



**GUIDE FOR DELEGATES FOR THE 74th FICSA Council**

**Geneva, 11 11 2021**

## TABLE OF CONTENTS

---

---

Table of Contents.....	2
Summary of Important Deadlines.....	
1. Preface.....	4
2. Virtual Journey through the 74TH FICSA Council.....	4
2.1 Date and Place of the Council Time Zones .....	4
2.2 Schedule of Official Meetings .....	4
3. Your Administrative Planning.....	5
3.1 Registration and Credentials .....	5
3.2 Proxies .....	5
3.3 Deadline for receipt of Council Plenary reports .....	6
3.4 Elections and Nominations.....	6
4. Discussion and engagement during the VIRTUAL meeting.....	8
ANNEX 1 .....	10
ANNEX 2.....	11
ANNEX 3.....	12
ANNEX 4 .....	14
ANNEX 5.....	16
Checklist for a successful meeting.....	16
Joining the meeting .....	17
Welcome to the meeting!.....	19
During the meeting:.....	20
Guide for Presenters:.....	21
Please share your presentation during the meeting by following these steps:.....	22

## SUMMARY OF IMPORTANT DEADLINES

---

**Credentials:** No later than 23 November 2020

**All Council documentation (background papers, reports):** No later than 21 January 2021

**Nominations:** No later than 21 January 2021 18:00 Geneva time

**Meeting schedule:** <https://ficsa.org/activities/74thcouncil.html>

## 1. PREFACE

---

This guide supports delegates to find their way around the first virtual FICSA Council. It should be read in conjunction with the brochure entitled *FICSA explained*.

Delegates are reminded that it is essential to have easy access to the *FICSA statutes*, Rules of Procedure of the Council (page 15 of the statutes) and the Financial Rules of FICSA (page 21 of the statutes) and a copy of the report of the previous Council session (*FICSA/C/73/R.1*).

The working languages of the Council are English and French. The FICSA Secretariat aims at ensuring interpretation into both languages during the plenary sessions on 9, 10 and 11 February between 12 and 3pm Geneva time, subject to availability of meeting/conference services in UNOG, since priority for virtual interpretation is given to meetings of Member States.

All the meetings will take place virtually through Microsoft Teams. Find out how to join through the guidelines in *Annex 5*.

## 2. VIRTUAL JOURNEY THROUGH THE 74TH FICSA COUNCIL

---

### 2.1 Date and Place of the Council Time Zones

FICSA Members are located throughout the world; to ensure maximum participation with minimal impact on its members, all FICSA Council sessions will take place between 12.00 noon up to 3.00pm Geneva time. The table below illustrates the time at various locations:

Geneva Europe	Montréal Washington, N. America	Manila Kuala Lumpur	Asuncion S. America	Cairo EMEA	New Delhi
Wed 10:00	Wed 04:00	Wed 17:00	Wed 06:00 *	Wed 11:00	Wed 14:30
Wed 11:00	Wed 05:00	Wed 18:00	Wed 07:00 *	Wed 12:00	Wed 15:30
Wed 12:00	Wed 06:00	Wed 19:00	Wed 08:00 *	Wed 13:00	Wed 16:30
Wed 13:00	Wed 07:00	Wed 20:00	Wed 09:00 *	Wed 14:00	Wed 17:30
Wed 14:00	Wed 08:00	Wed 21:00	Wed 10:00 *	Wed 15:00	Wed 18:30
Wed 15:00	Wed 09:00	Wed 22:00	Wed 11:00 *	Wed 16:00	Wed 19:30
Wed 16:00	Wed 10:00	Wed 23:00	Wed 12:00 *	Wed 17:00	Wed 20:30

### 2.2 Schedule of Official Meetings

The meeting schedule and all information, background papers, agenda of the meetings can be found on the FICSA website at the following location: <https://ficsa.org/activities/74thcouncil.html>

A brief overview of each meeting can be found below.

**Meeting of Heads of Delegations: Thursday, 19 November 2021.** The meeting will brief Heads of Delegations on the logistics, programme of work of the FICSA Council, and it will provide a brief overview on upcoming

issues/topics that will be discussed, so that each delegation can begin formulation their own positions. It may also provide information on administrative and budgetary issues and the FICSA Statutes, and as such require the involvement of all member associations/unions.

**Meetings of the Chairs and Vice-Chairs of the Standing Committees:** For the 74<sup>th</sup> Council several Standing Committee meetings have taken place to coordinate agenda items for individual, as well as, joint sessions. This guide provides information on process during Standing Committee meetings.

**Meetings of the Standing Committees:** Chairs and Vice-Chairs meet and finalize their agenda items and dates for their sessions. These sessions take place as informal consultations and pre-meetings and are conducted prior to the opening of Council.

