Draft Guidance Note
The 33rd STBP Virtual Board Meeting

I. Before the Meeting

Important Points

- The 33rd Board Meeting will be powered by Zoom. Please, download the Zoom application on your laptop using this link.
- We strongly encourage all participants to use a **computer or laptop.**
- Please, **connect to the meeting 20 min before the starting time of the session** to minimize any potential last-minute technical issues.
- To optimize the quality of the sound and streaming, we kindly ask you to keep your **microphone muted and video turned off** unless making an intervention.
- If you encounter any issues, please contact boardaffairs@stoptb.org and richard@stoptb.org.

Pre-recorded presentations

- **Session Format**: In order to maximize the time allocated, please note that the virtual sessions are designed to accommodate 10-20 minutes for the Secretariat's introduction and some sessions have time for external speakers, with the remaining time for the Q&A session with the Board.
- **Access and Availability:** Presentations will be projected during the virtual session. The pre-recorded presentations will be made available here from **Monday, Nov. 16, at 9:00 (CET)**, before the Board Meeting.
- **Constituency comments & questions:** We kindly encourage Board members to submit questions and comments to boardaffairs@stoptb.org, **by Tuesday, Nov. 17, at the latest**. Please, include the agenda item your comments refer to, followed by the constituency's questions or/and comments. The Secretariat will provide the answers and clarifications at the Q&A of the relevant virtual session. *Please, note that the Secretariat will not be responding in writing to the submissions in advance of, during, or after the virtual meeting.*

Registration

- All participants will receive a **meeting invitation with a link to complete the registration**.
- Please insert all the relevant information in the registration form.
- Indicate your name, surname, and affiliation/constituency in the registration form.
- When completed, please submit your registration with the precise display of your name. The Secretariat will verify the information against the pre-approved List of Participants.
- Once validated, **you will receive an automatic email with the link to join the meeting**.
- If you encounter any issues, and you do not receive the link, **please contact the Secretariat at boardaffairs@stoptb.org** in a timely manner and at the latest 2 days before the meeting.
- **Please note that regardless of whether you will connect via PC or laptop, smartphone, tablet, or phone, the registration is mandatory** to receive the dial-in details to connect to the Board Meeting.

Zoom application to connect to the Meeting

- We strongly encourage all participants, **regardless of whether you will connect via PC or laptop, smartphone, tablet, or phone, to download the application for zoom.**

- To ensure a smooth connection, we kindly advise to join the meeting **20 min before** the starting time.
- To optimize the quality of the sound and streaming experience for everyone, we kindly ask you to keep your **microphone muted and video turned off** unless making an intervention.
- To connect to the meeting there are three options offered:

Option 1: Using PC computer (recommended option)

In advance of the meeting we strongly encourage all participants to download the Zoom application on your laptop using this link.

Step 1: Open your meeting invitation and click the link: Join Meeting

Step 2: Click on "open zoom link".

Step 3: Please, use the "join with computer audio" option.

Step 4: You will be admitted to the waiting room, and the Secretariat will connect you to the session upon validation.

Step 5: Once connected, you will see a screen with features and options at the bottom.

