



International Oil Pollution  
Compensation Funds

<b>Agenda Item 1</b>	IOPC/NOV20/1/4	
<b>Date</b>	12 November 2020	
<b>Original</b>	English	
<b>1992 Fund Assembly</b>	92A25	●
<b>1992 Fund Executive Committee</b>	92EC74	●
<b>Supplementary Fund Assembly</b>	SA17	●

## PRACTICAL GUIDANCE AND INFORMATION ON THE DECEMBER 2020 REMOTE SESSIONS OF THE GOVERNING BODIES

### Note by the Secretariat

<b>Summary:</b>	<p>The December 2020 sessions of the governing bodies will be held remotely due to the ongoing COVID-19 pandemic.</p> <p>This document contains practical guidance and information on the remote sessions and virtual meeting, which will be held via the e-conferencing platform KUDO. A KUDO user guide is also attached at the Annex.</p>
<b>Action to be taken:</b>	<p><u>1992 Fund Assembly, 1992 Fund Executive Committee and Supplementary Fund Assembly</u></p> <p>Information to be noted.</p>

### 1 Introduction

- 1.1 As explained in circular IOPC/2020/Circ.13 and document IOPC/NOV20/1/3, the December 2020 sessions of the governing bodies will be held remotely due to the ongoing COVID-19 pandemic, and the e-conferencing platform, KUDO, will be used to convene a virtual meeting of the regular sessions of the governing bodies.
- 1.2 The International Maritime Organization (IMO) has now conducted several virtual meetings using the KUDO platform. As the December 2020 meeting will be the first virtual meeting held by the IOPC Funds, the information and guidance in this document are closely aligned to virtual meeting processes conducted by IMO. This is also in the interests of standardising remote procedures and using platforms and processes that may already be familiar to the IOPC Funds' delegates.
- 1.3 In order to ensure full participation by all delegations, normal established practices for the conduct of business will be maintained as far as possible. Information on the conduct of business, as well as details on the technical and procedural preparations needed before the virtual meeting, are contained in this document. A short KUDO guide on how to join KUDO sessions is attached at the Annex.
- 1.4 The purpose of this document is not to set a precedent for the methods of work of the IOPC Funds but to simply facilitate remote sessions in these exceptional circumstances under the prevailing COVID-19 pandemic.

## 2 Preparations in advance of the virtual meeting

### 2.1 Credentials & registration

2.1.1 The registration of delegates for remote sessions will be the same as for physical sessions, that is, by completing the online meeting registration form in the Document Services section of the website: [documentservices.iopcfunds.org/meeting-registration](https://documentservices.iopcfunds.org/meeting-registration).

2.1.2 For practical reasons, on this exceptional occasion, the Director requests that Member States submit credentials via the online registration system or by email and that all delegations register for the meeting as early as possible and no later than **Friday, 20 November 2020**. Delegates who have registered and submitted credentials (if required) in advance will be sent a link and joining instructions to the virtual meeting. The Secretariat will do all it can to facilitate participation of delegations who register and submit credentials up to the opening day of the sessions, however, late submissions may lead to delays in providing links to access the KUDO platform in time for the opening of the sessions.

### 2.2 KUDO connectivity testing session or 'onboarding session'

For any delegates that wish to test their connectivity through the KUDO platform in advance of the virtual meeting, the Secretariat will be holding a joint onboarding session with the IMO Legal Committee on Wednesday, 25 November 2020. All those registered to participate in the sessions by the recommended date for online registration (i.e. 20 November 2020), will be sent an invitation to this session by email.