**Briefing for newcomers:** Participating associations and unions are requested to assist in briefing any new members of their delegation about Council proceedings. A short 30-minute session will be held to brief newcomers on the meeting. The date of the briefing will be updated at <https://ficsa.org/activities/74thcouncil.html>

**Meetings of the Executive Committee (Incoming-Outgoing): Thursday, 11 February 2021.** In accordance with past practice, the newly-elected Executive Committee will hold a short meeting on the last day of Council with the outgoing Executive Committee.

### 3. YOUR ADMINISTRATIVE PLANNING

---

#### 3.1 Registration and Credentials

##### REGISTRATION AND CREDENTIALS

In accordance with Rule 14 of the Rules of Procedure, chairs of associations/unions which are Full or Associate Members, as well as those with Consultative and Special status and federations with Observer status, are all requested to complete the [credentials form](#).

Those credentials remain valid for the committee and plenary meetings of the 74<sup>th</sup> FICSA Council, taking place from November 2020 until 11 February 2021.

If a member wishes to modify the composition of its delegation, credentials submitted during registration should reflect such changes. This may take the form either of supplemental credentials or of new credentials indicating the revised composition of the full delegation.

All credentials shall be communicated electronically to the General Secretary through the FICSA [online registration system](#), if possible, no later than **23 November 2020**. You may also contact the FICSA secretariat by writing to [ficsa@un.org](mailto:ficsa@un.org) for any changes in the list of delegates.

Only accredited participants will be allowed access to the online meetings.

#### 3.2 Proxies

Associations and unions which are Full Members of FICSA and are not able to send a delegation to this Council may wish to consider voting by proxy. Please make your arrangements in time by sending one copy to the proxy holder and one copy to the [FICSA secretariat](#) before the opening session of the FICSA Council. According to Rule 27 of the

Rules of Procedure, no Full Member present at the Council shall exercise more than one proxy vote (model attached, [Annex 1](#)).

### 3.3 Deadline for receipt of Council Plenary reports

The Chairs are kindly asked to send their reports including recommendations agreed-upon by latest 21 January 2020 to [ficsa@un.org](mailto:ficsa@un.org).

All submissions must be handed to and cleared by the General Secretary, or the person acting in his/her stead, for clearance before issuance.

### 3.4 Elections and Nominations

Elections are scheduled at the end of the second day of Council (Tuesday, 10 February 2020 This year the following officer positions are open for election:

Regular term of two years, until February 2023 in the following order:

- ✓ General Secretary – [Terms of Reference](#)
- ✓ One Member for Compensation Issues – [Terms of Reference](#)
- ✓ Member without Portfolio – [Terms of Reference](#)
- ✓ Regional Representative for Asia – [Terms of Reference](#)
- ✓ Regional Representative for Europe – [Terms of Reference](#)

One-year term to fill unexpected vacancies, until February 2022:

- ✓ Treasurer – [Terms of Reference](#)
- ✓ One Member for Compensation Issues – [Terms of Reference](#)
- ✓ Member for Regional and Field Issues – [Terms of Reference](#)
- ✓ Regional Representative for Africa – [Terms of Reference](#)
- ✓ Regional Representative for Americas – [Terms of Reference](#)

The deadline for Nominations is **21 January 2021**.

#### 3.4.1 Nominations

The [29 full member associations and unions](#) are reminded that, when proposing candidates for the Executive Committee and the subsidiary organs, i.e. the Regional Representatives, they would ensure that the organization of the successful candidate would provide the relevant support during their mandate. Such support implies full-time release from work to carry out FICSA activities and office support for the position of President and General Secretary, and ad-hoc release time when necessary for the remaining positions. In addition, it is imperative that Executive Committee members and Regional Representatives realize that they would be representing the Federation and not their individual association or union during their mandate. The [Nomination form](#) refers.

#### 3.4.2 Order of the elections

The order of the elections is that first the two-year term positions and then the one-year term positions are elected. The order in 3.4 above applies.

#### 3.4.3 Election procedure

Elections to the Executive Committee and to the offices of the Regional Representative are conducted by secret ballot. If there is only one candidate for a given post, the candidate may be elected by acclamation unless a Full Member association/union requests that a secret ballot take place.

To be elected, a candidate must gain the double majority (majority of Full Member associations/unions and majority of *per capita* votes). Where two consecutive rounds between the same two candidates do not result in a decisive double-majority vote, the tiebreaker system described in [Article 21 of the Statutes](#) is used in the subsequent rounds.

Where there are three or more candidates and none obtain the required majority, the subsequent round is limited to the two candidates having obtained the highest number of votes per Full Member association/union.

Further nominations may be put forward after an unsuccessful round, as follows: after the first round where there has been one candidate only; after the second or subsequent round if there have been two or more candidates.

Please see [Annex 2](#) for Election and Voting Procedures.

