

Participant's Guide

Financing the 2030 Agenda for Sustainable Development in the Era of COVID-19 and Beyond Meeting of the Ministers of Finance



8 September 2020

8:00 AM – 11:35 AM EDT

Introduction

Convened by the United Nations Deputy Secretary-General Amina J. Mohammed, the Minister of Finance of Canada, Her Excellency Chrystia Freeland and the Minister of Finance and the Public Service of Jamaica, His Excellency Nigel Clarke, this Event will bring together the Ministers of Finance of United Nations Member States on 8 September 2020 to present and discuss the menu of options resulting from the deliberations of the six discussion groups, established following the High-Level Event on Financing for Development in the Era of COVID-19 and Beyond, held on 28 May 2020.

Virtual Meeting Information

The meeting will begin at 8:00 a.m. (New York, EDT) on Tuesday, 8 September 2020 and is expected to end at 11:35 a.m. The Event will be available in all six official languages of the United Nations.

Programme

Plenary: Opening remarks	Deputy Secretary-General of the United Nations	8:03
	Deputy Prime Minister and Minister of Finance of Canada	8:07
	Minister of Finance and the Public Service of Jamaica	8:11
	Managing Director, International Monetary Fund	8:15
Presentation of the Discussion Group Menu of Policy Options	Special Envoy of the Secretary-General on Financing the 2030 Agenda for Sustainable Development	8:23
Moderated Discussion on the	Ministers of Finance, international organizations, representatives of the private sector and civil society, selected experts and thought leaders	8:39

Menu of Policy Options		
Concluding remarks	Special Envoy of the Secretary-General on Financing the 2030 Agenda for Sustainable Development	11:22
	Deputy Prime Minister and Minister of Finance of Canada	11:25
	Minister of Finance and the Public Service of Jamaica	11:28
	Deputy Secretary-General of the United Nations	11:31

H.E. Courtenay Rattray, Permanent Representative of Jamaica to the United Nations, and H.E. Robert Rae, Permanent Representative of Canada to the United Nations, will serve as the masters of ceremonies of the meeting.

Ms. Nisha Pillai, BBC anchor and journalist, will be moderating the Discussion Group on Overall Menu of Policy Options.

Speakers list

The moderated discussion will feature statements by delegations according to a pre-determined list of speakers. **Interventions in the discussion will be limited to and may not exceed 3 minutes.**

The deadline to send expressions of interest to speak by Ministers of Finance of Member States is **Saturday, 5 September 2020** by filling up this [registration form](#).

Technical Information

The Event will be held via CISCO WEBEX and the Remote Simultaneous Interpretation Platform “Interprefy”. **Please refer to the Webex and Interprefy user guides attached (Annexes B & C).**

For this Event, two internet enabled devices will be needed - one for WebEx (Video and original language) and one to access Interprefy for interpretation.

Use the two devices (desktops, laptops) to connect to the meeting. **To connect to the WebEx platform** please use a computer, using the latest operating system with a strong internet connection. It is best to have your computer physically plugged in to a wired network. **To**

connect to Interprefy please use a secondary computer or mobile device. For further details please see **Preparation Guidelines** below.

Delegations are encouraged to attend a dry-run or testing on the use of the virtual meeting platforms and rehearsals to be scheduled by the organizers on the following dates and times:
 Friday, 4 September, 7-9 AM EST and 3-5 PM EST
 Monday, 7 September, 7–9 AM EST and 3-5 PM EST
 * Please indicate your date/time preference for testing by emailing sdgfinancing@un.org
 **See connection details above which are the same as that for the actual Event.

Meeting Access

Registered participants at the meeting should join one hour in advance of the meeting to ensure the functioning of the equipment/connectivity and to resolve any last-minute technical issues. The Moderator will start the meeting 10 minutes in advance in order to brief on organizational arrangements.

