



**Organization for Security and Co-operation in Europe
The Secretariat**

Vienna, 12 May 2021

29th OSCE Economic and Environmental Forum

**“ Promoting comprehensive security, stability and sustainable development in the OSCE area
through women’s economic empowerment”**

SECOND PREPARATORY MEETING

Stockholm, 10-11 June 2021

Online via Zoom

LOGISTICAL MODALITIES

FORMAT

The Second Preparatory Meeting of the 29th OSCE Economic and Environmental Forum will be held on 10 – 11 June 2021 and conducted online via Zoom due to the current coronavirus pandemic measures taken by several countries.

Reference is made to the Permanent Council Decision PC.DEC.1387/20.

The Forum Meeting will be opened in the morning of Thursday, 10 June 2021 at 09:30 and closed at 13:00 on Friday, 11 June 2021.

INTERPRETATION

Simultaneous interpretation in English and Russian will be provided.

PARTICIPANTS’ PROFILE

High-level and senior officials from participating States, responsible for shaping international economic and environmental policy in the OSCE area, representatives of the OSCE Parliamentary Assembly and the Partners for Co-operation as well as OSCE Field Operations are invited to participate. Representatives of international organizations, expert academics and business representatives, non-governmental organizations with relevant experience in the area under discussion will participate in the meeting, according to the Decision of the OSCE Permanent Council (PC.DEC/1387/20).

The OSCE is committed to gender equality and aims at having a gender balanced representation of participants at all events. To this end, the OSCE encourages participating States to also identify female experts to participate in the Second Preparatory Meeting of the 29th OSCE Economic and Environmental Forum.

No fee for participation is requested.

ONLINE REGISTRATION

DEADLINE: FRIDAY, 4 JUNE 2021

Only registered participants will be granted access to the different sessions.

In case of interest please contact the Office of the Co-ordinator of OSCE Economic and Environmental Activities (Email: andrea.gredler@osce.org).

PARTICIPATION VIA ZOOM

The Zoom link will be provided to registered participants on Wednesday, 9 June 2021 noon.

For technical reasons, we kindly request to limit delegations to up to **6** accounts/delegation, which of course can be used as rotation to allow further representatives to attend and join via zoom according to the subject or the respective sessions.

When joining the Forum via **Zoom** :

It is **mandatory** for Delegates/Participants to **log in with**:

⇒ **Participating States and Partners for Co-operation:**

3-letter ISO-3166 abbreviation of country name, f.i. ALB, UKR, AUT, DEU, etc. and add first and last name:
e.g. DEU, Jann-Einar Schultz.

⇒ **International Organizations**

Please use your official abbreviation e.g. UNHCR, CoE, ICRC etc and add your first and last name
e.g. IACA, Hermann Meier.

⇒ **NGOs, Civil Society, Business, Academics:**

Please use a very obvious abbreviation not longer than 6 digits for your entity/affiliation and add your first and last name: : e.g. University of Vienna, UniVie, Sonja Rattmann, Western Untion, e.g WesUni, Guenther Ziehmman.

A guide on how to follow meetings via Zoom is annexed hereto.

⇒ ***Please ensure that Zoom application is downloaded to/available on a respective device for the possibility to use interpretation function, which the web version does not provide:***

- Zoom desktop/laptop client
 - Windows: 5.2.1 (44052.0816) or higher
 - Apple macOS: 5.2.1 (44040.0816) or higher
- Zoom mobile app (smartphone or tablet)
 - Android: 5.2.1 (44042.0816) or higher
 - Apple iOS: 5.2.1 (44038.0816) or higher

The sessions can be joined 15 minutes before the indicated starting time. Participants are requested to log in early or at least 15 minutes in advance in order for their credentials to be checked prior to the start of the respective session.

Important notice: please note that the Forum Meeting will be **audio recorded** for internal reporting purposes and that the recordings will not be shared further.

All participants should ensure that **their microphone is muted and their camera disabled at all times**, except when taking the floor.

Participants are encouraged to use a **cabled (ethernet) connection** to their computer when joining the meeting and **wear a USB headset with in-built microphone** when making their statements.

This will significantly enhance the audio quality of the meeting and help facilitate the English and Russian interpretation.

The Moderator will deliver brief introductory remarks at the beginning of each session. Following this intervention, the Moderator will invite keynote speakers to deliver their presentations.