#### **3.4.4 Nominations and Elections of Standing Committee Chairs and Vice-Chairs, Permanent Technical Committee Coordinators and Vice- Coordinators, and Chairs and Vice-Chairs of the Ad Hoc Committees**

In nominating candidates for the position of chair, vice-chair or vice-coordinator of the various committees and/or positions on the Executive Committee, heads of delegation should bear in mind that candidates should be members of their delegation to the Council. In the same way, all serving chairs, vice-chairs and vice-coordinators should also be included in their respective delegations.

Together with its report, each standing committee is expected to submit to the Council nominations for the chair and two vice-chairs for the coming year.

The chair of the SC on General Service Questions and the chair of the SC on Professional Salaries and Allowances also assume the function of coordinator of the respective subsidiary PTC. The two vice-coordinators of each PTC are appointed by the Chair of the respective SC in consultation with the members of the corresponding PTC. For each PTC one of the vice-coordinators shall have the portfolio for headquarters issues and the other vice-coordinator the portfolio for non-headquarters issues.

The officers nominated are then elected by the Council, normally by acclamation when adopting the standing committee report and its respective decisions. Persons so elected are expected to: establish and maintain close contact with their SC colleagues until and including the subsequent Council session; follow up on Council decisions; and prepare input for the Executive Committee and the subsequent Council session.

The chairs and vice-chairs of the ad hoc committees (Administrative and Budgetary Questions as well as Strategic Development) are elected at the beginning of each Council session as ad hoc committees exist only while Council is in session, whereas standing committees continue to exist all year.

**Core Group Members** of Standing Committees are kindly asked to adhere to the following [Terms of Reference](#). This is to ensure the required involvement during the year and for Council preparations.

#### **3.5 Cost-sharing scheme for the position of President and General Secretary**

The High-Level Committee on Management (HLCM), at its September 2017 session, “decided to re-launch a consultative process among FICSA member organizations to discuss the development of a proposal on the operational model as well as funding approaches for FICSA elected officials’ positions. Efforts are still ongoing to put in place a cost-sharing scheme. More detailed information will be communicated to members through an official

Communication prior to Council and prior to the date for nominations. Members are, however, kindly requested to identify their nominees early in the process

## 4. DISCUSSION AND ENGAGEMENT DURING THE VIRTUAL MEETING.

---

### RULES OF PROCEDURE

The Rules of Procedure of the FICSA Council shall continue to apply in full, except to the extent that they are inconsistent with these special procedures, in which case the Health Assembly's decision to adopt these special procedures shall operate as a decision to suspend the relevant Rules of Procedure to the extent necessary in accordance with Rule 46 of the Rules of Procedure of FICSA Council

### ATTENDANCE

Attendance by FICSA members, associate and consultative members, observers, invited representatives of other participating organizations, shall be through a secured access to videoconference or other electronic means (Microsoft Teams) allowing representatives to hear other participants and to address the meeting remotely.

### QUORUM

It is understood that virtual attendance of members shall be taken into account when calculating the presence of a quorum.

### ADDRESSING THE FICSA COUNCIL

Given the virtual nature of the meeting, it is preferable that the head of delegation takes the floor unless decided otherwise within the delegation.

Members shall also have the opportunity, if they so wish, to submit individual pre-recorded video statements of no more than three minutes, and regional and group statements of no more than four minutes. Pre-recorded video statements should be submitted in advance of the opening of the session. The video statements so submitted shall be broadcast in lieu of a live intervention.

Any members wishing to raise a point of order or exercise a right of reply in relation to either an oral or a pre-recorded video statement made at the FICSA Council should signal their intention to do so. It is understood that, in accordance with well-established practice, any right of reply to either an oral or a pre-recorded video statement shall be exercised at the end of the relevant meeting.

### STANDING AND AD-HOC COMMITTEES

The Standing and Adhoc Committees of the 74<sup>th</sup> FICSA Council will meet in informal pre-meetings prior to Council. The committees will have consultations, discussions and will deliberate on items **without taking any decisions**, since decisions should be referred to the plenary session of the FICSA Council as recommendations from the committees.

### DECISION-MAKING

All decisions of the FICSA Council should as far as possible be taken by consensus.

In the event of a lack of consensus, **voting shall take place through the virtual voting system as applied at the 73<sup>rd</sup> Council.**



## PRACTICAL GUIDE ON TAKING THE FLOOR

- Unlike a physical meeting, virtual meetings are usually held in an abbreviated manner to cater to the different time zones around the world, and to ensure maximum participation.
- We recommend skipping long pleasantries or recaps of other speakers' points, and to deliver your point concisely and briefly.
- Before taking the floor, bear in mind whether you are adding any value to the discussion or not. Help indicate whether you are taking the floor for information, decision or question to the SC / Plenary.
- To ensure time management, only the Head of Delegation or a person nominated by the Head of Delegation may take the floor. Channel your comments through your Head of Delegation.
- Rule 21(a) of the FICSA Statutes and Rules of Procedures for Council indicates that you can address the floor for up to five minutes, but for the sake of the limited time during the virtual meeting, we appreciate if you can speak for a maximum of 3 minutes. The Chair will be instructed accordingly.

