



**Guidelines on the Conduct of the
Internal Resource Committee (IRC)
Zoom Video Conference Meeting
20th- 22nd July 2020**

I. Preparatory

A. Technical Requirements

1. To ensure smooth conduct of the meeting, the following are the suggested system requirements:
 - a. Internet connection: broadband wired or wireless (3G or 4G/LTE)

Minimum requirements:
 - ✓ For group video conferencing:
 - 800kbps/1.0Mbps (up/down) for high quality video
 - For gallery view and/or 720 HD video: 1.5Mbps/1.5Mbps (up/down)
 - Receiving 1080p pHD video requires 2.5 Mbps (up/down)
 - Sending 1080p HD video requires 3.0 Mbps (up/down)
 - Please ensure you have enough Internet Quota for the multi-days video conference
 - ✓ For screen sharing only (no video thumbnail): 50-75 kbps
 - ✓ For screen sharing with video thumbnail: 50-150kbps
 - ✓ For audio VoiP: 60-80 kbps
 - ✓ For Zoom Phone: 60-100 kbps
 - b. Speakers and a microphone – built- in or USB plug-in or wireless bluetooth
 - c. A webcam or high-definition (HD) webcam, built-in or USB plug-in or a HD cam or HD camcorder with video capture card
2. The required supporting Operating Systems for PCs or laptops are as follows:
 - ✓ MacOS X with macOS 10.7 or later
 - ✓ Windows 10. Note: For devices running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S. Mode is not supported.
 - ✓ Windows 8 or 8.1
 - ✓ Windows 7
 - ✓ Windows Vista with SP1 or later
 - ✓ Windows XP with SP3 or later

- ✓ Ubuntu 12.04 or higher
 - ✓ Mint 17.1 or higher
 - ✓ Red Hat Enterprise Linux 6.4 or Higher
 - ✓ Oracle Linux 6.4 or higher
 - ✓ CentOS 6.4 or higher
 - ✓ Fedora 21 or Higher
 - ✓ Open SUSE 13.2 or Higher
 - ✓ ArchLinux (64-bit only)
3. Supported tablet and mobile devices
- ✓ Surface PRO 2 or higher running Win 8.1 or higher
Note: For tablets running Windows 10, they must run Windows 10 Home, PRO, or Enterprise. S. Mode is not supported.
 - ✓ iOS and Android devices
 - ✓ Blackberry devices PR

NOTE: Using your laptop is preferable, as there will be sharing of screen to show documents. (Handphone screens are too small to view the documents on the ZOOM shared screen).

B. Video Conference Platform to be used by Regional Secretariat

1. The Regional Secretariat will be using **ZOOM Pro** as the video conference platform for the meeting. ZOOM Pro has the following main features

- ✓ Can accommodate 100 users/participants in the meeting room
- ✓ Meeting duration is 24 hours
- ✓ User management
- ✓ Admin feature controls
- ✓ Custom Personal Meeting ID or Password can be built in
- ✓ Can record meeting on the computer : 1 GB of MP4 or M4A cloud recording
- ✓ Assign scheduler
- ✓ REST API
- ✓ Skype for Business (Lync) interoperability
- ✓ Screen sharing for presentations

Note: As a back-up, RS will be using Google Meets as an alternative video conference platform. Google Meets has the basic features: can accommodate 100 users; native apps for Android and iOS; presentations; external participants, record meetings and save them to drive and dial-in from a phone; secure by design; and secure by meetings

2. The Regional Secretariat (RS) will be hosting the IRC Video Conference Meeting via ZOOM.

RS will be providing the link to join the meeting by emailing the members of FRWG and invited development partners (based on submission of accomplished Registration Forms.

C. **For Timor-Leste:** In case they will be joining the Zoom Call Video Conferencing from their respective home, RS suggests that they avail Telkomcel with package **Internet Rapido, unlimited quota, Unlimited Flash, ON FLASH7** (7 days) \$13 price

