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18 September 2023

*United Nations Decade of Sustainable Energy For All (2014-2024)*

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**Seventh Session of the Assembly of SIDS DOCK  
Via Telephone and Videoconferencing  
25th September 2023  
10:00 a.m. to 12:00 p.m. EDT – Eastern Daylight Time**

**Arrangements for the seventh session of the  
SIDS DOCK Assembly  
25th September 2023**

**Via telephone and videoconferencing using ZOOM**

**Information note for delegations**

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## I. Introduction

1. The seventh session of the Assembly of SIDS DOCK will be held on Monday, 25th September 2023, 10:00 a.m. to 12:00 p.m. Eastern Daylight Time, Via Telephone and Videoconference, pursuant to Note No: SIDS DOCK/Assembly007/01 (2023) – Meeting Notice, seventh session of the Assembly of SIDS DOCK, 25 September 2023, requesting Credentials of representatives and the names of members of the delegation. The meeting will be conducted in the English language.
2. Members of the Assembly will recall **Note No: SIDS DOCK/Assembly7/002 (2023) – Bureau Elections of the seventh session of the SIDS DOCK Assembly**, was transmitted to the Assembly members on 23 July 2023, informing them that the Assembly is to elect a President and two Vice-Presidents. The President of the seventh session of the Assembly should be elected from the AIS Region, and the Vice-Presidents from the Pacific and Caribbean Regions, respectively. In this regard, interested States Parties were urged to communicate to the Secretariat their desire to be elected for one of the positions under reference, **as soon as possible and before 25 August 2023**. In this regard, the Chair of the SIDS DOCK Executive Council has the honour to inform the Assembly that the Secretariat has received three nominations for the positions of President and Vice Presidents, respectively. The nominees are as follows:

<b>Nominee</b>	<b>Representative</b>
President (representing the AIS Region)	His Excellency Mr. Wavel Ramkalawan, President of the Republic of Seychelles
Vice President (representing the Caribbean Region)	Honourable Mr. John Briceño, Prime Minister of Belize
Vice President (representing the Pacific Region)	Honourable Siaosi ‘Ofakivahafolau Sovaleni (Hon. Hu‘akavameiliku), Prime Minister of the Kingdom of Tonga

## II. General considerations

3. The practical arrangements for the conduct of the seventh session of the Assembly of SIDS DOCK is being held virtually. Based on advice provided by the Executive Council of SIDS DOCK and approval by the sixth session of the Assembly of SIDS DOCK, it was decided to convene the seventh session of the Assembly of SIDS DOCK, virtually.

### III. Documentation<sup>1</sup>

- A. Official documentation pertaining to the seventh session of the Assembly of SIDS DOCK, is available online through the SIDS DOCK Website – Official Assembly Documents (<https://sidsdock.org/assembly>). The document portal includes information on the previous six (6) Assembly meetings and on the forthcoming meeting of the seventh session, and is available in a digital format, compatible with mobile devices such as smartphones and tablets. All documents are in English language. Word and PDF versions may be downloaded from the web page. Inquiries regarding the Document webpage should be addressed to the Secretariat of SIDS DOCK (email: [secretariat@sidsdock.org](mailto:secretariat@sidsdock.org) or telephone: 1-404-831-8903).
- B. In order to facilitate the provision of verbatim reporting and summary record services, delegations are requested to submit their statements (preferably in Microsoft Word, as well as in PDF format) by email to: [secretariat@sidsdock.org](mailto:secretariat@sidsdock.org). The name of the meeting and of the speaker, as well as the agenda item, should be indicated in the subject line of the email and in the heading of the statement. The statement should be submitted well in advance of the meeting, but no later than two (2) days before delivery, by email to the Secretariat of SIDS DOCK. The statements will remain embargoed until their delivery.
- C. While the meeting will be conducted in English, speakers are requested to deliver the statement at a speed that is interpretable. Delegations are increasingly given a time frame in which to deliver their statements, and in this regard are being allotted three (3) minutes to deliver their statements.

