

GENERAL MEETING - GUIDANCE DOCUMENT

**Saturday 19 December 2020
12:00 PM - 2:00 PM (UTC)**

Zoom details will be sent to Head Delegates and Delegates
Join from 11:30 AM (UTC), formal meeting will start promptly at 12:00 PM (UTC)

TABLE OF CONTENTS

1. GM Documents
2. Using Zoom
 - a. Download Zoom
 - b. Rename yourself
 - c. Interpretation
 - d. Top tips
 - e. Chat
3. How to vote
4. How to participate If I am an Observer
5. Roll Call

We are looking forward to welcoming you to the virtual General Meeting that will be celebrated on Saturday 19 December 2020 from 12:00 PM to 2:00 PM UTC. Although we won't be able to meet in person, we want to make it accessible to all our Member Organisations (MOs).

Emergency Contacts during the GM

During the GM only, please contact the GM Procedural Team by emailing proceduralteam@waggs.org or calling/sending a WhatsApp message (with your name and country) to:

Natalia (English / Spanish) 0044 739 457 2228

Chaymaa (English / Arabic) 0020 122 381 6199

Olivia (English / French) 0032 474 109 463

Rupa (English) 00977 980 155 7678

If we need to get in touch with a Head Delegate or a Delegate, we will use the Zoom chat. Please, make sure you have the chat open and are checking it regularly in case there is an important message for you.

1 GM DOCUMENTS

Below you can find the documents you will need for the General Meeting.

[GM1 Agenda and Proposed Motion](#)

[GM2 Rules of Procedure](#)

GM3 Record of Decisions (To be sent out on Tuesday 22 December 2020)



2 USING ZOOM

a. Download Zoom and join the meeting

You can join the GM via Zoom using your computer or your smartphone or tablet.

On a computer, you may either download the Zoom app from the official website or join online on your web browser.

In order to download Zoom, please access the following link: <https://zoom.us/download/>. We recommend that you follow the instructions below:

- Download the 'Zoom Meeting Client for Meetings' onto your computer
- Launch the Zoom programme on your computer
- Now, press the Join a Meeting button from the default screen.
- A pop-up screen will appear that will ask you to enter the Zoom Meeting ID and the Passcode in order to join the correct meeting. Enter the details we have sent you via email and press the Join button from the screen to join the General Meeting.
- If you want to join using your web browser, you will need to press the Join a Meeting button on the top-right of the screen and enter the Zoom Meeting ID and Passcode.

You can also download and use Zoom on a compatible smartphone or tablet, though we encourage you to use it on a computer if possible as the user experience is better. You can download it from the following sites, depending on your device:

- Google Play store for Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>
- Apple store for iOS devices: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

Once you have downloaded it, you will need to enter the Zoom Meeting ID and Passcode.

b. Rename yourself

Please follow the guidance below to rename yourself on the Zoom according to your role.

MO Head Delegates

HD_CountryCode_FirstName

Example: Head Delegate called Ana from Brazil HD_BRA_Ana

MO Delegates

D_CountryCode_FirstName

Example: Delegate called Ida from Gambia D_GMB_Ida

WAGGGS Staff / Volunteers

WAGGGS_Staff / WB OR Vol_FirstName

Example: WAGGGS Volunteer called Jess WAGGGS_Vol_Jess

Example: WAGGG Staff member called Nicola WAGGGS_Staff_Nicola

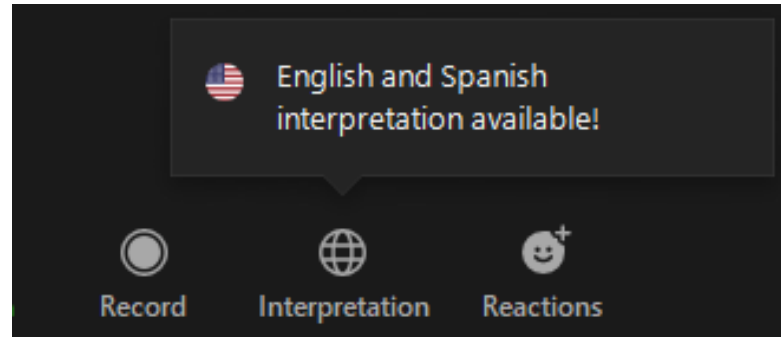
Example: WAGGGS World Board member called Jayne WAGGGS_WB_Jayne

If you are unable to rename yourself when you join the meeting, please send a WhatsApp message to one of the Emergency Contacts.

You can find the country code list [here](#).

