



## **Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand (SCS SAP Project)**

### **Online introduction and further steps for the implementation of project activities**

**10.00 – 12.00 Bangkok Time, Thursday 30<sup>th</sup> July 2020**

### **Meeting Agenda, Information and Guidelines**

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# 1. DRAFT AGENDA

- 10.00 - 10.15    **Welcome, general update and introduction by UNEP, UNOPS and SEAFDEC**  
A general introduction and update will be provided by Isabelle Vanderbeck (UNEP), Katrin Lichtenberg (UNOPS) and Somboon Siriraksophon (SEAFDEC) on the status of the project.
- 10.15 – 10.30    **Meeting objectives and Inception Phase update**  
A brief presentation by Virginie Hart, on the steps needed to further develop the SCSSAP activities in consultation with participating countries, with further clarifications from Rey Molina on the nomination process of national experts (SCSSAP Inception Phase Team).
- 10.30 – 11.30    **Introduction from participating countries**  
Each participating country is expected to provide a brief introduction (10 minutes maximum) regarding their expectations from the project, status of SAP implementation (if information is available), main national priorities that have evolved since the SAP adoption in 2008 and any general comments or questions.
- We kindly suggest that only 1 participant per country provides their statement in order to keep to the schedule as there is limited time in this initial meeting.*
- This will be followed by responses from the SCS SAP Team.
- 11.30 – 12.00    **Next steps and meeting closure**  
Main next steps for the nomination of national experts and further elaboration of activities will be discussed and agreed.
- The meeting will be closed at 12.00 Bangkok time.

# 2. RELEVANT DOCUMENTS

## Meeting documents

- i.    SCS SAP Meeting Agenda, Information and Guidelines
- ii.   SCS SAP Online Meeting 30 July 2020 Background Note (email of 17 July 2020)
- iii.   SCS SAP Structure and Organogram (email of 17 July 2020)

## Reference documents

- iv.   SCS SAP Online Meeting Guide
- v.    SCS SAP full project document is available on the project web-site - <https://scssap.org/>
- vi.   SCS SAP National Project documents available on the project web-site - <https://scssap.org/>
- vii.   SCS Strategic Action Programme available on the project web-site - <https://scssap.org/>

### 3. MEETING ACCESS

The Project Inception Team is inviting you to a scheduled Zoom meeting.

Topic: Virtual Meeting of the SCS SAP Project: Introduction and Next Steps to the Further Development of Project Activities

Time: Jul 30, 2020 10:00 AM Bangkok

Join Zoom Meeting

<https://us02web.zoom.us/j/84558465658?pwd=ZlI6VU5UTy9TSjBVcnZieWRmM1lGdz09>

Meeting ID: 845 5846 5658

Passcode: 145404

Other methods:

One tap mobile

+13126266799,,84558465658#,,,,,0#,,145404# US (Chicago)

+13462487799,,84558465658#,,,,,0#,,145404# US (Houston)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Germantown)

Meeting ID: 845 5846 5658

Passcode: 145404

Find your local number: <https://us02web.zoom.us/j/ktwjmSolo>

### 4. GENERAL MEETING GUIDELINES

This ZOOM Meeting information note is prepared to provide a more detailed ‘virtual housekeeping’ information for the participants.

#### General Information

The meeting will begin at 10:00 Bangkok time. **Participants will be able to join the meeting from 09:30 Bangkok time** in order to ensure that everything is working properly. **We kindly request that all participants join by no later than 09:50 Bangkok time where possible.** The SCS SAP Project Inception Team will be available to help with any troubleshooting during this time. **If you could please join the meeting by no later than 09:50 Bangkok time, it would be much appreciated so that we are able to start at 10:00 Bangkok time.**

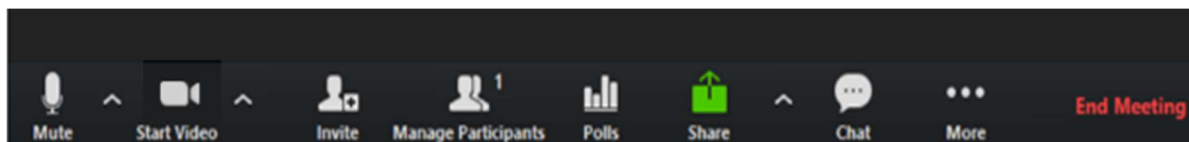
We will be recording the meeting for all participants who are unable to join us. We are unfortunately not able to offer translation from English during the meeting. Please email [virginie.hart@scssap.org](mailto:virginie.hart@scssap.org), [reynaldo.molina@scssap.org](mailto:reynaldo.molina@scssap.org) or [ssiriraksophon63@gmail.com](mailto:ssiriraksophon63@gmail.com) if you have any concerns regarding the meeting access and recording.

