IPCC EXECUTIVE COMMITTEE – EXTRAORDINARY SEVENTY-FOURTH MEETING
Teleconference, 20 March 2020

CONCLUSIONS AND DECISIONS

<u>Participants</u>

Chair:
Hoesung Lee

Members:
Ko Barrett (IPCC Vice-Chair), Thelma Krug (IPCC Vice-Chair), Youba Sokona (IPCC Vice-Chair), Valérie Masson-Delmotte (WGI Co-Chair), Panmao Zhai (WGI Co-Chair), Hans-Otto Pörtner (WGII Co-Chair), Debra Roberts (WGII Co-Chair), Joy Pereira (WGII Vice-Chair), Priyadarshi Shukla (WGIII Co-Chair), Jim Skea (WGIII Co-Chair), Eduardo Calvo (TFI Co-Chair), Kiyoto Tanabe (TFI Co-Chair)

Advisory members:
Anna Pirani (WGI TSU Head), Melinda Tignor (WGII TSU Head), Katie Kissick (WGIII TSU Head of Operations), Raphael Slade (WGIII TSU Head of Science), Sandro Federici (TFI TSU Head), Abdalah Mokssit (IPCC Secretary)

IPCC Secretariat:
Jesbin Baidya, Judith Ewa, Jonathan Lynn (IPCC Head of Communications), Mxolisi Shongwe

1. ADOPTION OF THE AGENDA

The provisional agenda (EXCOM-LXXIV/Doc. 1), as attached in Annex 1, was adopted.

2. URGENT ISSUES RELATED TO IPCC PRODUCTS AND PROGRAMME OF WORK THAT REQUIRE PROMPT ATTENTION BY THE IPCC BETWEEN PANEL SESSIONS

2.1 Preparation of forthcoming meetings and work in response to the COVID-19 outbreak.

The ExCom was informed of the Secretariat's plans for virtual meetings as presented in Annex 2.

The ExCom took note of the technical challenges of the virtual meetings for developing country participants, constraints on and preferences of authors with some expressing a preference for postponing the AR6 cycle, the impact of Covid-19 on the IPCC review process, the preparation of literature and implications for IPCC cut-off dates, the need for an extension of the AR6 cycle for one year given the current uncertainty around travel, and the need to consult National Focal Points and the UNFCCC.

The IPCC Chair established an informal group for the AR6 contingency planning in response to Covid-19 that would develop a plan for consideration by the Bureau and Panel on how Covid-19 is affecting the work programme, actions for an immediate response, and implications for the modification of the AR6 schedule. The informal group would consist of the IPCC Chair, the three IPCC Vice-Chairs and the Secretary of the IPCC. The Technical Support Unit Heads join as observers and the Secretary of the IPCC bring in relevant Secretariat staff as needed. The informal group would inform the ExCom of its outcome.

The Chair closed the meeting at 15:35 CET.

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EXCOM-LXXIV/Doc.1
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Agenda Item: 1
ENGLISH ONLY

PROVISIONAL AGENDA

1. ADOPTION OF THE AGENDA

2. URGENT ISSUES RELATED TO IPCC PRODUCTS AND PROGRAMME OF WORK THAT REQUIRE PROMPT ATTENTION BY THE IPCC BETWEEN PANEL SESSIONS

2.1 Preparation of forthcoming meetings and works in response to Covid-19 outbreak.

EXPLORATORY DOCUMENT ON CONDUCTING VIRTUAL MEETINGS [1]

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[1] This document was prepared to explore the possibility of hosting a virtual IPCC Bureau meeting due to the current travel restrictions imposed as a result of Covid-19. For e-LAM meetings, more effort is needed to evaluate the possible options besides what is outlined in this document.

Background

Owing to the current travel restrictions imposed due to Covid-19, IPCC Secretariat has developed a Business Continuity Plan to enable staff members to continue work when mobility is restricted. Taking into account the workload and schedule of the assessment cycle, the main objective is for Secretariat staff to be able to continue working remotely, enabling them to perform their daily tasks using the available tools while interacting with colleagues from the IPCC as well as WMO. The main objective of the exercise is to cause minimal disruption in the work of the Secretariat.

This exploratory document is starting point only when physical meeting cannot take place due to one reason or the other. Due to the complex nature of IPCC meetings, face-to-face option is always the preferred method of holding future meetings and all possible options should be explored first before we embark on hosting virtual meetings of such nature.