Following the presentations of the keynote speakers, the Moderator opens the floor for contributions by participants. They will announce the name of the delegation or organization to which the floor will be given, according to the speakers' list (see related paragraphe below). The delegation or organization should then proceed to unmute itself and activate its camera if applicable.

Following the intervention, the delegation or organization should mute itself and hand the floor back to the Moderator. This process is repeated for each delegation or organization that is given the floor.

In case of technical problems (e.g. unmuting function not working for a delegate who wishes to intervene, etc.), participants should use the **Chat** function in zoom or send an email to both e-mail addresses: ICT-meeting-support@osce.org .

LIST OF SPEAKERS/PARTICIPATING IN DISCUSSION TIMES

Participants will have full audio&video access and be able to request the floor and deliver their statements.

Participants are kindly requested to register to the speaker's list in advance by sending their request to MAU-at@osce.org until **Wednesday, 9 June 2021 CoB**.

Ad hoc request to take the floor during the Forum should be made by using the **Chat** function in Zoom. If using the Chat function, *please clearly indicate* "Country /FO/Institution, name, wishes to take the floor".

DOCUMENT DISTRIBUTION

The Organizers invite participants to submit any statement and written contributions they may have to Conference Services (documents@osce.org) and preferably in advance in order to facilitate interpretation during the delivery of the statement.

All documents of the Forum Meeting will be distributed on the Delegate Website and published on the Forum website: https://www.osce.org/event/29th_eef_prep2

TECHNICAL SUPPORT FOR SPEAKERS

Detailed guidelines for speakers are provided by individual correspondence from the Office of the Coordinator of OSCE Economic and Environmental Activities.

We strongly recommend to the speakers to use a **laptop** or desktop to enable full access to the functionalities of the Zoom session and interpretation channels *and not a tablet nor I-phone*. Speakers are encouraged as well **to use a cabled (ethernet) connection** to their computer when joining the meeting and **wear a USB headset with in-built microphone** for a better sound quality when making their statements.

The speakers are invited to join a **co-ordination meeting with the moderator of their session** (via zoom) shortly ahead of the Forum Meeting to discuss further content and check their video and audio connectivity. A zoom appointment will be provided accordingly.

CONTACTS

Organization for Security and Co-operation in Europe
Office of the Co-ordinator of OSCE Economic and Environmental Activities
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For substantial issues:

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Zoom Meetings Quick Reference - Connecting to a Zoom meeting

The following link on the Zoom webpage offers more information about Zoom features:

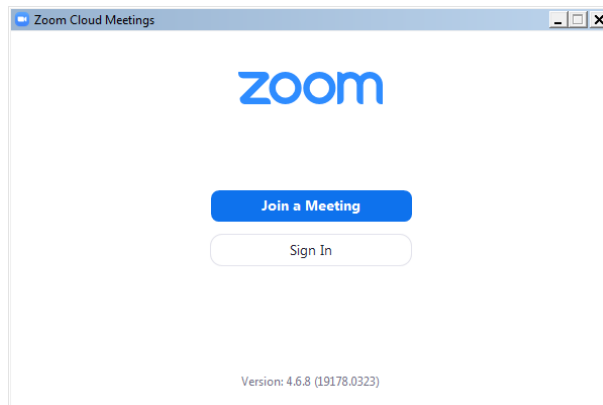
<https://support.zoom.us/hc/en-us>

You have basically two options to connect to a Zoom meeting

- 1) Click the link in the **invitation e-mail** you received and the connection will open in your default Internet browser.
Alternatively, you can right-click the link in the invitation e-mail and select **Copy Hyperlink**, then open the browser of your choice and insert the hyperlink in the address bar (URL area).
- 2) On OSCE devices, the Zoom application was rolled out and you should have the following icon on the desktop.



When you open the Zoom application you see the dialog asking you to join a meeting on top.



An invitation to a Zoom meeting contains the following details:

<Name> is inviting you to a scheduled Zoom meeting.