Step 6: You can now mute or unmute your microphone by activating or disactivating the button below. Please, keep your microphone muted and video turned off unless making an intervention.
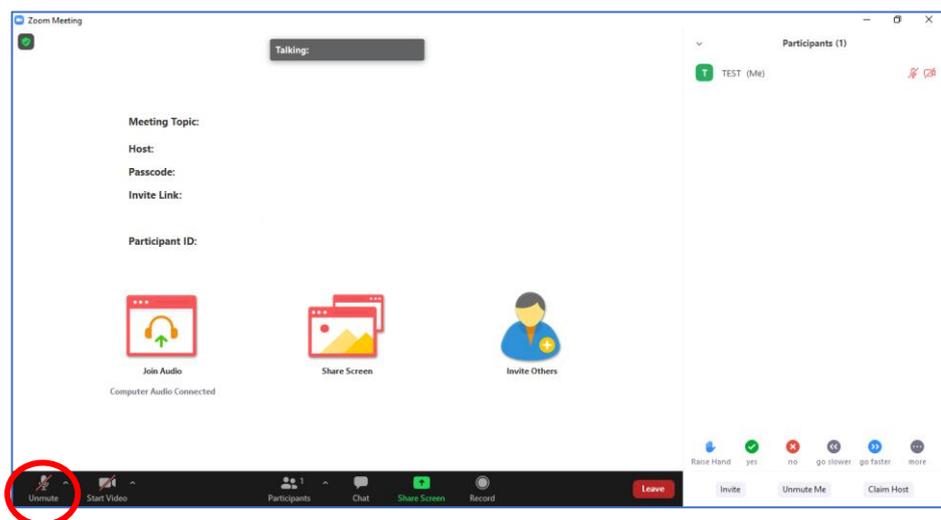
Step 7: Please, kindly turn off your video to save bandwidth, as featured below:
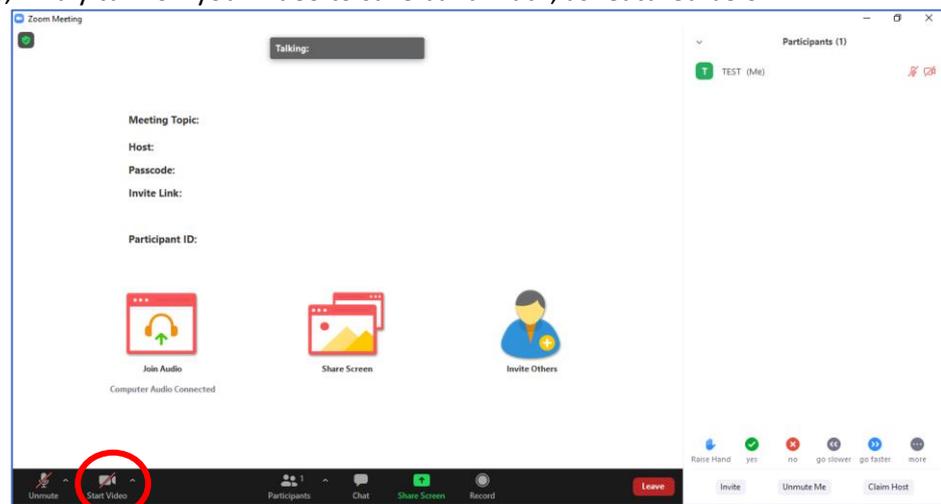
Step 8: Please rename yourself so that the moderator, the host, and other participants can easily identify you. Please click on *´participants´*, go to your contact name in the list of participants on the right-hand side of the screen, bring the cursor to your contact name as it appears on in the list (at the top of the list and marked by '*me*' in brackets

T TEST (Me)   ) and select the blue button *´more´* on the right-hand side.

Click on *´rename`* and you will see a window popping up, as featured below:
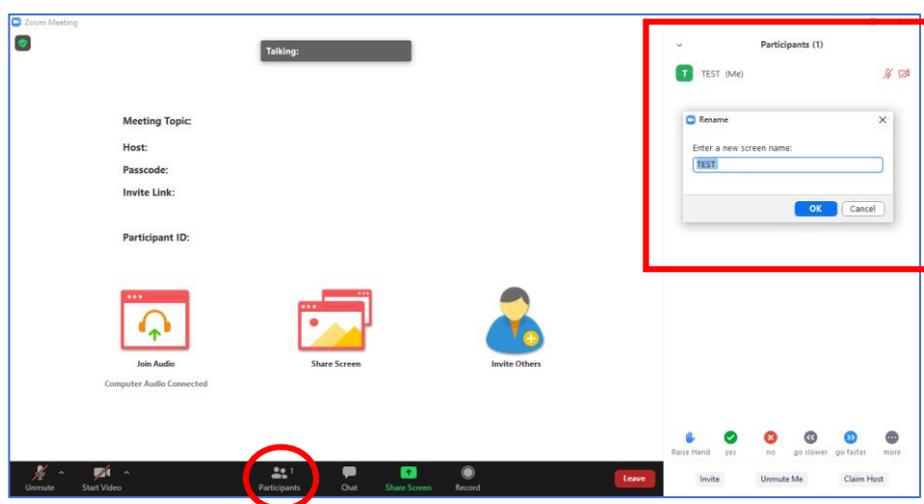
Please indicate your name as follows:
- o   For Board Members and Board Delegates: BM-Full Name – Constituency
- o   For Working Groups Representatives: Full Name – Working Group Name
- o   For Civil Society Representatives: Full Name – Name of Constituency
- o   For Private Sector Representatives: Full Name – Company Acronym – Name of Constituency
- o   For Special Guests and Observers: Full Name – Affiliation/ Name of Constituency
- o   For STBP Secretariat: Full Name – StopTB

