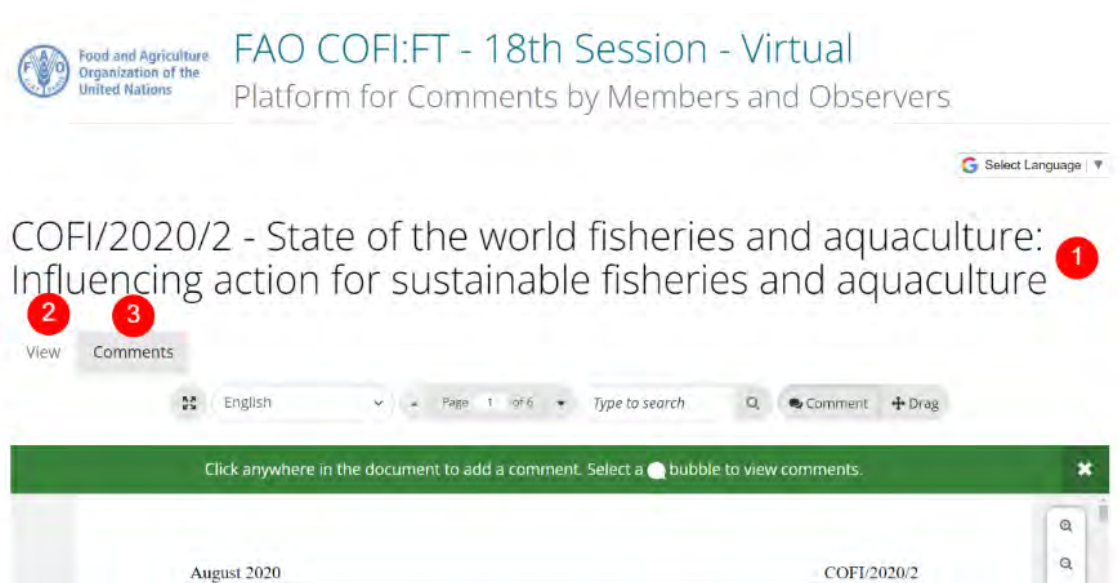
Only Working Documents subject to the Written Correspondence Procedure are available on this platform.

To check the associated Information



## Selected document page






After selecting the document, a page associated with the Working Document will appear containing the document title (1), a tab named "View" (2), and a tab "Comments" (3):



The "View" tab will be the default tab after the selection of a document:



This tab has a menu with the following functions:

1	Full-screen icon	When the full-screen icon is clicked, the Working Document is displayed in a full-screen view, keeping the menus and the commenting options active. To exit the full-screen mode, click on the "X" blue sign at the right top corner of the screen.
2	Language selection drop-down menu	The six official FAO languages will be shown for selection using this drop-down menu. When a language is selected, it will change the Working Document displayed to an official translated version in that language. This change only affects the displayed document and does not influence the platform's language. (It is also possible to change the <a href="#">displayed platform language</a> )
3	Quick page browser button	Allows quickly browsing the displayed document in two ways. When clicking the small up or down arrows, the document will go forward or backward by one page. In addition, it is possible to jump to a specific document page by typing its page number in the associated field.
4	Search field	Allows searching for any specific word or combination of words by entering them in the search field. The search word or combination of words will be automatically highlighted in the selected document. To move to the next occurrence of the search query, click on the magnifier icon  (Search operators, such "and", "or", apostrophes, and others cannot be used)
5	Button "Comment"	When this button is on (clicked), the cursor over the document text will appear as a target icon  , showing that the commenting function is active. Clicking on the document will add a new comment in the name of the Member logged in.
6	Button "Drag"	When this button is on (clicked), the cursor over the document text will appear as a hand icon  , showing that the browsing function is active. This function should be used to browse the document without entering comments on it.
7	Zoom bar	The zoom bar has three options. The displayed document can be zoomed in by clicking on the magnifier lens with a plus sign  ; zoomed out by clicking on the magnifier lens with a minus sign  . The double point arrow (fit width) will revert the document to its original size, entirely fitting it within the document window.
8	Language selection drop-down menu	This is a second drop-down menu performing the same function as the language selector menu explained in (2).

