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| ITU logo | INTERNATIONAL TELECOMMUNICATION UNION**TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2017-2020 | **TSAG-TD991** |
| **TSAG** |
| **Original: English** |
| **Question(s):** | N/A | E-Meeting, 11-18 January 2021 |
| **TD** |
| **Source:** | Chairman, TSAG |
| **Title:** | Note to be read by the chairperson at the start of the meeting |
| **Purpose:** | Information |
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| **Keywords:** | Note; remote; |
| **Abstract:** | The Chairman will read-out this note at the beginning of the meeting. |

**NOTE TO BE READ BY THE CHAIRPERSON AT THE START OF THE MEETING**

TSB prepared TD965, which contains a step-by-step description of the MyMeetings platform. Please read that user guide in TD965, which explains how to use this tool, and wherein you can find guidance for troubleshooting in case of technical problems.

When making an intervention, please remember that your remarks are captioned and are being interpreted into five languages.

Please note that ITU is using a remote participation platform called MyMeetings. We will be using it today to provide remote participation throughout the TSAG meeting.

It is also important to keep the following points in mind:

* Audio quality deemed satisfactory by a delegate may be insufficient for interpretation or captioning purposes.
* For interpreters and captioners, the audio quality has to be near-perfect. Delegates are reminded to speak clearly, loudly and slowly; any background noise should be avoided. Participants are asked to mute their microphones until they wish to intervene.
* Audio quality may deteriorate without prior notice, eventually hindering an interpreter’s or captioner’s ability to provide a smooth rendering.
* In extreme cases, despite their training and experience, our interpreters or captioners may have to refrain from interpreting or captioning altogether.
* The chairman or the remote participation moderator is permitted to mute participants with bad connections or whose connections introduce too much noise. Participants may be disconnected if the situation cannot be remedied.
* A delegate wishing to make an intervention, should first request the floor by using the raise hand button. The chairman will grant the floor to the delegate according to the floor requests in the queue.
* All participants should introduce themselves by mentioning their name and affiliation.
* A delegate may on occasion be asked to repeat a statement and may have his statement paraphrased by an official in the room.
* Participants are encouraged to use a headset (and not the microphone and speaker of their machine). Participants should make sure that they are muted when not having the floor.

We can expect some delay in the screen-sharing response time due to:

1. audio delay from the speaker to the TSB Assistant sharing the screen (downstream),
2. screen refresh latency on MyMeetings (upstream). These delays are compounded when “Relay” interpretation is used. Please recognise these necessary delays if you perceive any slowness in moving documents shared on the screen.

The public chat may be used for comments. Although it is not an official record of the meeting, it has been found by many ITU-T SGs to enhance communication and to efficiently conduct the meeting.

The public chat may not be used for requesting the floor. If you desire to request for the floor, please press the Raise Hand button only.

Finally, I have been informed that all virtual study group meetings last year successfully concluded their work by making decision by consensus in their virtual meetings through remote participation. I consulted with my TSAG management team on this important issue, and we agreed to allow remote decision making by consensus in TSAG as well.

Thank you very much for your understanding and cooperation. This concludes this announcement.

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