

# 30<sup>th</sup> SPREP Meeting and associated meetings 2<sup>nd</sup> – 10<sup>th</sup> September 2021

## “ACCELERATING ACTIONS FOR A RESILIENT BLUE PACIFIC”

Information Note and Guide for Meeting Participants



### Sequence of Meetings

Thursday, 2 <sup>nd</sup> September	12pm – 5pm	11 <sup>th</sup> Meeting of the Parties to the Noumea Convention
Friday, 3 <sup>rd</sup> September	12pm – 5pm	16 <sup>th</sup> Meeting of the Parties to the Waigani Convention
Tuesday, 7 <sup>th</sup> – Thursday, 9 <sup>th</sup> September	12pm – 5pm	30 SPREP Meeting of Officials
Friday, 10 <sup>th</sup> September	12pm – 5pm	SPREP Environment Ministers High-level Talanoa

The virtual meeting room for the 30<sup>th</sup> SPREP Meeting (SM.30) and associated meetings will open sixty minutes which is 11:00 AM (UTC/GMT +13) in advance of the official start time. All Attendees are requested to join the meeting room at that time to ensure proper connectivity and allow adequate time to address any technical issues or queries.

### Registration and Participation

Given the health concerns related to the COVID-19 pandemic, the 30<sup>th</sup> SPREP meeting and associated meetings will be held virtually **via Interactio** (video conference software).

Members have been contacted by the Secretariat to confirm their participation in the meeting and to nominate their Head of Delegation and additional Delegates. Observers and representatives from CROP agencies and partner organisations have also been contacted to request their participation as Observers to the Chair of the SPREP Meeting.

Given the situation with COVID19, it is envisaged that Attendees will be either joining the meetings from their offices or homes in accordance with their local government protocols and requirements.

## Registration

Registration to attend the meetings is required by completing the Nomination Form which was circulated via SPREP Circular 21/76.

Upon confirmation of participation and receipt of Nomination Forms, Attendees will be registered in the meeting registration system and will be provided with a secured link to access the meeting virtual platform.

## IT Support

As these are virtual meetings, Members are encouraged to have an IT technician on site to assist with IT related matters including the setting up and testing of the internet connection, the use of the virtual platform prior to the start of the meeting and to troubleshoot any technical issues that may arise during the meetings. The technician will liaise and work closely with the SPREP IT team and the OnCall Team.

## Connectivity tests

The Secretariat will organise connectivity tests on Tuesday 17<sup>th</sup> and Wednesday 18<sup>th</sup> August between 12:00pm and 2:30pm Samoa local time. Members will be required to liaise closely with the Secretariat on this process to ensure the core requirement for successful virtual meetings are properly established. SPREP will be able to provide some assistance to Members to improve their internet capacity for the meetings.

## Translation and interpreting services

OnCall Company which has been contracted by the Secretariat will be providing translation and interpreting services for the 30th SPREP Meeting and associated meetings.

## Meeting Language

The 30 SPREP Meeting, 16th Meeting of the Parties to the Noumea Convention and the SPREP Environment Ministers High-level Talanoa will be conducted in English and French with simultaneous interpretation and translation services provided.

The 11th Meeting of the Parties to the Waigani Convention will be in English only.

## Dress Code

Please note that formal business/Pacific attire is expected for the 30 SPREP Meeting and associated meetings.

## Meeting documentation

All meeting documentations are available on the SPREP Website, and these can be accessed and downloaded on <https://www.sprep.org/30th-sprep-meeting-2021>

## Meeting outcomes

The summary meeting outcomes will be presented to the 30 SPREP Meeting for endorsement while the full report of the proceedings of the meeting will be circulated to Members within two weeks following the closure of the meeting and will be made available on the SPREP Meeting website.

## Contact

For enquiring on the 30 SPREP Meeting and associated meeting, please contact [executivesupport@sprep.org](mailto:executivesupport@sprep.org)

For further information on procedures for participating in the meeting as well as notes on specific Interactio features, please see the Guide for Virtual SPREP meeting at the end of this note.

# GUIDE FOR VIRTUAL SPREP MEETING

## Introduction

**This** manual contains essential information needed on the **procedures** the Attendees should use to participate in the virtual meeting. It also provides guidance on how to **connect** and make **full use of the features** on the Interactio platform during SM.30 and associated meetings.

Please read the manual carefully to understand how to operate the main settings necessary to join the meetings, to interact and intervene during meetings, and access documents.

In addition to this manual, SPREP ICT Team will hold several sessions prior to the meeting to test connectivity with delegates and to familiarise the delegates with using the platform.