## Commenting on a document

---

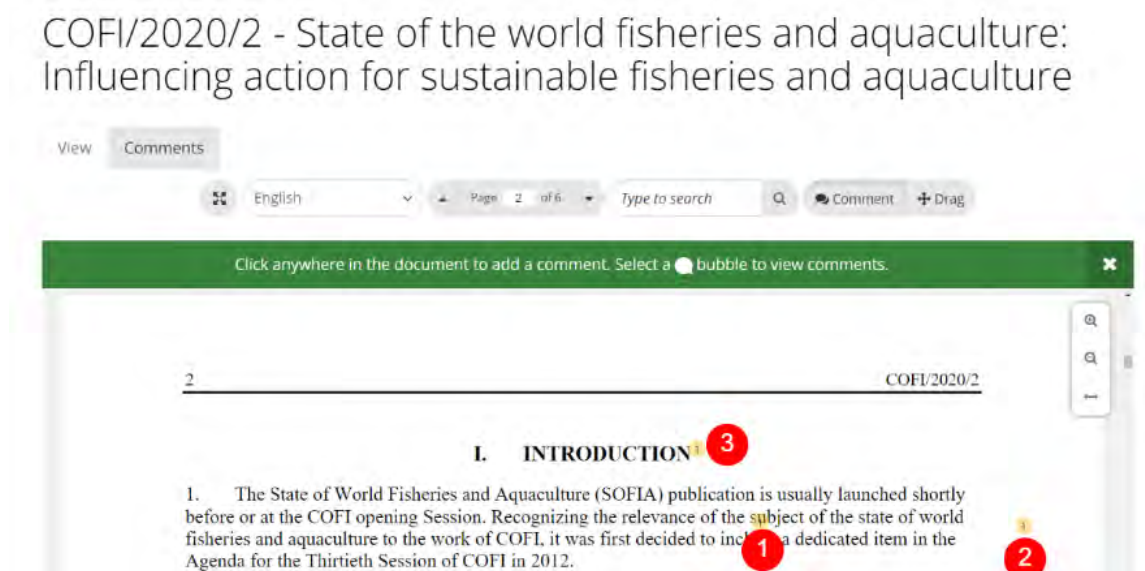
### General information



Members should insert their comments within a paragraph or titles, or next to them, whichever is more directly aligned with the comment's main message. Long general comments should be avoided. Comments can be posted in any of the six official FAO languages, provided that they are in the same language as the displayed document (see [inserting a comment](#)).


Comments should take into consideration what is proposed as "Suggested Actions by the Sub-Committee". Members should refrain from posting comments in the "Executive Summary" and the "Suggested Actions by the Sub-Committee" parts.

Comments inserted within a paragraph **(1)** will indicate addressing specific parts of that paragraph, including a set of words or a complete sentence. Comments put next to a paragraph or title **(2)** or **(3)** will indicate addressing the overall topic presented in that paragraph or title:




### Inserting a comment

To add comments, a document has to be selected (see [“Document selection”](#)), and the button “Comment” has to be active (see [“Selected document page view”](#)).

A target icon  will appear when hovering the mouse cursor over the text to confirm that the commenting function is correctly activated. When the commenting function is active, it is possible to browse the document by scrolling down or up on the displayed text. If by accident there is a click on the document, the comment window can be closed using the “X button” on the top right corner, without leaving a comment

In a document, comments will always be highlighted as a yellow bubble **(1)**, **(2)**, or **(3)**. The number inside the yellow bubble indicates the number of threads for that comment, including any reply by the COFI:FT Secretariat.

To insert a comment, place the cursor (target icon)  on the point of the text the comment will be associated with, and then click on it. A commenting window **(1)** will pop up. Before entering a comment in the appropriate field **(2)**, Members should ensure that the language used in the comment is the same as shown at the bottom language selection drop-down menu **(3)**. If not, the right document language must be selected ([see the menu description](#)).



Considering internal operating procedures, the COFI:FT Secretariat will delete comments that do not match the language of the document they have been placed on.

Comments can be inserted freely in the field “Add Comment” **(2)**. It is possible to paste any text previously developed offline by Members in the comment field using any word editor. Special formatting (bold, italic, underscore, for example) is not allowed in the comment field, and copied text will be plain text. The platform will automatically identify the Member posting the comment.

Members must classify each comment using the drop-down menu “Comment Type” **(4)**.

There are four possibilities for Members to classify their comments:

COMMENT TYPE	SHORT EXPLANATION
Generic comment	It addresses assessments on the topic, including the global scenario or information about the work of other international organizations or entities. It can also assess FAO's performed or ongoing work on the topic. Comments that cannot be classified under other types can also be included as a "Generic Comment".
National testimony	Members bring a national or regional testimony of any issue directly or indirectly linked to the theme.
Additional information requested	Members would like to request FAO to provide additional information on a particular topic mentioned on a Working Document.
Additional work development needed or requested	Members would like to suggest that FAO develops additional work on a particular theme mentioned in a Working Document due to national or regional needs, particularly considering deficiencies in terms of technical capacity. Any additional FAO work on any topic is subject to resource availability and alignment of the requested work with the Organization's strategic framework.