If you are presenting during the meeting and are using slides, we would greatly appreciate it if you could please send us the slides in advance. We can then use these slides in case the connection is unstable and a colleague is not able to present their slides.

In order to ensure a smooth meeting, there are a few things that we would like to kindly request from each participant as outlined below. Please also see the attached guide on how to use Zoom during a meeting.

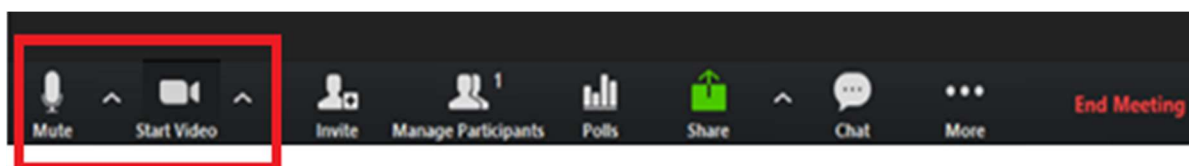
### Using Zoom During the Meeting

As this is a Zoom Meeting, all participants will be able to navigate and turn their cameras on and off, mute and unmute their microphones, and raise their hands using the Zoom toolbars below.

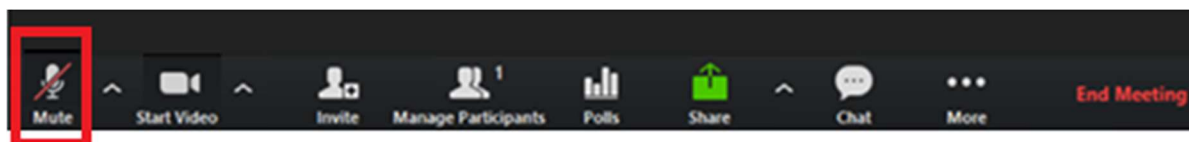


### Video and Microphone Use During the Meeting

1) You can turn your camera and microphone on and off during the meeting using the buttons at the bottom left-hand side of your screen.



2) **Please ensure that your microphone is muted when you are not speaking.** We will be muting participants' microphones throughout the meeting if needed. We greatly appreciate your understanding in this regard.



3) If you find that your connection is unstable please turn off your video as this can help with bandwidth challenges.



### Asking a Question or Making a Comment

1) **Each time, before you speak during the meeting, please clearly say your full name and organisation/country.** This is for our colleagues who are taking minutes, and for everyone else on the call to ensure that they know who is speaking.

2) **We kindly ask that you please only speak when we call on you to speak.** In order to show us that you would like to ask a question or that you have a comment, please follow these steps:

When you join the meeting (or at any point throughout the meeting), please click the 'Participants' button at the bottom of your screen:



At the bottom of the Participants' list, on the right-hand side of your screen you should see a button that says 'Raise Hand'. When you would like to ask a question or make a comment, please click the 'Raise Hand' button. Your hand will then virtually raise and you will rise to the top of the Participants list.

The Chair will then call on you to speak. During the meeting, there may be several colleagues wishing to speak at once. We will call on as many colleagues as quickly as possible subject to time availability. We greatly appreciate your patience during this time.

When you are finished speaking or if you no longer have a question or comment please click the same button that should now say 'Lower Hand', showing that you no longer wish to speak. **Please remember to then mute your microphone when you have finished speaking.**

**We would also ask colleagues to kindly include your institution along with your full name when filling in your participant name.** For example: Reynaldo Molina, SCS-SAP. You can find more information on how to change your name in the attached document and other colleagues will also be available to help with this before the meeting starts.

All participants can test audio and video before the meeting here: <https://zoom.us/test>

Thank you and we look forward to (virtually) seeing you this week!

Best regards,

The Project Inception Team  
SCS SAP Project