

Protocol for the 5th Meeting of the AEWA European Goose Management International Working Group

Online Conference Format



In order to facilitate the smooth and uninterrupted flow of the 5th Meeting of the European Goose Management International Working Group to be held on 15-18 June 2020 in an online conference format, the UNEP/AEWA Secretariat has compiled the following set of guidelines for the meeting participants:

1 Before the Meeting



Choose a location with good lighting and clear background.



Choose a quiet environment for the call, any background noises or other distractions may interfere with the meeting.



Make sure you have a stable internet connection, well-functioning web camera and headset by testing them before the meeting.



The conference call will be hosted using the GoToMeeting online conferencing platform. Although no preliminary download is necessary as the participants can join through their browsers using the meeting link, downloading the application on your computer is free and will provide access to additional features. The Secretariat therefore urges all participants to download and install in advance the GoToMeeting application on their devices using the following link: <https://www.gotomeeting.com/features/mac-windows-linux>. Additional guidance on the use of GoToMeeting will be provided by the Secretariat via email to all meeting participants that have registered.



The presenters will be able to share the screen with the meeting participants. Please have your presentation materials ready and open on your computer.

During the Meeting



Please note that each conference call session will be open for participants to join 30 minutes before the start of the session. All participants will receive by email the links for connecting to the respective sessions.



Before entering the conference call, every participant will be asked to enter their name. For Range State delegates, please enter your name using the following format: **Country_First Name Family Name**; for observer organisations please use the following format: **Organisation_First Name Family Name** (example: *UK_Danny Heptinstall*).



To ask for the floor, please enter the name of your country/organisation in the chat window (i.e. if Denmark wishes to take the floor, the head of delegation should enter in the chat window "Denmark"). The Chair will then give the floor to delegations/observers following the speaker queue.



For better engagement, all participants are asked to turn their web cameras on, if possible, for the whole duration of the meeting. Using a headset is recommended for an improved audio experience.



To avoid background noises that may interfere with the call, please always mute your microphone unless you are speaking.



In the event of voting, following Rule 16¹ of the AEWA EGM IWG [Modus Operandi](#), all voting Range States will be asked one-by-one to verbally cast their votes.



Please note that no separate chatrooms will be made available for consultations within Range State delegations. For internal consultations during the sessions, please make your own separate arrangements. Interventions by Range State delegates will be considered as interventions on behalf of the whole delegation.



Please refrain from using the chat function for any other purposes than to ask for the floor. Any content posted in the chat, apart from the speaker queue, will not be taken into consideration.



Please be mindful of time during the meeting – covering all agenda items in the planned timeframe will require a joint effort from everyone.



Due to limited time, all the presentations will be kept shorter compared to previous EGM IWG meetings. It is therefore particularly important to be familiarised with the content of the documents prior to the meeting. All the meeting and information documents are available for download on the [EGM IWG5 meeting page](#).



In case of any technical issues during the call, please contact Jeannine Dicken (jeannine.dicken@unep-aewa.org) **and** Thilan Mannan (thilan.mannan@unv.org).



The Secretariat will organise two trial sessions for the participants to test the GoToMeeting platform before the meeting. The detailed information on the sessions will be circulated to the meeting participants via email in the coming weeks.

¹"Decisions of the EGM IWG shall be taken by consensus unless a vote is requested by the Chair or by three members."