## Main Procedures

**To facilitate the proceedings of the virtual SPREP meeting, the following procedures and points of etiquette will be implemented:**

### Delegation

- delegates wishing to provide an **intervention** should use the **Raise Hand** feature in Interactio to be added to the speakers list. The Chair will invite delegates to speak in turn.
- For Members wishing to raise a **point of order**, they may do so by entering "Point of order" as a message in the **chat function** of Interactio.
- Members should indicate **via the chat function of Interactio** should they wish **to allow their alternates to replace them** for an item. The host will then indicate the change by placing an *asterisk (\*)* next to the Alternate Delegate Member's name.
- In such instances, the Head Delegate should turn off their camera and microphone, and the alternate should turn on their camera and microphone in order to participate. The Head Delegate should communicate their return also via the chat function

### Observers

- Representatives from CROP agencies, development partners and other accredited entities associated with SPREP are invited to participate as observers and are welcome to provide written statements. Please contact [executivesupport@sprep.org](mailto:executivesupport@sprep.org) if you wish to submit a written statement.

- Observers will not be able to make any interventions during the meeting until the allocated Agenda item for Observer statements.

## Virtual Test Session and Pre-briefing

- The Secretariat will conduct the virtual tests on **Tuesday 17<sup>th</sup> and Wednesday 18<sup>th</sup> August between 11.00am – 12.30pm (Samoa time)**. At least one official delegate from each delegation is encouraged to participate in this session. Please refer to Annex 1 for the *Interactio Participant Guide*. The Interactio meeting link for the virtual test will be provided closer to the date of testing and delegates are encouraged to sign up for any of the two sessions upon receiving information from the Secretariat.

### Delegates must

- Join the virtual test from the computer and location they will be using during the actual SPREP Meeting
- connect via an Ethernet cable or a fast reliable mobile connection for internet (NOT sharing a connection with any other delegates)
- complete the [Interactio Troubleshooter](https://troubleshooter.interactio.io/) (<https://troubleshooter.interactio.io/>) and send a screenshot of results to [Conference@oncallinterpreters.com](mailto:Conference@oncallinterpreters.com) and [sprep\\_it@sprep.org](mailto:sprep_it@sprep.org)
- Have a USB Headset and microphone
- Use Google Chrome

## Tips & Best Practices

- Stay on mute if you are not talking.
- Be aware of your audio and video settings.
- Use the video option when possible (High Speed Internet required).
- Make sure you have a good light in the room.
- Look into the camera when talking.
- Ensure that you have a work-appropriate background.
- Use clear phrasing when using the chat room.

## IT Support

- For Technical support, your designated IT contact will be part of the **SM\_TechSupport - WhatsApp Group** which will consist of SPREP and OnCall IT personnel for troubleshooting connectivity and communicate IT related matters. There is also a helpdesk function on the Interactio platform to assist delegates and participants with IT issues.
- Participants can contact the Secretariat IT team and OnCall IT support for assistance at any time through the two channels:
  1. By **WhatsApp Group**: SM\_TechSupport
  2. By **Interactio platform**: please send a chat message to the host participant called **ICT Support** in the Interactio meeting chat space or the helpdesk support link

## Annex 1: Interactio Participant Guide



# Participant Guide

Please make sure you have all the necessary equipment working and ready to go

## 1

### Setting up your computer:

- ✓ Use this link: <https://troubleshooter.interactio.io/>\* to test if your computer is ready to use the Interactio system. That will help you check your internet connectivity and computer audio and video devices before starting the event.

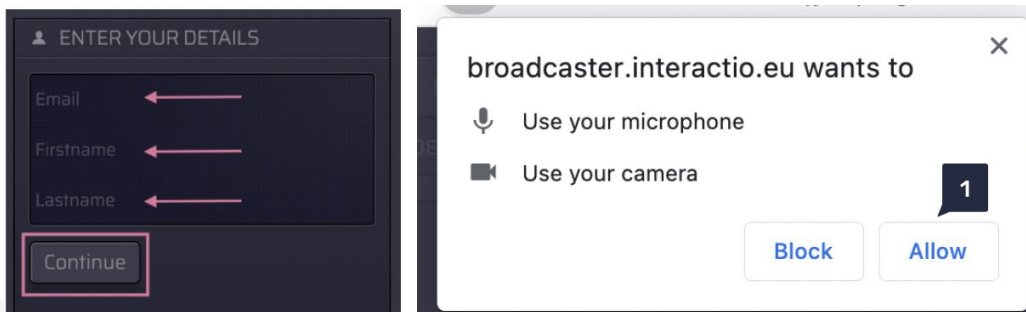
\*Troubleshooter.interactio.io will not work on restricted internet (VPN, Proxy, etc.).