## ANNEX 1 – PROXY FORM

---

### PROXY

(For Full Members only)

Date:

I, the undersigned, \_\_\_\_\_, Chairman/President of the Staff Association/Union  
of \_\_\_\_\_, appoints the Head of Delegation of the \_\_\_\_\_  
(*add name in full*) Staff Association/Union as proxy of the \_\_\_\_\_ (*add name in full*) Staff  
Association/Union at the 74<sup>th</sup> session of the FICSA Council.

The proxy is hereby empowered to represent the views of the \_\_\_\_\_ Staff Association/Union at the above-  
mentioned Council session and to vote on their behalf as s/he sees fit, if not given specific instructions otherwise.

Name:

Chairman/President:

Staff Association/Union:

Signed: \_\_\_\_\_

Please email a copy of the signed proxy to the FICSA secretariat ([ficsa@un.org](mailto:ficsa@un.org))

## ANNEX 2 – ELECTION AND VOTING PROCEDURES

---

### ELECTION AND VOTING PROCEDURES

#### STATUTES RELATED TO ELECTIONS

Refer to page 18 of the [FICSA Statutes](#), Rules 27 to 44, and Articles 20, 21, 40 of the Statutes.

#### VOTING PROCEDURES

**Abstentions:** A Full Member association/union that abstains at a particular vote signals its intention not to influence the decision in any way. Abstentions are thus not counted as votes.

**Applicable provisions:** The provisions applicable to voting are Articles 20 and 21 of the Statutes and Rules 27 to 34 of the Rules of Procedure.

**Consensus:** To the extent possible, the FICSA Council and its committees seek to work by consensus. In the absence of consensus, a vote is taken if requested by one Full Member association/union and seconded by another Full Member.

**Entry into force of amendments to the Statutes:** Any decision to amend the Statutes will come into force 30 working days after being communicated by the Executive Committee to the membership, unless more than one-third of the Full Members objects in writing within the fixed time period.

**Qualified majorities:** Decisions normally require a majority (more than half) of the votes cast, counted either on the basis of one vote per Full Member and, separately, *per capita* or according to the “tie-breaker” system. Decisions requiring a qualified (two-thirds) majority include application for Full and Associate membership, and amendments to the Statutes or to the Rules of Procedure.

**Quorum:** One half of the total number of Full Member associations/unions constitutes a quorum.

**Type of majorities required:** To be adopted, any proposed decision must obtain the double majority (majority of Full Member associations/unions and majority of *per capita* votes). *Per capita* votes are normally determined according to the most recently published CEB personnel statistics or information provided by administrations, which are also used for calculating contributions. In the event of a split majority, the result of the vote is determined using the “tie-breaker” system described in Article 21 of the Statutes (available under Council documentation).

**Voting system:** Refer to the Electronic Voting System (eVoting) system instructions [here](#).

## ANNEX 3 - FICSA COUNCIL GLOSSARY OF TERMS

---

**Abstentions:** A formal refusal to vote on an issue.

**Consultative Process:** A conference, a discussion, an exchange between two or more people.

Where there is only a simple obligation to consult, the decision-maker's duty is to listen or at most to exchange views. The object of the consultation is that [she or] he will make the best decision and the assumption is that [she or] he will not succeed in doing that unless [she or] he has the benefit of the views of the person consulted. The object of negotiation on the other hand is compromise. This object would be frustrated if either party began with the determination not to make any concession in any circumstances, just as the object of consultation would be frustrated if the decision-maker began with a determination not to be influenced by anything that might be said to [her or] him. On both these hypotheses there would be a lack of good faith." ILOAT Judgement 380, Judgement 4230

**International Civil Servant:** International civil servants are public sector employees who work for international organizations such as the United Nations, the World Health Organization, and the International Atomic Energy Agency.

**Quorum:** Fixed minimum number of eligible members or stockholders who must be present at a meeting before any official business may be transacted or a decision therein becomes legally binding.

**Rapporteur:** A person chosen by an organization to prepare official reports of meetings or to investigate and report on a problem.

