



INFORMATION NOTE

**United Nations Expert Group Meeting on
International Migration Statistics:
Concepts, Definitions, Data and Indicators**

4 – 5 and 8 – 9 June 2020

Virtual Meeting

The following information notes have been compiled to assist you in the preparation for your participation in the **United Nations Expert Group Meeting on International Migration Statistics: Concepts, Definitions, Data and Indicators**.

We would appreciate any comments or suggestions that you have on how to improve.

MEETING DATE AND TIME 3

INSTALL WEBEX 3

ACCESS SHAREPOINT FOR MEETING MATERIALS 4

WORKING METHODS 5

MEETING ETIQUETTE..... 5

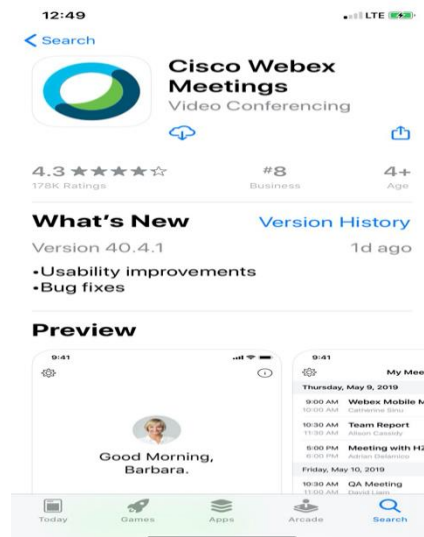
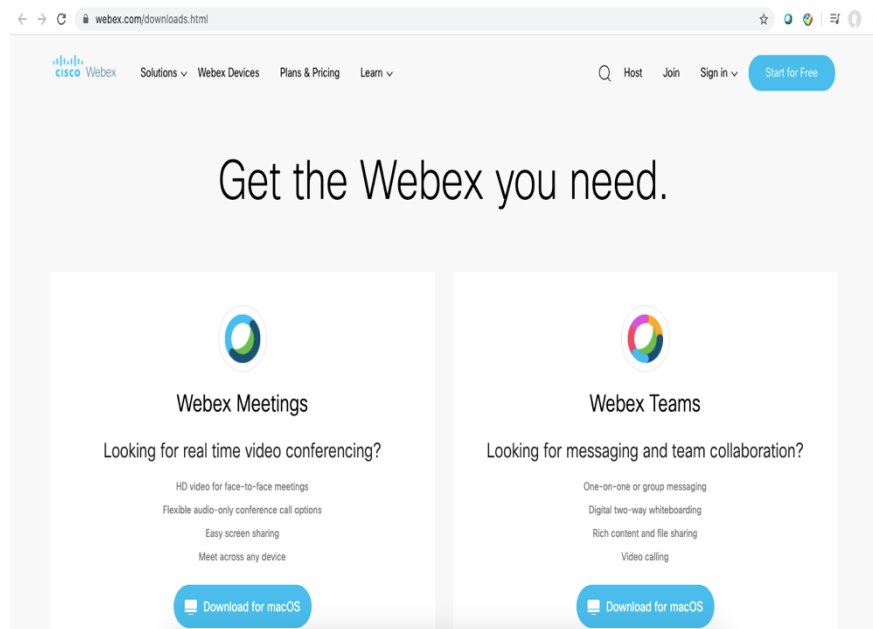
CONTACT US 6

MEETING DATE AND TIME

The sessions will be held **virtually on 4 – 5 and 8 – 9 June 2020, 8am to 11am NY time**. Please set your local time accordingly: <https://www.timeanddate.com/worldclock/>.