### 2.3 Technical requirements for KUDO

To ensure a good experience when using KUDO, there are a few technical requirements, including stable internet connectivity, the use of a headset, webcam, and specific web browsers. Please refer to the Annex, page 1 for details on these requirements. Should delegates prefer joining the meeting via their smartphone, there is a KUDO application available to download (see Annex, page 3). The following six-minute introductory video also provides some information on the technical requirements required to join a KUDO meeting successfully: [https://youtu.be/c-b\\_cvhQrfe](https://youtu.be/c-b_cvhQrfe)

## 3 Conduct of business during the virtual meeting

### 3.1 Joining the meeting and display name

3.1.1 All those who have registered and submitted credentials (if required) by the recommended date for online registration will be sent joining instructions for the virtual meeting by email. New joining instructions on how to connect to the meeting either via a computer or via the KUDO smartphone application, will be issued for each day of the meeting. Joining instructions will include a link or meeting ID, and a PIN code. Participants are kindly requested not to forward this meeting invitation (the joining link and PIN code) to any other user.

3.1.2 When joining the meeting, delegates will be prompted to complete a form by entering their email address and a display name (Annex, page 2, figure 1). To assist the Secretariat in easily identifying each delegate and monitoring attendance, please ensure that the following display name format for your delegation is adhered to:

**DELEGATION** (*in capital letters*) [First name] [Surname], for example, **PANGEA Sinjoro Ajnulo**

3.1.3 For further instructions on how to join a meeting in KUDO, please refer to the user guide at the Annex.

### 3.2 Schedule and connectivity testing

As delegates are expected to join the remote sessions from across the world, the timing of the sessions must suit the majority of time zones and run for a limited duration. The sessions will, therefore, commence promptly at 11.00 am (GMT) each day and should be a maximum of 3 hours with a 15-minute break, approximately halfway through. Before the sessions commence each day, there will be one hour of connectivity testing starting at 10.00 am (GMT), for delegates to test their internet connection and audio/video quality.

### 3.3 Agenda

Due to the limited duration of the meeting and to ensure that essential substantive items are covered, the consideration of the agenda should be taken as a matter of priority during the meetings, and urgent agenda items should be prioritised. As provided under Rule 44/40<sup><1></sup> of the Rules of Procedure of the 1992 Fund Assembly, the Assembly may, on the proposal of the Chair, limit the time to be allowed to each speaker on any particular subject under discussion.

### 3.4 Interpretation

3.4.1 The meeting will be held with simultaneous interpretation in the three official languages of IOPC Funds: English, French and Spanish. Delegates can select their preferred language by clicking on the 'Language Selector' dropdown menu, which is located on the bottom left corner of the KUDO screen (Annex, page 2, figure 2, icon 1).

3.4.2 Delegations are kindly reminded to speak slowly and clearly when making interventions in order to facilitate the work of the interpreters. If the quality of the audio deteriorates to the point that the interpreters find the signal inaudible, interpretation may have to be momentarily interrupted.

### 3.5 Decision-making process

The established practice of the IOPC Funds' governing bodies is that decisions on the election of the Chairs, reports, resolutions and recommendations are adopted by consensus among the Members present at a meeting. In the spirit of retaining the usual, established practice of in-person meetings, the governing bodies may wish to continue to adopt decisions by consensus during the remote sessions as proposed for consideration in document IOPC/NOV20/1/3/1, paragraph 3.2.

### 3.6 Statements and interventions

3.6.1 Should a delegation wish to take the floor to make a statement or intervention, they must click on the blue 'Request to Speak' button at the bottom right corner of the KUDO screen (Annex, page 2, figure 2, icon 2). The Chair will then give the delegation the floor by calling the name of the delegation, and the delegation will then be able to activate their camera and microphone by clicking on the red buttons (Annex, page 2, figure 2, icon 3). First-time users of KUDO may need to click 'allow' when prompted by their web browser, to enable the use of their microphone and webcam (Annex, page 2, figure 2, icon 4). As soon as the delegation has finished their intervention, they must click the blue 'Release mic' button, which is on the bottom right corner of the KUDO screen (in place of the 'Request to Speak' button), in order to leave the screen.