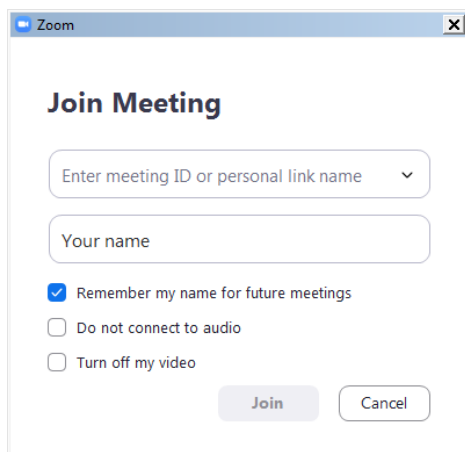
Topic: *<Meeting title>*

Time: *<date> <time> <timezone>*

Link: <https://zoom.us/abcdefgh1234> *<meeting link to click or copy>*

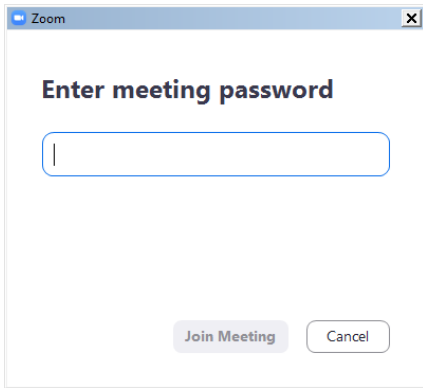
Meeting ID: *111 222 333*

Password: *<6-digit password>*



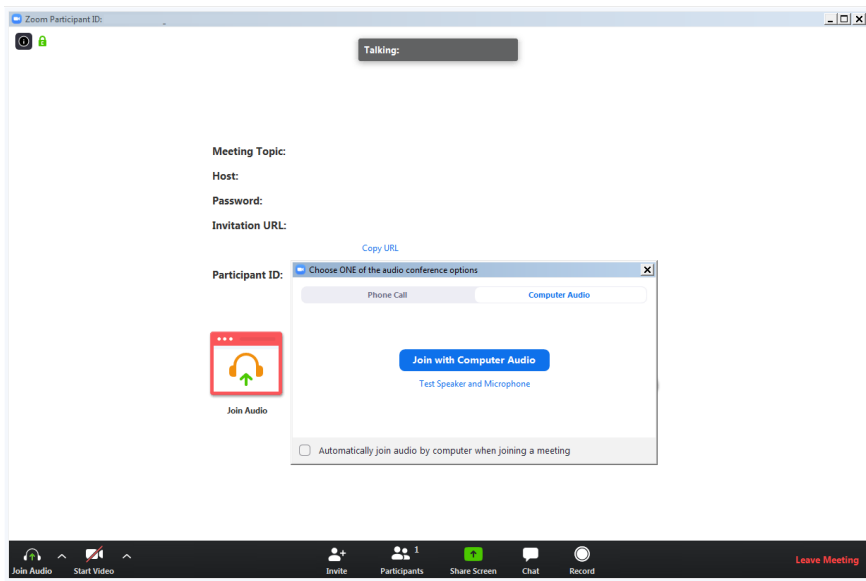
Enter the meeting ID from the invitation e-mail.
Enter your display name for the meeting.

If you have the Zoom application pre-installed you can **change your name** by editing it in Settings/Profile prior to joining a meeting to match the required naming convention of each meeting.

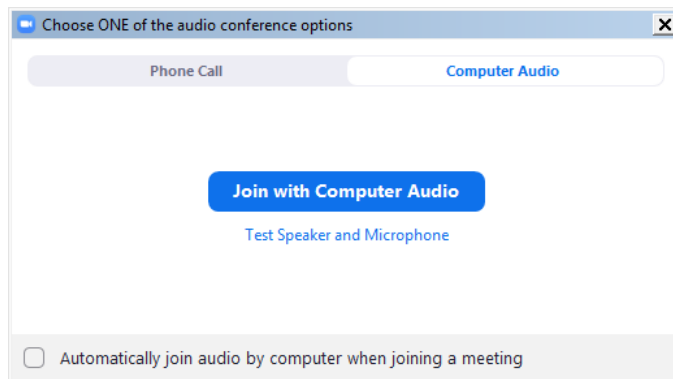


You might get the following dialog asking for a meeting password. It is also contained in the invitation e-mail.

If the meeting has been set up with a **waiting room** function, you will be placed in the waiting room upon clicking on the meeting link and the meeting host will grant access via a waiting room to each participant individually. Please note that your participant name must follow the naming convention described in the procedural guide (i.e. country name + either your functional identified or your name) in order to be admitted to the meeting. Participants with names not in line with the naming convention (e.g. personal name only without a country name, or 'user123', or 'guest' ...) will be removed from the waiting room and will have to rename themselves before entering the waiting room again.