- ✓ Make sure that you are connected to stable Wi-Fi (if possible, make sure your device is the only one connected to that network).
- ✓ Make sure that you are using a computer with the browser Google Chrome with an Incognito/private window. You can open Incognito mode on Chrome by pressing Ctrl+Shift+N (on Windows) or Command+Shift+N (on macOS).

## 2

### Joining the event

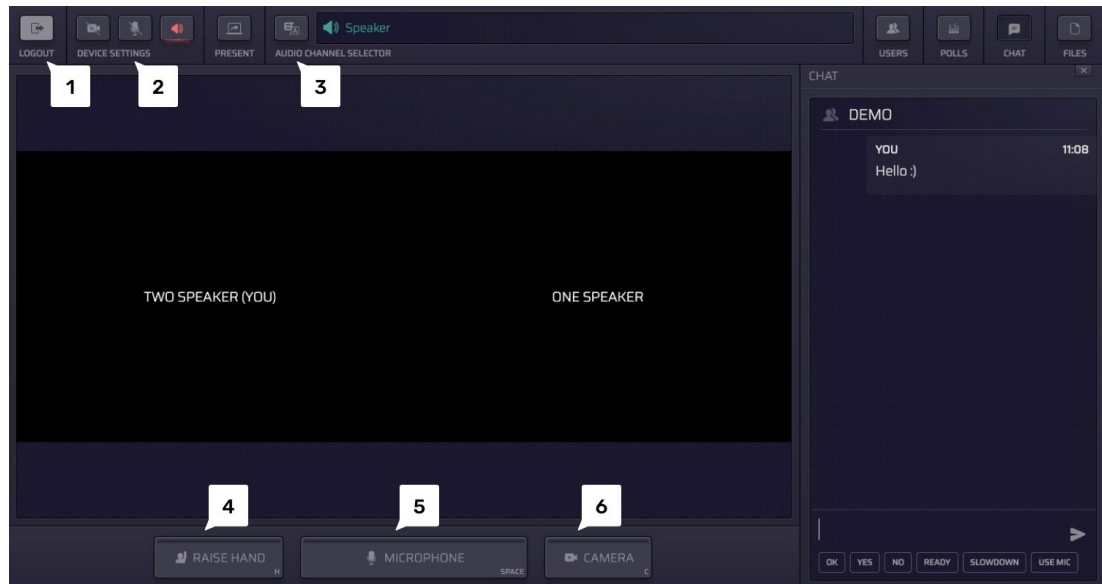
Visit the event's web link provided by the meeting organizer, enter your email address, first and last name, and press Continue. Allow your browser to access your Microphone and Camera **1** and press Join to enter the event.



The image shows two screenshots side-by-side. The left screenshot is a dark-themed form titled 'ENTER YOUR DETAILS' with fields for Email, Firstname, and Lastname, each with a red arrow pointing to the input area. A 'Continue' button is highlighted with a red box at the bottom. The right screenshot is a browser permission dialog from 'broadcaster.interactio.eu' asking to 'Use your microphone' and 'Use your camera'. A red box highlights the 'Allow' button, and a small black box with the number '1' is placed over the 'Allow' button.

## 3

## Setting up the listener dashboard



Press number to learn more

1

### Logout

Press the logout button to leave the event.

2

### Device settings

Select and adjust your device settings at any time during the meeting:

- Select Camera
- Select Microphone
- Select Audio

3

### Language (audio) selection

Press the button to see what languages are available and select your preferred audio source.

4

### Raise Hand

Press this button to let the moderator know that you would like to speak.

### 5 Microphone

When the moderator gives you the right to speak, the Microphone button will start glowing in BLUE.

When you press the Microphone button again, the button will turn RED, indicating that you are currently live and streaming

