

United Nations Forum on  
**HUMAN RIGHTS, DEMOCRACY  
and the RULE OF LAW**

GENEVA, 16-17 NOVEMBER 2021

## MEETING PROCEEDINGS

Panel discussions will start and end punctually at the times indicated in the programme of work of the Forum (to be made available at [www.ohchr.org/democracyforum](http://www.ohchr.org/democracyforum)). Please note that due to recently introduced regulations at the UN Office in Geneva the Forum will run from 10am to 12pm and from 3pm to 5pm on 16 and 17 of November.

### **Modalities for panel discussions**

Brief presentations introducing the topics on the agenda under consideration will be delivered by panellists, followed by a moderated open discussion, to which all participants are invited to contribute.

The Chairperson or session moderators will ensure participation from the floor and facilitate multi-stakeholder dialogue. In order to take the floor:

- Participants in Room XVII can register to the speakers list by **raising their hand or country plate** (for State delegations) or approaching the Secretariat.
- Participants online can register to the speakers list by **raising their hand via the “Raise hand” Zoom function**.

If given the floor, participants should:

- Clearly indicate their name and organization;
- Keep their comments **limited to 2 minutes**.

Participants are encouraged not to read from pre-prepared written statements, documents or published texts, in order to stimulate dynamic discussions.

**Written submissions and transcripts** of interventions may be sent to the Forum Secretariat for online posting (to [ohchr-democracyforum@un.org](mailto:ohchr-democracyforum@un.org), indicating “Written submission” in the subject line). The Secretariat reserves the right to not post statements that may include derogatory and inflammatory remarks and references which do not adhere to the well-established principles of the United Nations or that do not uphold United Nations standards when referring to countries.

## **Pre-recorded video statements**

Interventions by pre-recorded video (max 2 minutes) should be sent to the email address [ohchr-democracyforum@un.org](mailto:ohchr-democracyforum@un.org) indicating the respective panel. Videos should be sent by 12pm on 15 November. Please consult Annex I “Guidelines on sending video messages”.

## **Management of interventions from the floor**

The Chairperson or session moderators will use their discretion in managing interventions from the floor in order to enable different stakeholders to participate in the dialogue and to ensure a balanced debate, pertinent to the topic of the respective session. In line with the nature of the Forum all stakeholders, including States, representatives of international and regional organisations and non-governmental organizations participate on an equal footing.

Participants are welcome to intervene in one or more panels. However, priority may be given to speakers who have not yet taken the floor.

## **Constructive and respectful dialogue**

All participants are requested to show consideration for the mandate of the Forum to promote dialogue and cooperation on issues pertaining to the relationship between human rights, democracy and the rule of law.

All participants are encouraged to contribute to the Forum's spirit of constructive, multi-stakeholder dialogue.

**Speakers are expected to address human rights issues with dignity and respect and to adhere to the well-established principles of the United Nations as well as uphold United Nations standards when referring to countries. Derogatory and inflammatory remarks and references will be ruled out of order.**

## **Seating arrangements**

Due to COVID-19 regulations there will be limited seating in room XVII. Participants wishing to attend the meeting in person should indicate this when registering on Indico. Please note that if you select the “attend in person” option during registration, you commit to attend the Forum in Room XVII.

## **Online participation**

Participants who have registered via Indico will receive a Zoom link ahead of the Forum to connect to the meeting. Please consult the UN Office in Geneva recommendations for Zoom meeting attendees below.

## **Languages**

Interpretation will be available in room XVII and online in all six UN official languages during the duration of the Forum (Arabic, Chinese, English, French, Russian and Spanish).

## **Webcast**

There will be live streaming of Forum sessions. The link to UN WebTV will be available via the Forum web page [www.ohchr.org/democracyforum](http://www.ohchr.org/democracyforum).

## ANNEX I

### Guidelines on sending video messages via WeTransfer

- 1) Open the browser on the computer where the files you want to send are located. Go to <https://wetransfer.com/>.
- 2) Click on “Add your files” and select the file of your video message (**see below for specifications**).
- 3) On the “Email to” field, add ohchr-democracyforum@un.org.
- 4) On the “Your email” field, add your own email.
- 5) On the “Message field”, include:
  - a. Your full name and title;
  - b. The panel for which you are sending the video message.
- 6) Click on “Transfer”. You will be prompted to enter a verification code, which will be sent to your email in short (remember to check the spam folder). Copy the verification code, paste it in the transfer windows and hit verify.
- 7) Once the verification code has been entered, your files will be uploaded. This might take a few minutes. After that, your files will be sent to us automatically. You will receive an email confirming that your files were sent successfully. You will also receive a confirmation email once we have downloaded your files.

