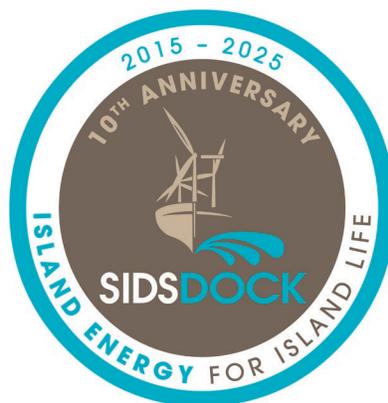




Distribution: General
9 September 2025

Small Island Developing States Dock (SIDS DOCK)

**Ninth Session of the SIDS DOCK Assembly
Via Telephone and Videoconferencing
Thursday, 25th September 2025
4:00 p.m. to 6:00 p.m. (Eastern Daylight Time)**



**Arrangements for the ninth session of the
SIDS DOCK Assembly
25th September 2025**

Via telephone and videoconferencing using ZOOM

Information note for delegations

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I. Introduction

1. The ninth session of the SIDS DOCK Assembly will be held on Thursday, 25th September 2025, 4:00 p.m. to 6:00 p.m. Eastern Daylight Time Via Telephone and Videoconference, pursuant to Note No: SIDS DOCK/Assembly009/001 – Meeting Notice, ninth session of the SIDS DOCK Assembly, 25th September 2025, requesting Credentials of representatives and the names of members of the delegation. The meeting will be conducted in the English language.

II. List of Speakers, Statements and other Relevant Information

2. The opening session will include statements from the President of the eighth session of the SIDS DOCK Assembly, the Hon. Mr. John Briceño Prime Minister of Belize, and a pre-recorded statement from the Hon. Roosevelt Skerrit, Prime Minister of the Commonwealth of Dominica, who will deliver remarks on the theme, *“Ten Years of Island Energy For Island Life: A Decade of Resilience, Adaptability and Endurance, Energizing a Sustainable Tomorrow.”* Dominica served as the first President of the SIDS DOCK Assembly, when Prime Minister Skerrit was elected on 10 December 2015, in the margins of the UNFCCC COP21, in Paris, France.
3. The theme, *“Ten Years of Island Energy For Island Life: A Decade of Resilience, Adaptability and Endurance, Energizing a Sustainable Tomorrow,”* has been proposed for the ninth session of the SIDS DOCK Assembly in recognition of the tenth anniversary of the SIDS DOCK Organization. On 27 September 2015, the Statute Establishing the Small Island Developing States Dock (SIDS DOCK) came into force when nine countries ratified and acceded to the Statute. Member States are encouraged to be represented at the level of Head of State or Government, or at the highest possible level, and to make statements during the opening session, of up to three minutes. Time permitting, partners and other stakeholders are invited to make statements, of up to three minutes.

Other Relevant Information

4. Based upon recommendations from the SIDS DOCK Executive Council and the SIDS DOCK Secretariat, the conduct of the ninth session of the SIDS DOCK Assembly is being held virtually.

5. The convening of the eighth session of the SIDS DOCK Assembly was conducted remotely by means of conference using Zoom, a web-based hosting service, pursuant to Article VI (1), on 26th September 2024, where the Presidency transitioned from Seychelles and Belize was elected President, with Seychelles and Tonga elected as Vice Presidents to serve for the term 1 January 2025 to 31 December 2025. The following were elected:
 - a. Hon. John Briceño, Prime Minister of Belize, President of the eighth session of the SIDS DOCK Assembly (Caribbean Region).
 - b. Hon. Wavel Ramkalawan, President, Republic of Seychelles and President of the eighth SIDS DOCK Assembly (AIS Region);
 - c. Hon. Siaosi ‘Ofakivahafolau Sovaleni (Hon. Hu‘akavameiliku), Prime Minister, Kingdom of Tonga, Vice President of the eighth session of the SIDS DOCK Assembly (Pacific Region);

III. Documentation

7. Official documentation pertaining to the ninth session of the SIDS DOCK Assembly is available online through the SIDS DOCK Website – Official Assembly Documents (<https://sidsdock.org/assembly>). The document portal includes information on the previous Assembly meetings and on the forthcoming meeting of the ninth 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 SIDS DOCK Secretariat:

Email: secretariat@sidsdock.org

Telephone/WhatsApp: +1-501-606-2402.

