UNESCO
United Nations
Educational, Scientific and
Cultural Organization

Intergovernmental
Oceanographic
Commission

IOC Executive Council
53rd Session
1–9 February 2021

Technical and practical information

Time (CET)	Monday 1st Feb.	Tuesday 2nd Feb	Wednesday 3rd Feb.	Thursday 4th Feb.	Friday 5th Feb.	Monday 8th Feb.	Tuesday 9th Feb.
12.00 – 13.00				*Financial Committee (I)*		*Financial Committee (optional)*	
13.00 – 13.30	OFFICERS MEETING	INTERSESSIONAL FINANCIAL ADVISORY GROUP	1. Opening 2. Organization of the Session (2.1 – 2.4) 3. Report of the Executive Secretary on the work accomplished since IOC-30 Assembly *(short introduction)*	3. & 5. *(Cont'd)* Replies of the Executive Secretary to the debate	4.1 *(Decade Cont'd)*	*Resolutions Committee* 5. Governance, Programming and Budgeting 5.2 Report by the Chair of the Financial Committee	6. Next Sessions of IOC Governing Bodies 7. Adoption of Resolutions and Modalities of the Summary Report 8. Closure
13.30 – 14.30							
14.30 – 16.00			5. Governance, Programming and Budgeting *(introduction)* 5.1 Draft MTS / Programme & Budget 3. & 5. *(Debate)* Replies of the Executive Secretary to the debate	4. Programmatic Developments 4.1 UN Decade Roadmap & Implementation Plan	*Financial Committee (II)*		
16.00 – 17.00							

Session webpage: https://oceanexpert.org/event/2805

Make sure you are using the latest version of Zoom.
download it via:

https://zoom.us/download

Download   Version 5.4.9 (59931.0110)

1. General Information

- The platform for remote participation in the 53rd session of the Executive Council of IOC and related meetings is **Zoom**.

- Please **download the latest version** (currently 5.4.9) and install and use the Zoom application on your PC or laptop., otherwise malfunctions may occur with the interpretation. If you connect using a web browser (chrome, for example), the interpretation and some other features will not be available. (https://zoom.us/download)

- **Simultaneous Interpretation** services will be provided in English, French, Spanish and Russian during plenary meetings and in English and French during meetings of the Intersessional Financial Advisory Group and meetings of the Financial Committee highlighted in yellow on the calendar. The Resolutions Committee will work in English.

- As customary, the discussions will be **recorded** in the original languages of the discussion (the 'floor') for reference and archival purposes.

- Registration links to **three types of meetings** during the session can be found in the invitation letter to the session:
  - **Plenary session** with E/F/S/R interpretation organized as a Zoom webinar: https://unesco-org.zoom.us/webinar/register/WN_j8uagSwIR6iUPAR9lkll4ᴡ
  - **IFAG/Financial Committee** with E/F interpretation organized a Zoom meeting: https://unesco-org.zoom.us/meeting/register/tJAtdeGtrT0rHNCe8W2Nw_f2l2ajKm-YDeL-
  - **Resolutions Committee** with no interpretation organized as a Zoom meeting: https://unesco-org.zoom.us/meeting/register/tJUvf-yopzgjHNMHaZUkgOIPTKzYzIEHZBkd

- **Official notification**: Member States of the IOC Executive Council (EC) and observers are invited to notify the secretariat (p.boned@unesco.org and v.ryabinin@unesco.org) of the composition of their delegation. Please clearly state the designated Head of Delegation, and possibly one Alternate, and indicate official email addresses of the Head of Delegation and Alternate to be used for their online connection. Your notification email should show IOC EC-53 Registration followed by the entity represented (country, organization name as relevant).

- **Plenary session** (Zoom webinar)

- Member States of the Executive Council: Upon formal notification of their delegation, the Secretariat will register one Head of Delegation and possibly one Alternate as **panelists**. They should not use the plenary session registration link below. They will receive a personal connection link to that session.

- The same arrangement applies to the IOC Officers.