Please note that all video statements should be sent until the day before the panel.

Kindly remember to send your statement to ohchr-democracyforum@un.org in order to facilitate the work of the interpreters.

Video statements submitted to the Secretariat of the Forum on Human Rights, Democracy and the Rule of Law for the purpose of screening during an official session of the Forum will be included in the webcast archive at [webtv.un.org](http://webtv.un.org). As such, they will become an official record of the Forum session and will be considered as a UN audio-visual asset that can be re-disseminated to media organizations worldwide on a non-commercial basis, in accordance with guidelines of the Department of Global Communications.

## Recommended technical specifications for video statements

### 1. MP4

The MP4 or MPEG-4 file format is a digital multimedia container format most commonly used to store video and audio, but it can also be used to store other data such as subtitles and still images.

- video encoding: **H.264**
- audio encoding: **Min 44100Hz**
- video resolution: **Min 640x480**  
**Max 1920x1080**  
**Frame rate 24, 30 fps**

### 2. MOV

MOV is the Apple Inc. Quicktime multimedia container file that contains one or more tracks, each of which stores a particular type of data: audio, video, effects, or text (e.g. for subtitles).

- video encoding: **H.264**
- audio encoding: **Min 44100Hz**
- video resolution: **Min 640x480**  
**Max 1920x1080**  
**Frame rate 24, 30 fps**

### 3. AVI/WMV

Audio Video Interleaved (AVI) is a multimedia container format introduced by Microsoft that can contain both audio and video data in a file container that allows audio-with-video playback.

Windows Media Video (WMV) is a video compression format for several proprietary codecs developed by Microsoft.

- video encoding: **WMV3 (Windows Media Video 9)**
- audio encoding: **Min 44100Hz**
- video resolution: **Min 640x480**  
**Max 1920x1080**  
**Frame rate 24, 30 fps**

Please note that **no professional equipment is required to record video messages**. Most modern consumer electronics (smartphones, laptops, etc.) are capable of recording video with great quality.

When using a smartphone, remember to shoot the video in **landscape (horizontal) mode**.

## Recommendations for Zoom meeting attendees

### Before start

Zoom offers three modes for user-connectivity:

1. Web-browser (e.g. Chrome, Edge, etc.); reportedly the Google chrome browser provides the best support for Zoom meetings. **Note that interpretation will not be provided on web application.**
2. Software client (installed on computers)
3. Mobile app (i.e. smartphone, tablet)

If using **Zoom software** (Necessary for hybrid meetings with interpretation)

1. Make sure you download it from the official source (<https://zoom.us/download>)
2. **Make sure you always use the latest version**
3. Do not use the Facebook or Google login option, instead create a dedicated account for Zoom; you may choose your institutional ([e.g.@un.org](mailto:e.g.@un.org)) email address but **must** choose a different, unrelated, and strong password
4. **Do not share Zoom meeting links publicly** (e.g. on social networks or in online forum posts).

### General recommendations

1. Before joining a meeting, **make sure the meeting invitation you are responding to was sent by a trusted party** (you recognize the invitation sender, and would expect to participate in the subject of the meeting)
2. Make sure the meeting requires a password to join
3. Disable camera and mute the microphone when they are not required. Enable only when needed. (You may be asked to turn on your camera and introduce yourself by the meeting host to verify your identity.)
4. Do not accept any links or downloads you are not expecting
5. At the end of the meeting, leave promptly, ensuring that your microphone and video are turned off before you leave. Close the browser after leaving the meeting

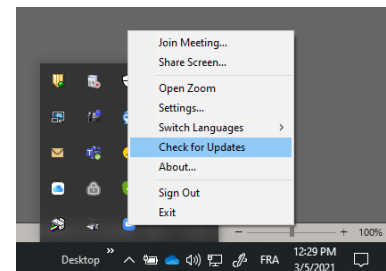
## Ensure that you are running the latest version of Zoom Client

From Zoom website


- Connect [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)
- Download the “Zoom Client for Meetings”

