Coordination Group for Meteorological Satellites

CGMS

CGMS-48 VIRTUAL PLENARY MEETING ON 25-26 AUGUST 2020

GUIDANCE ON CONNECTING AND INTERVENING

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TECHNOLOGY

1. TOOLS

- **WebEx** will be the primary videoconference tool used for the meeting. Participants will view presentations, make verbal interventions, and hear the verbal interventions of other participants through WebEx. In cases of audio problems, e.g. we are unable to hear your voice, the participant will - in parallel - need to call-in by phone using the WebEx call-in numbers (phone only, no display capability) which are provided in the meeting appointment by the CGMS Secretariat.

- **WebEx chat** will be used to enable participants to request interventions, make comments and ask questions.

- Please do not disconnect during a day's session. Should you be kicked-out of the WebEx session, please reconnect.

- To keep bandwidth requirements low, the camera shall be enabled when you intervene, and otherwise disabled.

- Please use a **headset** (e.g. your mobile phone ear plugs/headset) to secure the clearest voice quality and the least noise.

2. CONNECTING

The WebEx connection details for each day of plenary will be provided to registered participants in an e-mail appointment.

Please connect to the meeting minimum **30 minutes beforehand** so that any technical issues (on your side or the organiser's side) can be identified and resolved.

The meeting will start **sharp** at the identified start times.

The session start times are as follows (UTC):

25-26 August 2020, daily from UTC 10:30-15:00. Time zones:							
US west coast	**US Boulder, CO.**	**US east coast**	**Berlin**	**Moscow**	**Delhi**	**Beijing**	**Tokyo**
03:30-08:00	04:30-09:00	06:30-11:00	12:30-17:00	13:30-18:00	16:00-20:30	18:30-23:00	19:30-24:00

1   Join the WebEx session via your computer using the link provided in the appointment or through your internet browser.

When entering your personal details please add your agency acronym (abbreviated) before your first name and surname, e.g.:

AGENCY ACRONYM + First name + Surname
e.g.: CMA Peng Zhang
        EUMETSAT Sean Burns
        KMA Dohyeong Kim
        Etc.

2   Use a headset (e.g. your mobile phone ear plugs/headset) to secure the clearest voice quality and the least noise (If this is not possible, please check your phone setup to ensure minimal disruption).

3   Do a sound check (prior to the meeting).

4   Mute the connection (click on the microphone, red colour = muted, black colour = unmuted). Please always remain on mute unless invited to talk (irrespective of which means you call in: laptop, smartphone, direct dial-in via phone, …).

5 When unmuted, please avoid any activities that can create background noise e.g. typing on a keyboard, moving a chair or items on your desk etc..

6 Enable the camera only when intervening.

7 Remember to disable the camera when not intervening to save on bandwidth.

8 To manage noise interference on the WebEx line, the WebEx host may at times click on 'mute all'.

9 The meeting will run according to the schedule provided. Please do not disconnect during a day's session. Should you be kicked-out of the WebEx session, please reconnect.

3.   RECORDING

The WebEx meetings will be recorded. The recordings will solely be used to support the chairpersons, minute takers and meeting facilitators to prepare meeting minutes. Once the reports are completed the audio files will be destroyed.

INTERVENING IN THE MEETING

The chairperson will guide the participants for intervening in the discussions. The chairperson is supported by a moderator to ensure time keeping and a fair distribution of questions according to participation.

1.   OPENING SESSION

- The chairperson will open the meeting and ask each Head of CGMS member delegations to make a 2-minute verbal intervention to introduce key issues relevant to CGMS plenary since CGMS-47. In the interest of time, there will be no introductions (it is however very important that you add the abbreviated agency code first when entering the WebEx so that all participants from the same delegation are listed below each other).
- Each head of delegation shall briefly unmute him/herself, enable the camera, make the statement, then mute and disable the camera.
- Participants joining later shall make a comment in the WebEx chat that they have joined the session.

2.   INTERVENING PROCESS DURING THE MEETING

With the aim to have a smooth process and to ensure that everyone can intervene clearly, please follow these guidelines:

- If you would like to intervene, please add your agency name (abbreviation) in the WebEx chat.

- The chairperson will invite you to talk in due course.

- Unmute the microphone and enable the camera prior to intervening. (If camera use has an impact on the quality of the WebEx, the camera shall be disabled even if intervening).

- Disable the camera and mute the microphone when not intervening.

- Intervention duration to be fixed in advance for e.g. presentations etc. (but sufficient time needs to be allocated for discussions).

3. PRESENTING

All presentations must be made available in advance of the meeting as per the ordinary working paper and presentation submission instructions. This will enable participants to download a copy to pre-read, as well as enabling them to follow-along on their local systems should they wish to do so.

Any presentations will be shared/viewable from the WebEx screen/interface.

1. The chairperson will introduce the presenter and the title of the presentation.

2. The presenter will unmute the microphone, enable the camera and deliver their presentation (short and concise). In the interest of time, the WebEx host (EUMETSAT/CGMS Secretariat) will control the presentation and advance the slides with the presenter saying "next slide please".

3. Once the presentation is concluded:
   - mute, but be ready to unmute to intervene at the request of the chairperson.
   - remain ready to contribute as necessary.

4. The chairperson will release the presenter (presenter mutes/disables the camera).

4. DURATION, BREAKS, CLOSING

The chairperson will decide when to make breaks or close the meeting. Unless there is a compelling reason, the latter will be at the scheduled stop time.

Individual participants may, of course, take breaks if necessary but are requested to take these in a way that is not disruptive to other participants (e.g. ensure you are muted before leaving).

5. AGENDA

Agenda: https://www.cgms-info.org/agendas/agendas/CGMS-48

6. ACTIONS AND RECOMMENDATIONS

The CGMS Secretariat will compile the list of actions and recommendations during the meeting for review at the end of plenary.

7. PAPER AND PRESENTATION SUBMISSION

> **Any updated presentations need to reach the CGMS Secretariat by 09:00 UTC on the day of the meeting. This is a *sharp deadline*. Anything submitted after that time cannot not be taken into account.**

Searching for working papers/presentations: https://www.cgms-info.org/agendas/WpSearch.aspx

QUESTIONS / HELPDESK

The CGMS Secretariat will do its utmost to help you resolve any issues, but please bear in mind that diagnosing technical issues that may be at your end, or that may involve third party software or network providers, may simply not be possible and the meeting will need to proceed.

To enable the host to reach out to participants having technical problems, and when registering to the meeting(s), the participants will have to provide a phone number where they can be reached on the days of the meetings.

For any questions, please contact the CGMS Secretariat cgmssec@eumetsat.int.

POST MEETING SURVEY

CGMS Secretariat will send a short survey directly after the meeting to improve the running of future virtual CGMS meetings.