

7th Expert Group on Environment Statistics (EGES) meeting

(being held virtually with Secretariat services provided by the Environment Statistics Section of the United Nations Statistics Division (UNSD) in New York, USA, 10, 11, 12, 17 and 19 November 2020)

Suggested best practices for experts' participation

The EGES will be held virtually for the first time in 2020 due to current circumstances. As such, UNSD is making suggestions for best practice for experts' participation in the hope that the meeting's content may be as fruitful as possible.

Virtual Tool: Microsoft Teams (MS Teams) will be used as the meeting's virtual tool of communication. Per extensive testing undertaken with many experts, downloading of the MS Teams application is much preferred to any web browser. If a web browser is to be used, we have observed best experience with Microsoft Edge and Google Chrome.

Your device: Wherever possible, desktop or laptop computers are preferred. Tablets and smartphones are also fine, but if using either, please be very mindful of noise disturbances to plenary if you may be moving around.

UNSD is only able to provide very limited technical support during the meeting. For assistance during the meeting, please contact, Byungkwan (Brian) Lee: lee83@un.org or via Whatsapp (+1 617 435 6960).

Internet connection: Please test your internet connection prior to the meeting. Use of video is encouraged, but please consider joining the meeting solely by audio if your internet connection may be weak. Within MS Teams, you may (i) **turn off your own video**; (ii) **turn off your incoming video**, and (iii) **mute your own microphone** (see figures below for all three options) all of which may help you and others reduce internet usage.

Figure 1: Icon circled in red for turning off your own video.

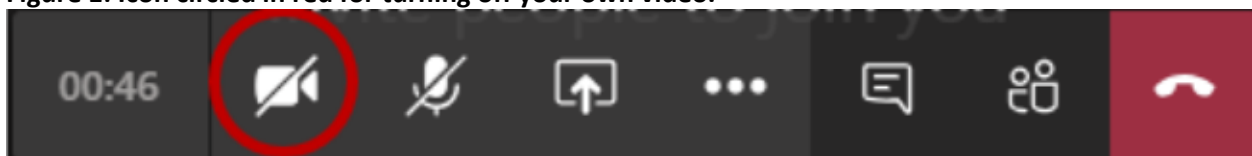


Figure 2: Icon circled in red for muting your own microphone.

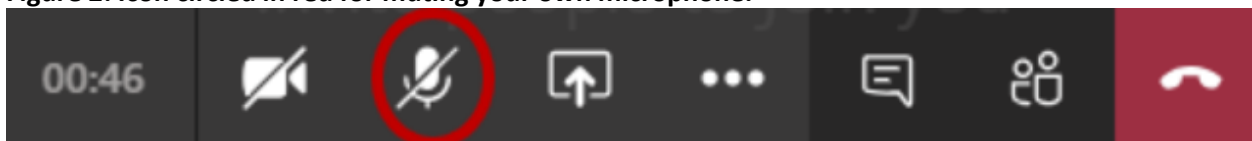
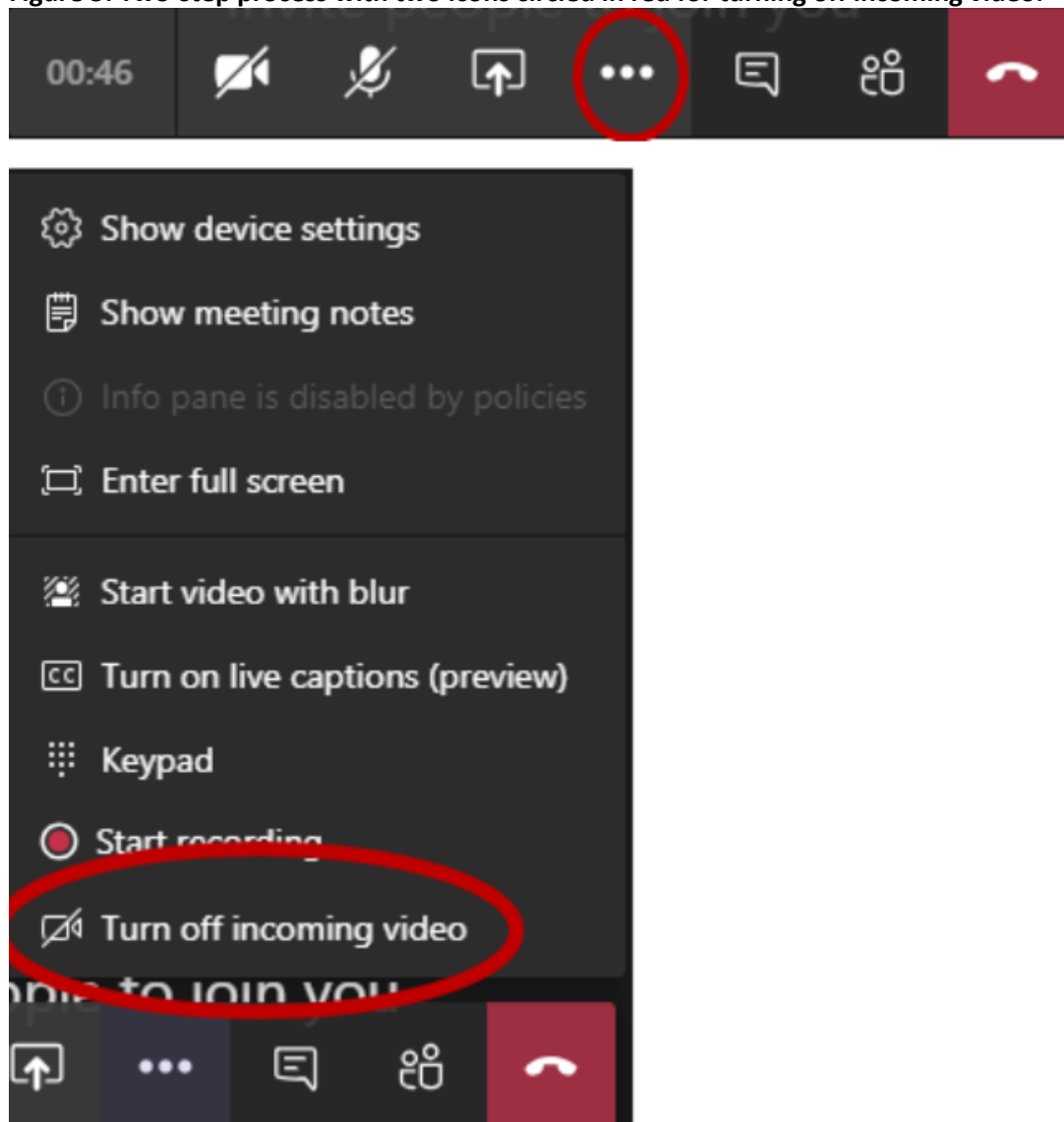