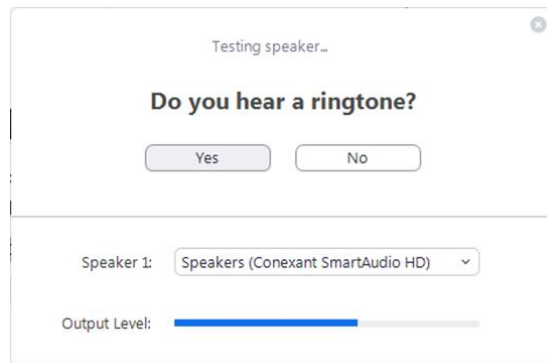


The next dialog displayed consists of the prompt to Join with Computer Audio and the Zoom control application in the background.

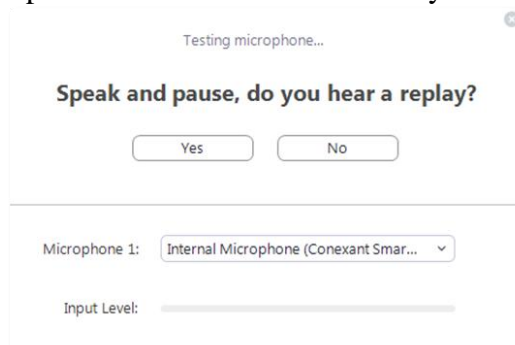


You may click **Join with Computer Audio** and if the hardware has been detected properly you have already joined the meeting with your audio equipment.

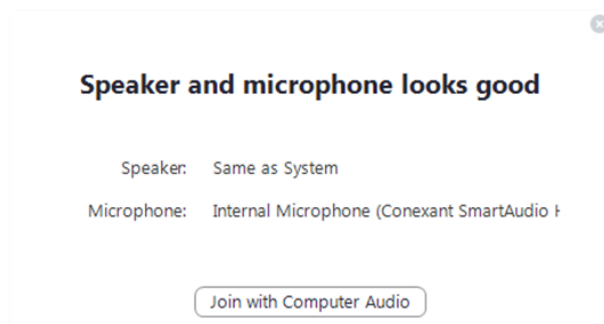
You may alternatively first try your sound equipment clicking **Test Speaker and Microphone** below.



You should then immediately hear a ringtone; if not, answer with 'No' above and the program will continue to test the next audio speaker hardware found on the system until you confirm with Yes.



Immediately after the speaker test, you are prompted to speak and pause. You should hear your own recording right after you paused. If you can confirm with Yes you will see the following dialog after both tests.



Proceed with **Join with Computer Audio**.

If you experience sound issues you can also switch from the Computer Audio tab to the Phone Call tab in the **audio conference options** dialog shown on the previous page.

The Meeting ID, Participant ID and Password are displayed next to phone numbers for your country. The Zoom control window should finally display the message **You are using the Computer Audio**. Please note that your meeting host may have specified that your microphone is muted when you enter the virtual meeting room. Typically your camera will also be turned off at the beginning. In the next steps you will see the controls enabling you to send your video and unmute your microphone.