- Additional delegates of EC Member States, Observers (Member States and

organizations), Officers of IOC Subsidiary Bodies and members of the Secretariat are invited to register as **attendees** to the plenary session at:

https://unesco-org.zoom.us/webinar/register/WN_j8uagSwIR6iUPAR9lkll4w

- To **register** to the plenary session, fill in the form as follows and validate your entry by clicking on "Register"

- Attendees will be asked to select their member status among the following options:

Accordingly follow the naming convention that will identify you in the list of participants during the meetings as follows.

| First Name *	Last Name *
OBS Switzerland	Boned

First Name *	Last Name *
OBS UNESCO	Boned

First Name *	Last Name *
SUBS IODE	Boned

<u>Notes</u>: In the 'First name' field, the country should be indicated in English and a short version of the name should be preferred. The Secretariat may need to modify your entry to comply with the requested format.

Fill in your email address; Solely business emails should be used (…@unesco.org; … @gouv; @minister, etc). Do not use personal emails (@ hotmail; @yahoo; @gmail etc)

When joining the meeting, a window will open requesting for your name and the password for the meeting. During the meeting, your identification will appear in the **list of participants** on the right-hand side of your screen as follows during the plenary session (webinar style). Make sure your screen name corresponds to the naming convention: <u>MS country name last name</u> for a representative of an EC Member States for example.
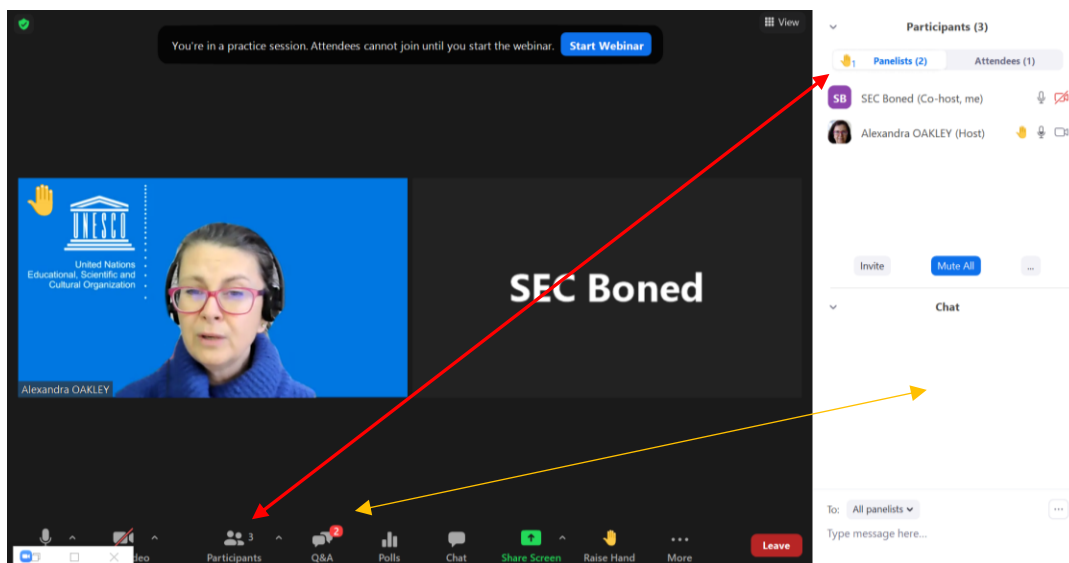
- Once your **registration is validated**, you will receive an email from UNESCO-IOC confirming your registration and providing the meeting link and password. Again, these links should not be shared or forwarded. You can then add the webinar or below meetings your registered for in your calendar.

2. Committee meetings (Zoom meeting)

- **Delegates** (attendees), including Heads of Delegation and Alternates of EC Member States, wishing to attend the meetings of the IFAG/Financial

Committee and Resolutions Committee should register for each of these types of meetings using the registration links below in addition to registering for the plenary session. The links are as follows:

IFAG & Financial Committee:
https://unesco-org.zoom.us/meeting/register/tJAtdeGtrT0rHNCe8W2Nw_f2l2ajKm-YDeL-

Resolutions Committee:
https://unesco-org.zoom.us/meeting/register/tJUvf-yopzgjHNMHaZUkgOIPTKzYzIEHZBkd

- **Registration** instructions are the same as described above.

