



# Guidelines for remote participation in committee meetings

## Background

Many comments from ISO members in the preparation of the [ISO Strategy 2016-2020](#), complemented by the [ISO Action Plan for developing countries 2016-2020](#), supported the importance of promoting remote participation at committee meetings with a goal to ultimately increase committee participation.

To support the goal of increasing stakeholder engagement, and further goal of better project management and coordination of the committee work, ISO/TMB took [resolution 70/2016](#) to allow remote participation for all ISO meetings and ISO committees.

This document provides guidelines and recommendations to committee secretary, meeting host and meeting participants - before, during and after a meeting.

### Note

WebEx is the web conferencing tool offered free of charge to ISO's members, technical committees and subcommittees, working groups and experts for any ISO-related work. All information about WebEx is available at the following link on ISO Connect:  
<https://connect.iso.org/display/it/Web+Conferencing+Resource+Page>

It is important that the remote meeting organizer, host and participants know what is needed to run/participate in a web meeting efficiently. Below links provide more details.

What do I need to organize an ISO web meeting?

<https://connect.iso.org/display/it/First+Time+Organizers>

What do I need to participate in an ISO web meeting?

<https://connect.iso.org/display/it/First+Time+Participants>

Best practices

<https://connect.iso.org/display/it/Web+Conferencing+Best+Practices>

## Before the meeting

### Committee secretary:

- Check that host agrees to remote meeting participation (see below). If not possible, remote meeting participation cannot be done
- 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

- Ensure the same registration and accreditation rules to remote and physical participants (the deadlines in the [Directives](#) around meeting notices and document distribution apply)
- Make efforts to accommodate the time zones of the remote participants
- Circulate this remote participation guidelines to all meeting participants
- Test the connection with the host well in advance of the meeting:
  - Use two computers in the meeting room to run the web conference (one to host the WebEx meeting, the other to join the meeting as a participant and give the presentations); this allows one person to manage the WebEx meeting (answering WebEx chat messages, muting participants, etc.) and another person to give a presentation without being distracted by WebEx's control panel

#### **Meeting host:**

- Respond to request for remote meeting participation from committee secretary ensuring that the necessary equipment will be installed during the meeting:
  - WebEx system requirements as detailed at <https://help.webex.com/docs/DOC-6336>
  - The following equipment needs to be installed:
    - A computer with a browser and acceptable internet speed (see best practices page for details at: <https://connect.iso.org/display/it/Web+Conferencing+Best+Practices>)
    - Projector and a conference room telephone
    - Meeting room with a sound system that allows for telephone or microphone input and speaker output: speakerphone placed in the center of a table, or a microphone sound system with 3.5mm TRS (mini-jack) connectors (see further details at <https://connect.iso.org/display/it/Web+Conferencing+Best+Practices>)

#### **Meeting participants:**

- Register to the meeting as usual
- Read the remote participation guidelines
- Test your connection well in advance of remote participation

## **During the meeting**

#### **Committee secretary:**

- Ensure that those participating remotely are authorized individuals and that their attendance is noted in the attendance sheet
- Activate the password function of the electronic meeting tool (e.g. WebEx) so that remote participants have to enter a password to connect to the meeting
- Ensure to apply the same rules to remote participants regarding who can participate at meetings (for example, only the head of delegation can speak at plenaries unless s/he gives the floor to someone else in the delegation)
- Ensure that a tour de table is conducted at the beginning of the meeting so that everyone knows who (including NSB or organization and name) is participating physically and remotely
- Remind participants that:
  - The meeting will continue even if the remote connection breaks
  - Every time they speak, individuals should start by identifying the NSB 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, 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
- Involve remote participants throughout the meeting (use of online chat which can be saved)

**Meeting host:**

- Ensure the necessary technology, equipment and support during meeting – as detailed above under ‘Before the meeting’

**Meeting participants:**

- When speaking, start by identifying your NSB 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 “JISC: no” to ensure that the votes are correctly counted by the committee leadership

**After the meeting**

**Committee secretary:**

- Circulate meeting feedback survey (link provided by ISO Central Secretariat via email) and encourage all meeting participants to respond

**Meeting participants:**

- Respond to the meeting feedback survey