19th Meeting of the Jastarnia Group
20-22 March 2023

Online Meeting Protocol

In order to facilitate smooth and uninterrupted flow of the Steering Group for the ASCOBANS Recovery Plan for Baltic Harbour Porpoises (Jastarnia Plan) and the Conservation Plan for the Harbour Porpoise Population in the Western Baltic, the Belt Sea and the Kattegat (WBBK Plan), to be held on 20-22 March 2023 in an online conference format, the Secretariat has compiled the following set of guidelines for the meeting participants:

① Before the Meeting

The meeting will be hosted using Microsoft Teams online platform. Joining via computer, no preliminary download is necessary as the participants can join through their internet browsers using the meeting link. However, downloading the app is recommended for access to more functionality.

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

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

Choose a location with good lighting and clear background.

Presenters should have presentations ready and open on their computers in advance. The presenters will be able to share their screen with the meeting participants. Please also send the presentation to the Secretariat ascobans.secretariat@ascobans.org in advance of the meeting.

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② During the Meeting

Online session will be open 15 minutes before the scheduled start. The Secretariat will email all participants the link to the meeting.

Before entering the online meeting, participants should enter their name or change their display name (see instructions here). For country representatives, enter your name using the following format: Country_FirstName FamilyName (example: FIN_Santeri Valas). For organisations, use format Organisation_FirstName FamilyName.

To ask for the floor, use the 'raise hand' function in MS Teams. Only in case that is not available, type your name in the chat window. The Chair will then give the floor following the speaker queue.

For better engagement, all participants are asked to turn their web cameras on. Using a headset is recommended for an improved audio experience.

To avoid background noises that may interfere with the call, always mute your microphone when not speaking.

Please be mindful of time during the meeting – covering all agenda items in the planned timeframe will require a joint effort from everyone. Therefore, kindly keep your interventions brief and to the point.

All information related to the meeting will be made available on the meeting website. Subject to permission from the presenters, all presentations will be posted there after the meeting.

In case of technical issues during the online meeting, contact Bettina Reinartz bettina.reinartz@un.org.

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