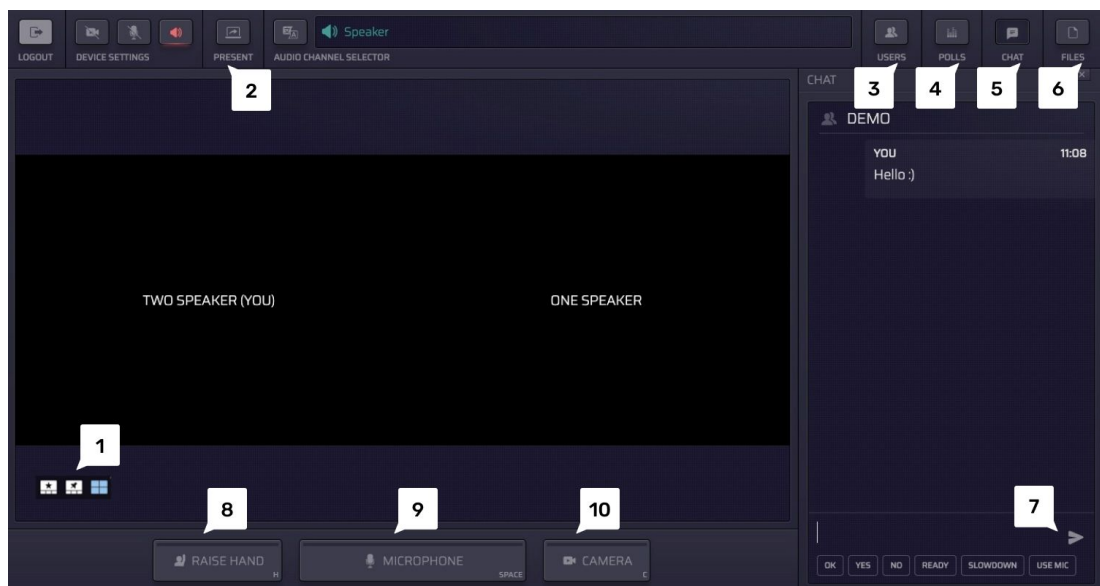
### 6 Camera

If you want to speak with a video on, press the CAMERA button.\*

\* In the Single Speak button mode, speakers will have a single button that controls both the camera and microphone.

## 4

## Features/What can you do as a speaker



Press number to learn more

### 1 Video component

You can select different viewing modes:

- Active speaker (start)
- Pinned
- Gallery
- Presentation (only when someone is presenting)

## 2 Present

Share your screen with the rest of the participants. You can do that only when you are speaking (status: live).

## 3 Users

Open or hide the Participant list. Here you can view the list of speakers and their statuses. At the bottom of the list, you can view the total number of speakers, viewers, and speakers with raised hands. You can send a direct chat message by clicking on the speaker and selecting the chat option.

## 4 Polls

Participate in the live poll or simply view all previous polls' results

## 5 Chat

Here you can see all your communication with the meeting moderator or other speakers. You can also send a direct chat message to the selected speaker in the speaker list.

## 6 Files

Download files sent to you by the meeting moderator or other speakers. Press "Upload file" on the bottom of the page if you would like to send a file to the meeting participants.

## 7 Send a message

Enter your message here, and press Enter to send.

## 8 Raise Hand

Press this button to let the moderator know that you would like to speak.

## 9 Microphone

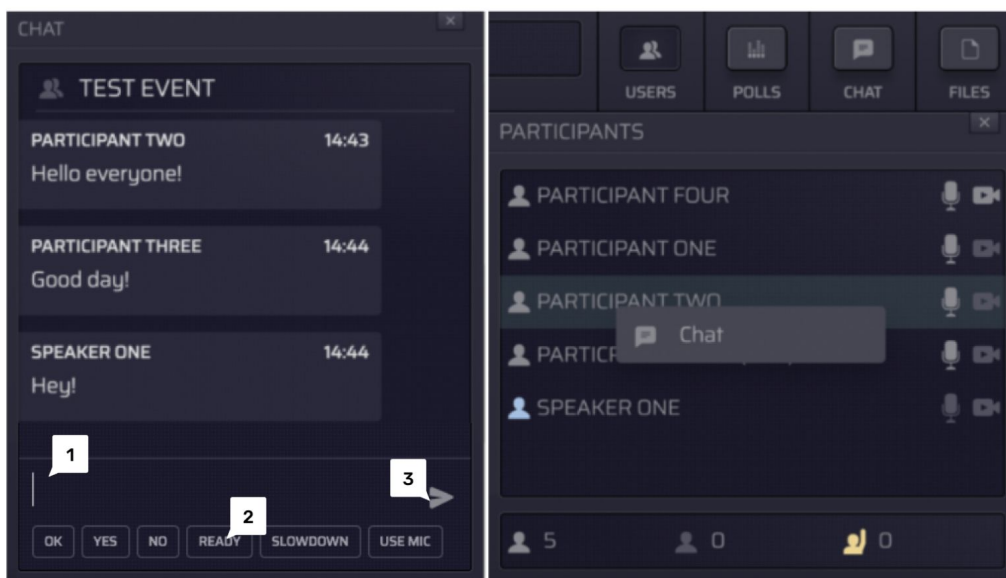
Turn your microphone on or off\*.

