16th Meeting of the ASCOBANS Jastarnia Group
8-9 June 2020

Online Meeting Protocol

In order to facilitate the smooth and uninterrupted flow of the 16th Meeting of the ASCOBANS Jastarnia Group to be held on 8-9 June 2020 in an online conference format, the 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 Zoom online conferencing platform. No preliminary download is necessary as the participants can join through their internet browsers using the meeting link. However, downloading the application would provide access to additional features: https://zoom.us/download .

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

16th Meeting of the ASCOBANS Jastarnia Group is taking place remotely in an online conference format.

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2 During the Meeting

Please note that the 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 link for connecting to the session.

Before entering the conference call, every participant will be asked to enter their name. For country representatives (environment and fisheries), please enter your name using the following format: *Country_First Name Family Name* (example: *FI_Santeri Valas*). For organisations please use format *Organisation_First Name Family Name*.

To ask for the floor, please enter your name in the chat window and use the 'Raise Hand' function. The Chair will then give the floor following the speaker queue.

For better engagement, all participants are asked to turn their web cameras on in the beginning. 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 please refer to Rule 11 of the [Rules of Procedure](#) for the ASCOBANS Advisory Committee. Member countries and member organizations will be asked one-by-one to verbally cast their votes.

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 shall be kept in the indicated time. All the meeting and information documents are available for download on the [ASCOBANS JG16 website.](#)

In case of any technical issues during the call, please contact Bettina Reinartz (bettina.Reinartz@un.org Mobile +4917672852075) **and** Thilan Mannan (thilan.mannan@unv.org).