Figure 3: Two-step process with two icons circled in red for turning off incoming video.



Hardware: It is much preferred if you can use headphones during the meeting which will ensure nobody hears an echo. Please be sure to test your own microphone prior to the meeting so all may hear you well and clearly.

Please identify yourself: When connecting, please specify your name and country/organisation which will appear as your identity to plenary in MS Teams. For example, **Byungkwan Lee (UNSD)**, or **John Smith (Afghanistan)**.

Representation: Due to the virtual format making it possible for multiple persons to attend from one country or organisation, it is suggested that due to time considerations, one person make all verbal interventions per country/organisation in a given session to the extent possible.

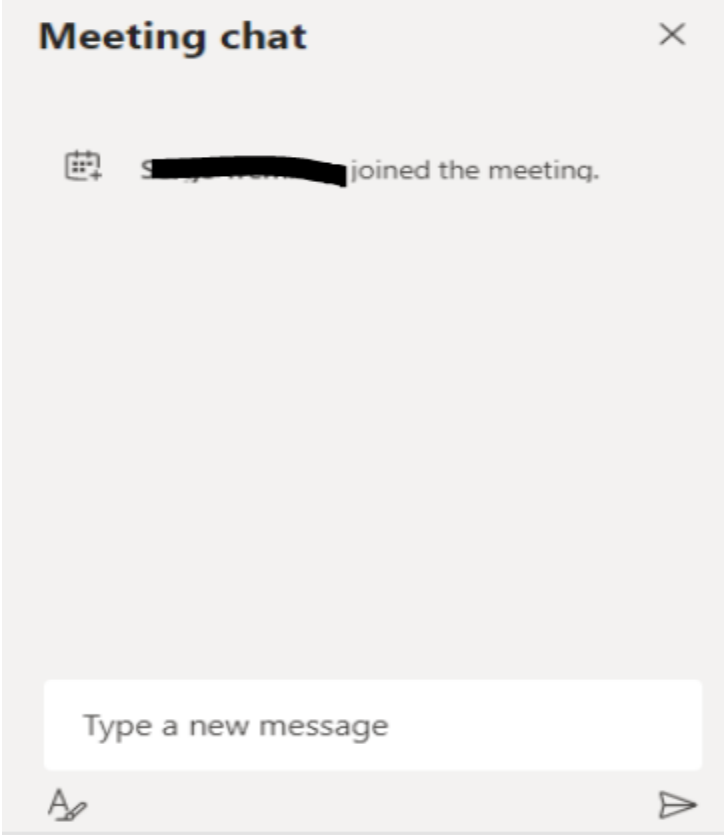
Participation: If you wish to take the floor verbally, please “raise your hand” as illustrated in figure 4. Once given the floor, please “unraise your hand” by clicking the same icon again. Please keep your verbal interventions short and concise. If time does not permit a verbal intervention, please provide your comments/questions via the chat feature. Please note that due to a large number of expected participants every day, UNSD may not be able to respond to all written comments during the meeting, but will be sure to log them and offer a response after the meeting, where possible. All written and verbal comments will be considered by UNSD in its role as Secretariat and may be considered as part of official minutes.

To the extent possible, please communicate one comment or question at a time instead of combining two or more messages. That will help UNSD and participants understand your message better.

Figure 4: Demonstration of “raising and lowering your hand”.



Figure 5: Demonstration of where to type written comments in the chat of MS Teams.



Recording of the meeting: Solely in best serving its role as Secretariat, UNSD intends to record the meeting in order to be sure all comments and interventions are captured.