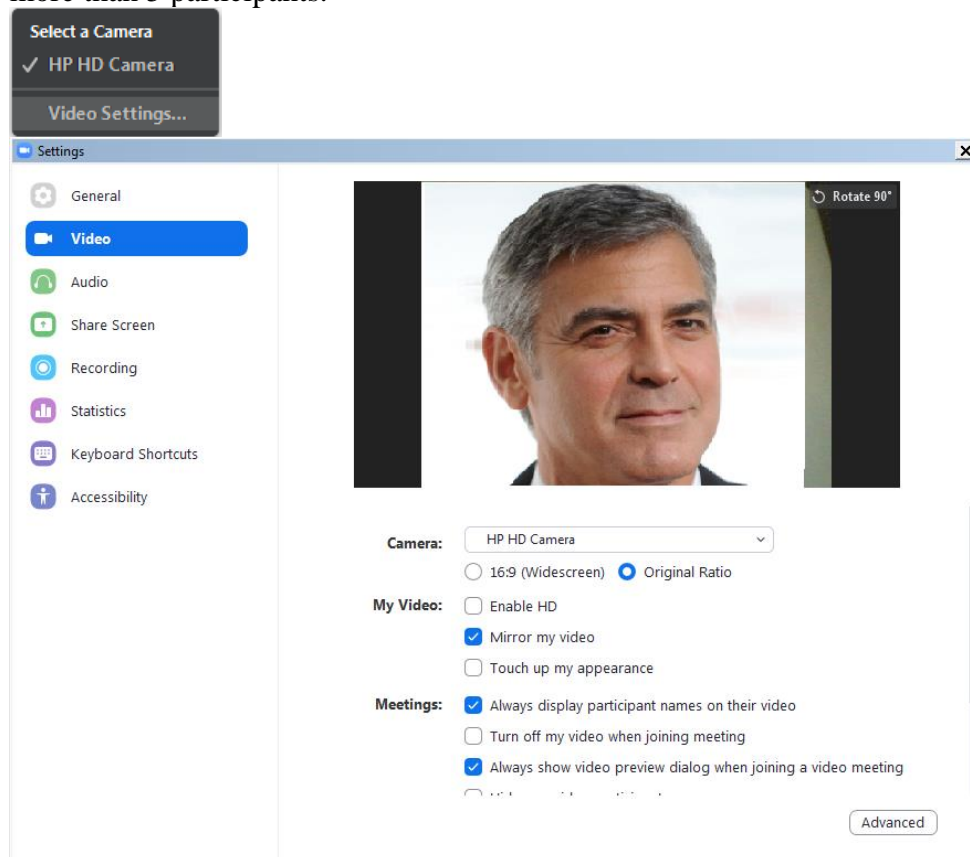
Controlling audio and video in the Zoom application window

In the lower left section of the Zoom window you can locate the controls for the microphone and the video camera. If the tools are not displayed move the mouse inside the Zoom window.



By default these controls may be crossed out, click on them to activate the microphone and to enable the video.

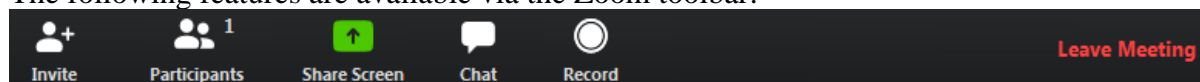
The video image will immediately be visible to the whole audience of the meeting. It is therefore recommended to try the video privately first. To do this click on the arrow next to Start Video while this control is still crossed out. Select **Video Settings** from the menu. There you can preview your camera image and make adjustments. It is not recommended to use Enable HD for meetings with more than 5 participants.



When ready, close the dialog and activate the camera by clicking Start Video. There is also a large set of audio settings and other categories available in this dialog window.

Conference features in Zoom

The following features are available via the Zoom toolbar:



Invite additional participants.

Show a list of **Participants** next to the Zoom window.

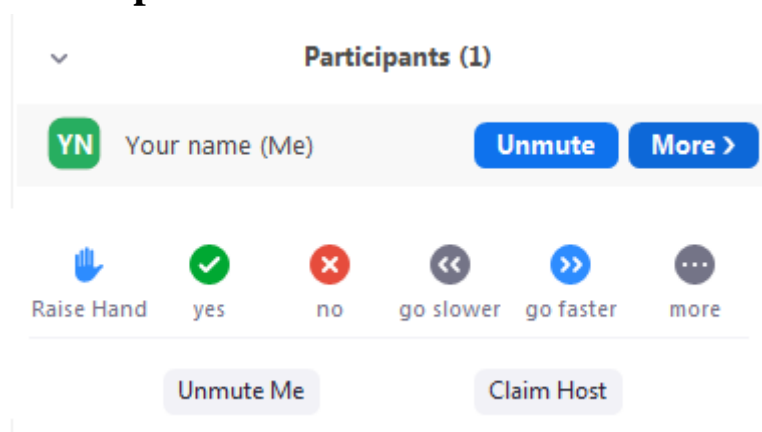
Share Screen contents to the audience.

Chat with everyone or individual participants during the meeting.

Record the Zoom meeting.

End or Leave Meeting.

