MANUAL FOR VIRTUAL BOARD MEETING

Content

INTRODUCTION

This manual contains essential information needed on the **procedures** the Board may use to participate in the virtual meeting. It also provides guidance on how to **download**, **register,** and make **full use of the features** on Zoom during B.30.

Please read the manual carefully to understand how to operate the main settings necessary to register for and join the meetings, to interact and intervene during meetings, and access documents.

In addition to this manual, if further assistance is required, ICT can schedule a 15-minute session prior to every meeting to further explain the procedures on the manual and provide support.

MAIN PROCEDURES

To facilitate the proceedings of the virtual Board meeting, the following procedures and points of etiquette will be implemented:

- Board members and active observers wishing to provide an **intervention** should use the **Raise Hand** feature in Zoom to be added to the speakers list. Please kindly note that comments shared in the chat function of Zoom are not recorded in the report of the Board meeting.

- Any other speakers, such as technical experts or representatives of accredited entities, will be invited by the Co-Chairs to intervene as appropriate.

- For Board members wishing to raise a **point of order**, they may do so by entering "Point of order" **as a message in the chat function of Zoom.**

- Board members should indicate **via the chat function of Zoom** should they wish **to allow their alternates to replace them** for an item. The host will then indicate the change by placing an *asterisk (*)* next to the Alternate Board Member's name.

    In such instances, the Board member should turn off their camera and microphone, and the alternate should turn on their camera and microphone in order participate. The Board Member should communicate their return also via the chat function.

- **Documents** discussed during the meeting, such as draft decisions being considered by the Board, will be shared with the Board through **a direct secure link sent via Zoom chat,** which will redirect you to the Board Library and will require log-in for access.

HOW TO REGISTER TO ZOOM MEETINGS

Participants will receive an email which will contain a **link to Zoom Meeting** registration.

Depending on their Attendee type, participants may receive more than one Zoom registration link.

Please **register** for the Zoom meetings upon receipt of the email. The Secretariat will verify participation to the Zoom meetings on this basis.

After registering for the Zoom meeting, a final **confirmation e-mail** will be received by the participants, containing the details for joining the meeting.
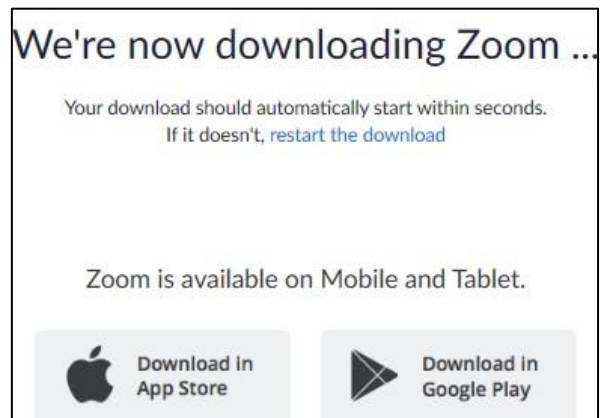
To join a Zoom meeting, see "How to join a Zoom meeting" below.

HOW TO DOWNLOAD ZOOM

Please download and install the Zoom application before the meeting you would like to join.

Go to https://zoom.us/download, download the specific version for your device, and run the installation.
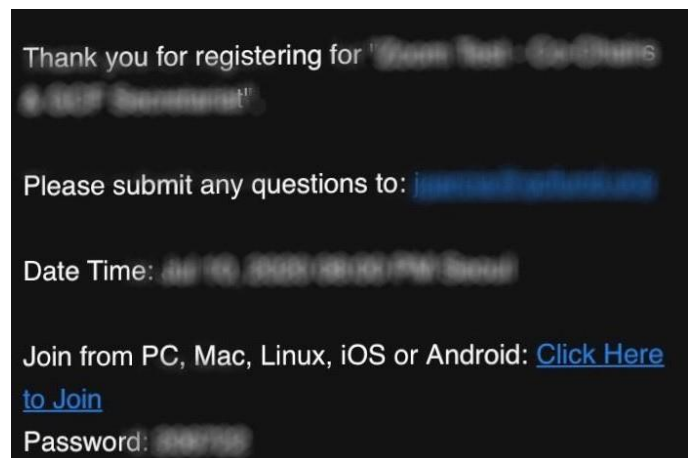
For additional tips on using Zoom, please visit the GCF Zoom Video Conferencing Page and navigate to our Frequently Asked Questions and Zoom fundamentals here.