### IV. Credentials

- A. In accordance with Rule 14 of the Rules of Procedure of the SIDS DOCK Assembly and Executive Council, the Credentials of each representative and the names of the persons constituting the member's delegation should be submitted to the Secretariat for approval not less than seven (7) days in advance of the session which the delegation will attend. The Credentials must be addressed to the Secretary-General and signed by the Head of the

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<sup>1</sup> On the 21st September 2022, the President of the sixth session of the SIDS DOCK Assembly, informed the meeting that on the 12th September 2022, the Assembly adopted the decision to extend the term of the SIDS DOCK Bureau, for one year, till 31st December 2023. Therefore, the sixth session is extended till 31 December 2023, and all relevant meeting documents have been renamed and renumbered to reflect the decision, e.g., the Agenda for the sixth extended session of the SIDS DOCK Assembly on 21st September 2022, as contained in document A/7/1/Rev.3, is now renamed document A/6/1/Rev.3 (2023).

State or Government or by the Minister for Foreign Affairs. Credentials when accepted shall remain in effect so long as the holder remains a member of the delegation. In accordance with Rule 25 of the Rules of Procedure, the delegation may consist of representatives and alternate representatives and as many advisers, technical advisers, experts and persons of similar status as may be required by the delegation.

- B. A scanned copy of the Credentials, as well as other communications containing the names of representatives to the seventh session (such as letters and Notes Verbales from the Permanent Missions), should be submitted at its earliest convenience and no later than seven days in advance of the date of the Assembly but no later than 21st September 2023, to the Permanent Mission of the Kingdom of Tonga to the United Nations, 250 East 51st Street, New York, NY 10022, via E-mail at: [tongaunmission@gmail.com](mailto:tongaunmission@gmail.com), with the SIDS DOCK Secretariat on copy at: [secretariat@sidsdock.org](mailto:secretariat@sidsdock.org). The original hard copy of the formal credentials should be delivered to the Permanent Mission of the Kingdom of Tonga to the United Nations, 250 East 51st Street, New York, NY 10022 (please see Note No: SIDS DOCK/Assembly007/001 (2023) – Meeting Notice, seventh session of the Assembly of SIDS DOCK, 25th September 2023, available at <https://sidsdock.org/assembly> for further details).

## **V. Arrangements for the seventh session of the Assembly of SIDS DOCK**

- A. The seventh session of the Assembly of SIDS DOCK will be conducted remotely by means of conference using ZOOM, a web-based hosting service.
- B. Each State Party to the SIDS DOCK, Observer State and the European Union, other Observers and Special Guests of the Secretary-General of SIDS DOCK that have confirmed participation via email to either the Permanent Mission of Tonga to the United Nations, via E-mail at: [tongaunmission@gmail.com](mailto:tongaunmission@gmail.com), or the Secretariat of SIDS DOCK at: [secretariat@sidsdock.org](mailto:secretariat@sidsdock.org), will be sent a Zoom Invitation with the date, time and weblink to the meeting, along with a unique meeting identification (ID) and Passcode. The Secretariat of SIDS DOCK will transmit the weblink for the seventh session of the SIDS DOCK Assembly on the following dates and times:

**Date: Saturday, 23 September 2023**

**Time: 10:00 a.m. EDT – Eastern Daylight Time**

## How to join the meeting

- C. Please use the following steps to join the virtual meeting via Zoom:
  - a. You will need a desktop, laptop, tablet computer or telephone with either an integral or add-on video camera and microphone.
  - b. Choose a quiet room to eliminate noises that would interfere with the meeting.
  - c. If you participate by video, face your light source to illuminate your face while on camera. Avoid being back-lit.
  - d. Position your computer, so the camera sees your face straight on.
  - e. **If multiple devices are used in the same room during the meeting, only one device should be audio-enabled to prevent feedback and echoes on the video.**
- D. For detailed information on joining the meeting, please refer to the attached document, Annex I.
- E. Without setting a precedent for future meetings of the Assembly of SIDS DOCK, each State Party to the SIDS DOCK, observer State and the European Union, may submit a pre-recorded statement of its Head of State, Vice- President, Crown Prince or Princess, Head of Government, Minister or Vice-Minister, which will be played during the Assembly of SIDS DOCK at its seventh session, after introduction by their representative who is physically present online in the virtual meeting room.
- F. For delegations whose speaker opts to deliver her or his statement by video, please provide pre-recorded speeches no later than four (4) calendar days prior to the scheduled time of delivery of the speech, but no later than 19th September 2023. The Secretariat of SIDS DOCK will be in contact with the State Parties to the SIDS DOCK Permanent Missions to the UN, the designated focal points for all matters pertaining to the pre-recorded video statements.
- G. Please confirm the name and contact details of the designated focal point, from the State Parties to the SIDS DOCK, Permanent Missions to the UN, for the meeting to: [secretariat@sidsdock.org](mailto:secretariat@sidsdock.org). If there are any questions, please call: 1-404-831-8903.

## General guidance on audio-visual file submission

- H. For file submission, video quality should preferably be as follows:
  - a. HD resolution of 1920x1080 pixels in an aspect ratio of 16:9.
  - b. 29.97 frames per second (60 fields), known as 1080i/29.97, top field first; colour subsampled at a ratio of 4:2:2 (8 bits per channel, with 10 bits per channel preferred), as is common with MPEG4 and MOV files.
- I. Alternatively, video quality should as a minimum be as follows:
  - a. HD resolution of 1280 x 720 pixels in an aspect ratio of 16:9.
  - b. 30 frames per second (60 fields) known as 720p top field first; colour subsampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred), as is common with MPEG4 and MOV files.
- J. Audio standards should conform to the following:
  - a. The general recommendation is that material should conform to SMPTE 382M Standard or AES3.
  - b. The preferred bit depth for audio recording is 24 bits per sample. The minimum bit depth is 16 bits per sample.
  - c. All audio should be recorded at a minimum sample rate of 48 kHz, sampling at 96 kHz is encouraged, as is recording or digitizing audio using an uncompressed lossless codec, such as WAV-PCM.
  - d. Sound must be recorded with appropriately placed microphones, giving minimum background noise and without peak distortion.
  - e. The audio must be free of spurious signals such as clicks, noise, hum and any analogue distortion.
  - f. The audio must be reasonably continuous and smoothly mixed and edited. Audio levels must be appropriate to the scene portrayed and dynamic range must not be excessive.
  - g. Surround and stereo audio must be appropriately balanced and free from phase differences.

- h. The audio must not show dynamic and/or frequency response artefacts due to the action of noise reduction or low bit rate coding systems.
- i. Please kindly refrain from including any background music with the statement.

## VI. Additional Information

- A. Additional information will be issued if the need arises to update and expand the information contained in the present note. In addition, the Secretariat of SIDS DOCK is available for question-and-answer sessions for interested delegations. Arrangements can be made by contacting the Secretariat at: [secretariat@sidsdock.org](mailto:secretariat@sidsdock.org).

## VII. Secretariat of SIDS DOCK Contact

SIDS DOCK Assembly Affairs, Documents Management, Media Affairs	Christine Neves Duncan Chief of Staff & Project Director Secretariat of SIDS DOCK <a href="mailto:cduncan@sidsdock.org">cduncan@sidsdock.org</a> <a href="mailto:secretariat@sidsdock.org">secretariat@sidsdock.org</a>
Delegation Credentials: Nominations to the SIDS DOCK Bureau and Executive Council of SIDS DOCK	Permanent Mission of the Kingdom of Tonga to the UN 250 East 51st Street New York, NY 10022 Tel: 212-599-0301   Fax: 212-599-1540 <a href="mailto:tongaunmission@gmail.com">tongaunmission@gmail.com</a>
Conference Support - Information and Communications Technology  Help Desk - Information and Communications Technology	Secretariat of SIDS DOCK <a href="mailto:secretariat@sidsdock.org">secretariat@sidsdock.org</a>