Participants

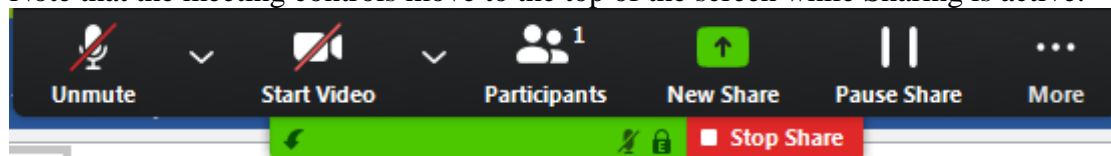


There are several tools available when you display the Participants pane. A chat message will be displayed visibly to the targeted audience even if the chat area is not observed by some participants. Please note that the meeting host can mute and unmute participants. Also note the 'Claim Host' function in the lower section of the Participants dialog. In sessions run by OSCE ICT, the host role will be transferred according to the agreed procedure.

Share Screen

This function will display a list of all open applications including the desktop to select from. Every activity in an application will be visible to the audience.

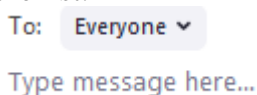
Note that the meeting controls move to the top of the screen while Sharing is active.



End Screen Sharing with **Stop Share**. Check Pause and further options under More.

Chat

Click this function to display a Chat pane. Notice that the default audience for chatting is Everyone, but individual participants can also be selected for chatting by pointing with the mouse on their image or name area in the meeting window. Make sure you select the correct target audience from the list.



Record

You must be the meeting host or you must request the permission from the host to record a meeting. To watch recorded meetings stored in the cloud, the desktop Zoom application and a Zoom subscription is required.

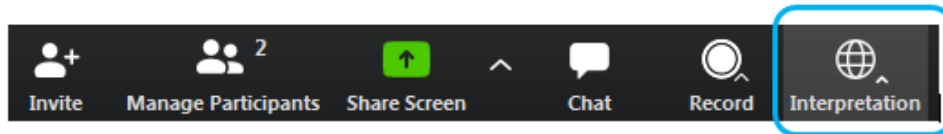
Leave Meeting

At the end of a session you can use this command to disconnect from the meeting. If you experience technical issues or would like to add additional hardware, e.g. a second camera, you may opt to disconnect and reconnect with the equipment attached to your computer.

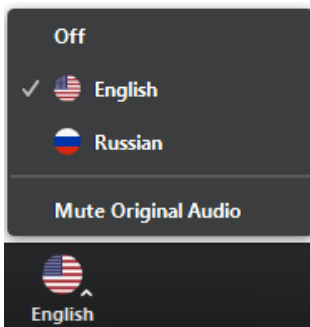
Zoom – Interpretation Features

This document briefly describes the Interpretation feature available during Zoom meetings.

After you have successfully connected to a Zoom meeting with Interpretation you can find an additional function on the toolbar showing the meeting controls. Pre-requisite to see the control for interpretation below is that you are not connected via a browser but through a full client (available operating systems and platforms are listed in the section referring to custom languages).



Depending on the setup chosen by the meeting host there are several language channels to choose from as shown below.



Note that the flags have been replaced with grey 2-character abbreviations of the languages.

In the example above the meeting host has enabled the interpretation of English and Russian. The Original Audio (the so-called “floor language”) is available as a separate channel when you select “Off”.

The default setting for listening to a channel with interpretation is that the original audio is decreased in volume to 20% and the interpreter’s voice is heard at a volume of 80%.

- To increase the audibility of a chosen language channel you can use **Mute Original Audio**. It is, however, not recommended to use this option during online meetings in which you want to stay in your preferred language channel throughout the session.
- To switch back to floor language (original audio) you can use the **Off** switch.
- Please note that **Italian** is a custom language in Zoom. If you are not able to see Italian while other language channels are displayed properly you need to check that you have the correct minimum Zoom client version specified below:
 - Zoom desktop/laptop client
 - Windows: 5.2.1 (44052.0816) or higher
 - Apple macOS: 5.2.1 (44040.0816) or higher
 - Zoom mobile app (smartphone or tablet)
 - Android: 5.2.1 (44042.0816) or higher
 - Apple iOS: 5.2.1 (44038.0816) or higher
- Due to possible issues with the sound quality, we strongly encourage all delegations to provide their speaking points in advance by email to documents@osce.org , which will then be provided to the interpreters only.

Zoom naming convention – applying to OSCE meetings

This guide is explaining how to change your name when joining an OSCE meeting and if the Zoom desktop client is installed.