Option 2: Using Smartphone and tablet

Step 1: Please download the Zoom App available on Apple Store, Google Play Store, and other apps galleries.

Step 2: Create a Zoom account using your personal email address.

Step 3: Once signed-in, click the icon **Join**.

Step 4: Please insert the **Meeting ID** that you will receive along with the dial-in details once your registration is validated.

Step 5: In the same page, please rename yourself as per the instructions above (*Option 1: Step 8*).

Step 6: Click on **Join.**

Step 7: Enter the **Meeting Passcode** that you will receive along with the Meeting ID and click **continue**.

Step 8: Please select **Call Using Internet Audio.**

Step 9: You will be admitted to the waiting room, and the Secretariat will connect you to the session upon validation.

Option 3: Using a phone line, if there is a dial-in number available for your country

- •   Any Board participant that would like to connect via phone line needs to be registered through the following registration system:

- Send an email to boardaffairs@stoptb.org no later than **Friday, Nov. 13,** with the telephone number to be used to connect to the call, your name and surname, and affiliation. Once your phone number has been registered you will receive a confirmation email. On the day of the meeting please proceed with the following steps:

  Step 1: Open the meeting invitation and click on the link "**find your local number**" to select your country's dial-in number from the list provided by Zoom (*if your country does not appear in list, please see the next section about exceptional circumstances*).

  Step 2: Scroll the list until you find the numbers available for your country.

  Step 3: Pick one of the numbers and call, remember to include the area code (e.g. + 41 for Switzerland).

  Step 4: Type your Meeting ID (access code) provided in the meeting invitation followed by #.

  Step 5: As participant, press # again and you will enter the waiting room. The Secretariat will connect you to the session upon validation. **Please, keep your microphone muted.**

Option 3: Exceptional circumstances

- Please, kindly contact the Secretariat at boardaffairs@stoptb.org to confirm that you are unable to use any of the above-mentioned available options. The Secretariat will arrange for you to be dialed into the meeting. **Please, note that the quality of such connection is usually not optimal and frequent disconnections may occur.**

II. During the Meeting

Participants

- Please, note that the following audience will be accepted to join the Virtual Board Meeting:
  i. Board Members
  ii. Board Delegates
  iii. Members of the Executive Committee and Finance Committee
  iv. High-Level Dignitaries
  v. Special Guests
  vi. Designated Observers

- All participants connected to the Board Meeting will be verified against the pre-approved List of Participants. For security reasons, <u>anyone who is not listed to attend the Board Meeting will be disconnected from the meeting by the meeting host</u>.

- If possible, the **participants are advised to use headphones and headsets during the meeting as this can help to cut out background noise**.

- Please, keep your microphone muted and video turned off unless making an intervention.

- The Board participants are required to display their full names and constituency.

At the beginning of the meeting

The Secretariat will:
  o go through the list of Board members, also visible to all participants on the right hand-side of the Zoom screen, as shown below:
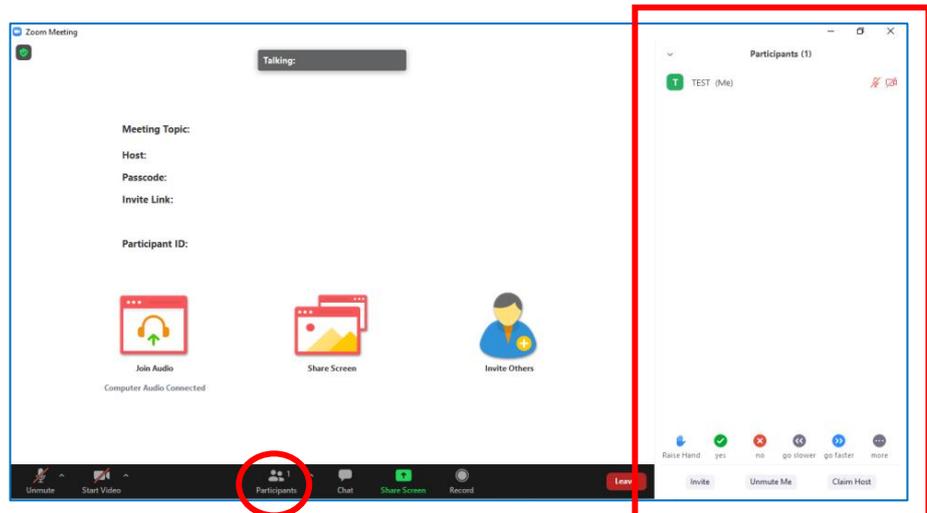
o briefly remind on the 'rules of engagement' for participants during the meeting.