With the Secretariat adequately equipped to deliver the services, the next step is to closely analyse how various activities can be delivered, considering both the technical and practical aspects of carrying out the associated tasks. While preparing this document, the Secretariat also consulted other agencies (WWF and IPBES) and explored various technical tools available for hosting virtual conferences with a large number of participants, ranging from 100 to 300 participants.

II. Upcoming Activities

Based on the current Strategic Planning Schedule (SPS), the Secretariat has prepared the status and risk associated with each of the upcoming activities. Due to their inherent nature, it is extremely difficult to postpone some of the activities (such as LAMs and Expert Reviews) without affecting the schedule, leading to possible delays in the Sixth Assessment Cycle (AR6).

Activity	Off-site operation	Date	Risk	Status/Comment
AR6 WGIII FOD	yes	Closing on 8 March	Low	As planned
AR6 WGI SOD	yes	2 Mar – 26 Apr	Low	As planned
CWT Selection		2 Mar – 3 May	TBD	
AR6 WG3 LAM3	?	15 – 19 April	Critical	Virtual LAM
EM SLCF	?	27 – 29 April	Critical	Postponed
IPCC Bureau (B-58)	?	TBC (May)	Critical	TBC (Plan B: virtual)
IPBES-IPCC on Biodiversity and Climate Change (UK)	?	11-17 May	Medium	TBC
AR6 WGI LAM4 (Santiago)	?	1-5 June	Medium	TBC

As indicated in the table above, the review comments system can be prepared, launched and managed remotely without any difficulty as long as the underlying infrastructure remains intact[2]. While some IPCC activities such as the Expert Meeting on SLCF and various outreach events can be postponed, other meetings have a knock-on effect on the entire AR6 cycle and virtual means may be the only option available to avoid delays. Meetings which traditionally involved physical presence such as Lead Author Meetings (LAM), Expert Meetings (EM) and Bureau Meetings however are more challenging and require proper planning to ensure effective participation, to the extent possible.

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[2] The underlying IT infrastructure is managed by ICC which has its offices in Geneva, Brindisi, New York and Valencia. The servers are not only redundant but also hosted in multiple locations and with automatic failover.

III. Skeleton of the Meetings

Some of the upcoming meetings concerned include IPCC Bureau meetings and Lead Author Meetings (LAMs). Though a limited number of Bureau members have participated virtually during the past Bureau meetings, this has not been attempted before involving the entire Bureau and Government Representatives.

The LAMs on the other hand differ significantly from the Bureau meeting, involving different types of interactions among the participants.

Bureau Meeting

1. Plenary
2. Breakout Groups (if necessary)

Lead Author Meeting

1. Opening Plenary
2. Chapter meetings in parallel (multiple)
3. Report Back (1 or more)
4. Break-out groups (optional)
5. Cross-cutting themes
6. Cross-working groups topics
7. Final Plenary

Besides the structure, the meetings also involve very diverse number of participants. While the Bureau meeting involves 60-70 participants, the LAM plenary may involve in excess of 300 authors. This requires not only different tools but also different methods of planning. Based on past experience, it is difficult to address issues relevant to a virtual meetings involving large number of users using a single tool. Instead a combination of tools is needed to address the issues that may arise. The various types of meetings and possible use of tools are outlined below.

Meeting	Participants	Available Tools
Bureau Meeting	~70	• Virtual conference • Bureau Portal
LAM	~300	• Virtual conference • Collaboration Tools • Planning Tools • Document Management System (DMS) • Review Editors Tool (RETool) • GDocs/SharePoint • Mailing List
Expert meeting [3]	~100 (?)	• Virtual conference • Collaboration Tools • Planning Tools

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[3] The Expert Meeting is included in the document even though the current plan is to postpone the meeting to a future date.

IV. Evaluation

The IPCC has been hosting virtual meetings for the ExCom, COI committee, various Task Groups and chapter meetings since the Fifth Assessment cycle (AR5) and already has some experience on the challenges and drawbacks.

The first step of the evaluation phase involved looking into practical aspects and the concerns that may arise in hosting an event of such a magnitude. These concerns were not only associated with the hosts who are conducting the meeting but also participants, who may face difficulties participating in the meeting.

Some of the practical concerns are listed below[4].