C. Interpretation

We will conduct the GM in the four WAGGS official languages. If you are a Head Delegate or a Delegate, you will need to select your preferred language inside Zoom



If you are an Observer, you will be able to do the same on YouTube.



d. Top tips

- **Mute your microphone:** To help keep background noise to a minimum, please mute your microphone when you are not speaking.
- **Be mindful of background noise:** When your microphone is not muted, avoid any activities that could create additional noise, such as shuffling papers.
- **Position your camera properly:** If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.
- **Limit distractions and avoid multitasking if possible:** You can make it easier to focus on the meeting by turning off notifications from emails or apps and turning your phone to 'silent' mode.
- For a more **reliable environment**, make sure that the internet connection is as stable as possible. You can also help by closing all non-essential programmes or apps on your device when joining the Zoom meeting.
- If the Head Delegate and Delegate are together in the same room, **both will need to login to the Zoom separately**. We recommend that you use headphones to avoid background noises.
- Try to be as **environmentally friendly** as you can with printing.

e. Chat

Chat function on Zoom: As we will have a large number of participants, we ask you to only use the Chat function for questions or comments relating to the formal business of the meeting.

If you have a Procedural Question, please type: "PROCEDURAL QUESTION_COUNTRY CODE: Type question».

If you would like to speak, write it on the chat: "REQUEST TO SPEAK_COUNTRY CODE".

The Procedural Team may need to contact you during the GM and they will use the chat in the Zoom. Please, make sure you have it open and check the chat regularly.



3 HOW TO VOTE

Voting at the GM will be conducted using the WAGGGS Aventri App. The agenda and documents for the GM will also be available on this system. You can use the app on your smartphone or tablet or on your web browser.

It is very important that Head Delegates and Delegates download and log into the App successfully before the General Meeting to make sure the access details are correct.

Accessing the App

You can download the appropriate versions using the following links or QR codes:

Apple store

<https://apps.apple.com/be/app/waggs/id1468266721>



Google play store

<https://play.google.com/store/apps/details?id=com.tapcrowd.waggsevents8033>



WebApp

<https://waggs.webapp-eu.eventscloud.com/events/app/8033>



Once you have downloaded the app or accessed the web app, a login screen will appear. Head Delegates and Delegates will receive a separate email from woco@waggggs.org that will contain their individual, confidential username and password for the voting system. You will need to enter the confidential details on the 37th World Conference.

If you are the designated Head Delegate or Delegate and do not receive this email by 5:00 PM UTC on Friday 11 December 2020, please email woco@waggggs.org. Please also check your junk or spam inbox first.

Voting

Only Head Delegates will have access to the voting button within the system, so it will not be visible to Delegates (unless their Head Delegate is unavailable to vote, and they have been given voting rights instead).

Watch our [GM Orientation Video](#).

Before each vote, individuals waiting to cast their vote should be on the home screen of the app.

The Chair or a member of the Procedural Team will announce when the vote has opened and at this point, individuals can click on the Voting button to access the motion and cast their vote. Once this vote is recorded, individuals should click back to the home screen.

We encourage those with voting rights to cast a vote - either For, Against or Abstain, to make sure that your MO's position is clearly registered in the decision-making process. In this way, we will also know that you were able to vote using the online system.

4 HOW TO PARTICIPATE IF I AM AN OBSERVER

If you are an Observer, you will be able to watch the General Meeting in YouTube. Only those who have the YouTube link will be able to watch the General Meeting.

We will share the YouTube link with the Head Delegates and Delegates on Monday 7 December 2020, and we will ask them to share the link with the rest of the Delegation.

You will be able to select your preferred language among WAGGGS' official languages (Arabic, English, French, Spanish) on YouTube.

Please, make sure you are available during the GM time if you want to attend as an Observer as **once the General Meeting has finished, the video will be deleted.**



5 ROLL CALL

A Roll Call of all MOs will be taken at the opening of the GM to record all MOs in attendance and determine if the quorum has been reached.

To ensure that we have a formal record of each MO at the GM, we require the Head Delegate to write PRESENT in the Zoom Chat box when their country is called during the Roll Call. If the Head Delegate of an MO is not present in the Zoom meeting for the Roll Call and does not write PRESENT in the Chat, then the Delegate of that MO can assume voting rights if they are present in the Zoom meeting and respond with PRESENT in the Chat box.

It would be helpful for the Procedural Team to be advised by email at proceduralteam@waggs.org if an MO knows in advance that its Head Delegate will be unavailable on the day of the GM, so that this can be recorded for the Tellers. However, in the case of an unexpected absence, the designated Delegate can assume voting rights by informing the Procedural Team Coordinator during the meeting using the emergency contact details at the beginning of this guidance document.

Once the Delegate has assumed voting rights for its MO, we ask that they do not request to move this back to the Head Delegate (even if the Head Delegate does later join the Zoom meeting), to minimise the risks associated with changing voting rights between different people, especially in a virtual environment.

To add a colourful tone to the Roll Call, we are also inviting your MO to create your own country cards which you are invited to wave and show on camera (if possible) when your country is called out during the Roll Call. We are looking forward to seeing your creative Country Cards!

For quick identification of all participants, we encourage you to wear your MO uniform or national scarf to the GM. Volunteers and staff representing WAGGGS are encouraged to wear the WAGGGS scarf.