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Investing in rural people

Arrangements for the 129th session of the Executive Board (virtual meeting)

Information for Executive Board participants

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Executive Board — 129th Session
Rome, 20-22 April 2020

For: Information

Arrangements for the 129th session of the Executive Board (virtual meeting)

- **Dates:** Monday, 20 April to Wednesday, 22 April 2020.
- The session will take place virtually using Zoom (a web-based videoconferencing tool).
- **Times:** 1.30 to 4.30 p.m. each day

I. Registration

- **Delegations.** The name of the person designated by a Member State to attend the Executive Board session should be communicated to the Office of the Secretary (e-mail: mr@ifad.org) not later than Monday, 13 April 2020.
- Accredited Executive Board representatives do not require credentials specific to the session if they hold an accreditation stating that they have been nominated to represent their Government at sessions until further notice. However, their names should be included in the delegation list submitted to the Office of the Secretary.

II. Documents

- Documents will be posted in Arabic, English, French and Spanish, as applicable, on the **Member States Interactive Platform** <https://webapps.ifad.org/members/eb/129> and **IFAD website** www.ifad.org/web/guest/executive-board. Please check these regularly for new documentation.
- **The schedule of work** will be made available approximately two weeks before the start of the session.

III. Procedures for virtual meetings

- The meeting will be held in English only; provision of interpretation will not be possible due to technical constraints. Documentation will continue to be provided in the four official languages.
- The duration of the meeting will be reduced to a maximum of three hours per day.
- Members and alternates shall be represented by a single representative with the right to speak. Additional representatives of members and alternates may attend the meeting as silent observers. During the meeting, should connectivity issues arise and/or in the event of a closed session, members and alternates will be requested to restrict participation to a single representative only.
- Participants will be responsible for the quality of their connection. Should a participant lose connectivity during the meeting, deliberations will continue as long as a quorum remains. Should a quorum be lost, the meeting will be suspended until such time as a quorum is re-established.
- In order to participate actively in the meeting, participants will need a computer with an Internet connection and a smartphone. Participants are kindly requested to install the Zoom application on their devices. Installation instructions and a quick guide on how to use Zoom – including instructions on how to join a Zoom meeting by telephone should connectivity issues hamper full participation – are available in the annex.
- Participants unable to connect via Zoom are kindly requested to contact the Office of the Secretary (e-mail: gb@ifad.org) as soon as possible and prior to the meeting to identify an alternative solution.

- The Office of the Secretary would be pleased to organize one-on-one virtual training on technical requirements and procedures. Members may request a training session by sending an e-mail to gb@ifad.org.
- Participants are invited to provide Management with written comments in advance of the meeting in order to streamline discussions.

IV. Guidelines to Prevent Harassment, Sexual Harassment and Discrimination at IFAD Events

In line with its zero tolerance policy on sexual harassment, sexual exploitation and abuse, IFAD has issued a set of Guidelines to Prevent Harassment, Sexual Harassment and Discrimination at IFAD Events. With the release of these guidelines, IFAD joins the broader United Nations efforts to clarify the standard of conduct expected from participants and provide information on reporting mechanisms. The guidelines are available [here](#).

V. Practical measures

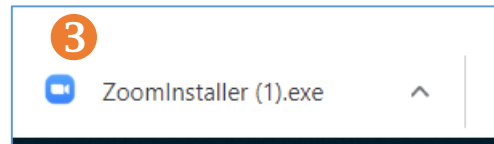
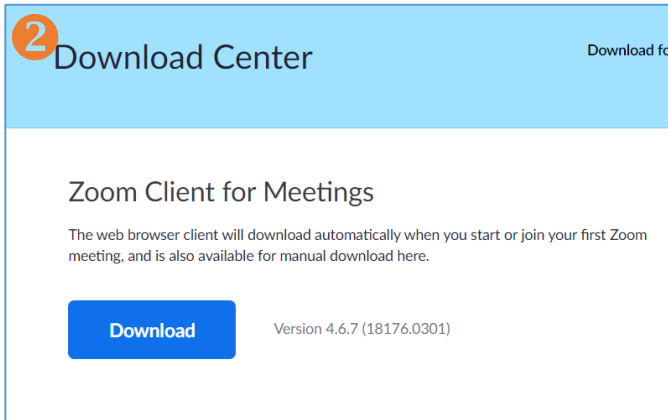
- It is essential that meetings start on time. Please access the meeting waiting room approximately 15 minutes before the scheduled start time. The Secretariat will grant access to the meeting after validating the identity of the representative. To expedite this process, representatives are requested to abide by the following naming convention:
 - Executive Board representatives: country name – surname; and
 - Additional participants: country name – surname – observer.
- Connect from a quiet location in order to avoid background noise.
- Have a headset with a microphone at hand in case you encounter problems with the audio function of your device. This will improve sound quality.
- Microphones should be muted when delegates are not speaking.
- Turn off your video if another representative of your country intervenes during the meeting.
- Close any unnecessary applications, as these may drain your bandwidth and cause connectivity issues.