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Issue:

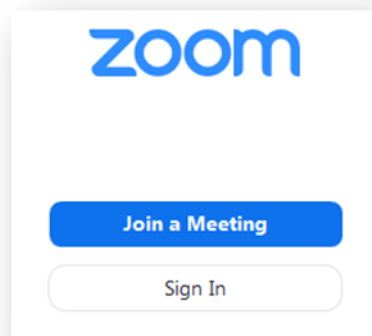
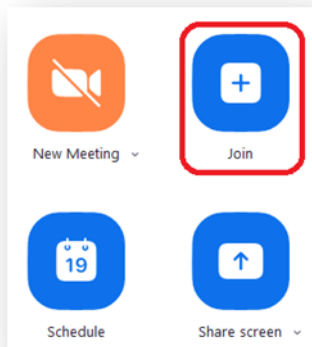
You wish to join an OSCE meeting by clicking a calendar link as contained in the invitation e-mail and you are not prompted to enter your name before joining the meeting. This is typically the case if the Zoom desktop client is already available on your machine and has been used previously.

Step 1 - Locate the Zoom desktop client on your device:

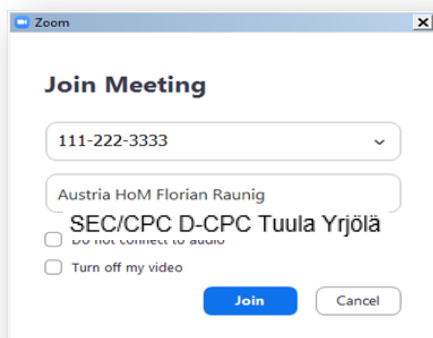
If it is unclear whether the client is installed, check the Start Menu for Zoom on Windows devices or use similar methods to search for programs (installed applications) on your specific device.

Step 2- Don't click the invitation link – open the Zoom client application instead

In the zoom application client interface, locate the Join button:
this type or that depending on client version



Invitations always include the unique Meeting ID and password of a respective Zoom meeting. Prepare to enter this information into the following dialogs:



In the second field, enter your name according to the agreed naming convention, currently:

Participants need to be recognized in the waiting room in order to prevent unauthorized access to the active meeting. Also, the naming should be concise in order to be readable during the active meeting

in the various video-screens, chats and participants lists. The following naming conventions should therefore be adhered to:

- Country Abbreviation or Organizational Unit:
 - o 3-letter [ISO-3166](https://www.iso.org/obp/ui/#search/code/) abbreviation of country name, f.i. ALB, UKR, AUT, DEU, etc.
 - o SEC/OSG, SEC/CPC, ODIHR, HCNM, RFoM, PA, POiB, CiAsh, PCUk, etc. It is **NOT** required to go deeper into the organisation than Mission or Department level.
- Functional identifier AND/OR full name:
 - o HoM, DHoM, D-CPC, MilAd, etc. (if required at all, keep it short)
 - o Igli Hasani, Yevhenii Tsymbaliuk, Robin Mossinkoff, Tuula Yrjölä

Examples for the full name to join an OSCE meeting (**no need for commas or hyphens**):

- ALB Florian Pema
- AUT HoM, Florian Raunig
- UKR DHoM Ihor Lossovskyi
- DEU MilAd Frank Gillissen
- SEC/CPC Sintija Oskalne
- SEC/ICT Christian Rührig
- SMM C/Mon Halit Çevik

ISO-3166 are referenced here: <https://www.iso.org/obp/ui/#search/code/>

Finally, you will be asked to enter the meeting password (to be found in the invite) into the next dialog box.



Step 3 – Waiting Room

The meeting organizer will use the feature of a waiting room from which admission to the main event will be granted, the indication is the following dialog. This is where the correct naming becomes key as the host otherwise will not admit you to the meeting and you will be removed from the waiting room. You will then have to rename yourself according to the above mentioned convention, and join the meeting again.

Please wait, the meeting host will let you in soon.



OSCE Conference

Participants need to be recognized in the waiting room in order to prevent unauthorized access to the active meeting.

The announced naming conventions should therefore be adhered to.

Examples for the full name to join an OSCE meeting:

- ALB Florian Pema
- AUT HoM, Florian Raunig
- UKR DHoM Ihor Lossovskyi
- DEU MilAd Frank Gillissen
- SEC/CPC D-CPC Tuula Yrjölä
- SMM C/Mon Halit Çevik