INTERNET RAPIDO

MORE QUOTA • FASTER • CHEAPER

Package	Quota	Price	SMS to 155	Validity
Unlimited Quota	Unlimited Super Niki	\$ 0.50	ON 100U	00:00 – 08:00
	Unlimited 24	\$ 1	ON DU	24 hours
	Unlimited FLASH	\$ 2	ON DU3	24 hours
	Unlimited Weekly	\$ 6	ON DU7	7 days
	Unlimited FLASH	\$ 13	ON FLASH7	7 days
	Unlimited Monthly Regular	\$ 25	ON DUM	30 days
Social Media <small>(Whatsapp, Facebook, Messenger, Instagram, KakaoTalk)</small>	75 MB	\$ 0.15	ON SM1	1 day
	100 MB	\$ 0.25	ON SM2	7 days
	250 MB	\$ 0.50	ON SM3	15 days
	500 MB	\$ 1	ON SM4	15 days
	1 GB	\$ 2	ON SM5	30 days
	300 MB	\$ 0.25	ON 40M	1 day
Daily	400 MB	\$ 1	ON 200M	1 day
	300 MB	\$ 1	ON 150M	7 days
Weekly	800 MB	\$ 2	ON 400M	7 days
	2.2 GB	\$ 5	ON 1G1	15 days
Turbo	4.8 GB	\$ 10	ON 2G4	15 days
	5 GB	\$ 10	ON 2G5	30 days
Monthly*	10 GB	\$ 25	ON 5G	30 days
	16 GB	\$ 40	ON 8G	30 days
	24 GB	\$ 50	ON 12G	30 days
	36 GB	\$ 75	ON 18G	30 days
	50 GB	\$ 100	ON 25G	30 days
	80 GB	\$ 150	ON 40G	30 days

* Package will not be accumulated. For bigger packages, please contact our Care Center

How to subscribe Telkomcel RAPIDO package:

- Dial *123*3# and select the package type, or
- Send SMS to 155 with the code of the desired package

Inquiry	Method
Check Quota RAPIDO Package	Dial *122*3#
To cancel Auto-Renewal for the current package subscribed	SMS: NO to 155
To deactivate Auto-Renewal feature	SMS: UNREG to 155
To activate Auto-Renewal feature	SMS: REG to 155
To check Auto-Renewal status	SMS: INFO AR to 155

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@telkomcel
+670 74 123 123

C. Internet Connection

1. To ensure smooth internet connection, RS suggests participants especially those who are working from home to avail of good Internet Service Providers (ISPs) and avail the best internet connectivity.

2. Regional Secretariat will cover the payment of strong Internet Connection during the meeting for countries who would be needing financial support.

For two (2) registered/official representatives of CT6 who will join the meeting from their homes and would require to purchase mobile data, RS will also cover the costs. Please submit Invoice or Official Receipts through email at regional.secretariat@cticff.org for RS to facilitate processing of payment.

3. Participants are requested to download the Zoom application depending on the equipment they will be using – PC/laptop, tablet or mobile phone.

4. Few days before the meeting, **participants are requested to do a few test runs** with their colleagues to check audio and video quality as well as to familiarise oneself to the ZOOM application e.g. how to use mic, how to share data via screen sharing, how to use camera. Alternatively, they can contact RS through email: regional.secretariat@cticff.org, cc: jpolita@cticff.org or solomon.sundah@cticff.org should they want to schedule a test run.

D. Document Preparation

1. RS will be providing copy of the Agenda and required materials for advance reading/review of participants.

2. When CT6 countries have country presentations, please email to regional.secretariat@cticff.org three (3) days before the meeting.

E. Others

1. Wear work-appropriate clothing.

2. When at home, find a spot where there is good lighting and no noise. Also, frame your camera correctly to see the face clearly.

II. Actual Zoom Call Meeting

1. The IRC Meeting will start at 8:30 AM and end at 12:30 PM (Manado time). However, participants are encouraged to **log-in 20-30 minutes before 8:30 AM to allow time for technical check –if audio and video are clear.**

All participants are requested to be on time.

2. The Regional Secretariat will do a roll-call to check if all the CT6 are present in the ‘meeting room.’ In case, the CT6 have more than two (2) registered participants, CT6 should identify the official two (2) representatives who will be “speaking” on behalf of their country as well as the names of the other representatives.

3. The Regional Secretariat will provide the 'house rules' as follows:

- ✓ For the Chair, Co-Chair, RS representatives and two (2) official representatives of CT6 to keep their video on during the duration of the meeting. The other participants from CT6 are requested to keep their video and audio off.
- ✓ For the Official representatives to keep their microphone on mute when not speaking
- ✓ Participants are requested to focus on the meeting. Taking notes on the contents discussed during the meeting is fine.
- ✓ During the discussion, if your turn to speak is finished and you want to still express something or ask questions, use the chat function of Zoom so the Chair or RS can easily recognize you.

4. RS then will pass the facilitation to the Chair of the Working Group to officially start the meeting.

Note:

Office location: We suggest that an IT staff is on-stand by to assist you in troubleshooting.

Home location: For trouble-shooting, please immediately call Regional Secretariat's IT staff, **Mr. Solomon Sundah** at **What's APP no. +62 853-4399-7122**