Installing Zoom

In order to participate successfully in the Governing Body meetings hosted on zoom you will need to have the client installed on your computer, or on your mobile device. If you do not have the client installed and use the web version some of the meeting features, such as **chat** and **hand raise** will not be available to you.

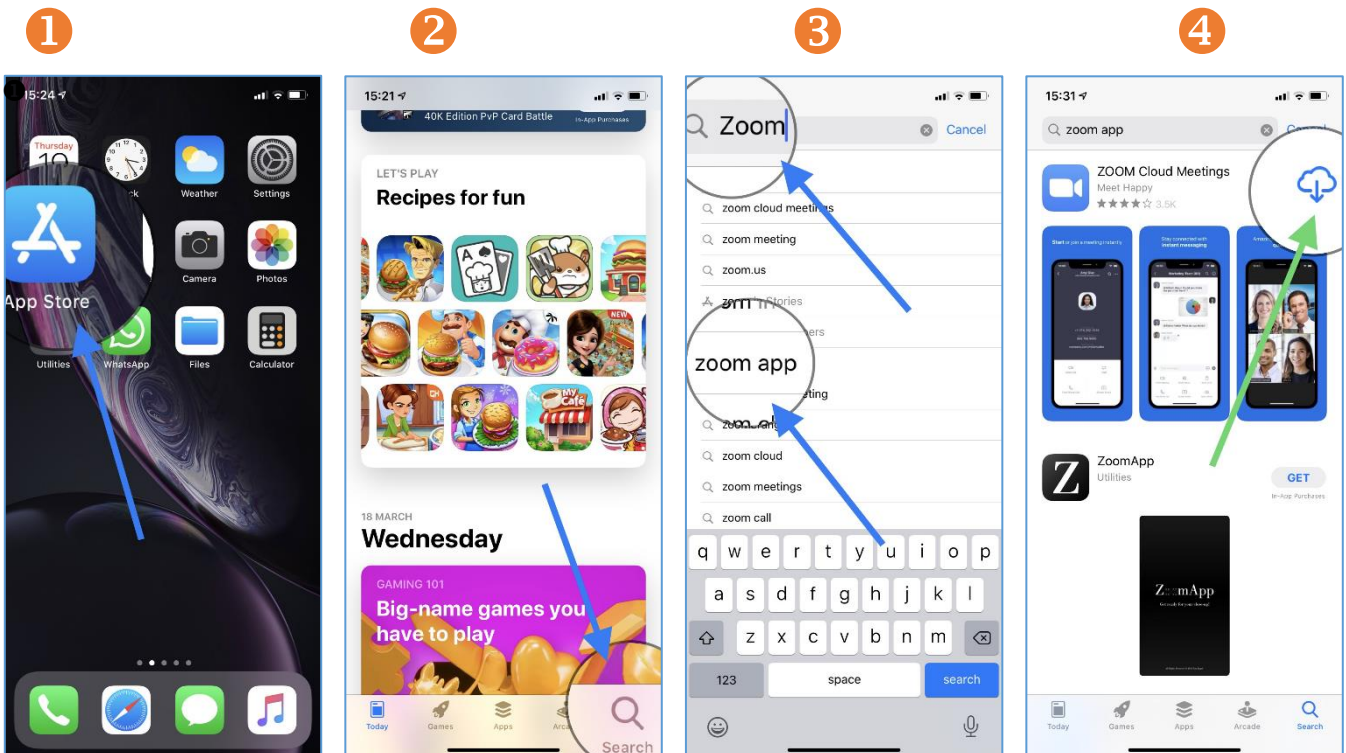
On your computer

1. Go to the Zoom download website <https://www.zoom.us/download>
2. Click on **Download**
3. The **ZoomInstaller.exe** is downloaded, click on the file and install