Practical Questions/Concerns

1. Invitation to authors and how they can work in a work environment with other competing tasks?

2. How to manage meetings with 300+ participants?

3. How can participants ask for the floor in order to avoid everyone speaking at the same time?

4. How to get around the problem where the selected platform is blocked or unavailable in certain countries (for example Zoom is blocked in 21 countries)?

5. How to facilitate participation from developing countries with low bandwidth?

6. How do you schedule meetings when participants are from several time zones?

7. How to ensure a smooth meeting – especially involving hundreds of users, when it is already a challenge with limited number of users, including ensuring inclusivity?

8. How to share documents with remote participants?

9. How to manage parallel sessions (when there are many chapters and cross-cutting groups ~ 20)?

10. How do you control costs since the meetings do not recur regularly?

11. How to provide training so participants can use the platforms available?

12. How to ensure participants have access to quite working space with available internet?

13. Can we explore options of covering travel to capital for participants from developing countries so that they can have access to better facilities if need be?

14. How to conduct tests of the systems used with participants and meeting responsible staff?

15. How to conduct rehearsals with sessions' Chairs to train them to manage a virtual meeting?

16. What can be done if the primary videoconference tool fails, due to overload and is unavailable?

Please note that this is not an exhaustive list of questions/concerns regarding virtual meetings and based primarily on past experiences and practices. It is advisable to consolidate the issues into a central document

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[4] This is not an exhaustive list but a starting point.

to allow exchange of knowledge and experience amongst the TSU's and the Secretariat to avoid reinventing the wheel for every meeting. Possible solutions to the questions raised above are listed in Annex IV.

The concerns raised were limited to meetings with the use of single language for communication such as the Bureau meeting[5]. Meetings such as IPCC plenaries, with interpretation into 6 languages, pose extra challenges which need to be addressed separately and are dependent on the availability of the technical infrastructure. Therefore, plenaries were considered out of scope for this document.

Technical Solutions and Platforms

The technical solution depends on the core requirements and not vice-versa. Therefore, the primary requirements needed to host virtual meetings (mainly the Bureau meeting) were identified:

a. Ability to support 300-400 participants
b. Continue without interrupting for entire day, if needed
c. Recording
d. Screen sharing
e. Live Chat
f. Raise Hand
g. Mute by admin
h. Support audio only
i. Ability to have discussion and exchange of ideas on various topics
j. Discussion between groups/chapters
k. Exchange files and documents relevant to work
l. Planning
m. Tracking and monitoring progress
n. Nice to have:
     i. Breakout groups
     ii. Dial-out
     iii. Call me
     iv. Local toll-free numbers

Although videoconferencing is the primary tool for such meetings, additional tools are needed to enhance and support the meeting to make it possible to deliver the desired outcome. Other technologies which can contribute significantly to enhance the experience of remote meetings include:

1. Collaboration Tools/e-Forum
2. File Sharing
3. Managing meeting and tracking progress
4. And other tools specific to each category of the meeting

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[5] According to paragraph 14 of the Principles Governing IPCC work "Should members of the IPCC Bureau or government representatives participate in a session of the Bureau via video conferencing or other electronic means the interaction with these members of the Bureau and government representatives may be in English only"

The list of tools for videoconferencing, collaboration and other useful products are available in Annex I, II and III.

V. Proposed Solution

Based on the evaluation of available technical platforms, cost, scalability and suitability to meeting the requirements that have been outlined the following are proposed:

1. **For Videoconferencing**: Zoom with 500 user pack
This is mainly to be used for the virtual Bureau meeting and plenaries. Ideally for individual chapter and cross cutting meetings, it is better to use the same platform. However, the chapters should have the flexibility to choose the tools they are currently using and familiar with.

   Additional note about Zoom:
   a. Zoom also has built in registration;
   b. Security: In most videoconferencing application, when the meeting is scheduled, each participant receives and email containing information to join the call. This email can easily be passed from one person to another. In zoom, the hosts can not only mute/unmute participants, stop the video, prevent participants from sharing and recording but also have additional security features:
      i. Lock the meeting to prevent anyone new from joining
      ii. Place participants in waiting room or admit/remove participants from the waiting room (waiting room can only be enabled by the host);
   c. Breakout Rooms:
      i. Can have up to 50 breakouts of up to 200 in each breakout
      ii. Supports full audio/video, presentation, local recording (not in the cloud – anyone can record – unless restricted by admin)
      iii. Automatic and manual assignment to breakout groups
      iv. People who join late can be assigned to existing breakouts
   d. Bandwidth requirement: Optimized for best experience
      i. 1:1 video – 600 kbps for HQ and 1.2 mbps for HD
      ii. Group: 600 kbps/1.2 Mbps for HQ and 1.5 Mbps for gallery
      iii. Screen sharing – 50-75 kbps
      iv. Audio: 60-80 kbps