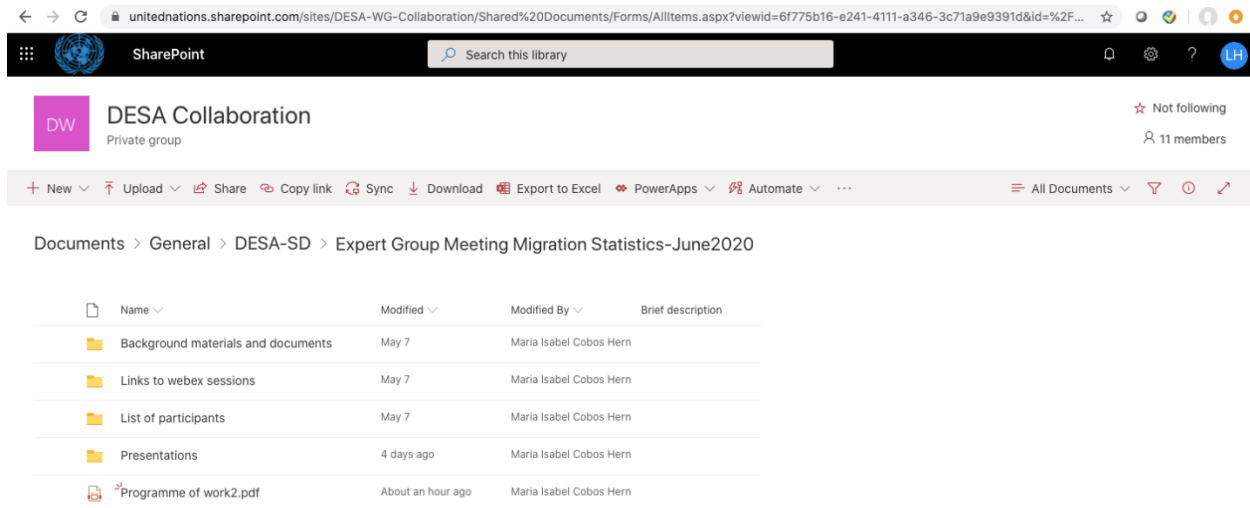
INSTALL WEBEX

Cisco Webex will be used for the entire duration of the meetings. Please download and install on, if possible, both computer (<https://www.webex.com/downloads.html>) and portable devices such as smart phones and iPad.



ACCESS SHAREPOINT FOR MEETING MATERIALS

Kindly check if you have access to the following Office 365 Sharepoint folder:
<https://tinyurl.com/ybxc78ag>.



The screenshot shows a SharePoint web interface. At the top, the URL is unitednations.sharepoint.com/sites/DESA-WG-Collaboration/Shared%20Documents/Forms/AllItems.aspx?viewid=6f775b16-e241-4111-a346-3c71a9e9391d&id=%2F.... The page title is "DESA Collaboration" and it is a "Private group" with 11 members. The breadcrumb path is "Documents > General > DESA-SD > Expert Group Meeting Migration Statistics-June2020". Below the breadcrumb, there is a table listing items:

Name	Modified	Modified By	Brief description
Background materials and documents	May 7	Maria Isabel Cobos Hern	
Links to webex sessions	May 7	Maria Isabel Cobos Hern	
List of participants	May 7	Maria Isabel Cobos Hern	
Presentations	4 days ago	Maria Isabel Cobos Hern	
Programme of work2.pdf	About an hour ago	Maria Isabel Cobos Hern	

All necessary materials can be found in this collaboration space, including the agenda for the meeting (Programme of work2.pdf). You are kindly requested to thoroughly review the materials contained in the following subfolders and provide feedback. Written feedback is very welcome, either before or after the meeting.

- **Background materials and documents**, containing discussion papers that will guide the meeting, such as a paper prepared by Task Force 2 on the conceptual framework for international migration, its different components and accompanying definitions. Background materials prepared by Task Force 1 will also be posted in this folder.
- **Links to webex sessions**, containing links and passwords for each day of the meeting
- **List of participants**, containing both the official (upcoming) and unofficial (Participants.pptx) lists; kindly verify that your information is complete and accurate; in addition, please check the PowerPoint file to get to know your fellow participants, and maybe try re-designing the slide and add a personal touch!
- **Presentations**, containing all presentations that will be delivered during the meeting

WORKING METHODS

The meeting will be spread over four consecutive days. Each day will consist of a three-hour session of short presentations and moderated discussion.

Based on previous experiences with virtual meetings, it has been found that fruitful discussions become difficult with larger groups (e.g. 30+). Thus, discussions in plenary will be very structured and focused. Each session will be relatively short and action oriented. In order to ensure wide engagement with all EG members, sessions contain clear questions for discussion, to which participants can provide written feedback.

Guiding questions for each session aim at facilitating discussions with a view of obtaining concrete outputs. Participants are asked to frame their interventions with these features in mind, and speakers are requested to submit their presentations in advance. To optimise the time devoted to discussion, participants are also kindly requested to send written comments, so that speakers can better prepare.

Starting on day 2, a short summary of the previous day will be done to keep the meeting on track with its objectives. Participants are expected to actively contribute to this collective summarizing exercise. In the past, the Group has reached a set of conclusions at the end of the meeting. This would be challenging to accomplish in a virtual meeting with a large number of participants. A rough version of the meeting conclusions and a timeline for 2020-2021 will be drafted by UNSD and the Co-chairs and adopted in the final session.

MEETING ETIQUETTE

Please find below some virtual meeting etiquette tips to facilitate the smooth running of the meeting:

- choose an easy to identify login name, such as **Country or Agency/Name (UNSD/Lingyan)**
- keep in mind that there will be no call-in function
- meetings will be recorded
- **mute yourself** at all times unless given the floor
- **turn off camera** if your internet bandwidth is insufficient, **turn it on** when taking the floor
- use the **raise hand** function to ask a question or request the floor
- always say your **name and affiliation** at the beginning
- the chat function may be used to interact with other participants

CONTACT US

María Isabel Cobos H.

1 (917) 367 3072

cobos@un.org

Lingyan Hu

1 (917) 367 2896

Hu2@un.org