3.6.2 Statements or interventions made in a virtual meeting are considered as part of the official record of the meeting. Should a delegation wish their entire statement to be inserted in the Record of Decisions, they should say so at the moment they make their statement and email the Secretariat a copy of the statement immediately after it is made to [conference@iopcfunds.org](mailto:conference@iopcfunds.org). Otherwise, as per established practice, it will

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<1> The equivalent rules are provided in Rule 44 of the Rules of Procedure of the Supplementary Fund Assembly and Rule 40 of the Rules of Procedure of the 1992 Fund Executive Committee.

be understood that a summary, drafted by the Secretariat, reflecting the key points and sense of the intervention will be acceptable in the Record of Decisions of the session.

### 3.7 Messaging in KUDO

3.7.1 The KUDO interface has a messaging functionality which can be located on the right-hand sidebar of the KUDO screen (Annex, page 2, figure 2). There are three categories of messaging:

- A chat with all participants which will be monitored by the Secretariat. This chat can be used for any general queries on connectivity and the conduct of business.
- A chat with the operators in case of any technical issues.
- A private chat which allows you to send messages to individual participants.

3.7.2 The messaging function will not be considered an official record of the meeting. Therefore, delegations that wish to express agreement or disagreement on the discussions being had should not use the chat function and should instead request to speak and make an intervention, as they would normally in a physical meeting.

### 3.8 Record of decisions

Following established practice, the draft Record of Decisions will be considered on the last day of the virtual meeting. Should the governing bodies approve the proposal set out in document IOPC/NOV20/1/3/1, paragraph 2.2 with respect to the adoption of the Record of Decisions, the sessions could remain open for an additional five working days, until Friday, 11 December, for delegations to consider the draft Record of Decisions and comment by correspondence. After the conclusion of the five-day correspondence period, the Secretariat, in consultation with the Chairs, would publish a document containing any comments received, with an accompanying explanation on how they have been addressed. The Secretariat would then circulate the final Record of Decisions, after the publication of this document.

### 3.9 Connectivity issues and contacting the Secretariat

3.9.1 Any technical issues experienced during the virtual meeting should be communicated via the KUDO chat function, which will be constantly monitored by the Secretariat staff and KUDO technicians. Often issues with sound or video deterioration are solved by refreshing the browser window. Occasionally the video image might disappear as the system gives priority to the audio and chat function if there is not a strong enough internet connection.

3.9.2 If a participant, however, loses complete connectivity and is no longer able to access the meeting, they should contact the Secretariat via email: [conference@iopcfunds.org](mailto:conference@iopcfunds.org).

## 4 Action to be taken

### 1992 Fund Assembly, 1992 Fund Executive Committee and Supplementary Fund Assembly

The 1992 Fund Assembly, 1992 Fund Executive Committee and the Supplementary Fund Assembly are invited to take note of the information contained in this document.



# Before Joining | Preparing for a Meeting

We are excited to have you taking part of a meeting on KUDO. Please refer to the items below to help you prepare and make the most of the presentation.

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## A Good Headset

- Ideally, a USB Headset.  
*(Professional-grade is highly recommended)*
- Avoid using earbuds type unless you are following from your phone.
- Place the microphone close to your mouth but avoid breathing into it.

## Internet Connectivity

- Use Google Chrome as your browser.
  - Use a wired connection.  
*(Preferred)*
  - If wired connection is not available, use high-speed Wi-Fi instead.  
*(Ideally 20 and 5 Mbps, for download and upload respectively. 5Ghz / 802.11ac is highly recommended)*
- .....

## A Webcam

- An HD webcam is preferred to get a high quality video.
- Point the camera directly at yourself.
- When you seat in front of your computer, leave enough distance between you and the camera, so your face is entirely visible.

## Professional Environment

- Choose a private and quiet room to speak from.
  - Make sure the lighting in the room is adequate.
  - Place yourself so that there is a blank or plain background.
- .....

