Steering Committee on Trade Capacity and Standards – Informal Consultations (virtual teleconference via WebEx)
29 June 2020
Starting at 10.00 am CEST (GMT+2h)

TIMING

<table>
<thead>
<tr>
<th>ISO-2 country code, City</th>
<th>Time interval</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU, Melbourne</td>
<td>18:00 – 21:00</td>
</tr>
<tr>
<td>BY, Minsk CY, Nicosia FI, Helsinki GR, Athens IL, Tel Aviv RU, Moscow UA, Kyiv</td>
<td>11:00 – 14:00</td>
</tr>
<tr>
<td>CH, Geneva (CEST) DE, Berlin ES, Madrid FR, Paris IT, Rome NL, Amsterdam</td>
<td>10:00 – 13:00</td>
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<tr>
<td>NG, Abuja PT, Lisbon UK, London</td>
<td>09:00 – 12:00</td>
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<tr>
<td>TJ, Dushanbe UZ, Tashkent TM, Ashgabat</td>
<td>13:00 – 16:00</td>
</tr>
<tr>
<td>KZ, Nur-Sultan</td>
<td>14:00 – 17:00</td>
</tr>
<tr>
<td>CA, Ottawa US, Washington DC</td>
<td>04:00 – 07:00</td>
</tr>
</tbody>
</table>

This list is indicative. Our apologies if we did not list your city. You can do so at the this URL.

REGISTRATION

You need to register with the UN registration system at https://indico.un.org/event/34579/registration/

TESTING PRIOR TO THE INFORMAL CONSULTATIONS
1. You are advised to test your audio-video and WEBEX connection beforehand at a WEBEX test meeting: https://www.webex.com/test-meeting.html/

2. An optional test connection will be arranged on Friday, 26. June 2020 if you would like to test your connection beforehand with the secretariat staff.

   Friday, 26. June 2020 @ 11:30   |   Europe Summer Time (Geneva, GMT+02:00)   |   1 hour.

   Testing Link: https://unece.webex.com/unece/j.php?MTID=m809a892a1e095f948a60b9dff5f6ba75

JOINING THE INFORMAL CONSULTATIONS

On the day of the meeting, Monday, 29. June 2020 @ 10:00 Europe Summertime (GMT+02:00), the secretariat will open the virtual meeting room 30 minutes before the start of the meeting. Participants are encouraged to connect before the meeting start time so that any technical issues may be resolved before the meeting starts.

Meeting link: https://unece.webex.com/unece/j.php?MTID=m4bfe742823ca3e8dcfb4ab8aa9f79681

Meeting number:
128 923 8185

Meeting password:
iDew7SYhH56

Host key:
742500

Video address:
Dial 1289238185@unece.webex.com
You can also dial 62.109.219.4 and enter your meeting number.

Audio connection:
41 43 456 9566 Switzerland toll
Global call-in numbers
Access code: 128 923 8185

TECHNICAL REQUIREMENTS

1. The meeting can be access via the “join the meeting” button in the invitation or via dial-in.

   In order to enjoy the full functionality of WEBEX, it is recommended to join via the Cisco WEBEX Application if you have it installed on your computer. (Please see the “Assistance and Troubleshooting” section if you would like to install WEBEX)

   You can also join via a web browser. It is recommended to use either Chrome or Firefox.

2. You can also access the meeting through the dial in option – global access numbers are provided in the invitation.
If you are experiencing difficulties, please refer to the section “Assistance and Troubleshooting” at the end of this note.

DURING THE INFORMAL CONSULTATIONS

1. When joining, please make sure to enter your first (and last name), as well as the Agency/Ministry and country you are representing.
2. When you join, you will see a panel of buttons at the bottom of the conference window. Please follow these three steps:
   i. Mute your microphone (it might already have been muted by the host). The microphone button will be RED when you’re muted.

      **Good practice:** Always keep your microphone muted and disable video when not speaking to limit echos and ensure good sound quality. WEBEX runs smoother when you have few other applications running at the same time.

   ![Microphone button]

   ii. To see the participants list, click on the blue Participants button.

   ![Participants list]

REQUESTING THE FLOOR

To ask for the floor, you have two possibilities:

1. You can “raise your hand” by clicking the hand button next to your name in the participants list. The host/moderator will take note and notify the Chair who will give you the floor.

   ![Hand button]

2. You can send a chat message via the chat function to the host/moderator who will note your request to speak and queue the request and transmit to the Chair to give you the floor.
Activate the chat window to tell the host/moderator that you want to speak or when you have a question by clicking on the speech bubble.

**TAKING THE FLOOR/SPEAKING WHEN GIVEN THE FLOOR**

When you are given the floor to speak (by the Chair) please – each time - start with your name as well as the Agency/Ministry and the country you represent.

*Good practice:* When you are finished speaking, mute your microphone and click the hand sign again to lower your hand.

**ASSISTANCE AND TROUBLESHOOTING**

In case of technical issues during the WebEx meeting, please contact Mr. Tauno Kangur at email: tauno.kangur@un.org or call +41 22 917 1474.

If you are unable to connect via your Firefox or Internet Explorer browser, you can copy the URL of the meeting and paste into your Google Chrome browser to open it there.

If the WebEx connection should become unstable, participants are asked to turn off their cameras.

If you would like to install the WEBEX application on your computer or mobile device, it can be downloaded free of charge at [https://www.webex.com/downloads.html](https://www.webex.com/downloads.html).