## **ANNEX I**

**Seventh Session of the Assembly of SIDS DOCK  
Via Telephone and Videoconferencing  
25th September 2023  
10:00 a.m. to 12:00 p.m. EDT – Eastern Daylight Time**

### **ZOOM: Instruction Manual for Participants Seventh Session of the Assembly of SIDS DOCK**

**Welcome! This support document provides step-by-step  
instructions for participants on how to use ZOOM.**

**Joining a ZOOM Meeting & Download**

**All Participants will be MUTED upon entering the Meeting**

## Arrangements for the seventh session of the Assembly of SIDS DOCK

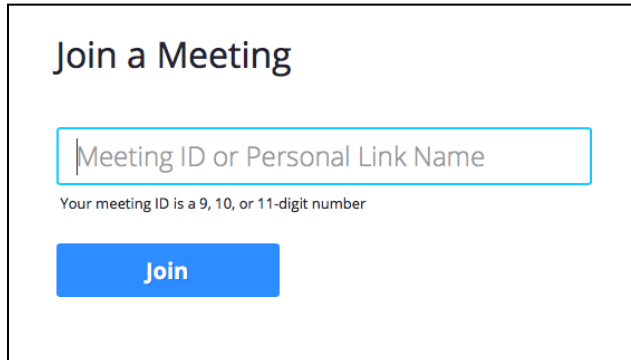
The seventh session of the Assembly of SIDS DOCK will be conducted remotely via video conferencing using Zoom. Please use the following steps to join the meeting.

1. You will need a desktop, laptop, tablet computer or telephone with either an integral or add-on video camera and microphone.
2. Choose a quiet room to eliminate noises that would interfere with the meeting.
3. If you participate by video, face your light source to illuminate your face while on camera. Avoid being back-lit.
4. Position your computer for other device, so the camera sees your face straight on.
5. If multiple devices are used in the same room during the meeting, only one device should be audio-enabled to prevent feedback and echoes on the video.
6. While in the waiting room:
  - a. **Be sure your screen name reflects your real name** in readiness for recognition and admission.
  - b. Click the “Test Computer Audio” button and follow the instructions on your screen.
7. When the host is ready to begin the meeting, you will be admitted. You can see yourself on a video screen as others in the meeting see you. Adjust your camera for the best view of yourself.
8. The host will disable your ability to mute/unmute your microphone. Your ability to talk during the meeting is managed by the host.
9. To ask a question during the meeting:
  - a. *Raise your hand option:* Click the Participants button. You will see a list of everyone who has been admitted to the meeting. Look at the bottom of the participants’ window. See the “Raise Hand” button? Click that button, and a hand will appear on the window showing your face or name. At the same time, the host will see your name added to the list of people who want to talk. The host will unmute you when it’s time for you to talk. If you change your mind and no longer wish to talk, click the “Lower Hand” button, and your name will be removed from the list.
  - b. *Chat option/written comments:* There will be no in-meeting chat. This feature will be disabled for the entire meeting. Send requests, comments and feedback, in Realtime, to the Secretariat of SIDS DOCK at: [secretariat@sidsdock.org](mailto:secretariat@sidsdock.org). The meeting has particular times assigned for questions or comments, so your message might not be acknowledged immediately.