### FREQUENTLY USED ABBREVIATIONS:

**CRP:** Council Room Papers

**FUNSAS:** Federation of United Nations' Staff Associations (a group for information sharing and co-ordination of staff associations of different UN Common System organizations or entities in a given duty station)

**PTC:** Permanent Technical Committee (for GS Questions (GSQ)) & Professional Salaries Allowances (PSA)

**SC:** Standing Committee

### 7 FICSA STANDING COMMITTEES – 2 AD HOC COMMITTEES

**A&B:** Ad hoc Committee on Administrative & Budgetary Questions

**SD:** Ad Hoc Committee on Strategic Development

**FIELD:** Conditions of services in the Field

**GSQ:** General Service Questions

**HRM:** Human Resources Management

**LEG:** Legal

**PSA:** Professional Salaries and Allowances

**SOCSEC/OHS :** Social Security (occupational health schemes)

**SMR:** Staff Management Resources

HIGH-LEVEL BODIES OR ACRONYMS

**ACPAQ:** Advisory Committee for Post Adjustment Questions

**ASHI:** After Service Health Insurance

**CEB:** Chief Executive Board

**HLCM:** High Level Committee on Management

**HR Network:** Human Resources Network

**IASMN:** Inter-Agency Security Management Network

**ICSC:** International Civil Service Commission

**JIU:** Joint Inspection Unit

**UNGA:** UN General Assembly

**UNJSPB:** UN Joint Staff Pension Board

---

## ANNEX 4 - MORE ABOUT THE FICSA COUNCIL

---

The FICSA Council is the supreme body of the Federation of International Civil Servants' Associations (FICSA). As such, it:

- a. Determines the Federation's policies;
- b. Approves the admission of new members, the granting of associate, consultative, observer and special status, and the suspension of membership rights;
- c. Adopts the annual budget of the Federation; approves the scale of contributions and approves the accounts;
- d. Elects the members of the Executive Committee, namely the President (for a two-year period in even years), General Secretary (for a two-year period in odd years), Treasurer, two Members for Compensation Issues, a Member for Regional and Field Issues and a Member without Portfolio. In addition, we currently have four regional positions covering Africa, Americas, Asia and Europe for which regional representatives are elected. The Executive Committee is responsible for implementing the Council's decisions and recommendations and the four regional representatives are responsible for monitoring the situation in their respective regions;
- e. Elects the chairs and vice-chairs of the Standing Committees; and
- f. Draws up the programme of work for the Executive Committee.

### Frequency of Meetings

The FICSA Council holds one regular session each calendar year, usually during the first week of February. In addition, it holds extraordinary sessions at the request of the Executive Committee or of at least one-third of the Full Members of the Federation.

### Attendees

Council is attended by delegations from the Full and Associate Member associations/unions, as well as associations with consultative status, federations with observer status and associations/unions with special status. In addition, guests, including sister federations, may be invited to attend all or part of the Council's deliberations. In Standing Committee discussion, observers and guests can provide views in a moderate manner which are, however, not taken into account in the reports.

### Conducting Business at the FICSA Council

**Officers:** The Council elects its officers, normally consisting of a chair and two vice-chairs who remain in office until the closing of the session and approves the appointment of the rapporteur for the plenary sessions of Council.

**Council agenda:** The agenda of the Council session is adopted in plenary.

**FICSA committees:** For every ordinary session of Council, a meeting schedule in the form of a programme of work is adopted to ensure that no more than two committee meetings are in session at any one time to allow small delegations maximum participation. Each committee deals with a specific subject area and reports back with recommendations to the Plenary session. Joint sessions of two or more committees may be arranged on matters of common interest.

There are currently three types of FICSA committees which meet either before or during the Council session which are listed below:

**The Standing Committees:**  
Conditions of service in the field

**The Permanent Technical Committees:**  
General Service questions

General Service questions  
 Human resources management  
 Legal questions  
 Professional salaries and allowances  
 Social security/occupational health and safety  
 Staff/management relations

Professional salaries and allowances

**The Ad hoc Committees:**

Administrative and budgetary questions  
 Strategic development

**Committee agendas:** Draft agendas are prepared in advance. A pre-Council meeting of chairs, vice-chairs, coordinators and vice-coordinators is held with the FICSA Executive Committee on the Sunday prior to the opening session to agree on the final provisional agenda for each committee. Once the opening session of Council has finished, the Council breaks up into its various committees. It is then the task of each committee to adjust the agenda, if necessary, to reflect the tasks assigned to it by the Council.

**Rapporteurs:** Council elects a rapporteur who prepares a report on the proceedings of the plenary sessions of Council. In addition, each committee elects a rapporteur who is entrusted with the preparation of the committee's report. Training for the committee rapporteurs as well as a model report are organized.

**Council report:** The rapporteur of the Council session is responsible for preparing the draft version of the Council report and is therefore required to maintain close contact with the FICSA General Secretary, FICSA secretariat and, through the secretariat, with the rapporteurs for each committee, both during and after the Council session. Every effort is made to publish the final version of the report in English not later than six weeks after the Council session.

**Committee reports:** Once approved by the participants of the committees, the reports of the committees are then submitted to the Council for adoption in plenary on the last day of the Council. The importance of timely preparation and submission of those reports cannot be overstressed. Once a report has been approved by a committee, the issues should not normally be reopened for discussion in plenary. The presentation of a delegation's views during the meetings of the committee therefore takes on particular importance. It is also very important that any committee decision be expressed clearly and concisely, and that the person or group responsible for implementing them also be identified along with any deadline.