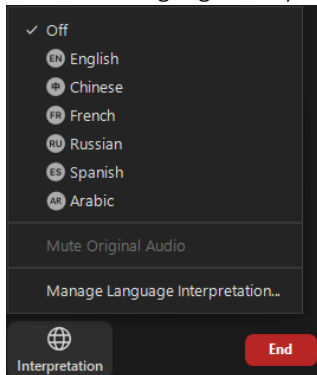
From your current application

- Start zoom client
- On the systray icon bar, right click and select “Check for Updates”



## Choosing an interpretation channel during the meeting

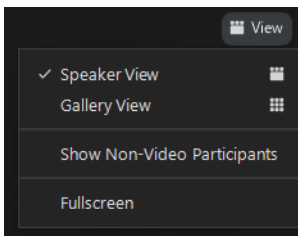
1. In your meeting controls, click **Interpretation** 
2. Select the language that you would like to hear. (Note that *Off* means listening to the *Floor*),



3. Make sure that you **speak the language of the channel you are listening to**. For example, listening to *English* while speaking in *French* could block other participants from hearing your statement.
4. **Do not click “Mute Original Audio”**. The platform will automatically mute the original audio once you select an interpretation channel. Muting the original by choosing that option might prevent you from hearing other statements *if the speaker does not follow step 3 above*.

## Change Layout

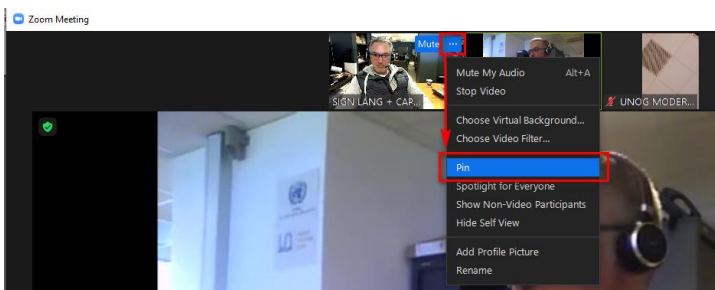
On the top right corner, you can choose your preferred layout: Gallery view, speaker view, show/hide non video participants



## Use International Sign and Captioning

In order to view International Sign and Captioning, you need to pin video of the participant called “IS + CAPTIONING”

- On your Zoom Client, find the thumbnail or video of participant called “IS + CAPTIONING”
- Click on the three dots, and select “Pin”



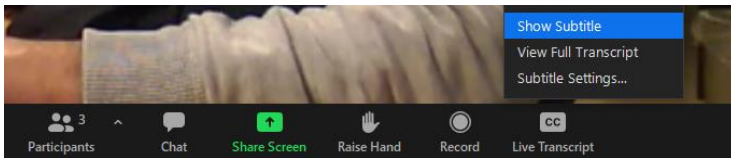


Example:

## Use captioning only (from Zoom Client)

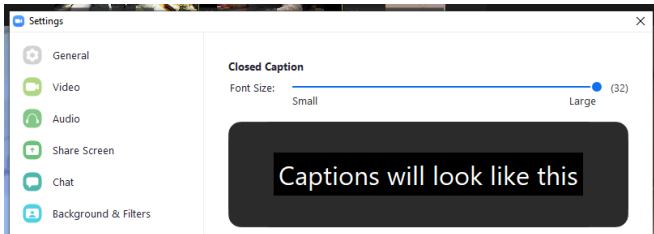
To enable captioning

- Click on the “Live transcript” button
- Select “Show Subtitle”

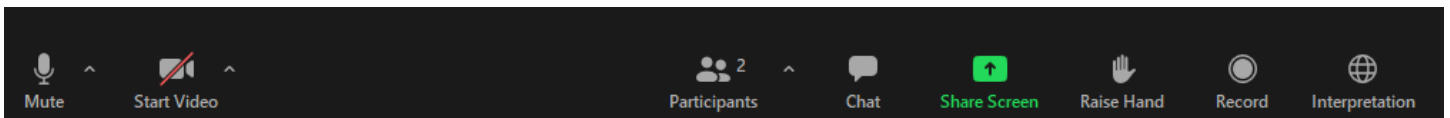


To enlarge subtitle

- Click on the “Live transcript” button
- Select “Subtitle Settings...”
- In the settings window, select desired font size



Use the navigation bar



You can mute or unmute your microphone and video

You can see the list of participants

Text chat

To request the floor

To choose your preferred interpretation language

ZOOM Video tutorial

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>