

## 9<sup>TH</sup> ANNUAL SUBCOMMITTEE MEETING VIRTUAL GUIDANCE

### **Introduction to 9<sup>th</sup> Annual Subcommittee meeting**

The preferred platform for conducting the hybrid meeting of the 9<sup>th</sup> Annual Subcommittee Meeting is MS Teams. This platform has been used for many virtual and hybrid meetings in UNEP and has proved to be robust and flexible enough for this purpose. We will conduct this 9<sup>th</sup> Annual Subcommittee meeting in a hybrid format to encourage participation for participants not able to travel physically to Nairobi.

An email with the log in link will be sent to all registered and approved delegates.

Delegates are encouraged to connect 15 minutes prior to the official start time to test for any technical difficulties including audio and video connection. The link is an open link, and no further registration is needed. Participants simply need to click the link to access the meeting.

The meeting agenda as well as the structure and supporting documents are all available on the meeting portal here: [9<sup>th</sup> Annual Subcommittee meeting of the Committee of Permanent Representatives \(unep.org\)](https://www.unep.org/9th-annual-subcommittee-meeting)

Participants are expected to have consulted all meeting materials prior to the meeting and be prepared to participate. Participants are also asked to identify themselves verbally when speaking and by writing their full names on their meeting name/identifier and affiliation (Figure 1) on MS Teams. Member States are particularly requested to also include their country name before their full names. E.g., **Sweden DPR John Doe**.

Meeting participants should exercise decorum during the meeting and the chair will have the authority to cut discussions short that may not respect this.

The Chair's summary will contain a summary of the meeting and the main decisions that were taken during the meeting.

Through these meetings we will seek to foster a collaborative and cordial exchange of information and decision making, regardless of the physical location of the participants.

### **During the webinar**

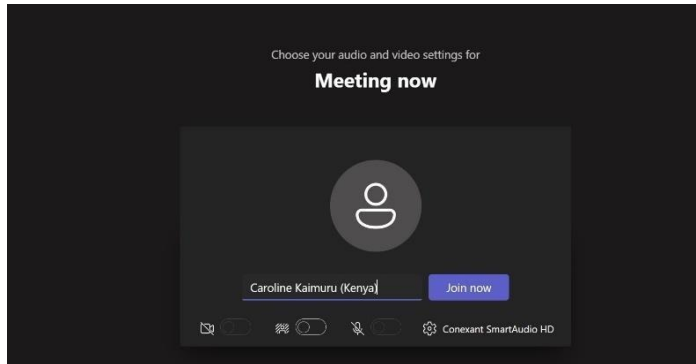
- When meeting participants click the Join link, MS Teams will launch directly into the webinar.
- Meeting attendee audio and video will be enabled. **Please note that you should however mute till you are given the floor to make your intervention by the Chair. Please also turn off your video when not speaking.**
- The presenter/organizer controls audience participation.
- Participants can raise their hand to ask for the floor (Figure 2) or type in the chat function their wish to speak. Verbal interventions should be kept to 1 minute in order to allow the maximum number of participants to intervene and still keep the meeting to the scheduled time. Participants physically in the room will be given priority.

**Note:** Participants can join webinars on their computers, iOS and Android mobile as well as tablet devices.

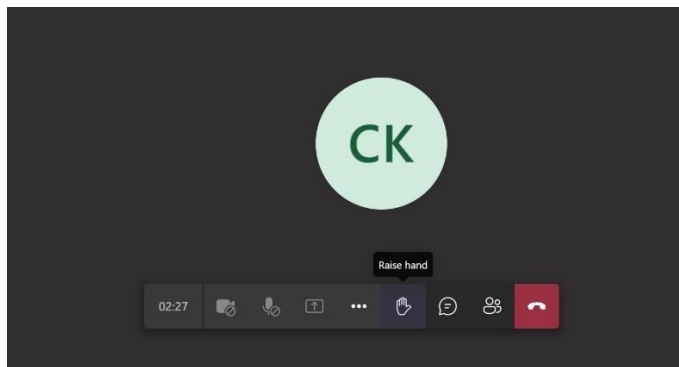
## General guidelines

- **Join the meeting using your official known name (s)** and introduce yourself when you speak for the first time, to ensure correct intervention reference for all participants.
- Remote communication requires **flexibility and adaptation** to technologies since geographic differences entail different access, time zones, languages and cultures.
- Consider providing quick answers and interventions for **promptness**.
- **Stay focused by removing distractions.** With the advantage of holding virtual meetings almost anywhere, there is a disadvantage of potential background noise which can affect the comfort, concentration and effectiveness of the meeting overall.
- **Be courteous to other participants at all times**, don't shout or use aggressive language or gestures.
- **Speak clearly, don't interrupt other speakers and avoid side conversations** at all times.
- **Don't cover the microphone when speaking.** This may distort your voice as received/perceived by other meeting members.
- **Test your technology** before the meeting starts and resolve any technical issues. Make sure you will have a stable internet connection throughout the meeting.
- Use a phone line with audio clarity and stability. Find a quiet space to participate.
- 'Raise your hand' to get the chair's attention if you have something to say or use the chat box in the application (Figure 3) to get the Secretariat's attention for a chance to speak.

**Figure 1: Editing your name and affiliation screenshot**



**Figure 2: 'Raise your hand' feature on MS Teams**



**Figure 3: Chat function in MS Teams**