HOW TO JOIN A ZOOM MEETING

After registering for the Board meeting via Zoom, you will have received a confirmation email similar to the below with the relevant link and all the necessary information to join the meeting

1. Select "**Click Here to Join"** to join the meeting through a computer.

2. Enter the meeting **password**, which is provided in the confirmation e-mail.

3. Once successfully connected, you will be placed in the meeting "waiting room", and the Secretariat will admit you to the meeting.
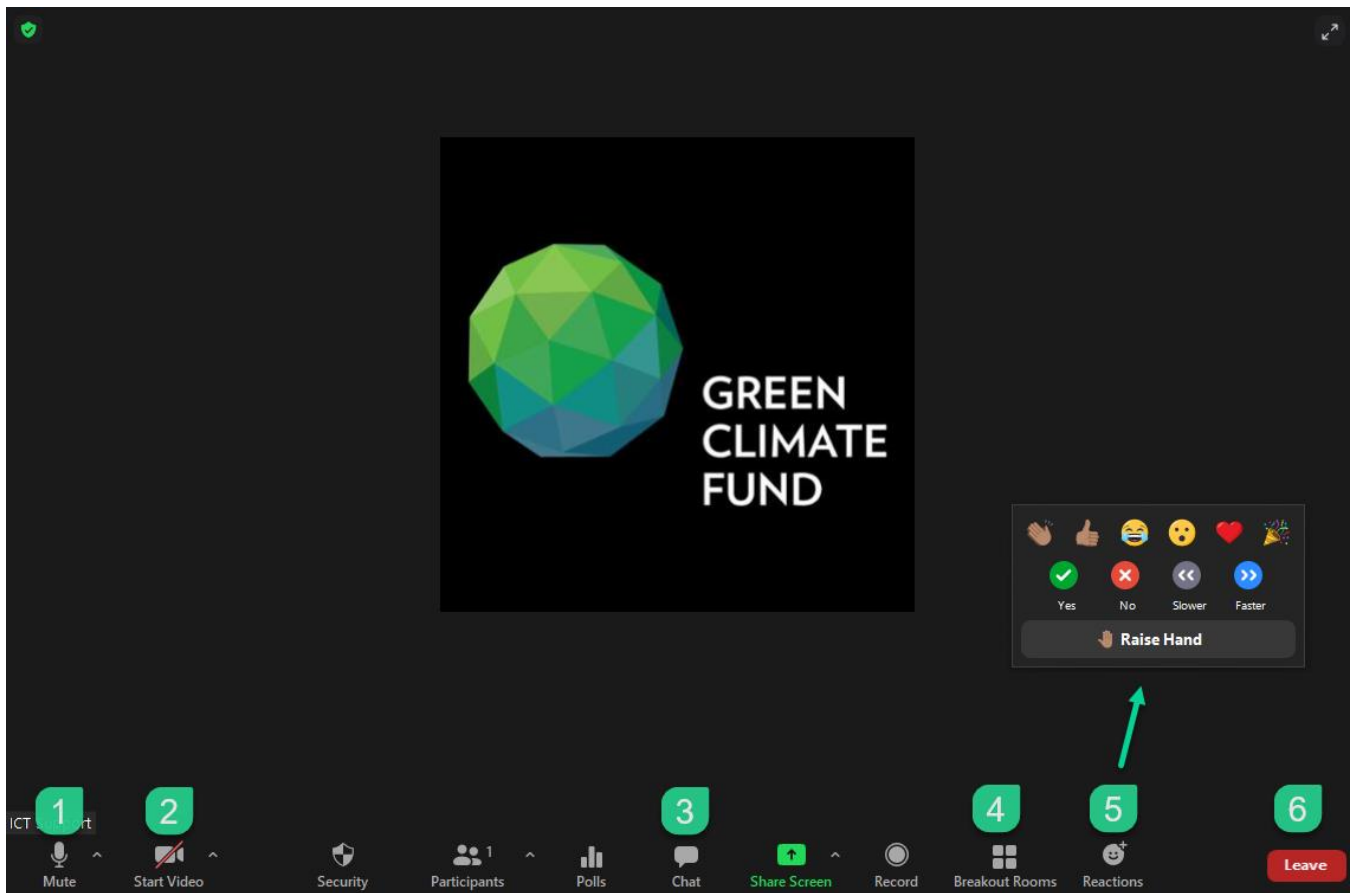
Participants are invited to be familiar with the following relevant features of Zoom:

1. **Mute / Unmute:** Mute and unmute your microphone.

2. **Start Video / Stop Video:** Turn your camera on or off.

3. **Chat:** Access the chat window to chat with the host/co-host.

4. **Access to Breakout Room:**

   ▪ *Attendees may be invited into breakout rooms during the Board meeting if needed. Kindly note this is* ***separate*** *from the constituency meeting room(s), for which a separate meeting link will be provided.*

5. **Reactions:** "Raise Hand" reaction will stay active until you toggle it off or the host clears it for you. All other reactions will stay active for 10 secs.

6. **Leave:** Leave the meeting while it continues for the other participants.

The following additional features will be especially important for participation in the Board meeting: **Raise Hand** and **Chat.**

Note: If you do not see the similar settings displayed on your Zoom Desktop Client, please go to https://zoom.us/download to install the latest version.

This feature will allow Board members and active observers to intervene during the Board meeting sessions. By using the Raise Hand feature, the Board member or active observer will be added to the speakers list.

- Click on the **Reactions** button.
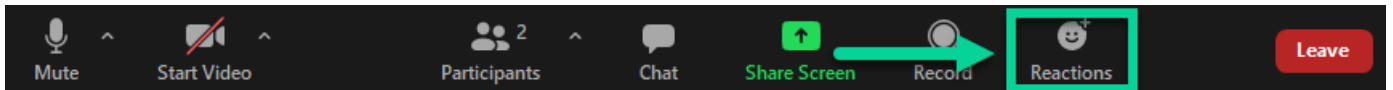
- Click **Raise Hand.**
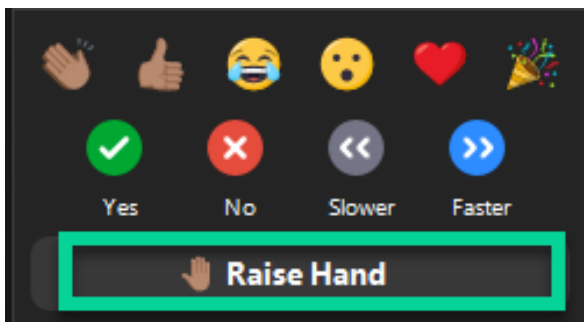
- Once clicked, the **Raise Hand** icon will appear next to your name in the **Participants** list.

The Secretary to the Board will note the order in the list and inform the Co-Chairs internally. Co-Chairs will invite members to speak accordingly.

Once your intervention is done, please click the **Raise Hand** button again to lower your hand.

HOW TO USE CHAT

The chat function will be available for meeting participants to chat with the Secretariat hosts on technical matters, to raise points of order, and to indicate whether an alternate will represent a seat for an agenda item.