8. 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. 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 SIDS DOCK Secretariat. The statements will remain embargoed until their delivery.

9. 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

10. 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 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.
11. A scanned copy of the Credentials, as well as other communications containing the names of representatives to the ninth session (such as letters and Notes Verbale 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 17th September 2025, to the Permanent Mission of Belize to the United Nations, 675 Third Avenue, Suite 1911, New York, New York 10017; Email: Permanent.mission@mfa.gov.bz, with the SIDS DOCK Secretariat on copy at: secretariat@sidsdock.org. The original hard copy of the formal credentials should be delivered to the Permanent Mission of Belize to the United Nations, 675 Third Avenue, Suite 1911, New York, New York 10017 (please see Note No: SIDS DOCK/Assembly009/001 – Meeting Notice, ninth session of the SIDS DOCK Assembly, 25th September 2025, available at <https://sidsdock.org/assembly> for further details).

V. Arrangements for the ninth session of the SIDS DOCK Assembly

12. The ninth session of the SIDS DOCK Assembly will be conducted remotely by means of conference using ZOOM, a web-based hosting service.

13. 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 the Belize to the United Nations, via E-mail at: Permanent.mission@mfa.gov.bz, or the SIDS DOCK Secretariat at: 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 SIDS DOCK Secretariat will transmit the weblink for the ninth session of the SIDS DOCK Assembly on the following dates and times:

23 September 2025
4:00 p.m. EDT – Eastern Daylight Time

How to join the meeting

14. 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.**
15. For detailed information on joining the meeting, please refer to the attached document, Annex I.
16. Without setting a precedent for future meetings of the SIDS DOCK Assembly, 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 SIDS DOCK Assembly at its ninth session, after introduction by their representative who is physically present online in the virtual meeting room.

17. 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 17th September 2025. The SIDS DOCK Secretariat 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.
18. 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 the SIDS DOCK Secretariat:

Email: secretariat@sidsdock.org

Telephone/WhatsApp: +1-501-606-2402.

General guidance on audio-visual file submission

19. 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.
20. 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.
21. 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

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

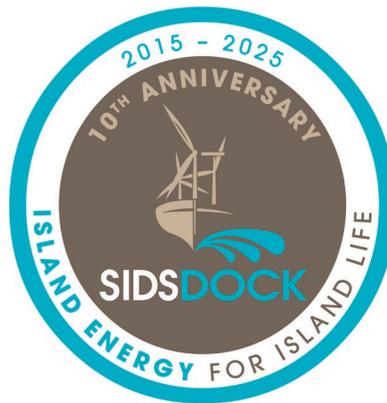
VII. SIDS DOCK Secretariat Contact

SIDS DOCK Assembly Affairs, Documents Management, Media Affairs	Christine Neves Duncan Chief of Staff & Project Director Secretariat of SIDS DOCK cduncan@sidsdock.org secretariat@sidsdock.org
Delegation Credentials: Nominations to the SIDS DOCK Bureau and Executive Council of SIDS DOCK	Permanent Mission of Belize to the UN 675 Third Avenue, Suite 1911 New York, New York 10017 Tel: 212.986.1240 Fax: 212.593.0932 Permanent.mission@mfa.gov.bz
Conference Support - Information and Communications Technology Help Desk - Information and Communications Technology	SIDS DOCK Secretariat secretariat@sidsdock.org Telephone/WhatsApp: +1-501-606-2402.

ANNEX I

**Ninth Session of the SIDS DOCK Assembly
Via Telephone and Videoconferencing
Thursday, 25th September 2025
4:00 p.m. to 6:00 p.m. (Eastern Daylight Time)**

ZOOM: Instruction Manual for Participants Ninth Session of the SIDS DOCK Assembly



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

Joining a ZOOM Meeting & Download

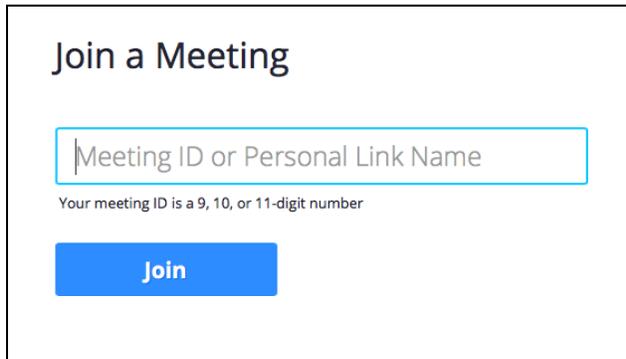
All Participants will be MUTED upon entering the Meeting