## Stay Updated

Make sure you have the latest version of the KUDO app and Google Chrome before joining a meeting. Click on the links bellow to download them:



Download Chrome

Download Extension

\*Screen-sharing extension  
for Google Chrome



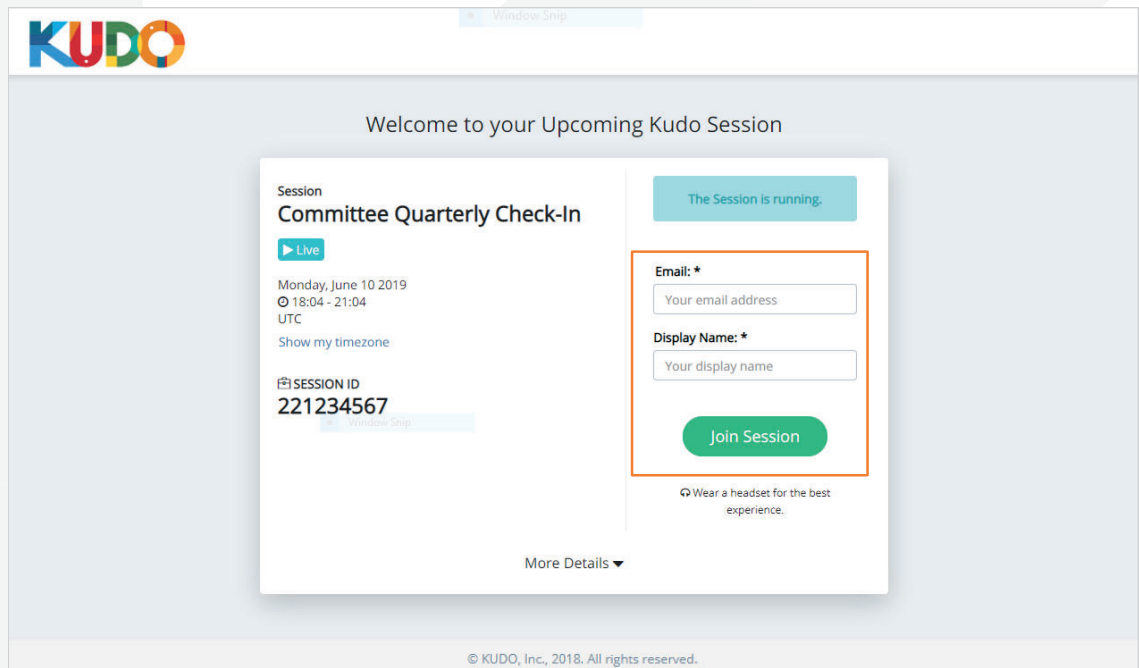
If you need help contact [support@kudoway.com](mailto:support@kudoway.com)