3. Rehearsal and connection to meetings

A **rehearsal session** will be held on 27 January 2021 from 2 p.m. to 4 p.m. for panellists and from 4 p.m. CET for attendees. Participants registered for the session will be kindly invited by email from IOC-UNESCO to attend in order to familiarize themselves with the platform and to verify that your technical configuration functions efficiently. Participants should participate to the rehearsal in the same conditions (e.g. same internet connection) and with the same material they will have during the EC-53 session. For the panellists and attendees wishing to take the floor, it is essential for the quality of translation that they use a headset with mic. Pay also attention to your background and the light.

The Secretariat of the IOC will keep a list of all Member State delegations having taken part in the rehearsal and checked their connectivity and accessibility to the platform. This information will be shared with the Chairperson of the Commission.

Connection times before meetings will be one hour before plenary and IFAG meetings to test technical arrangements with the interpreters and 30 mn before all other meetings. This is indicative. Connection times will be show on the dynamic calendar on the EC-53 webpage.

4. Practical information

4.1 Technical assistance: If you encounter any technical difficulties in connecting to the platform, please contact the technical assistance at +33 1 45 68 03 33 during the rehearsal exercise and the session meetings. Other technical issues can be raised in the Chat during Committee meetings or the Question & Answers features during the plenary meetings.

4.2 Requests for the floor during plenary meetings: Panellists and attendees will request the floor by raising the virtual hand in Zoom. Those who requested the floor will appear on the top of the participant lists in the order of the requests. This will appear under the two tabs showing Panellists and Attendees lists on the right side of your screen if you activate the Participants icon on the foot of your screen. The order of precedence is as follows: EC

Member States (panellists), Observer MS, Observer organizations and SUBS Officers.

There will be one single list of participants in Committee meetings.

4.3 Speaking time in plenary meetings: Raise your hand to indicate to the Chairperson that you wish to take the floor. Your camera should be turned on when you take the floor (panellists). Attendees will be invited to speak when they request the floor in audio mode only. To appear on the screen the attended will be invited as panellist the time of his/her intervention with a 30' delay.

In plenary meetings, the speaking time will be limited to 3 mn for EC members and 2 mn for OBServers, ORGanizations, SUBS. A timer will be visible on the screen in plenary meetings.

After taking the floor, please lower your hand and mute your microphone.

4.4 Quorum in plenary meetings (Rules of Procedure 37, 38, 45)

Heads of Delegations and Alternates of EC Member States are invited to connect to the plenary meetings approximately one hour before the scheduled start time. The Chairperson shall announce if a quorum has been established before letting all other attendees in. A slide will be shown in case the plenary meeting is delayed by lack of a quorum.

Questions put to the vote

Only EC Member States have voting rights. If the Chairperson puts a question to vote, Heads of Delegations shall vote by show of hands (use of the virtual Raise hand tool in Zoom).

4.5 Chat and Question & Answers features

During plenary meetings (webinar), the 'Chat' box will be available for communication between panellists. Points of order, procedural motions, suspension or adjournment of the meeting and adjournment of debate (Rule of Procedure 40), can be made by EC Member States by writing POINT OF ORDER (in caps) in the chat. The Secretariat will use the Chat box for making announcements.

Attendees will use the Question & Answers (Q&A box) to raise in particular technical issues.

During Committee meetings: All participants will be able to use the Chat box.

4.6 Working languages

Participants in the plenary session will be able to listen to and speak in one of the four working languages of the Commission (English, French, Russian or Spanish). Please select in the Interpretation menu on the bottom bar of your application and the language of your choice. If you do not need interpretation, you can select "off" in the Interpretation Menu.

Note on AUDIO QUALITY: In an online meeting the audio quality can be lowered, which can have an impact on the quality of the interpretation. If the intervention

cannot be understood, the interpreter will indicate that he or she is unable to interpret due to the poor audio quality. If you take the floor, always use a headset with a built-in microphone and avoid built-in speakers.

4.7 Document projection

During the discussions, PowerPoint presentations, documents, draft decisions and resolutions will be shown on the screen and edited (when relevant) in English only. Language versions will be available on the session webpage at https://oceanexpert.org/event/2805.