2. **For Collaboration/e-Forum**: Slack

Though MS Teams provide a lot of additional features and has the video conferencing for 300 participants built-in, Slack is still preferred for the following reasons:

   a. Slack is already being used actively by the TSUs and some of the authors
   b. Slack is easier to set up and administer
   c. Integration with Zoom, Trello and WeTransfer are already available in Slack. This is very convenient as users can perform all the relevant activities from within Slack, without having to switch between different products.
   Note: The collaboration platform should be revaluated for AR7 as MS Teams is a much bigger and integrated product which will continue to evolve very rapidly. Furthermore, IPCC should investigate

the possibility of creating an email address (and Office 365) for all the Bureau members which would facilitate MS Teams and Office products to be better utilized.

3. **For monitoring and managing the outcome**: Trello

To manage the LAM as a project and to keep an overview of the timeline, resources and milestones, one can make use of something like Microsoft Project (or Jira). But this would also need someone familiar with project management methodologies, who is able to monitor the activities and update the information on a regular basis.

In the absence of a project manager, Trello can be used effectively to plan and track projects. Trello is a customizable Kanban board for teams. All the details of a project are in what Trello refers to as "boards". Each board is categorized with lists, with each list including individual cards that have further details on a project, such as the team members involved, task checklists, discussions and comments.

4. **Remote Support**: TeamViewer

If IPCC is proceeding with hosting virtual meetings, participants will need require support. Support may be in the form of user manual and FAQs but some delegates will need additional technical assistance. Many of those could be solved using emails, phone, WhatsApp or Skype calls. But on some instances, the technical team needs to look at the laptop of the participant and check the machine and settings. This could be accomplished using available tools such as TeamViewer or VLC.

| Category	Primary	Secondary	Status
Videoconferencing	Zoom	GotoMeeting/Skype	Negotiating with vendor
Collaboration	Slack	[Teams]	Negotiating with vendor
File sharing	DMS	WeTransfer	Have Licence
Management and Monitoring	Trello	MS Project	Have Licence
Remote Assistance	TeamViewer	VLC	Ongoing

In preparation of the virtual Bureau meeting, the Secretariat is already in negotiations with various vendors of the above proposed solutions to explore the most efficient and cost-effective licences. These platform and solutions are also available for other meetings such as the LAM and EM. Ideally, the technical solutions should be coordinated between the Secretariat and the TSUs to share not only the cost but also the expertise. Similarly, best practises and lessons learned during the meeting should also be shared to allow refinement of both the tools and experience for both the hosts and the participants.

Annex I

Video-Conferencing Platforms

There are many platforms available for videoconferencing and in a short time span and with limited resource and capacity it is not feasible to explore each and every tool that is available in the market. To get a head start, Gartner's magic quadrant for meeting solutions (shown in the figure below) was consulted as a starting point.