Member states and other delegations who did not register will be able to follow the deliberations on [UN WebTV](#) [LINK: <http://webtv.un.org/>], Facebook [[@UNwebTV](#)], or YouTube:[[@UNwebTV](#)]

Joining the meeting

Kindly click the Event address link or copy and paste the Event address into the browser to join the meeting via CISCO Webex platform.

Event address:	https://unvc.webex.com/unvc/onstage/g.php?MTID=e41661985d72dc839eab2295c0676510e (copy and paste this event address into the browser of your video communication ready device with high speed internet)
You may be asked to enter the following info to join the meeting:	
Event number:	173 386 3135
Event password:	asde2020
Video Address:	1733863135@unvc.webex.com
Numeric password for VC system	708869

SIGN-IN: You will be taken to the sign-in page. The event password field will already be filled in and can be retyped if needed. Reference the meeting password above

If you are experiencing technical difficulties, please send email to unvc@un.org or call U.S. 1-(212)963-8648 (hotline).

Interpretation Services

The Event will be available in all six official languages of the United Nations through the Interprefy platform. Please refer to the Participation guide to Interprefy (Annex C).

To enable accurate interpretation, kindly:

- Ensure the speaker speaks clearly and at a moderate pace;
- Delegations are invited to submit electronic versions of their statements (preferably in Word format) by email to estatemnts@un.org indicating “Ministers of Finance Meeting” (Member State) in subject line, and well in advance of the meeting no later than one hour in advance of delivery. The statements will remain embargoed until their delivery and then posted in the website.

For languages other than an official UN language, please provide an audio recording of the interpretation into one of the UN official languages. In addition, provide the text of your statement translated into one of the official languages to estatemnts@un.org.¹ Participants are requested to be mindful of the additional difficulties experienced by interpreters when working in remote mode and of the increased likelihood of disruptions to the audio feed to the interpreters

Pre-recorded Video Messages

File Submission deadline and instructions:

1. All pre-recorded video statements should not last longer than three (3) minutes and should be submitted **by Saturday, 5 September 2020** by uploading into the following link: <https://un-mam.cimediacloud.com/file-request/K6SV9NI7>
2. Please use the following name convention:
[FFD-MIN]_[08-Sep-2020]_[Presenter_Name].[file_ext]
3. Where possible, please add subtitles in English or another official language, and share the written text in advance to estatemnts@un.org. (See Annex A for Audio visual file general guidance)
4. For assistance in uploading the video files, please email: bello2@un.org.

Preparation Guidelines

As you have experienced, remote meetings are very different from physical meetings. Having to

¹ In case of non-official languages, when a video address is played back and broadcast on the “floor” channel in the original language, the audio of the pre-recorded translation needs to be synchronously broadcast on the corresponding language channel.

communicate through a virtual interface platform adds an extra layer of complexity to the interaction. Adhering to the guidelines below will help achieve an effective experience, will facilitate remote interpretation, as well as help prevent some of the most frequent problems from occurring. It is particularly important that speakers in virtual events are mindful of the need to speak at a reasonable and measured pace to ensure good comprehension by other remote participants.