4.8 Draft Decisions and Resolutions

Draft decisions will be adopted at the end of the discussion of the item unless decided otherwise. The text of a decision will be updated on screen in English with help of interpreters for the participants who follow the discussion in another language. Language versions of draft decisions are available online for reference.

Draft resolutions will be adopted in a similar way at the end of the plenary session under item 7.

4.9 Summary Report

The summary report of the session will be drafted during the session by the Secretariat but will be adopted by correspondence after the session in the four working languages of the Commission.

4.10 Record of official interventions to be annexed to the summary report of the session

Member States and observers who would like to have a particular statement recorded in the informational annex of the session report should send it to iocgovbody@unesco.org using the template available at the EC-53 webpage. Those statements are not subject to review and will be presented as delivered to the Secretariat. Statements received ahead of the meeting are welcome. They will be shared with the interpreters only to help them in their work. In any case statements should be emailed to the secretariat before midnight on the day the agenda item is considered.

4.11 Poll

Polls maybe launched during the session or at the end of the session.

General Zoom screen
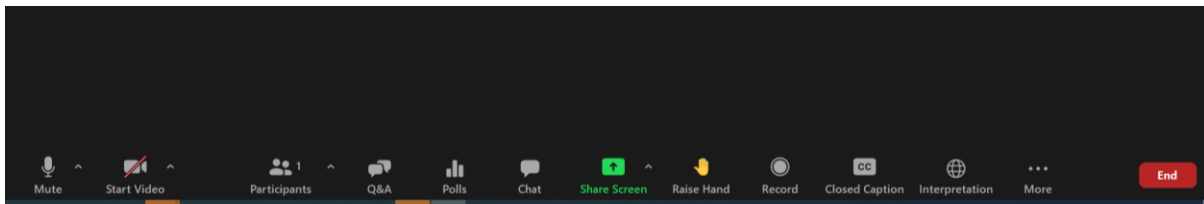
1.   2.   3.   4.   5.   7.   6.

1. Activate or deactivate your microphone

2. Activate or deactivate your webcam

3. Display the list of participants

4. Show the Question & Answer box

5. Show the chat box

6. Access the interpretation channels

7. "Raise your hand" function to ask for the floor

Note: This guide may be completed by additional slides that will be prepared by the secretariat before and at the beginning of the session.

Technical and environmental recommendations:

▶ Use a secure wired Internet connection instead of wifi

▶ Preferably use a computer rather than a tablet or mobile phone

▶ Minimum requirement: ADSL connection with a minimum capacity of 2Mbps download and 1Mbps upload (possible test via https://www.speedtest.net/)

▶ If you use an internet browser, please use Google Chrome (Windows or MacOS) or Edge Chromium (Windows 10) and be sure it is up to date. If you are using an application, be sure it is up to date.

▶ Close unnecessary programs before joining the online meeting
▶ Terminate all unnecessary software running on your computer, especially those using camera or audio device, or using network/internet (Skype/Webex/Adobe Connect/GoToMeting etc.)

▶ Keep your cell phone in silent mode during the meeting.

▶ Setup your microphone
▶ If you join by using a desktop computer, using a headset with a microphone or speakerphone is necessary and will allow your voice to carry better by minimizing ambient noise. Using a certified headset will also eliminate echo.
▶ Check your hardware before joining the online meeting, UNESCO will not provide remote assistance on this matter.
▶ Mute yourself when you are not speaking
▶ Avoid activities that can be picked up by the microphone
▶ Locate the microphone properly: if using a headset, place the microphone in front of your chin, not in front of your mouth, to avoid heavy breathing sounds.
▶ Connect prior the meeting start: Then you'll have time to start your video, check the sounds with others participants, and eventually download documents if needed

▶ Adjust your lighting. Adapted lighting is an aspect that is often neglected in the preparation of a videoconference. Ceiling lighting is best. But if you don't have this, place a light near you, preferably in front of you.
▶ Do not sit with a window directly behind you, as you will be back-lit and your face will not be visible.
▶ Participants and interpreters will need to see your facial expressions to fully understand what you are saying.
▶ Do not sit in a dark, dimly lit room. Try to be in a well-lit room.

http://www.unesco.org/new/en/member-states/resources/website-toolkit/best-preactices-for-online-meetings/