During the last week of the Written Correspondence Procedure phase, a new type of comment named "Observer" will appear. This type of comment is reserved for the use of Observers and cannot be used by Members.



Members must also inform if they are willing to receive e-mail notifications with replies to their comments. Considering the overall interaction scenario of a Sub-Committee Meeting, it is highly advised to keep this checkbox ticked.

FAO COFI:FT - 18th Session - Virtual  
Platform for Comments by Members and Observers

COFI/2020/2 - State of the world fisheries and aquaculture:  
Influencing action for sustainable fisheries and aquaculture

View Comments

English Page 3 of 6 Type to search Comment Drag

Click anywhere in the document to add a comment

Hide Comments Close

12. Global fish<sup>4</sup> production reached about 179 million tonnes in 2017. Of the total, 156 million tonnes were equivalent to an estimated annual supply of 20.5 kg per person destined for non-food uses, mainly to produce fishmeal. Fishmeal accounted for 46 percent of the total production and 51 percent of the total fish supply.

13. Global capture fisheries production in 2018 reached 84.4 million tonnes, 5.4 percent from the average of the previous three years. This was for almost 50 percent of total captures and the top 20 percent of the total capture fisheries production.

14. The increase was driven by marine capture fisheries. In 2017 to 84.4 million tonnes in 2018, although still below the 1996. Catches of anchoveta by Peru and Chile accounted for 7.0 million tonnes. Alaska pollock was second, at 3.4 million tonnes, while skipjack tuna ranked third.

Add Comment

Comment Type

- None -

☒ Notify me when new replies are posted

Add Comment

4 Previous English 3 Next

Powered by Konveio



### Language of the comment

The COFI:FT Secretariat will translate comments inserted by Members in all other five official FAO languages following a two-layer process. The first step will replicate the comment in different languages using automatic translation tools. Therefore, Members will be able to check comments in the language of the document they are following, regardless of the language of the original comment. This step will be conducted twice a day. At this first step, the inserted translated comment will be marked as “Translation (automated)” and will contain the information of the Member who posted it and its original language. In a second step, the COFI:FT Secretariat will review the automatic translations for accuracy and mark them as “Translation (courtesy)”. FAO provides this revision translation process as a courtesy to Members.

### **Comment Reply by the COFI:FT Secretariat**

---

The COFI:FT Secretariat will respond to all Members’ comments within three working days.

Responses will be marked as “Reply by the COFI:FT Secretariat” and posted in all six official FAO languages.

Members are advised to configure the appropriate settings to receive notifications for any replies to their comments. In this regard, two parameters must be set: (i) the option of receiving an e-mail message for every new reply posted to any of the Members’ comments (second confirmation screen at the [first-time login](#)), and (ii) checking the option “Notify me when new replies are posted” in the pop-up window when posting a [new comment](#).

### **Browsing comments and replies**

---

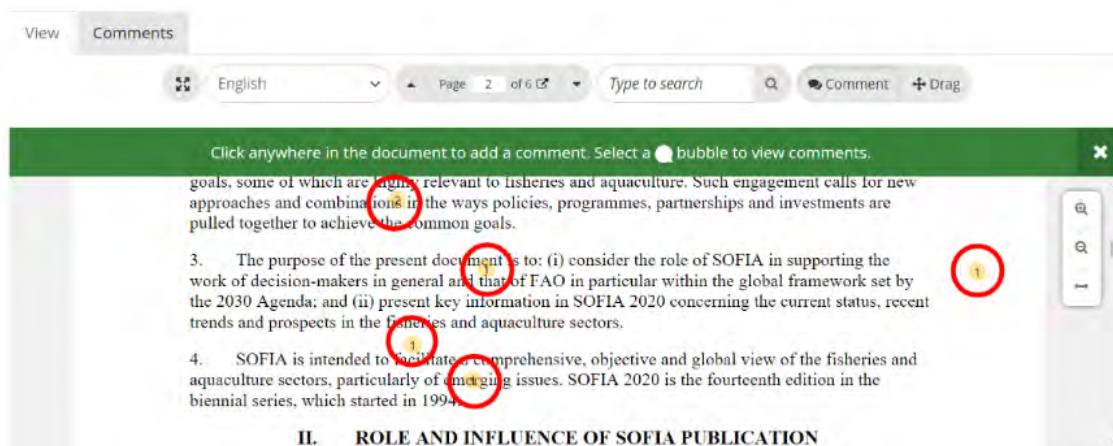
Members have three options for checking comments and replies posted on a specific document.