**Resolutions:** All resolutions adopted by the Council are issued by the FICSA secretariat immediately after the close of the Council session.

## ANNEX 5 – CONNECTING TO MICROSOFT TEAMS MEETING

### Checklist for a successful meeting

For this meeting, we will be using Microsoft Teams to connect with participants from different countries. Please note the following for a successful meeting:

Devices/ internet connection	Checklist for troubleshooting (Check if you meet the requirement, if not, this should be addressed)
<p>It is advised to have a 500 Kbps to 1Mbps internet connection to ensure a smooth and successful meeting</p> <p>If you have a slower connection, please note the following <u>recommendation</u>:</p> <p>Below 130kbps – Use teams audio call only. Disable incoming/outgoing video.</p> <p>130-500kbps – Use teams audio call and Screen Sharing (Presentation) only.</p> <p>500kbps – 1mbps – Use teams audio and video call</p>	
<p>We recommend using a computer/laptop that has a 2.0 GHz processor and 4.0 GB RAM (or higher);</p>	
<p>We recommend using <u>Google Chrome</u> when possible, or the Microsoft Teams client if it is installed.</p>	
<p>We kindly ask you to join us <b>10 minutes before</b> the official start of the meeting. Joining the meeting is not instantaneous and requires approval by the organisers.</p>	
<p>Please mute your audio unless the moderator gives you the floor. The moderator may use the function to mute all participants, if you are given the floor, <b>please unmute before speaking.</b></p>	
<p>It is strongly encouraged to <u>use headphones</u> to reduce echoes that may be caused during the meeting, or echo-free speakers.</p>	
<p>Please be informed that the whole meeting will be recorded and made available to all participants.</p>	
<p>Did you lose connection? Please note that you can always rejoin the meeting by clicking the meeting link sent via email.</p>	



## Joining the meeting

Participants registered to the meeting through the [Credentials form](#), will receive calendar invitation emails with the link. Alternatively, links are also available on the FICSA website. However, only accredited participants will be admitted to the meeting.

1. Check your email and select “Click here to join the meeting”. This is what you will see when you open your email:

---

### Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Join with a video conferencing device

[unitevc@m.webex.com](mailto:unitevc@m.webex.com)

Video Conference ID: 123 873 939 9

[Alternate VTC dialing instructions](#)

[Learn More](#) | [Meeting options](#)

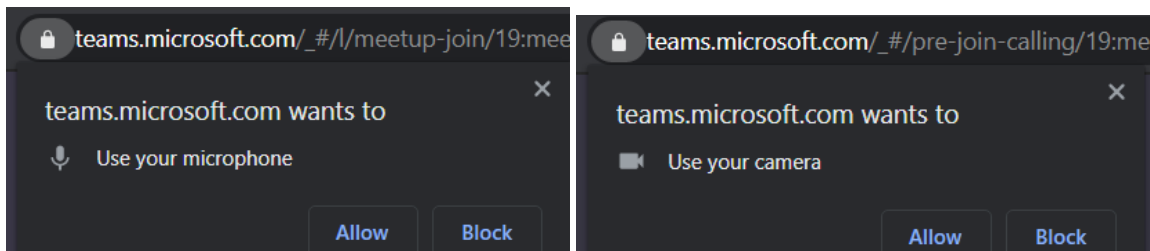
---

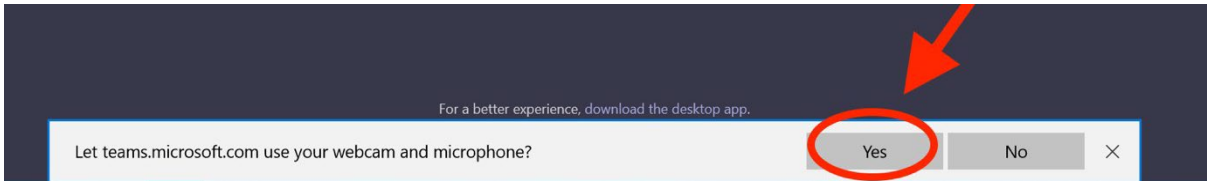
### Options to join:

**How do you want to join your Teams meeting?**

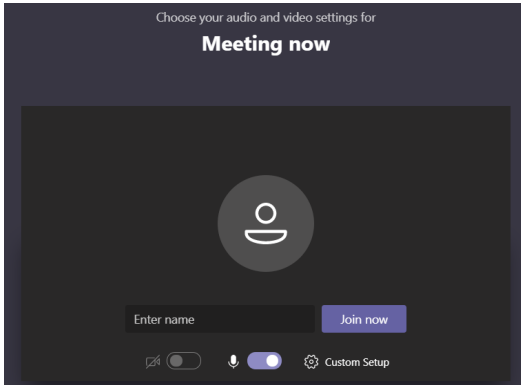
- Download the Windows app**  
Use the desktop app for the best experience.
- Continue on this browser**  
No download or installation required.
- Open your Teams app**  
Already have it? Go right to your meeting.