## 10 Camera

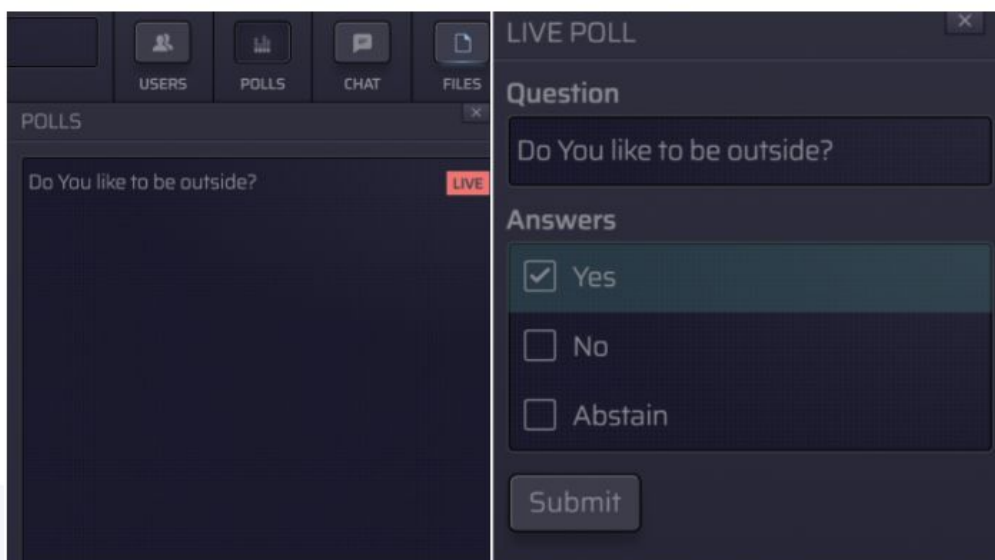
Turn your camera on or off\*.

\* In the Single Speak button mode, speakers will have a single button that controls both the camera and microphone.

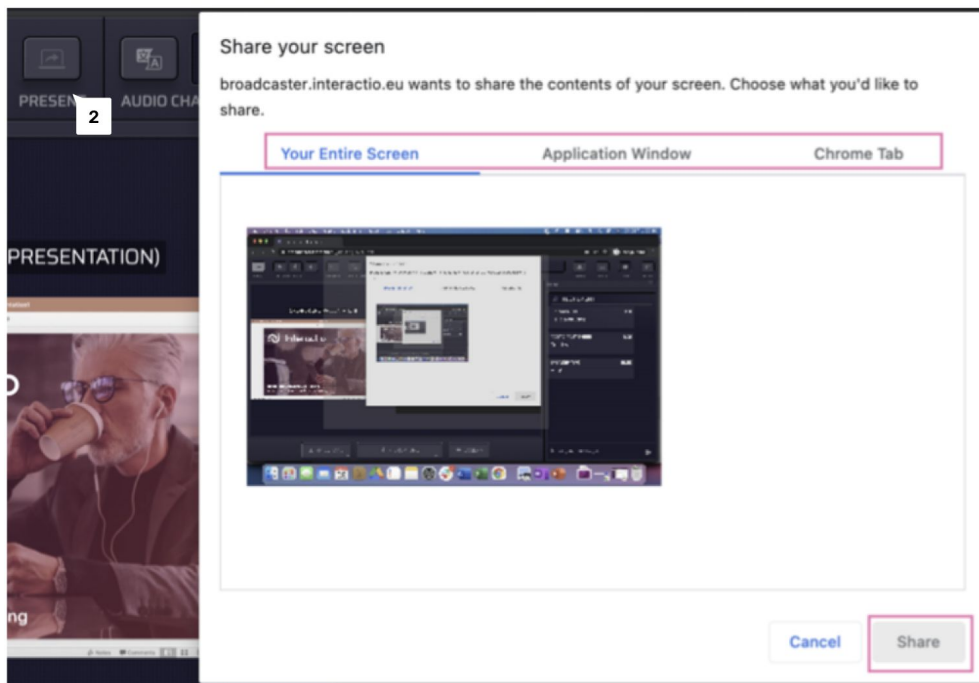
Click the CHAT button and communicate with the meeting moderator or other speakers. Type your text **1** or choose from the predefined responses **2** and click send **3**. You can also send a direct chat message to a selected speaker: click the USERS button, choose the speaker, click the left mouse button and click CHAT.



You can participate in the live POLL or simply view all previous POLL results and statuses. When the POLL is ready, it will appear on your dashboard.



Share your screen with the rest of the speakers. Press PRESENT <sup>2</sup>, choose the window you would like to share, and click share. The PRESENT button works only when you are speaking (status: live).



Download FILES shared by the meeting moderator or other speakers. Click UPLOAD on the bottom of the page if you would like to share a file with other participants.