Arrangements for the ninth session of the SIDS DOCK Assembly

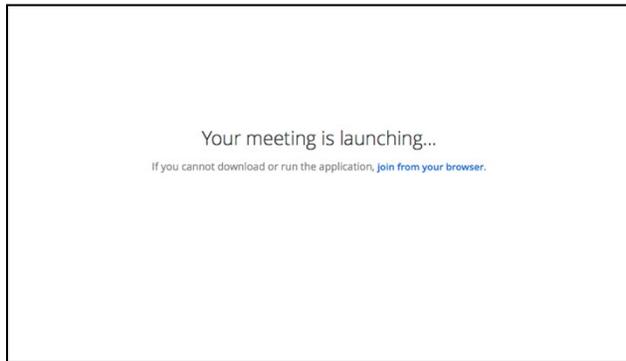
The ninth session of the SIDS DOCK Assembly will be conducted remotely via video conferencing using ZOOM. Please use the following steps to join the meeting.

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.
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.

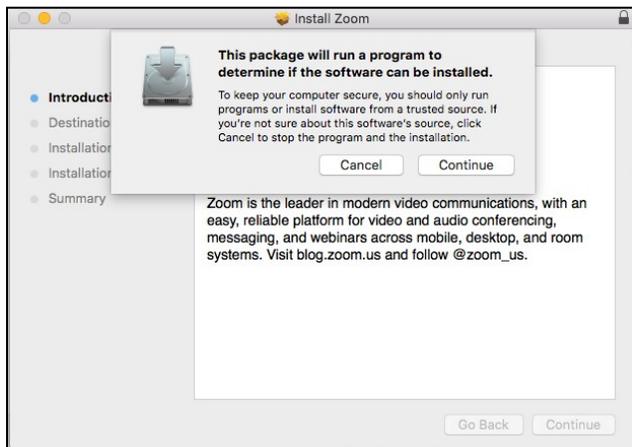
Joining the Meeting: Ninth session of the SIDS DOCK Assembly



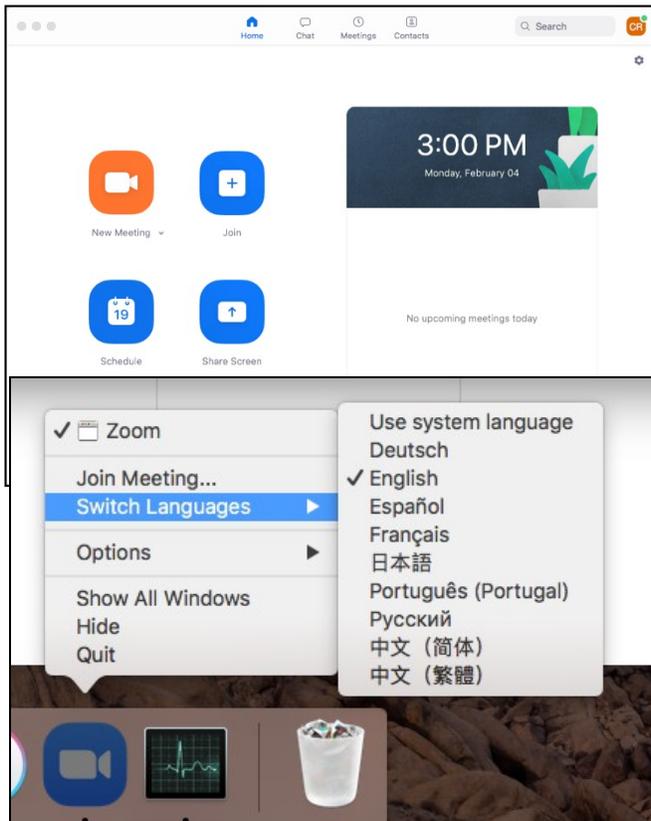
1. Go to <https://zoom.us/join>
2. In the top right-hand corner, click “JOIN A MEETING”
3. The webpage will prompt you for your **Meeting ID or Personal Link Name**; type in the 9 to 11-digit number that the Secretariat provided you with, and click “Join”.



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).