- a. Select “Continue on this browser” if you would like to join the meeting from your web browser (Google Chrome, Microsoft Edge, Firefox, Safari etc.). You may see a security prompt asking you to approve Microsoft Teams to access your Microphone and Camera. Please click on Allow.

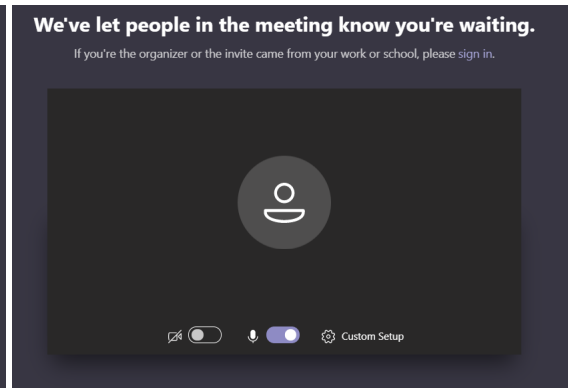
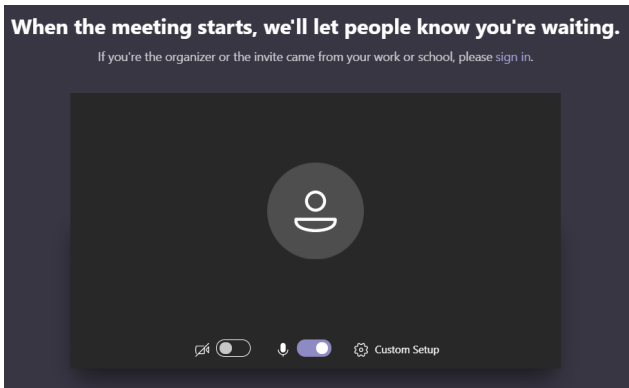




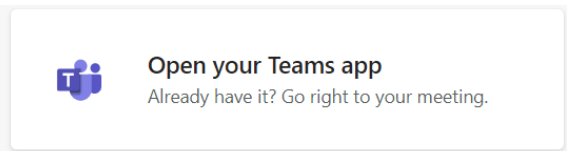
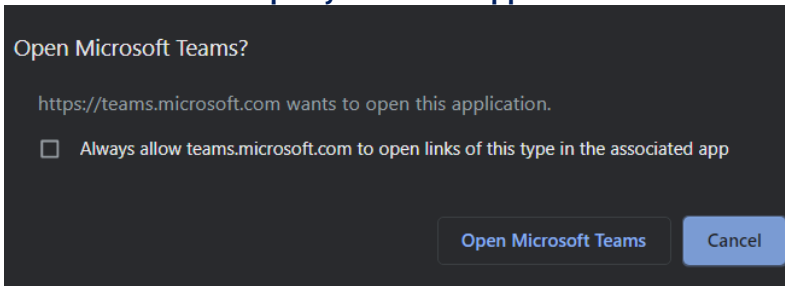
Enter your name as stated in the FICSA Council Credentials form. You can use the “Custom Setup” button to specify the speaker, microphone and camera devices to use.



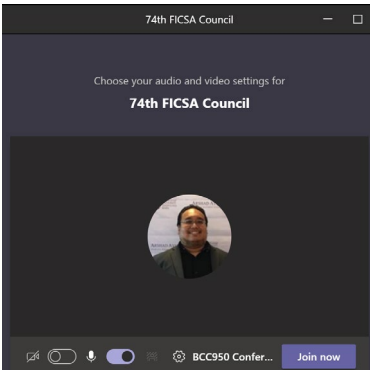
You will now be placed in the lobby. Somebody from the meeting will admit you into the meeting.



- b. If you have Microsoft Teams installed, you can choose the option to “Open Microsoft Teams” or click on the “Open your Teams app” button



Select the right speaker, microphone and camera to use, and click on Join now.



### Welcome to the meeting!

Note: It is strongly encouraged to use headphones to reduce echoes that may cause during the meeting.



The screen will display up to 9 participants on your screen during the workshop. The presenter and any active speaker will always be displayed. Alternatively, use “Together Mode” to see a view of everyone in an auditorium-like environment.