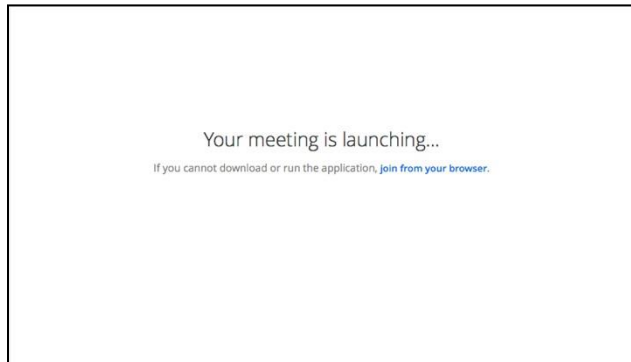
10. End the meeting:

- a. When the meeting is over, the host will stop the meeting for all participants.
- b. If you wish to leave the meeting before the end, click the red Leave Meeting button on the right of the control bar at the bottom of the screen.

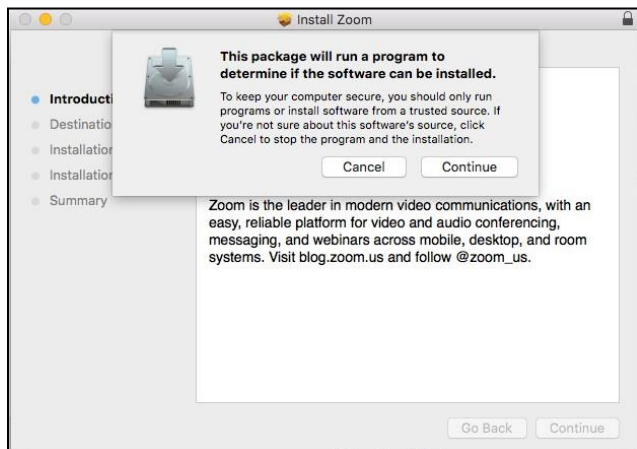
## Joining the Meeting: Seventh session of the Assembly of SIDS DOCK



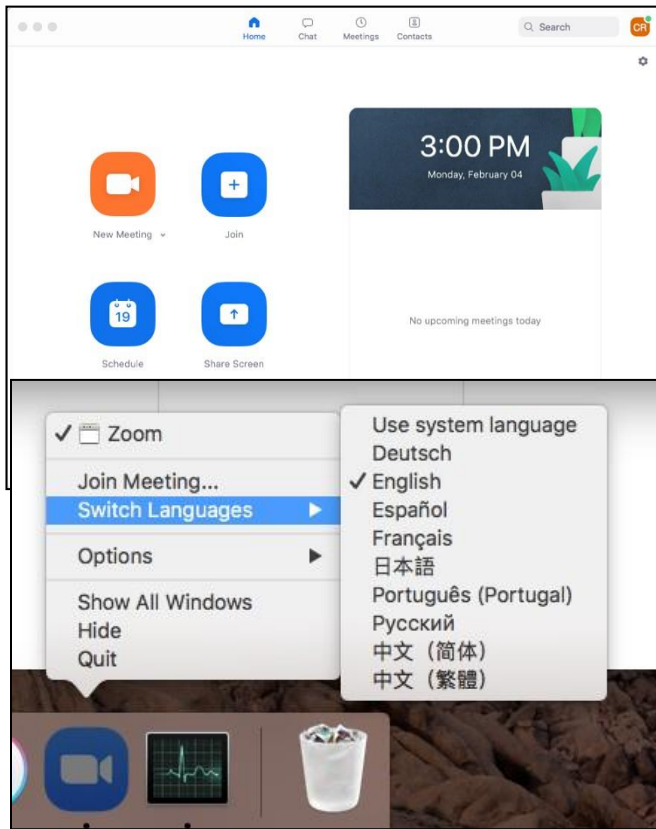
1. Go to <https://zoom.us/join>
2. In the top right-hand corner, click “JOIN A MEETING”
3. The webpage will prompt you for your **Meeting ID or Personal Link Name**; type in the 9 to 11-digit number that the Secretariat provided you with, and click “Join”.