# How to Join | AdHoc Meetings



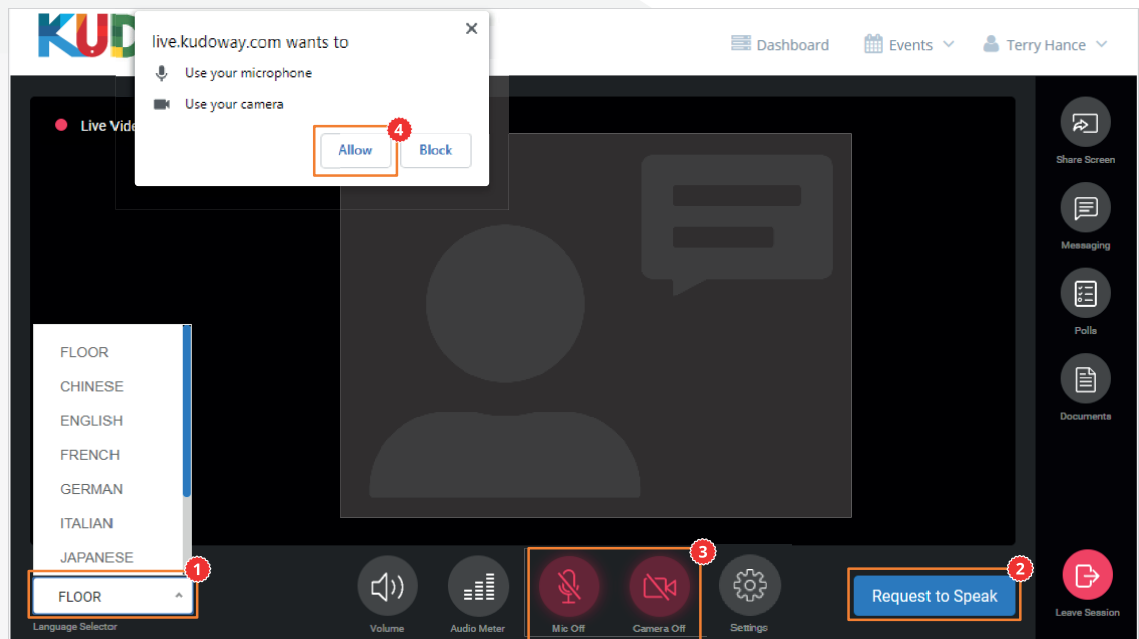
## From a computer

1



On **Google Chrome** go to the **provided link**.  
Fill out the form, click **Join Session**, and you're in!

2



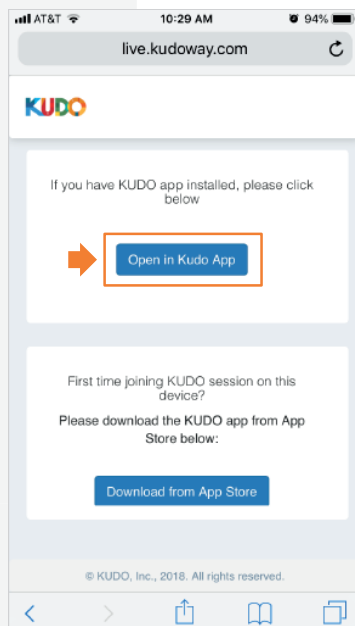
Once you are in, click on Floor and choose your **preferred language** from the dropdown list.<sup>1</sup>  
To speak, click on **Request to Speak**<sup>2</sup> (if required), and activate your Camera and Mic once cleared.<sup>3</sup>  
If this is your first time on KUDO, click **Allow** when prompted, to enable the use of your devices.<sup>4</sup>

# How to Join | AdHoc Meetings



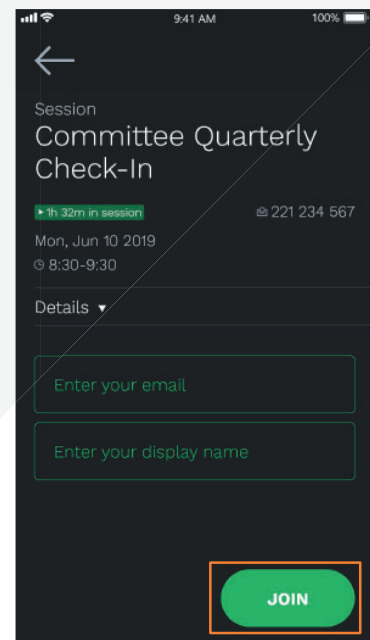
## From a smartphone

1



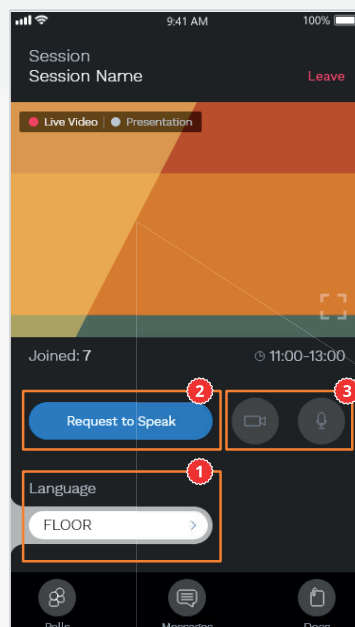
On your smartphone go to the **provided link** and select **Open in Kudo App**.

2



Fill out the form, Select **Join** and you're in!

3



Once you are in, select **Floor** and choose your preferred language.<sup>1</sup>  
To speak, select **Request to Speak**<sup>2</sup> (if required), and activate your Camera and Mic<sup>3</sup> once cleared.