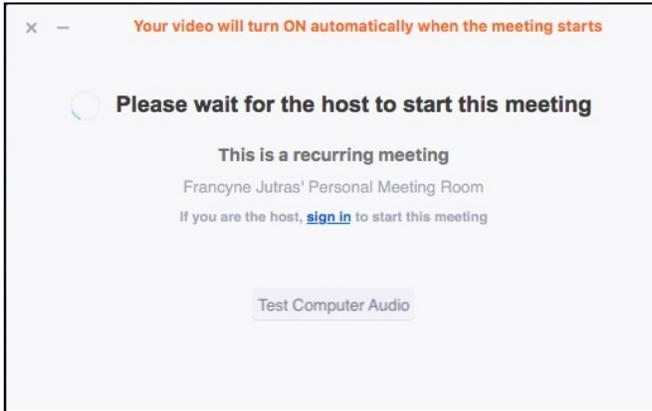
3. Once downloaded successfully, the application will pop-up on your screen;
 - a. Click the blue “Join” button if you are attending the ninth session of the SIDS DOCK Assembly, hosted by the SIDS DOCK Secretariat.

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.

The image shows the 'Join a Meeting' dialog box. It has a title 'Join a Meeting' and a dropdown menu for 'Meeting ID or Personal Link Name'. Below that is a text input field containing 'John Doe'. There are two radio button options: 'Don't connect to audio' and 'Turn off my video'. At the bottom are 'Cancel' and 'Join' buttons.

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).

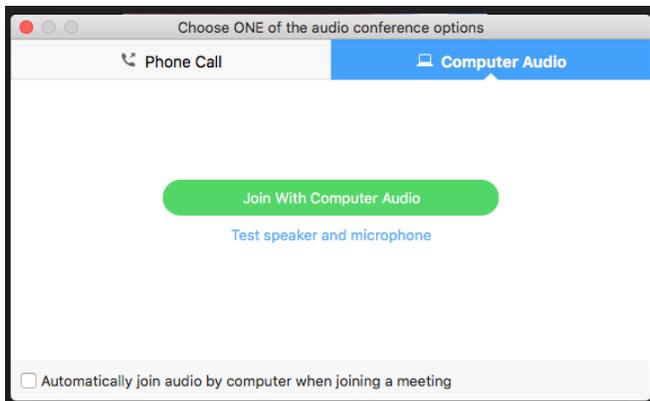
4. Once you have been added to the meeting, you will be left in the “waiting room”.
5. You will see either one of two messages:



- a) 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;



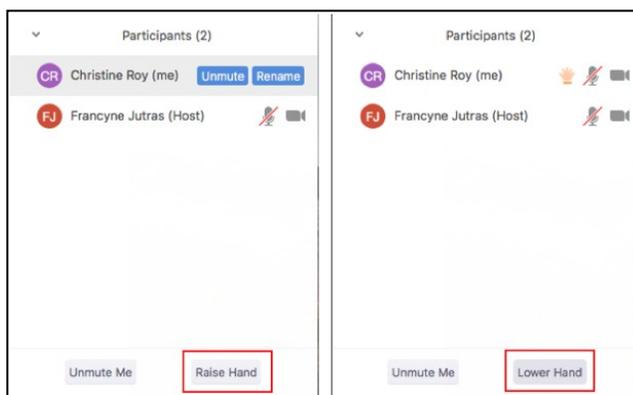
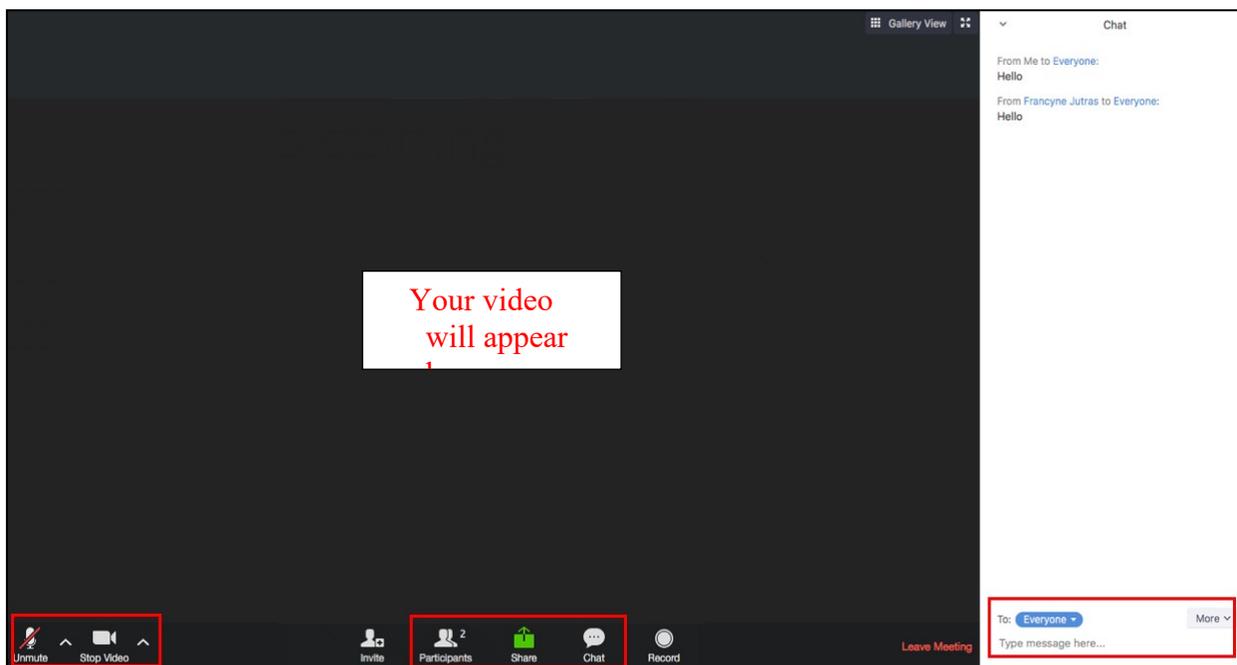
- b) The second being the one you will see if you log in after the Host has arrived, but before they have provided you access.