4. You will see this screen – the application may automatically download to your desktop or device.

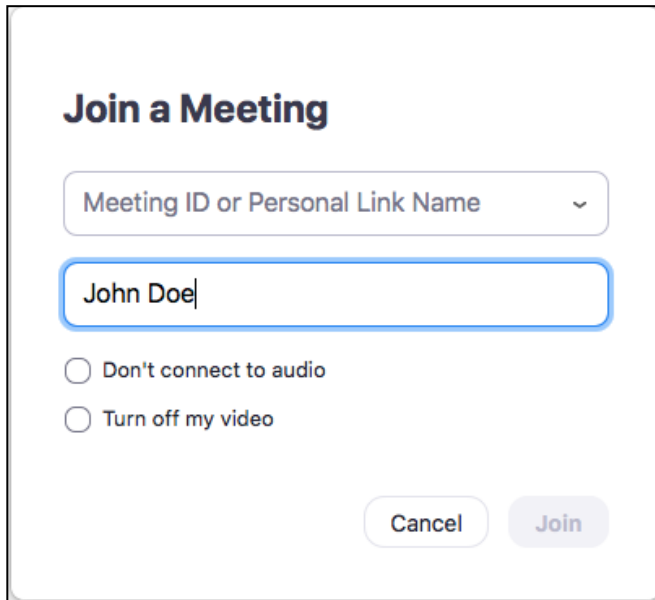


1. Depending on what browser you are using, you may have to install the program on your computer; find where this installation package went on your computer; it should be downloaded as “Zoom.pkg” or something similar.
2. Begin the download process (it will take a moment).



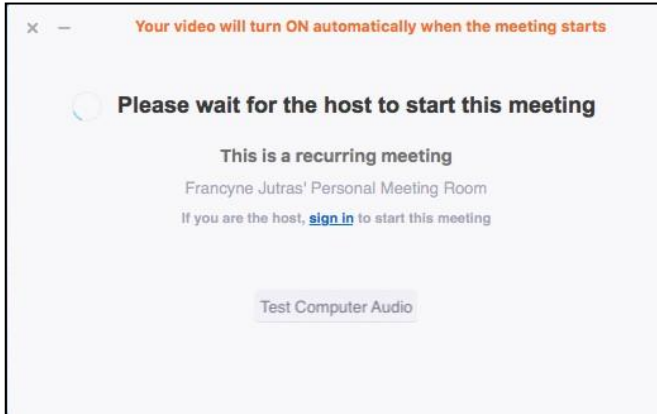
3. Once downloaded successfully, the application will pop-up on your screen;
  - a. Click the blue “Join” button if you are attending the seventh session of the SIDS DOCK Assembly, hosted by the SIDS DOCK Secretariat.

4. If you need to change the **language** of your application, find the application on your desktop, open it, then right-click the application; there should be an option to change the language in this drop-down menu.



1. If you clicked the blue “Join” button, type in the Secretariat’s **Meeting ID** again.
2. Provide a screen name for yourself (Please use your first and last name so the Secretariat knows who you are).
3. If you do not want to join with audio or video, check those options before joining (you can add your video and audio again after you’ve joined the meeting).

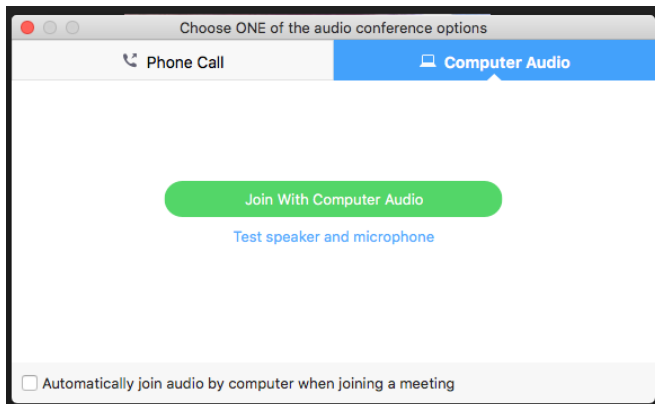
- Once you have been added to the meeting, you will be left in the “waiting room”.
- You will see either one of two messages:



- The first one you will see if you log in to your Host's (i.e., the Secretariat) meeting with the Meeting ID before the Host has started;



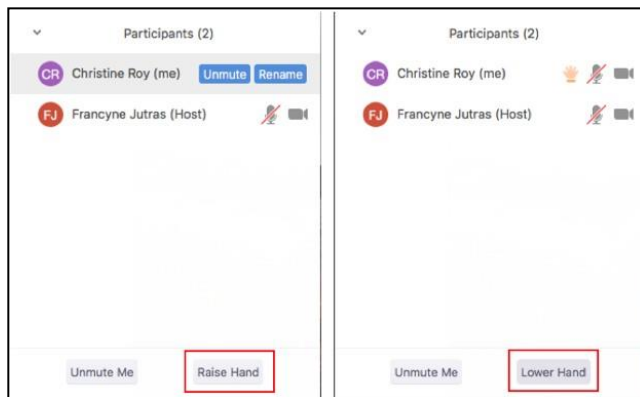
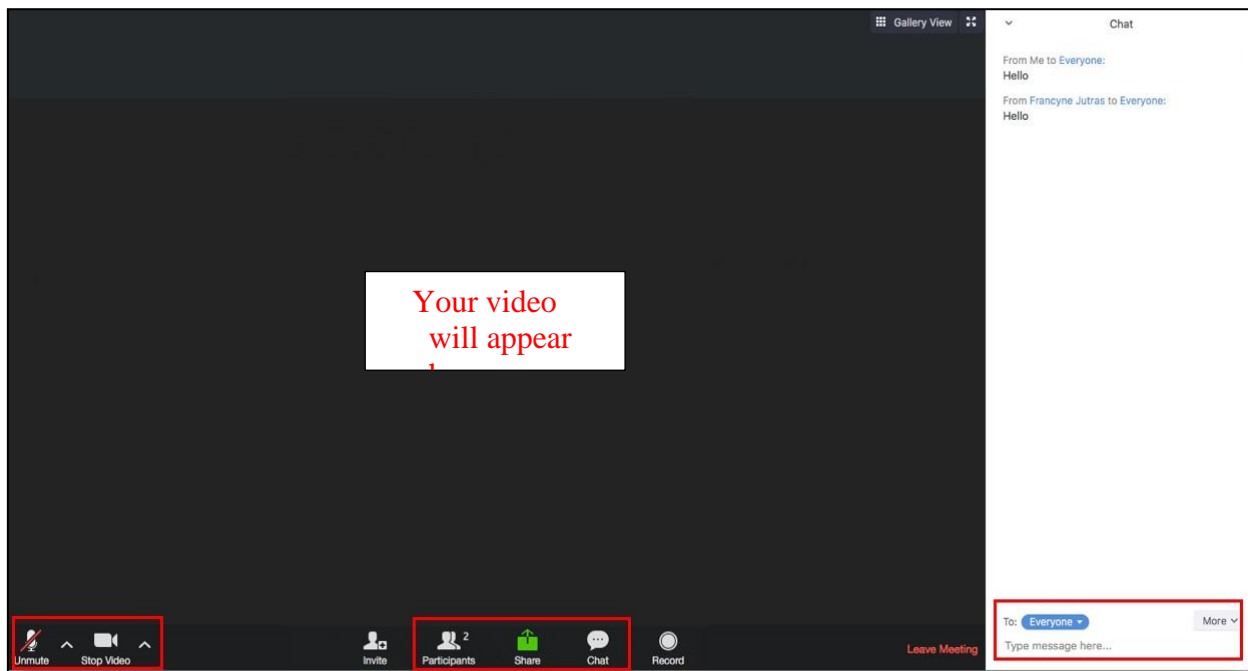
- The second being the one you will see if you log in after the Host has arrived, but before they have provided you access.