On your iPhone

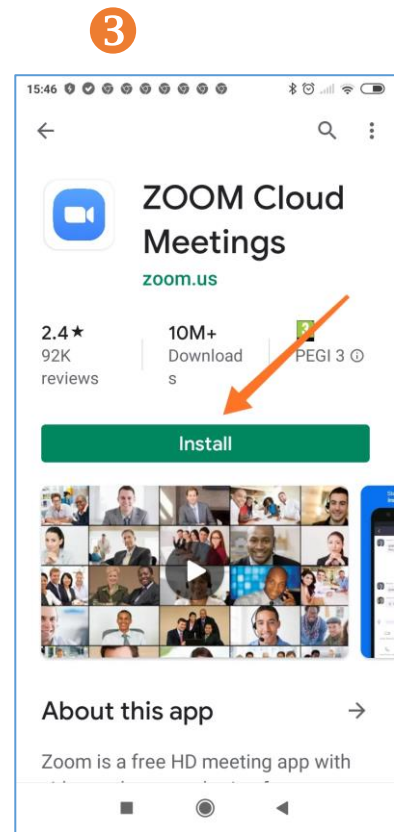
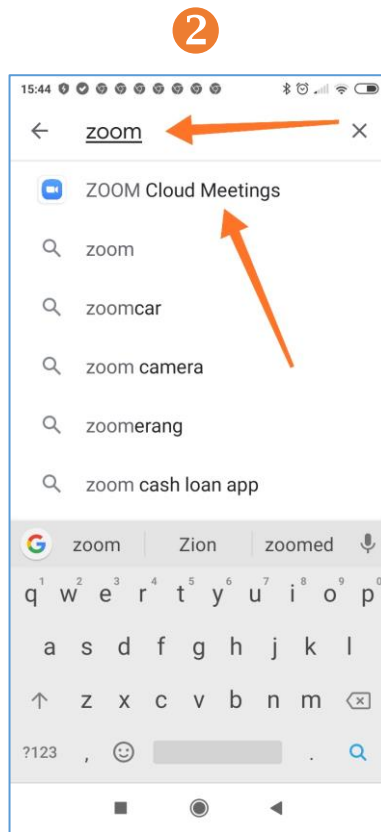
1. Open the **App Store**
2. Tap **Search**
3. Type in **Zoom** and tap **Get**
4. Tap **zoom app**



Installing Zoom

On your smart phone

1. Open the **Play Store**
2. Type in **zoom** and tap **Install**
3. Tap **ZOOM Cloud Meetings**



Backup plan if you have issues joining the Zoom meeting:

Joining a meeting by phone only

1. Dial in **+39 069 480 6488** (If you are not in Italy, you can find the numbers on your meeting invitation or a full list of international dial-in numbers at <https://zoom.us/zoomconference>.)
2. You will be prompted to enter the meeting ID: provided to you by the host, followed by #.
3. You will be prompted to enter your unique participant ID. This only applies if you have joined on the computer or mobile device or are a panelist in a webinar. Press # to skip.

Phone controls for participants

- *6- Toggle mute/unmute
- *9- Raise hand

Zoom Meeting quick guide

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Joining a Meeting

Join a Meeting via URL

1. Click the **Meeting link** provided by the host in the Outlook calendar invitation.
2. If prompted to open the Zoom application, click **Yes** on the popup message.
3. Click on **Join with Computer Audio**.

NOTE: You will need to use the Zoom desktop application to use meeting chat and participate in polls (not available through the Web application).

Join a Meeting from the mobile phone (Zoom app)

Download the app from the App Store (or from the Google Play store, depending on your device).