### During the meeting:

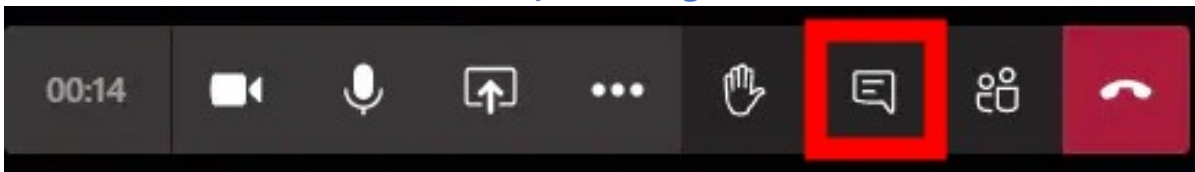
Please mute your audio unless the moderator gives you the floor



Please do not forget to **turn off your audio** by selecting the microphone sign from the control task bar when you are not speaking. Unmuted participants may deteriorate the quality of the audio for the entire group. In case you forget, the moderator can mute your audio.

---

- Chat with other attendees by selecting the box below



We invite you to leave your comments/questions in chat, which will be displayed on the right side. We will make sure to follow up and take note of your comments. You can also do so during the presentations.

The chat is a useful tool for using time efficiently, especially for attending to minor or technical issues which do not require taking the floor.

The comments left in the chat will be visible to the entire group of meeting attendees.

---

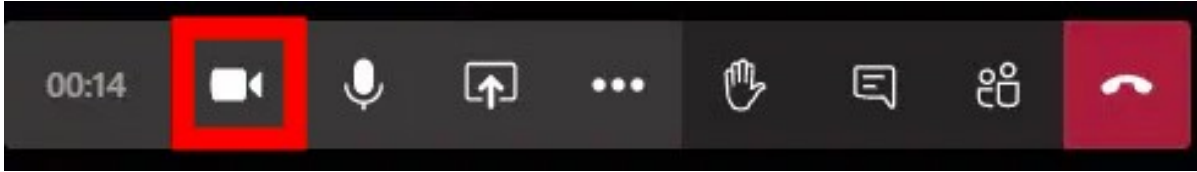
- Raise your virtual hand to speak during our discussion session



The moderator will take note and give you the floor during our discussion/Q&A sessions when you raise your hand by selecting the hand sign from the control task bar.

---

- Low bandwidth / slow connections?



We advise you to **turn off your video**, which will leave the bandwidth for voice, chat and image of the active speakers in the meeting.

### Guide for Presenters:

We thank you for delivering your valuable presentation to the FICSA Council. Please be reminded of the following:

**\*\* Please install desktop client in advance or use Google Chrome/Microsoft Edge \*\***

Unlike the other guests and observers of the meeting, it is **a must** for you to:

- a) **install** the desktop client; or
- b) if you are using teams on the web, you can only share your screen (PowerPoint presentation) when you use **Google Chrome** or the **latest version of Microsoft Edge**

---

#### ▪ 15 minutes

Please remember that your presentation should not be longer than 15 minutes. This will allow us to allocate enough time for discussion. During your presentation, you will be displayed on screen.

---

#### ▪ Dry run session

We will conduct a quick dry run with you before the meeting, so that you can familiarize yourself with using Microsoft Team

---

#### ▪ How to share your screen?

Here's a short video on how to conduct real-time presentation by sharing your screen on Microsoft Teams: <https://www.youtube.com/watch?v=mqQQyVlfiMc>

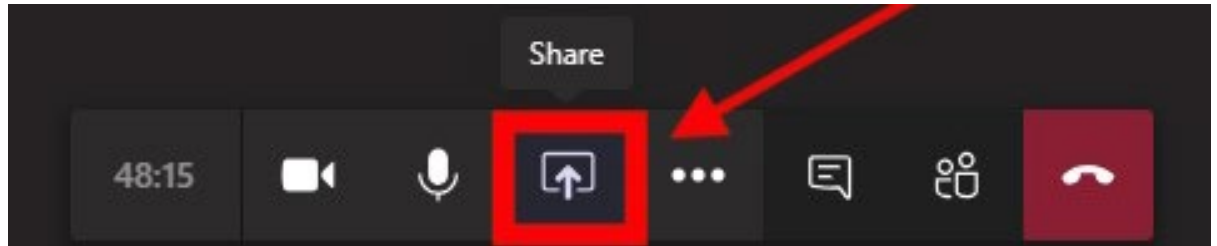
---

#### ▪ Low bandwidth / slow connections during your presentation?

If you encounter any technical issues during your real-time presentation, please note that the Secretariat can share your presentation from our side on your behalf. You can deliver your presentation just with audio. This is mainly the reason why we ask you to send us a copy of your final presentation.

Please share your presentation during the meeting by following these steps:

1. Select “Share”:



2. Select the presentation you would like to share:

Please open the PowerPoint file you want to share **in advance** and click on the file during the workshop to start your real-time presentation.



3. Select “stop sharing” when your presentation is done:

Please select “**stop sharing**” when you are done and do not forget to **mute your audio** when your presentation is completed as well.

