



SPREP
Secretariat of the Pacific Regional
Environment Programme

SPREP 4th Executive Board Meeting 4th – 6th September 2024

Information Note and Guide for Meeting Participants



Meeting Date

Wednesday 4th to Friday 6th September

12pm – 5pm

**SPREP 4th Executive
Board Meeting**

The virtual meeting room for the SPREP 4th Executive Board Meeting (4EBM) 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

The 4th Executive Board Meeting 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.

Registration

Registration to attend the meetings is required by completing the Nomination Form which was circulated via SPREP Circular 24/35.

Upon confirmation of participation and receipt of Nomination Forms, Attendees will be registered in the meeting registration system.

Virtual Meeting Links

Registered Attendees will be provided with a secured link to access the meeting virtual platform. The links for both the test sessions and actual meeting will be provided to Attendees after successful registration upon receipt of their nomination form.

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 **Monday 26th, Wednesday 28th and Friday 30th August between 12:00pm and 1:00pm 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 Language Services which has been contracted by the Secretariat will be providing translation and interpreting services.

Meeting Language

The 4th Executive Board Meeting will be conducted in English and French with simultaneous interpretation and translation services provided.

Dress Code

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

Meeting outcomes

The summary meeting outcomes will be presented to the 4th 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 4th Executive Board Meeting, please contact 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 4th Executive Board Meeting at the end of this note.

GUIDE FOR VIRTUAL SPREP 4th EXECUTIVE BOARD 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.

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 the delegates with using the platform.

Main Procedures

To facilitate the proceedings of the virtual 4th Executive Board 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

Naming Convention

All country delegates are required to use the following naming conventions when joining the meeting. You will be requested to fill in these fields when logging into the platform including your organisation (*refer to table of country codes below*).

For Delegates: **Country code (3 letter Abbreviation) + Delegate Name + Organisation**
e.g. SAM Tama Filemu MFAT

For Agencies/Observers: **CROP/OBS + Participant Name + Organisation**
e.g. CROP Fou Mai SPREP, OBS Sato Kaino JICA

Virtual Test Session and Pre-briefing

- The Secretariat will conduct the virtual tests on **Monday 26th, Wednesday 28th, and Friday 30th August between 12.00pm – 1.00pm (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 in a Circular and delegates are encouraged to connect in on any of the sessions upon receiving information from the Secretariat.

Delegates must

- complete an internet speed test using one of the following sites and send a screenshot of results to Conference@oncallinterpreters.com and sprep_it@sprep.org. Preferably this is done prior to joining the virtual test.
 - fast.com
 - speedcheck.org
 - speedtest.net
- join the virtual test from the computer and location they will be using during the actual 4th Executive Board 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
- use Google Chrome and with Incognito if you can (The easiest way to open an Incognito/Private window is with the keyboard shortcut combination **Ctrl-Shift-N** (Windows) or **Command-Shift-N** (macOS). Another way is to click on the menu on the upper right – it's the three vertical dots – and select **New Incognito Window** from the list)
NOTE: Other internet browsers may have Private mode which is the equivalent of Incognito mode, in this case keyboard shortcut might be different like **Ctrl-Shift-P** (Windows) or **Command-Shift-P** (macOS).

Tips & Best Practices

- Stay on mute if you are not speaking.
- 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 speaking.
- 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.

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: Interactio Participant Guide