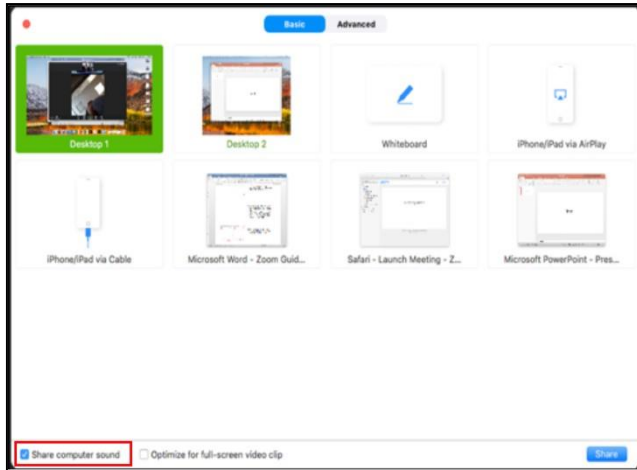
- After being granted entry, make sure you **click the green “Join with Computer Audio”** to join the meeting with audio automatically (you can mute this once you're on the meeting).

## Navigating ZOOM

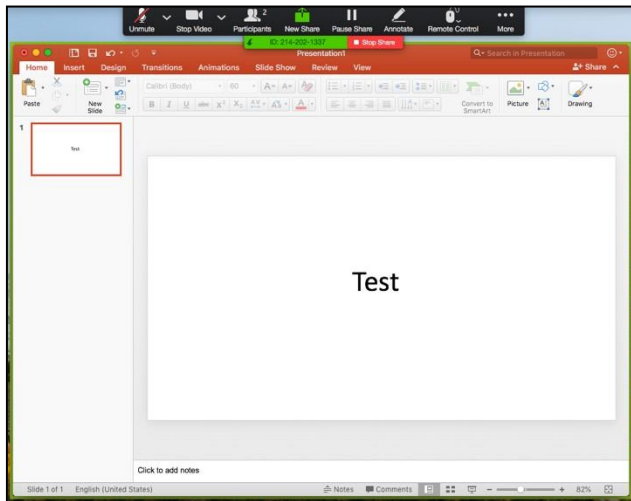
1. After joining a meeting, if you selected “Join with Computer Audio”, your speakers and microphone should now be working.
2. You can **mute or unmute your microphone** or **start your video connection** using the icons in the bottom left (highlighted in **RED** in the bottom left-hand corner).
3. To see a list of other people attending the Assembly, you can click the **Participants** icon, or engage in a text chat by clicking **CHAT**.
4. You can leave the meeting by clicking the red “Leave Meeting” link near the chat bar.



5. If you go to the participants icon, you can “raise your hand,” and the Host will see this indicated on their screen, and will answer your question.



6. Share anything (Word Documents, PowerPoints, YouTube videos, etc.) by clicking the **SHARE** button at the bottom of the screen, and choosing an *already opened* document/internet browser on your desktop.
7. You can choose to share your entire desktop screen, or individually opened applications/documents.
8. When sharing things with audio, be sure to check the checkbox for “Share Computer Sound” in the bottom left of the window that opens when you click **SHARE** (highlighted in **RED**).



9. Once selected, the document that is being shared will be highlighted in green on your desktop; your settings for the shared document are at the top.
10. Your audience will be able to see your cursor, and everything you do, within the highlighted green section (you can only work on the selected document – you cannot drag other documents into the selected document area).
11. If you wish to share a different document, exit, then click **SHARE**, and select a new document.

**For more information about participating in the ZOOM meeting of the seventh session of the Assembly of SIDS DOCK, please contact:**

**SIDS DOCK Secretariat**  
[secretariat@sidsdock.org](mailto:secretariat@sidsdock.org)