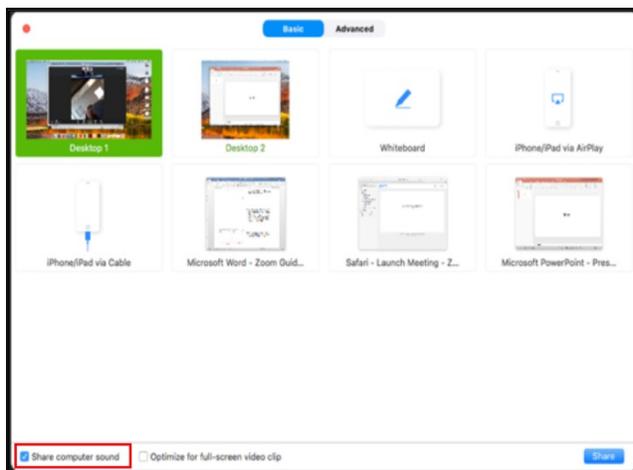
6. After being granted entry, make sure you **click the green “Join with Computer Audio”** to join the meeting with audio automatically (you can mute this once you're on the meeting).

Navigating ZOOM

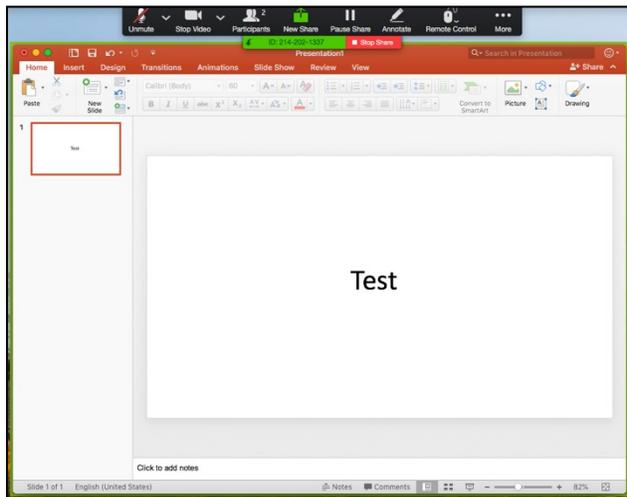
1. After joining a meeting, if you selected “Join with Computer Audio”, your speakers and microphone should now be working.
2. You can **mute or unmute your microphone** or **start your video connection** using the icons in the bottom left (highlighted in **RED** in the bottom left-hand corner).
3. To 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 ninth session of the SIDS DOCK Assembly, please contact the SIDS DOCK Secretariat:

Email: secretariat@sidsdock.org

Telephone/WhatsApp: +1-501-606-2402