Figure 1. Magic Quadrant for Meeting Solutions

Source: Gartner (September 2019)
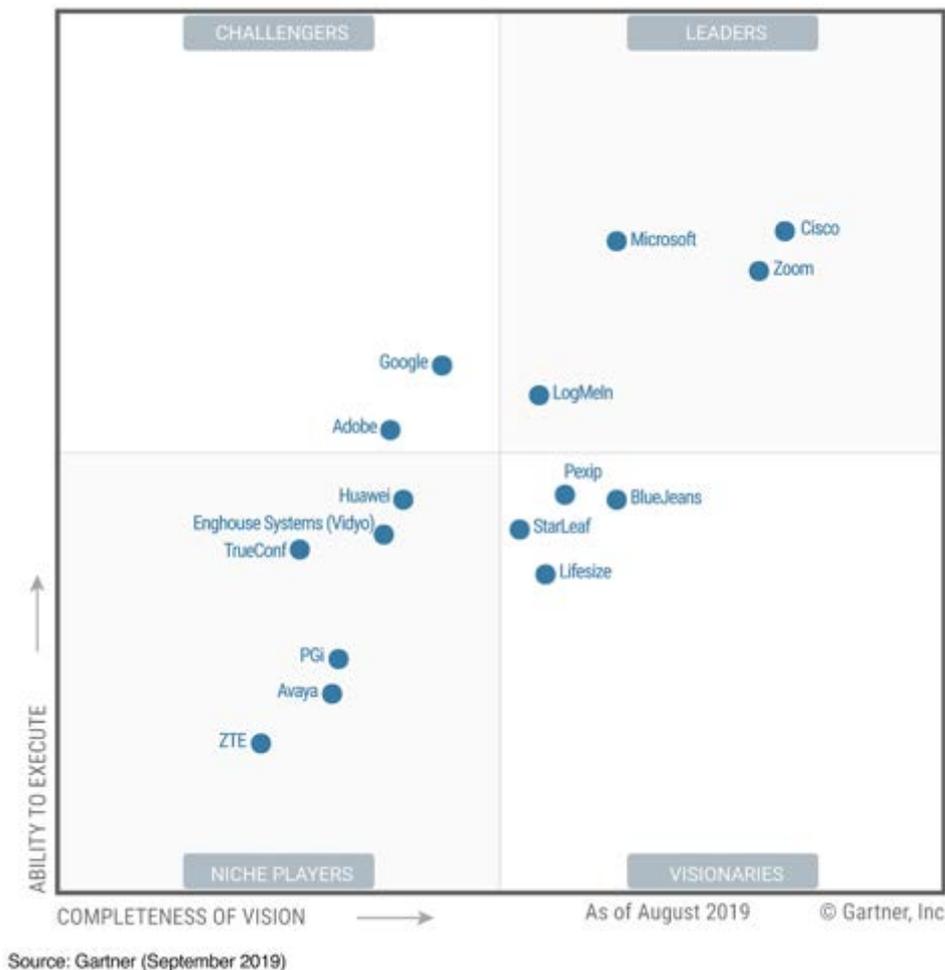
1. Zoom

   Zoom sessions can start from a web browser or in dedicated client apps for every desktop and mobile platform, with end-to-end encryption, role-based user security, easy-to-use screen sharing and collaboration tools.

   Free: 100 participants; 40-minute limit;
   Pro: $14.99 mo/host for 100 participants (has option to scale up); 24 hr meeting; 1 GB of recording;
   Business: $19.99 mo/host for 300 participants (has option to scale up); 24 hr meeting; min 10 hosts;
   Enterprise: $19.99 mo/host with 500 participants; min 50 hosts;

Restricted countries or regions: Belarus, Burundi, Central African Republic, Cuba, Democratic Republic of the Congo, Iran, Iraq, Lebanon, Libya, Mali, Nicaragua, North Korea, Somalia, Sudan and Darfur, South Sudan, Syria Sanctions, Ukraine (Crimea Region), United Arab Emirates (UAE), Venezuela, Yemen, Zimbabwe (https://support.zoom.us/hc/en-us/articles/203806119-Will-Zoom-Work-Internationally-)
OS: Linux, Mac, Windows

2. Lifesize

Lifesize is a cloud-based video conferencing and collaboration platform combining a software solution for personal devices like laptops and mobile phones with a full line of 4K video conferencing systems and wireless sharing devices purpose-built for meeting rooms.

Free: 90min/call; up to 25 participants;
Standard: $16.95/host/month per user for up to 100 users; 24 hours meeting;
Plus: $14.95/host/month for up to 300 users (min 15 hosts); 1 hr recording per host;
Enterprise: $12.95 host/month for 1000 viewers (min 50 hosts); unlimited recording; unlimited US audio calling;

Dial-in: Lifesize offers unlimited PSTN calls in 60+ countries at a flat rate as an annual add-on to your Lifesize subscription. There are no per-minute charges or overage fees with Lifesize.

[Restricted Countries](): Cuba, Iran, North Korea, Sudan or Syria, or associated with any of these countries

3. BlueJeans

BlueJeans Meetings is a cloud-based videoconferencing solution that focuses on instant connections, using a mobile or desktop app or directly from a browser (with no download required).