The first option is to browse their own comments and replies. After logging in, click on the “My Comments” tab on the top left to see all comments, regardless of which document they were inserted in. From there, it is possible to load each comment and see any replies.

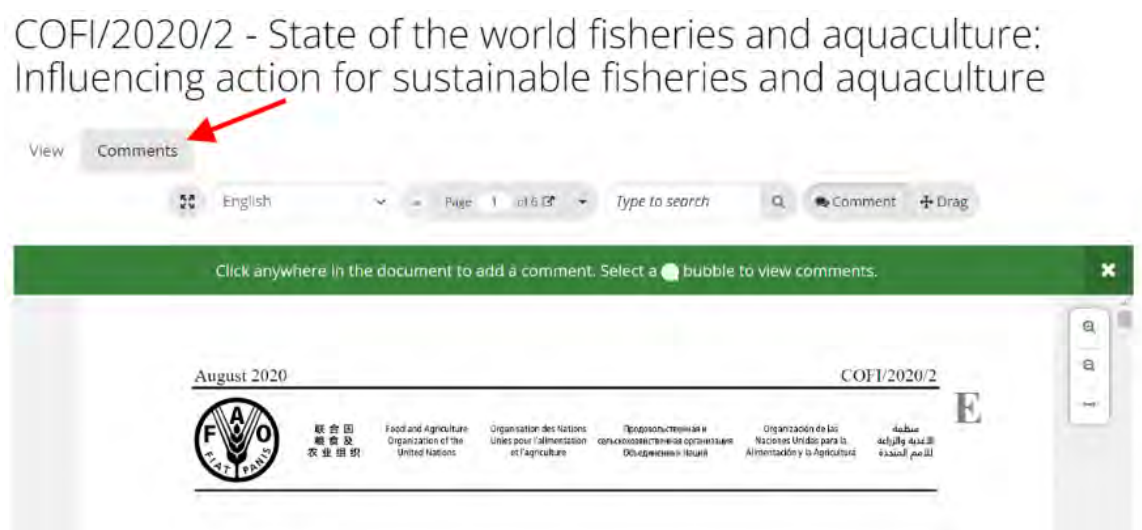




The second option is to scroll through a specific document after [selecting it](#) to check for yellow bubbles. To see comments and replies, click on each bubble. If replies by the COFI:FT Secretariat are not shown, they are still being processed.



An alternative way to see all comments posted on a document is to select the “Comments” tab in the top area:



After selecting the “Comments” tab, a new page will appear listing all the comments contained in the document. This view mode does not show the exact location of the comment on the document. The listing will display comments in chronological order by posting date. This page will allow Members to filter and search for comments and replies:



The first column (1) of the page shows all comments, including translated comments and replies by the COFI:FT Secretariat. “Expand All” (2) can be clicked to display the full text of comments or replies. To toggle, click “Collapse All” (2).

The second column (3) shows the page number where the comment was placed. This is a clickable column header, allowing Members to sort the comments by page number.

Any comments, translated comments, or replies will automatically receive an “ID” number displayed in the third column (4).

The last two columns display information about the author of a comment or reply (5) and when the comment was last updated (6). The headers of these two columns are clickable to allow sorting, which can be helpful to analyze comments by a specific Member or during a particular period.

Above the columns, there are three filters. The first filter (7) refers to the [type of comment](#). When selecting a specific type of comment and clicking the blue “Filter” button (10), only the comments of that type will be displayed. This functionality can also be used to check comments that were initially posted in other languages by selecting either “Translation (automated)” or “Translation (courtesy)”.

The second filter (8) can search for any word or set of words within comments. After typing any word or set of words, click on the blue “Filter” button (10), and only the relevant comments will be displayed.

The last filter (9) allows the selection of comments by specific authors. When typing the initial names of Members or Observers, suggestions are presented on how the query could be completed. Just select the desired author and click on the blue button filter (10). Only the messages from that author will be displayed.

Queries can also incorporate a combination of filters. Before performing any new search click on the “Reset” button (11).

### Additional information or clarification

For any additional information or clarification, please [e-mail us](#).