The chat function may also be used to **share documents** during the session.
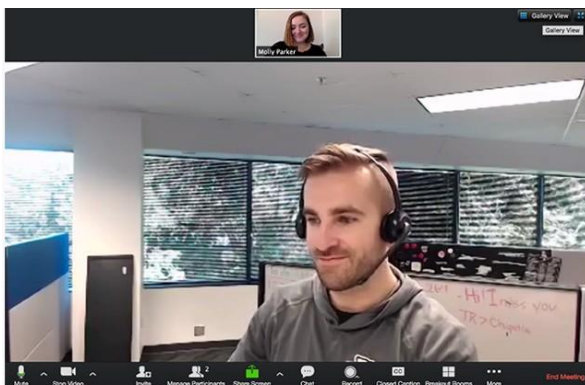
The chat function is also an alternative solution for users who are not able to use the **Raise Hand** feature via Zoom (e.g. those who have been added to the WhatsApp group, as well as those connected to the Board meeting via Skype for Business).
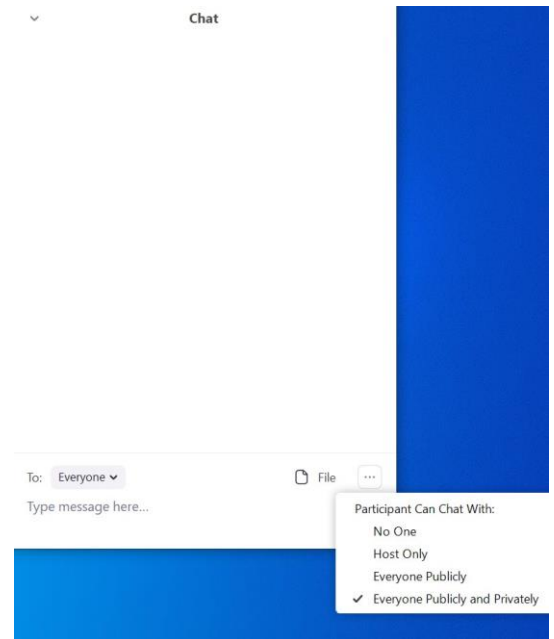
ZOOM DISPLAY LAYOUTS

Click **View** on the top right corner to see different display options.
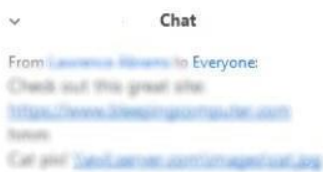
Active Speaker Zoom Layout

Gallery View (up to 49 tiles)

Documents discussed during the meeting, such as draft decisions being considered by the Board, will be shared with the Board through a **direct link** sent via Zoom chat, which will redirect you to the **Board Library**. You will need to log in using your Board library **username** and **password**. If you find any issues, please contact registration@gcfund.org.

In the event that any changes are being suggested by the Board members to finalize text in real time, this will be displayed on the main screen of the host (Secretariat).

- The document should **open directly**, if not **double click** on the desired document to open it.

- Stay on mute if you are not talking.
- Be aware of your audio and video settings.
- Use the video option when possible (High Speed Internet required).
- Make sure you have a good light in the room.
- Look into the camera when talking.
- Ensure that you have a work-appropriate background.
- Use clear phrasing when using the chat room.

TROUBLESHOOT AND TECHNICAL SUPPORT

GCF ICT Support

Participants can contact the Secretariat ICT team for assistance at any time through the three channels:

1. By **e-mail**: please contact servicedesk@gcfund.org

2. By **WhatsApp**: Board and alternate members may use the BM ICT Support WhatsApp Group. Board members and alternates can join the group chat through one of the following methods:

   Scanning the following QR:

   Opening the following URL in your phone:

   https://chat.whatsapp.com/FRskLwbvIe0JgPulZGq6fK

3. By **Zoom**: please send a chat message to the host participant called **ICT Support** in the Zoom meeting chat space.