ME – annual – CHF 14.34 host/month; 50 participants;
MY Team: CHF 19.12 host/month; 75 participants; 10 hr recording;
MY Company: (no pricing); 100 participants (150 by request); unlimited recording;

[Restricted Countries](): Cuba, Iran, North Korea, Sudan, Syria

4. Cisco WebEx
Free: 100 participants; 1 GB cloud storage; Meet as long as you want;
Starter: Euro 12.85/month/host; 50 participants per meeting; 5GB cloud storage; Application and file sharing; Call-in 56 countries)
Plus: Euro 17.30/month/host; up to 100 participants; Call me (international – Euro 34.25 per host/month);
Business: up to 200 participants; 10 GB cloud storage; Call me (international – Euro 34.25 per host/month);

Restricted countries: The free version of Webex Teams is not available for use in export control-restricted countries (Cuba, Iran, North Korea, Sudan, and Syria) and the Crimea region of Ukraine, China, and Russia

OS: Mac, Windows,

Number of participants:
Meeting Center – up to 250 – sharing applications or desktop and video and voice
Training Center – up to 1000 – like classroom. Ability to share applications or desktops and voice and video but also provides ability for participants to raise their hand to ask a question, participate in poll and to breakout into smaller groups
Event Center – up to 3000 – webinar
An add-on, Call Me, allows you to start a meeting by receiving a phone call; you'll pay $4 per host per month for this feature for domestic calls, with the tariff for international calls going up to a pricey $35.75 per month.

5. **GoTomeeting**
   Gotomeeting works with web browser (no download required) or through desktop and mobile apps.

   Professional: Eur 10.75/month; 150 participants; No time limit; Dial in; Call me and Dial out (up to 5); Dial in conference line;
   Business: Eur 14.33 /month; 250 participants; unlimited recording; meeting lock;
   Enterprise: (no price); up to 3000 participants;

   Integrates with calendar solutions and platforms from Office 365, G Suite, Salesforce, Zoho, and Slack. For each call, you can take notes in real-time, which are then embedded and saved in the meeting transcript. Besides the normal option to save to video, you can also capture presentation slides from a meeting and share them in a PDF for later download.

   Restricted countries: <information unavailable>

6. **Skype:**
   Free: 50 participants;

   OS: Windows, Mac, Linux

   Free and allows recording.

7. **Microsoft Teams**
   Microsoft Teams is part of Office 365, which will eventually replace Skype for Business /Lync). Teams works well in an organization that runs on a Business or Enterprise version of Office 365.

   Maximum people in a meeting: 250/300

   Includes recording, screen sharing

   Currently dial-out is not possible in WMO

   Restricted Countries: Cuba, Iran, Democratic People's Republic of Korea, Sudan, and Syria

Annex II

Collaboration Tools (e-Forum)

The purpose of the collaboration/e-forum platform is to complement the videoconferencing tool and not to replace it. Participants can use the platform not only to share documents but also use it to ask questions, exchange ideas and have discussions. Basically, the purpose of the e-Forum platform is to enhance the collaboration between participants and address some of the major limitations with video conferencing: time-zone, bandwidth, "disconnected" communication etc.

The Secretariat explored the following productivity tools to determine their suitability:

- Slack
    - o Easier to setup and administer
    - o Slack offers unlimited public and private channels
    - o File and screen sharing
    - o 5GB of storage
    - o 10 app integrations
    - o Group video calls

    Free: locks your viewable and searchable message history to 10,000 entries, 1-1 video

    Standard: Eur 6.25 - unlimited apps, increases storage to 10GB per member, screen sharing and guest access. You also have access to the entire message history, upto 15 group calls

    Plus: Eur 11.75 - storage to 20GB per member, SSO, custom retention-policy

    Enterprise: no price

    Restricted Countries: not available

- Microsoft Teams
    - o Suitable for an enterprise
    - o Excellent integration with Office 365 applications
    - o Setup is more complex
    - o Unlimited messages
    - o Guest access
    - o Screen sharing
    - o Over 140 integrated apps and services
    - o 2GB of storage per individual (10GB shared).
    - o Team's access to 300 registered users. You'll need an upgrade to add more members.
    - o Teams also comes with a suite of integrated applications such as wiki, planner, SharePoint, OneDrive etc

    Free: videoconference with upto 250 users, record meetings and screen sharing

    Business Essentials - $5/month/user - 300-user limit but increases the storage to 10GB per license, adds OneDrive integration, Exchange email hosting, meeting recordings

    Business Premium: $20/month/user - removes the user and storage limits

    Both Slack and Microsoft Teams as a web-based app which works with any modern browser.

Annex III

- **Trello**

Trello's boards, lists, and cards enable you to organize and prioritize your projects. It not only allows the user to stay organized but also provides information immediately. It can be an excellent tool, if used properly.