- If a participant has to leave the meeting, they are kindly asked to inform the Secretariat by email (boardaffairs@stoptb.org) or in the Zoom chat area as featured below:
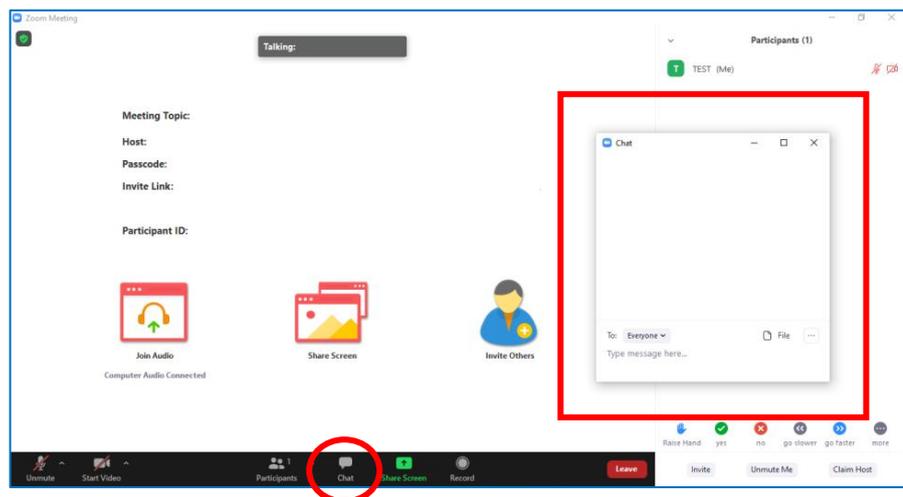
In the event of a coffee break, please remain connected to the meeting platform to avoid any potential technical disruptions.

## Making an intervention / Requesting the floor during the session

- During the virtual session and its Q&A part, we kindly invite you to make interventions or raise your questions by using one of the following Zoom functions:
  - o **'Raise Hand' by pressing the icon of the hand** to express interest for a verbal intervention
  - o **Please only use the 'Chat'** <u>if you cannot use 'Raise Hand'</u>
  - o In case 'Raise Hand' does not function, you can **send a 'direct message'** to the Secretariat by email.
- Please note that it is important to connected through the Zoom app (PC, laptop, tablet, or smartphone) to have the ´Raise Hand´ function available.

- **Once you are invited by the Chair or Vice-Chair to make an intervention, please unmute your microphone & turn on your video, as you introduce yourself by stating:**

Constituency Name and Your Name and Surname

- Please turn off your video and mute your microphone once you have finished your intervention.

- Please remember **to lower the hand** at the end of the intervention.

