

PRACTICAL RULES FOR ONLINE BUREAU MEETINGS
(as agreed by the Thirteenth Meeting of the ACCOBAMS Bureau, 9-11 December 2020)

The Bureau,

Considering that, due to the actual challenging world health situation, understanding that flexibility and support by all those who are committed to the ACCOBAMS purposes are greatly appreciated in order to continue to work together and carry out ACCOBAMS activities;

Noting that the Secretariat is committed to providing the best possible level of service to ACCOBAMS Parties and partners and that, to this end and for the safety of all Bureau Members, it is necessary to put in place a new videoconferencing system for ACCOBAMS meetings until the worldwide sanitary situation improves;

Provisionally adopts the following Practical Rules for Online Bureau Meetings, which are intended to complement the Rules of Procedure for the Bureau, as annexed to Resolution 6.4, in cases where online Bureau meetings are held.

Article 1

The agenda and the documents for online Bureau meetings shall be sent electronically by the Secretariat to the Parties to ACCOBAMS and to the Bureau members and observers in English and French at least thirty days before the opening of the meeting.

Article 2

To test the hardware and the quality of the connections, the Secretariat shall invite the participants to the online Bureau meeting to attend an onboarding session that will be held at a given day and time during the week before the online Bureau meeting.

Article 3

1. The participants are recommended to connect with the Secretariat 15 minutes before the starting of the online Bureau meeting.
2. At the beginning of the meeting the Chairperson shall ask the Bureau members, advisors and observers to confirm the following:
 - his/her name;
 - the location from where he/she is participating;
 - that he/she has received the agenda and all the relevant documents for the meeting; and
 - that only the concerned Bureau member, advisor or observer is attending the online Bureau meeting and has access to the proceedings of the meeting at the location.
3. The Secretary shall immediately after inform the attending Bureau members, advisors and observers of those who are present at the online Bureau meeting, including members of the Secretariat staff.
4. No person other than the Bureau members, advisors, observers or members of the Secretariat shall be allowed access to the meeting, either physically or through electronic means, without the prior permission of the Bureau Chairperson.

Article 4

1. For the purpose of determining quorum and decision-making, “presence” includes remote presence through electronic means.
2. The Secretariat shall ensure that the required quorum is kept throughout the online Bureau meeting.

Article 5

1. Subject to the authorization of the participants at the beginning of the meeting, the proceedings of the online Bureau meeting shall be temporarily recorded to facilitate the drafting of the report.
2. The recording shall not be available to anyone, except the Secretariat staff involved in the reporting process.
3. The recording shall be immediately deleted once the online Bureau meeting report has been circulated.
4. All participants to the online Bureau meeting shall keep the confidentiality of the discussions.

Article 6

1. Following the presentation of each agenda item by the Chairperson or the Secretariat, the Chairperson shall open the discussion and invite comments from participants.
2. Any participant who wishes to take the floor shall raise his/her hand through the system only after the presentation of the agenda item and once the discussion is opened.
3. The Secretariat shall take record of the participants requests for the floor to assist the Chairperson in giving the floor to each participant according to this order.
4. Once the first round of interventions is completed, the same process shall apply if participants wish to take the floor again.
5. Every participant shall identify himself/herself when he/she takes the floor for the first time during the meeting.
6. If a participant’s intervention through video conferencing or any other audio-visual means is interrupted or distorted, the Chairperson or the Secretary may request a repetition by the participant.

Article 7

If voting is needed, the Chairperson, after having heard the Secretary, shall inform the participants on how the voting shall be effected online, taking into account the functionality of the platform being used.

Article 8

The working languages of the online Bureau meeting shall be English and French. The Secretariat shall make the arrangements needed to technically ensure the translation from one working language to the other if funds are available.

Article 9

The Rules of Procedure for the Bureau, as annexed to Resolution 6.4, shall apply to any matters not specifically covered by these Practical Rules for Online Bureau Meetings.

Article 10

These Practical Rules for Online Bureau Meetings are provisionally adopted by the Bureau and shall be submitted to the next Meeting of the ACCOBAMS Parties for their final adoption.