

SPREP 3rd Executive Board Meeting

8 – 9 September 2022

Information Note and Guide for Meeting Participants



Meeting Date

Thursday, 8 th September	12pm – 5pm	SPREP EB Meeting
Friday, 9 th September	12pm – 5pm	SPREP EB Meeting

The virtual meeting room for the SPREP Third Executive Board Meeting (3EBM) 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

The SPREP Third Executive Board Meeting will be held virtually **via Zoom** (video conference software).

The Secretariat has contacted members to confirm their participation in the meeting and to nominate their Head of Delegation and additional Delegates.

Registration

Registration to attend the meetings is required by completing the Zoom Registration. You will receive an email after registration with a secured link to access the meeting.

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.

Connectivity tests

The Secretariat will organise connectivity tests on Tuesday 6th and Wednesday 7th September between 12:00pm and 2:30pm Samoa local time. Members are encouraged to attend the connectivity tests to ensure the core requirement for a successful virtual meeting are properly established. SPREP will be able to provide some assistance to those Members who may experience internet issues.

Translation and interpreting services

OnCall Company which has been contracted by the Secretariat will be providing translation services. There will be no interpreting services as agreed to by the representative of Wallis and Futuna.

Meeting Language

The SPREP Special Meeting will be conducted in English only.

Dress Code

As usual, formal business/Pacific attire is expected for this meeting.

Meeting outcomes

The summary meeting outcomes will be presented to the SPREP Third Executive Board 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.

Contact

For enquiring on the SPREP Executive Board Meeting, please contact executivesupport@sprep.org

For further information on procedures for participating in the meeting as well as notes on specific Zoom 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 Zoom platform.

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 IT Team will hold several sessions prior to the meeting to test connectivity with delegates and to familiarise with the virtual meeting 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 Zoom 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 Zoom.
- Members should indicate **via the chat function of Zoom** 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 to participate. The Head Delegate should communicate their return also via the chat function

Naming Convention

All participants are required to use the following naming conventions when joining the meeting.

Country code (3 letter Abbreviation) + Delegate Name

For example: Samoa it would be SAM + Name of delegate: Tama Filemu = SAM Tama Filemu

Virtual Test Session and Pre-briefing

- The Secretariat will conduct the virtual tests on **Tuesday 6th and Wednesday 7th September between 12.00pm – 2.30pm (Samoa time)**. At least one official delegate from each delegation is encouraged to participate in this session. Please refer to Annex 1 for the *Zoom Participant Guide*. The Zoom meeting link for the virtual test will be provided in a Circular and delegates are encouraged to connect in on 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)
- have a USB Headset and microphone

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 IT personnel for troubleshooting connectivity and communicate IT related matters.
- Participants can contact the Secretariat IT team for assistance at any time through the following channels:
 1. By **WhatsApp Group**: SM_TechSupport
 2. By **Email**: sprep_it@sprep.org

Country Codes (3 letter abbreviations)

American Samoa	ASM
Australia	AUS
Fiji	FJI
France	FRA
French Polynesia	PYF
Guam	GUM
Kiribati	KIR
Marshall Islands	MHL
Micronesia, Federated States of	FSM
Nauru	NRU
New Caledonia	NCL
New Zealand	NZL
Northern Mariana Islands	MNP
Palau	PLW
Papua New Guinea	PNG
Samoa	SAM
Solomon Islands	SLB
Tokelau	TKL
Tonga	TON
Tuvalu	TUV
United Kingdom	GBR
United States of America	USA
Vanuatu	VUT
Wallis and Futuna Islands	WLF

Annex 1: Zoom Participant Guide