



Working Party on Automated/Autonomous and Connected Vehicles (GRVA)

Virtual meeting participation guidelines

Information on the virtual informal meeting in place of the 7th GRVA session

Given the current travel restrictions, the risks due to the COVID-19 outbreak, the guidance provided by the host country Switzerland, the rules established by the United Nations Office in Geneva (UNOG), the decisions of the UNECE management, the officers of GRVA proposed to host the seventh GRVA as a virtual informal meeting.

A silence procedure involving the representatives of Contracting Parties led to the confirmation of the proposed proceedings.

This session is supported by the webex platform provided by UNOG, without interpretation services.

The decisions taken during the session will be submitted after the session to the permanent representations of the Contracting Parties for formal decision via a silence procedure.

*Prepare and check your equipment **at least 2 days before meeting***

Device: Preferred options - **PC:** Window 7, 8, 10, Vista, XP or **MAC:** macOS X with macOS 10.7 or later.

Other options: Mobile phone, Tablet (iOS, Android). Plug your device into a power source to avoid interruptions.

Browsers: *options: Safari, Firefox, Chrome, Internet Explorer, Microsoft Edge.*

Internet connection: Preferred option - Broadband **wired connection**.

Other options: wireless (WIFI, 3G or 4G/LTE).

Location: Please stay in a fixed location.

Headset: Preferred option: USB plug-in. *Other options: wireless Bluetooth.*

Webcam: Preferred option: External USB HD webcam. *Other option: built-in webcam.*

Configuration: Use a quality, validated configuration if you have to intervene in an official meeting. Avoid as much as possible using the PC's integrated speakers and microphone.

For more information about requirements and device compatibility, click [here](#).

Test your connection to Webex at least 2 days before meeting

- Run a Webex live test by connecting to **<https://www.webex.com/test-meeting.html/>**
- In case of problem, please liaise with your IT support team.
- Use the same IT environment and equipment for testing and connecting to the meeting.
- If you will be contributing content to the webinar, you should coordinate with the event organizers to ensure your content abides by relevant document exchange, content sensitivity or privacy matters.

Join the Webex meeting at least 10-15 minutes before the start of the meeting

- Select your preferred option to connect by clicking on the appropriate link in the email invitation.
- Click **[here](#)** to find detailed information about how to connect to a Webex session.

Best practices

Video



- **Only use video when speaking**
- Turn on an overhead/front light and face a window if possible.
- Avoid backlight.
- Frame your image.
- Check the background – simple/neutral is best.

Sound

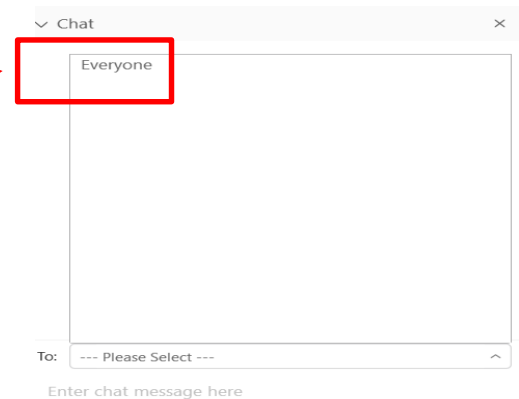
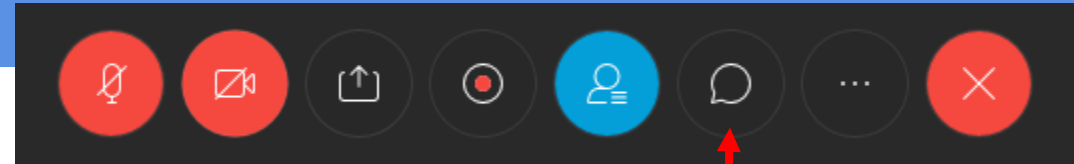


- Choose a **quiet** environment and reduce background noise.
- Adjust the headset (do not put the microphone too close to your mouth).
- Adjust the volume of your headphones.
- Use only one device at a time.
- **Always mute your microphone when you are not speaking.**
- Speak clearly with a normal voice when you take the floor.

Interacting with GRVA

If you want to ask a question or take the floor

- Get into the chat feature (please do not use the raise my hand button, the Chair won't see it)
- Select Everyone
- Request for the floor by typing "Floor"
Or type your question : eg. "can you please clarify..."
- Wait for the Chair to give you the floor
- Unmute yourself before speaking, and if you want, turn on the video
- If urgent and you want to react to a specific statement, unmute yourself and ask the chair directly for an intervention.
- Mute yourself after your intervention.



- Endorsement of working / informal documents will take place orally, with the Chair asking for abstention / objection
 - Abstention / objection can be sent via the Chat or by requesting the floor
 - In addition, about 10 seconds of reaction time will be given by the Chair to Contracting Parties before endorsement of the document(s) from the GRVA.
- Following the meeting, the list of decisions will be circulated to delegations and their permanent missions in Geneva for final confirmation by the established silence procedure, for 10 days



- There will be a short, 10-min, comfort break during each session
- A survey is expected to be sent to registered users after the meeting to evaluate the virtual GRVA experience