- If you are using an iPhone follow the instructions on this [link](#).
- If you are using an Android smartphone follow the instructions on this [link](#).

Joining a meeting by phone only (Dial-in audio)

1. Dial in **+39 069 480 6488** (If you are not in Italy, you can find the numbers on your meeting invitation or a full list of international dial-in numbers at <https://zoom.us/zoomconference>.)
2. You will be prompted to enter the [meeting ID](#) - the nine (9), ten (10), or eleven (11) digit ID provided to you by the host, followed by #.
3. You will be prompted to enter your unique participant ID. This only applies if you have joined on the computer or mobile device or are a panelist in a webinar. Press # to skip.

Phone controls for participants

- ***6-** Toggle mute/unmute
- ***9-** Raise hand

In the Meeting

When you are admitted to the meeting, the Zoom meeting window is displayed. A menu bar containing participant tools appears at the bottom of the Zoom meeting. This menu bar will appear and disappear as you roll your mouse over the area. If a meeting is being recorded, an icon will appear at the top of the window.

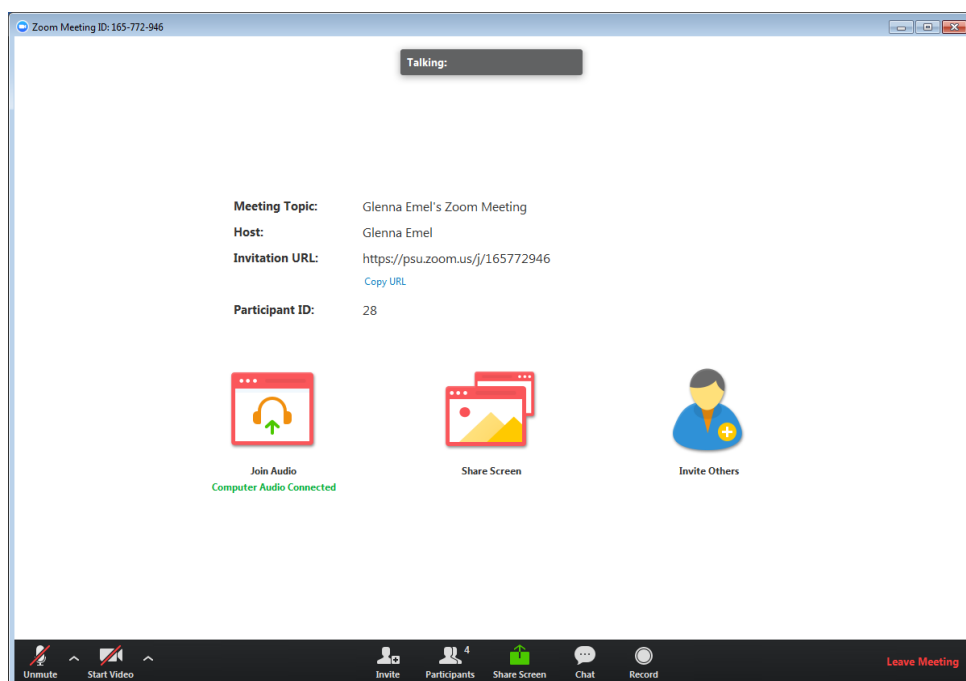


Figure 1: Participant meeting interface with no video or screen sharing displayed.

NOTE: Mobile app interfaces will appear differently but contain most of the same functionality. For help with using Zoom on iOS and Android devices, visit the [Mobile](#) section of the Zoom Help Center.

Mute/Unmute Audio and Adjust Audio Options

Using audio in a Zoom meeting requires you to have access to either a microphone through your computer or a telephone. Please be aware that the host can control participant audio in a meeting. This means the host can mute and unmute you at any time. Check the icons in the menu bar and the **Participants** panel to determine your current audio setting.

1. To unmute yourself and begin talking, click the **Unmute** button (microphone) in the bottom-left corner of the meeting window.
2. To mute yourself, click the **Mute** button (microphone). A red slash will appear over the microphone icon indicating that your audio is now off.
3. To test your computer microphone and speakers, click the **up arrow** to the right of the microphone icon and select **Audio options**.

