



**BRIEFING VIRTUAL MEETINGS FOR
STANDING COMMITTEE CHAIRS**

Embracing change & resilience

Promoting protection & solidarity

Content

- 1. How to chair the FICSA online SC meeting**
- 2. General principles**

2. How to chair the FICSA online SC meeting

Briefing

Attend the briefing proposed by the FICSA Secretariat – a meeting invite will reach you before your first session

Less is more! Stay on point.

1. If you keep your agenda items concise, and make action points stand out, you make it easier for attendees to sign off with a sense of purpose and success.
2. Don't let important decisions get lost in detail.
3. Set realistic goals for your meeting.

Technology

1. Prepare, prepare, prepare
2. Know the technology you are using which is TEAMS
3. Be there 10 minutes before to test your connection
4. Prepare your questions for Mentimeter in advance.
5. Develop the survey before the meeting, if possible.

Open the meeting

1. Welcome participants
2. Welcome main speakers, if any
3. Create a positive environment for all
4. Present yourself and Vice-Chairs/speakers (all those taking an active role)
5. Establish housekeeping rules and stick to them.
 - Inform that the session will be recorded to support the work of the rapporteur
 - Ask all participants to write their full names and affiliation when entering the meeting
 - Inform them that only participants can attend who are part of a delegation.
 - Ask them to be on mute and turn off their videos if they are not talking
 - Set **ground rules** for interventions from **participants**:
 - Ask them to turn on their video when making an intervention & to introduce themselves
 - Refrain from repeating points already made.
 - Try to speak on behalf of a group by keeping in touch with your delegation by WhatsApp or similar means.
 - 1-3 Minutes maximum talking time – keep time
 - Set **ground rules** for interventions for **observers** and **guests**
 - views can be expressed but are not taken into account in the reports
6. Explain the agenda
7. State the **objective** and **background** to each agenda item and the **outcome** expected.
8. Frontload key points/messages
9. Inform that decision-making on recommendations will be guided by 'no objections'

10. **Time Management:** Follow the agenda and keep the time allotted to each item
11. Stay on top of the discussion and ensure you lead it
12. If the discussion goes on, pass a Mentimeter blitz survey to get a direction; or park an item if direction is unclear
13. Keep everyone connected and engaged throughout the meeting by
 - Summarizing the main points & conclusions before any decision-making
 - Being more animated than you are normally
 - Give visual cues through body- language; smile; make sure you can be seen if you present/speak
 - Take contentious issues offline
 - Actively listen – focus and take relevant notes
14. Identify next steps for each agenda item
15. **Decisions:**
 - Ask for consensus by asking if there are any objections.
 - Identify timelines for each decision, the necessary resources required, the deliverable desired, and the responsible actors
16. **Summarize** again the main decisions/points/way forward
17. **Remind** those who volunteered to be in the core group of their [responsibilities](#).
18. **Thank** everyone for their input and **close** the meeting

2. General principles

All standing committee chairs should do the following **before the meeting**

1. Select a **rapporteur** before standing committee meetings start.
2. Ensure that the **rapporteur** has the [summary sheet for each agenda item](#).
3. Provide the **rapporteur** with the committee report of the 73rd Council and the [template for reports](#).
4. Provide the **rapporteur** with the [73rd Council Index of Decision](#) to get an overview of last year's decisions.
5. Discuss the below process with the rapporteur.

All standing committee chairs should do the following **during the meeting**

1. Simplify the **rapporteur's** task by clearly and concisely summarizing decisions made on each agenda item.
2. Before closing any agenda item, check that the **rapporteur** included the following for each decision:
 - a short, clear decision;
 - identification of those responsible for acting on the decision forward, e.g., one member from the ExCom and one from the standing committee;
 - an expected product, outcome, deliverable;
 - an approximation of the funds to be allotted, if applicable;
 - an approximate deadline for completion; and
 - identify if this is an issue for a high-level forum.
3. Quickly review the final report so that the rapporteur can send it to the Council rapporteur.
4. Review and clear the report when it comes back from the Council rapporteur and before it goes to plenary.