Option 1: Using "Raising a hand" feature in the Zoom application, as shown below:
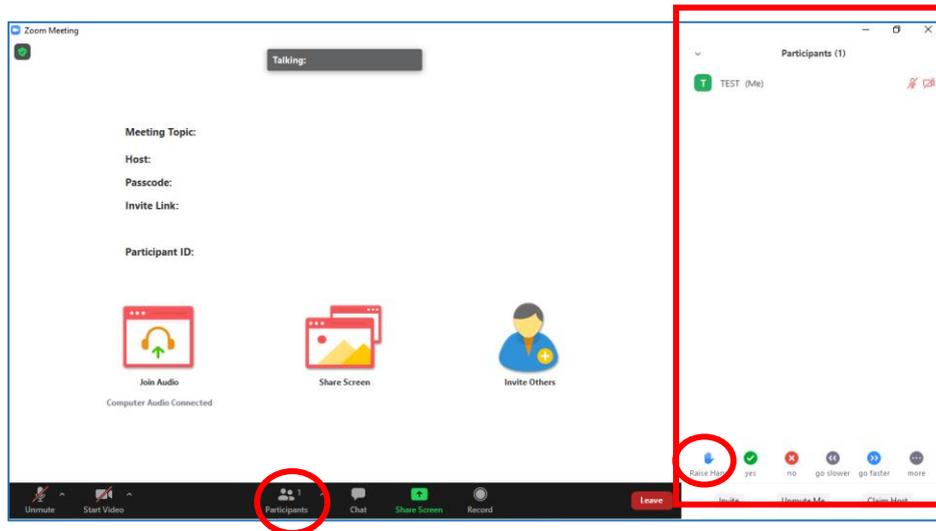
Option 2: Using "Chat" feature in the Zoom application, as shown below:
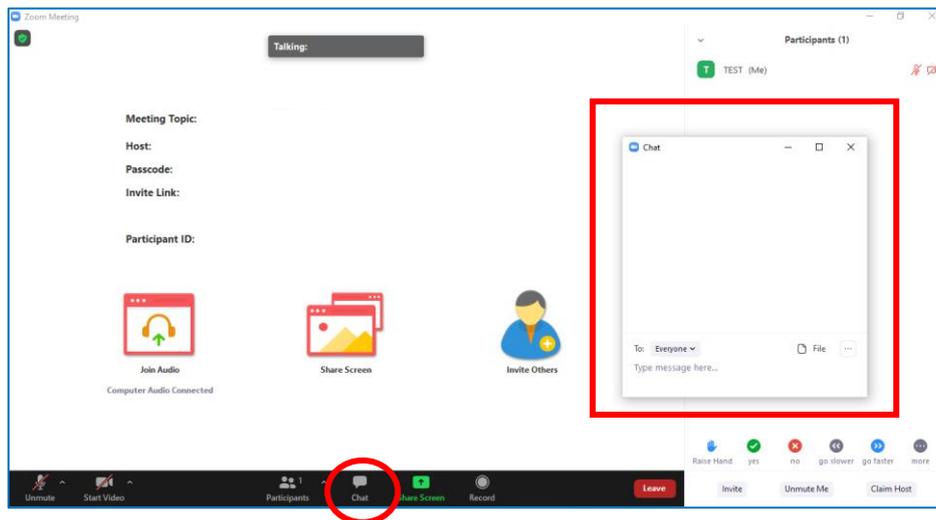
Option 3: Sending a message directly to

- If you encounter any issues and you are not able to use neither Option 1 nor Option 2, please contact Ms. Jenniffer Dietrich by WhatsApp, or by SMS at **+41 79 59 86 687.**

Recording

- The sessions of the Board Meeting will be recorded by the Secretariat via the Zoom app. Stop TB Partnership's Secretariat will manage recordings, and individual requests to record the meeting will not be accepted.

Emergency Contacts

- In the event of any **technical difficulties before or during the meeting**, please send an email to boardaffairs@stoptb.org and copy richard@stoptb.org or denis@interhyve.com

Zoom Live training and group training with the Secretariat

- Zoom experts host free and interactive live-training webinars daily, please click here to access the trainings.
- **The Secretariat of the Stop TB Partnership will organize group trainings for all participants interested in learning more about Zoom functionalities available during the virtual sessions of the Board Meeting, and to answer any questions participants may have** after having consulted the Guidance Note. The sessions will be held on:

  o Wednesday, **Nov. 11th**, 2020, **5.00 – 5.30 PM (CET)**
  o Friday, **Nov. 13th**, 2020, **10.00 – 10.30 AM (CET)**

- **If you wish to participate in one of the training sessions, please send an email to** boardaffairs@stoptb.org no later than **Wednesday, Nov. 11th, 2020 at noon (CET)**. You will receive a meeting invitation with the Zoom link to access the training session.