NOTE: You can switch to a different audio input device using the Audio Options button. If you have joined the meeting via computer audio, be sure to leave computer audio before dialing in to the meeting via the phone.

Start/Stop Video and Adjust Video options

1. Click the **Start Video** button in the menu bar at the bottom to begin your video.
2. Click the **Stop Video** button to stop sharing your video stream.
3. To choose a different webcam or adjust your video settings, click the **up arrow** to the right of the Video icon and select **Video Settings**.

NOTE: When video is activated, display options are available in the upper right of the screen and in the upper right of each participant's window in both Speaker View and Gallery View.

NOTE: If you choose not to turn on your webcam in the meeting and video has been activated, your video window will contain either your name, email address, or a photo, depending on how your profile is set up.

Send Messages with Chat

You can send a chat message to all participants in the meeting or privately to specific individuals.

NOTE: When you enter a meeting, any messages posted in chat prior to you joining the meeting are not visible to you in the chat panel.

Send a Message to Everyone

1. Click the **Chat** button in the menu bar to open the Chat panel.
2. Type your message in the **Text box** at the bottom of the panel.
3. Press **Enter** to send the message.
4. To save the chat transcript, click the **More** button at the bottom of the chat panel and select **Save Chat**.



Figure 2: Save chat option selected from the More button at the bottom of the chat panel

Send a Private Message

You can send a private message to a single person by clicking the down arrow in the **To:** field and selecting the person's name from the list. **The person's name will stay selected until you click the down arrow again and select Everyone.**

Raise Hand and provide Feedback with icons

Nonverbal feedback icons allow you to indicate to the host that you have a question, let the host know what you are thinking without interrupting the meeting, and respond quickly to questions or prompts from the host. Nonverbal feedback icons include a raise hand, yes, no, thumbs up, away, etc.

1. Click the **Participants** button in the menu bar to open the Participants panel.

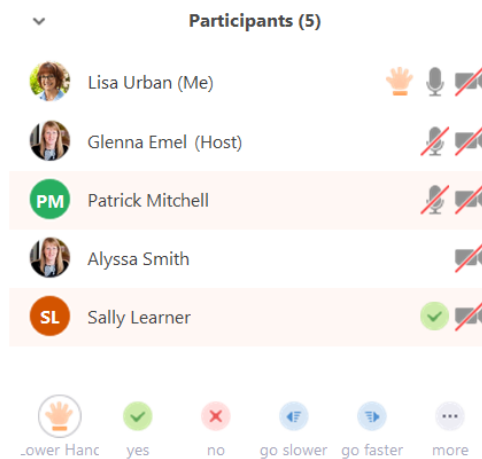


Figure 3: Participant panel displayed with nonverbal feedback icons visible

2. Click any **nonverbal feedback icon** to display the response to the right of your name in the participant panel.
3. Click the **icon** again to clear it.
4. Click the **...more** button to display additional icons, such as thumbs up, thumbs down, etc.
5. You can only have a single icon visible at any time. After clicking an icon, clicking a new icon will overwrite the first icon.

Zoom Meeting best practices

Before your meeting

Control video and audio quality.

If using a notebook be sure that it's open, the camera and the mic are on the inside of the device. If using the internal mic on a notebook, be aware of directionality of the mic – don't move around face the notebook directly when speaking. If possible, use a headset. Try to hold meetings in quiet, indoor locations to control ambient noise.

Adjust your lighting.

Don't sit directly in front or beside a bright light source, or else all the audience sees is a bright light and a shadowy figure. Experiment with moving lamps and your camera until you can see your brightly-lit face on the screen.

Think about your background.

Try to provide a nice, plain background. You can't control everything in a mobile environment, but you should give some thought to background prior to your meeting.

Practice speaking to the camera and not the screen.

Our tendency is to look at the person on the screen, but you should look at the camera when you speak so the audience feels like you're talking directly to them.

During your meeting

Mute your microphone when necessary.

Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to a presenter.

Use Zoom's chat function.

You can send a question or statement to everyone or privately to a participant.

Think about your actions on camera.

Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive.

Leave a Meeting

1. Click the **Leave Meeting** option in the menu bar to exit the meeting.
2. Click the **Leave Meeting** button in the dialog box.