MS Teams already has an app built in called Planner which serves the same purpose.

- **WeTransfer**

WeTransfer allows users/hosts to send/receive large file/s which are not possible using email.

Free: users can send files of up to 2 GB;
Pro: allows users to send up to 20 GB at a time and offers features like password protection, profile page customization and 1 TB (1000 billion bytes) storage.

Annex IV

Possible Solutions to Practical Matters/Concerns

Concerns	Possible Solution
Invitation to authors and how they can work in a work environment with other competing tasks?	• *Instead of whole day meeting, have shorter meeting (for LAM)* • *Extend the duration of the meeting instead 5 days* • *Limit the meeting to 2 hours (maximum) instead of entire day* • *Using the collaboration tools*
How to manage meetings with 300+ participants?	• *Technical solution: Zoom with 500 participants pack* • *Training of the moderators* • *Using chat/collaboration tools*
How can participants ask for the floor in order to avoid everyone speaking at the same time?	• *Raise hand (Available in Blue Jeans, WebEx...)* • *Feedback by chat messages* • *Stable and tested process to receive and moderate questions and giving the floor during Q&A sessions* • *Testing one day ahead of the planned meeting*
How to get around the problem where the selected platform is blocked or unavailable in certain countries (for example Zoom is blocked in 21 countries)?	• *Fly participant to nearby/neighboring country* • *Make use of local UNDP facilities – which exists in most countries* • *Send recording via tools which are not blocked eg. WeTransfer and request written feedback which can be incorporated* • *Using collaboration tools to exchange feedback*
How to facilitate participation from developing countries with low bandwidth?	• *Fly to regional hub* • *Local UNDP office* • *Dial out (if available)* • *Send recording and ask for written feedback* • *Switch to audio* • *Feedback via chat messages* • *Fly participant to capital, where communications infrastructure may be better* • *Finding a tool which uses low bandwidth* • *Using collaboration tool for off-line exchanges*
How do you schedule meetings when participants are from several time zones?	• *partial attendance* • *send or post recording and ask for written feedback* • *Having 2 sessions (or more if needed) and allow users to participate in either one* • *Collabration tools*
How to ensure a smooth meeting – especially involving hundreds of users, when it is already a challenge with limited number of users, including ensuring inclusivity	• *Advance training and testing with all users (individually or in groups)* • *Need a full-time facilitator (more than 1)* • *During the plenary, which involves large number of users, restrict all questions via chat – which can be moderated and read out by the facilitator/s for the panel to respond* • *Moderator will receive the request for floor and the mic will be unmuted while giving the floor*
How to share documents with remote participants?	• *DMS* • *Video conferencing tool can support sharing documents* • *WeTransfer* • *Collaboration tools*
How to manage parallel sessions (when there are many chapters and cross-cutting groups ~ 20)?	• *Can use software with free license – without time limit* • *Use existing WebEx, BlueJeans and MS Teams* • *Purchase separate host license for each parallel meeting (has cost implication)*
How do you control costs since the meetings do not recur regularly?	• *Instead of paying annual fee, buy products which allow payment by month* • *Using free products (like Sykpe)*

	• *Cost sharing* •
How to provide training so participants can use the platforms available?	• *Participants need to be informed in advance and testing arranged – can be grouped by timezones or chapters* • *Training/Webinaar on both videoconferencing and collaboration tools*
How to ensure participants have access to quiet working space with available internet?	• *Have a shorter session (rather than entire day), which makes it much easier for the participant to find a quiet place*
Can we explore options of covering travel to capital for participants from developing countries so that they can have access to better facilities if need be?	• *This needs to be explored by the Secretariat*
What can be done if the primary videoconference tool fails, due to overload and is unavailable?	• *Need a backup solution/technical platform* • *Can have multiple sessions with a smaller number of participants*

Annex V

Current Inventory

Across the Secretariat and the TSU's, many of the tools already exist and some are being negotiated with the vendors. The new technical platforms will be added to the list once the procurement is completed.

Tool	Category	Number	Licence
WebEx	Videoconferencing	2	Secretariat
BlueJeans	Videoconferencing	5-6	Secretariat
GotoMeeting	Videoconferencing	2	WGI
MS Teams	Videoconferencing/collaboration	11	Secretariat (tied to user)
WeTransfer	File Sharing	1	Secretariat
Trello	Management and Monitoring		Secretariat