

April 2020

Guidelines for remote participation in meetings

1. BACKGROUND

CEN and CENELEC strive to improve the flexibility, efficiency and cost effectiveness of standardization processes, also supported by the use of technology.

In particular, the remote participation tools may facilitate real-time decision making as well as a broader participation of stakeholders. They provide also a suitable solution in case of health or safety issues to ensure continuity of standardization activities.

This is the reason why CEN and CENELEC decided to develop **guidelines for remote participation** of all meetings.

This document provides guidelines and recommendations before, during and after a meeting of all technical bodies.

2. WEB CONFERENCING ACCOUNT CREATION

See the section “**Web Conferencing account creation**” on our dedicated [web page](#) for the detailed steps to follow to **request a ZOOM account**.

3. ELIGIBILITY (Technical Bodies)

People/roles eligible to get a CEN-CENELEC Web Conferencing account:

- Active Secretaries, Convenors, their Assistants, Acting Secretaries and Support Teams (TC, SC, WG level)
- Active Chairpersons and their support teams

All people and roles need to be correctly registered in [the ISO/CEN Global Directory](#) or the [IEC/Expert Management System](#).

4. CONDUCT

Before the meeting

Host

- Check that the participant agrees to remote meeting participation. If not possible, remote meeting participation cannot be done
- Prepare and circulate the meeting access code with all the participants
- Circulate the meeting agenda including the following:
 - Option to participate remotely
 - List of all items for decision
 - Executive summary/expected outcome for each agenda item
- Make efforts to accommodate the time zones of the remote participants
- Circulate these remote participation guidelines to all meeting participants

For CEN Meetings Only

- add the meeting access code on the CEN Meeting Management tool

Meeting participants

- If requested, register to the meeting to obtain the link needed to join the meeting
- Use a computer, rather than a phone, in order to see the screen and the slides
- Read the remote participation guidelines
- Test your connection well in advance of remote participation
- Minimize distractions by closing your door, other web browsers and e-mail applications, and turn off your mobile phone
- Store away wireless data devices, such as phones, because of potential interference with the conference line
- Make sure, that you are connected to the meeting at the starting time of the meeting

During the meeting

Host

- Enter into the remote meeting tool (i.e. Zoom) as host 15 minutes before the meeting

- Internally, prior to the meeting, please test your equipment and facilities in order to ensure you master all basic technical requirements
- Ensure that those participating remotely are authorized individuals and that their attendance is noted in the attendance sheet
- Ensure that a tour de table is conducted at the beginning of the meeting so that everyone knows who (including NSB, NC or organization and name) is participating remotely and physically when applicable.
- Ensure to apply the same rules to remote participants and physical participants when applicable.
- Take care of signs (raise hand, etc.) from remote participants and request remote participants to comment appropriately
- Remind participants that:
 - The meeting will continue even if the remote connection breaks
 - Every time they speak, individuals should start by identifying the NSB, NC or organization they represent and their names
 - Speakers are to speak one at a time, be brief, clear and speak slowly
 - Remote participants should mute their lines when not speaking
 - Physical and remote participants have equal rights
 - Just before a vote, the Chair will summarize the points on which participants are expected to vote
 - Those participating remotely will have no right to require that votes be revisited, for example, in case of a faulty connection

Meeting participants

- When speaking, start by identifying your NSB, NC or organization and your name
- Speak one at a time, be brief, clear and speak slowly
- Mute your line when not speaking
- When voting/commenting, use the chat function on the electronic meeting tool to indicate:
 - the national standard body or liaison organization you represent
 - your voting position; e.g. "BSI: yes" or "AFNOR: no" to ensure that the votes are correctly counted by the committee leadership

After the meeting

Share by correspondence the relevant materials used during the meeting to all the participants.

5. WEB CONFERENCING ACCOUNT DISABLING

A CEN-CENELEC ZOOM account will be systematically disabled:

- When the person does not have eligible roles in CEN-CENELEC anymore
- When the person did not organize any Zoom meeting during the last 12 months

Note

- Information on training materials and support is available directly from the CEN-CENELEC ZOOM portal (<https://cencenelec.zoom.us>) and from our dedicated [web page](#).
- See the section “**Web Conferencing account creation**” on our dedicated [web page](#) for the detailed steps to follow to **request a ZOOM account**
- See also CEN-CENELEC [Quick Help](#) to Zoom meetings
- You can contact webconf@cencenelec.eu whenever you would need further information.