Expert Group Meeting
Technical meeting for the development of a handbook on supreme audit institutions' contribution to strengthening budget credibility through external audits

26-28 May 2021

Information note

Time and duration

The meeting will be held from **Wednesday, May 26, to Friday, May 28**. **Sessions will start at 9.00 AM (EDT)**. The duration of sessions will be three to three and a half hours per day.

Format

The meeting will be held virtually, using the "**Zoom" platform** format. Please refer to the technical information below and the document "Zoom tips" shared with all participants.

Programme and agenda

Please refer to the **annotated agenda**, which was sent by the organizers, for details regarding the time and focus of the sessions.

Technical test

There will be two (2) **technical test sessions** available for participants prior to the meeting. These will be held on **21st and 25th May 2021 from 9:00AM to 11:00AM (EDT)**.

If you are unable to join during this time, please join the meeting at **8:30 AM (EDT) on Wednesday, May 26 2021, 30 minutes prior** to the start of the meeting, for testing.

Participants are kindly requested to join the test preferably from a computer, not from a mobile device, and to use a headset and microphone for improved audio quality. Please ensure to use the same device for both the test session and the meeting itself.

Joining and participating

On the day of the meeting, please log on to Zoom through the given link at least 10 minutes before the start of the session. If you have to conduct the technical test, please log on 30 minutes before the

start of the sessions.

Participants can join the meeting from a computer, tablet or smartphone.

Participants are advised to have either the latest version of Zoom application installed on their computer or the Zoom mobile app on a smartphone to join the meeting.

When joining the meeting, participants are kindly requested to enter their name and email address.
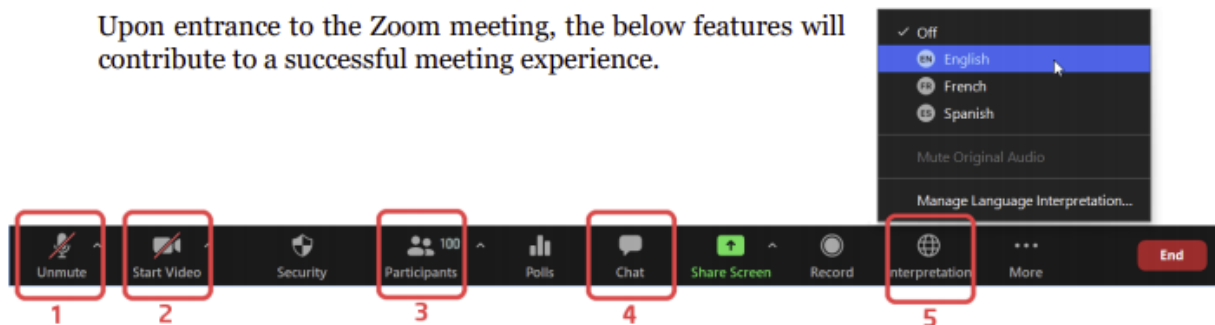
Upon entering the virtual meeting room, all microphones and cameras will be turned off.

To improve the listening experience and to facilitate interpretation, it is highly recommended to use a USB headset or earphones with an integrated microphone, to turn off all sound notifications (Skype, WhatsApp, emails, etc.) and to attend the meeting in a quiet, indoor location to minimize background noise.

Presentation materials

If you have been invited to deliver a presentation during the meeting, and will use Power Point or any other presentation materials, please send them to Mr. Enkel Daljani (daljani@un.org), Ms. Aranzazu Guillan (guillanmontero@un.org), and Ms. Claire Schouten (cschouten@internationalbudget.org) **by cob Monday 24 May.** The materials will be shared with the interpreters in advance.

Format of sessions

Plenary Sessions

During plenary sessions, participants are able to request the floor by using the **'raise hand'** function to alert the moderator. Participants are able to speak once the moderator gives them the floor.

In addition, participants can raise substantive questions and make comments using the **chat box**.

Breakout group discussions

The participants will be invited to breakout groups discussions during Dialogue 1 (26 May) and Dialogue 5 (28 May). The host will assign participants to **Zoom breakout rooms** for discussions. Breakout group discussions will be organized **by language** (English, French and Spanish). Each group will have a moderator. When the breakout meetings end, participants will be connected back to the plenary session.

Interpretation

Simultaneous interpretation will be available for plenary sessions in English, French, and Spanish. To access the interpretation feature, click on the small globe icon on the bottom right-hand side of your screen (see button 5 in the image under the "Joining and participating" section) and choose the language. Once the language has been chosen, participants will need to click on 'mute original audio' to hear only the translation.

Participants should have the latest version of the Zoom application in order to access the interpretation feature.

Technical support

During the meeting, please address technical questions or report problems to the IBP technical support team through private chat (not addressed to all participants).

Recording

The meeting will be recorded but only for the purpose of preparing a summary report. The recording will not be shared publicly.

Inquiries

For inquiries regarding the meeting, please contact Mr. Enkel Daljani (daljani@un.org) and Ms. Aranzazu Guillan (guillanmontero@un.org).