1. **Use two devices (desktops, laptops) to physically connect to the meeting.** To connect to the WebEx platform please use a computer, using the latest operating system, e.g., Windows 10 or Apple Catalina. It is best to have your computer physically plugged in to a wired network, Wi-Fi connections are not completely reliable. To connect to Interprefy please use a secondary computer or mobile device.
2. **The two devices should be fully charged, freshly rebooted** and attached to a power source. Laptops and other devices when reaching 50% battery life will sometimes reduce processor speeds reducing video performance.
3. **During the event, the device should be solely dedicated desktop/laptop to the meeting. All other applications should be signed out and closed.** Use a third device to review documents, chat, email, etc.
4. **Make sure that you join from a compatible browser.** The platform works best on Chrome and Firefox.
5. **Avoid backlight** and sit in a quiet place if you are the presenter or if you are going to take the floor at some stage. Make sure your face is well lit. Be aware of light sources and that backlighting can often make it hard to see; if you can't change the backlighting, try to put another light in front and to the side of your face. Set up your device or camera so that it shows a clear, unobstructed view of you. Don't sit too far from (or too close to) the camera. If you're using a separate camera, place it near your screen. Frame the shot so that your head is at center of the screen.
6. **Please use a headset with earpiece and microphone.** Wired connected headsets tend to be more reliable than wireless ones. Positioning of the microphone will affect greatly the quality of sound transmitted. Please experiment prior to the event to identify the best configuration. External speakers may create echo, use them only if you are familiar with integrating audio equipment with IT equipment. Use high quality microphones, either attached to a headset or separate, preferably with a USB connection to the device used for streaming the meeting. Avoid using the built-in microphones on your computer.
7. **Connect as early as possible**, at least thirty (30) minutes before the start of your segment.
8. **Participate from indoors, in a quiet room** with the doors and windows closed to avoid reverberation and echoes. Eliminate background noise and interference (turn off air

conditioning, etc.). Turn off all sound notifications on all devices before the video conference starts.

9. In the Meeting

- a. Please be reminded that via the Cisco WebEx platform you will have visual connection with the meeting and be able to hear the original language of the meeting. Please follow guide in Annex B.
- b. Interpretation is only available via the Interpretify platform. To hear interpretation, activate Interpretify following the guide in Annex C.
- c. Please do not use external speakers to listen to the interpretation. It is important to use an earpiece/earshell when listening to the interpretation.
- d. When you would like to speak, remove the ear piece providing interpretation and engage the microphone in WebEx and speak over the WebEx platform.

10. When taking the floor

- a. **Wait to be announced or called out by the moderator** to take the floor.
- b. **Remove the earpiece** providing Interpretation and engage the microphone in Webex and speak.
- c. **Speak or read clearly and at a moderate speed** (100-120 words/minute).

Media arrangements and services

For media inquiries, please contact Daniel Shepard (UN Department of Global Communications): shepard@un.org.

Additional information

For any further information or if you have any questions related to the Event, please visit the [website](#) or email sdgfinancing@un.org.

Annex A: Audio visual file general guidance for Broadcast and Conferences

For file submission video quality preferably

- HD resolution of 1920 x 1080 pixels in an aspect ratio of 16:9
- 29.97 frames per second (60 fields) known as 1080i/29.97, top field first; colour sub-sampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG4 or MOV files.

Alternately, file submission video quality as a minimum

- HD resolution of 1280 x 720 pixels in an aspect ratio of 16:9
- 30 frames per second (60 fields) known as 720p top field first; colour sub-sampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG4 or MOV files.

Audio

- General recommendation is that material should conform to SMPTE 382M Standard or AES3
- The preferred bit depth for audio recording is 24 bits per sample. The minimum bit depth is 16 bits per sample.
- All audio should be recorded at a minimum sample rate of 48 KHz, although sampling at 96 KHz is encouraged. Recording or digitizing audio using an uncompressed lossless codec, such as WAV-PCM.
- Sound must be recorded with appropriately placed microphones, giving minimum background noise and without peak distortion.
- The audio must be free of spurious signals such as clicks, noise, hum and any analogue distortion.
- 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. They must be suitable for the whole range of domestic listening situations.
- Surround and Stereo audio must be appropriately balanced and free from phase differences.
- The audio must not show dynamic and/or frequency response artefacts due to the action of noise reduction or low bit rate coding systems.
- If possible, please include Closed Captions [subtitles] preferably in one of the official languages of the UN. Please also provide a copy of the translated text.

Meta Data

- Metadata should conform to NewsML- G2 2.28

If there are any questions, please call +1 212 963 8648 or write to unvc@un.org

[Annex B: Participation Guide to Webex](#)

Important notices

If this is the first time you are joining a WebEx meeting, you will be prompted to download the temporary app or browser add-on. Click the installer file to install the app.

Please ensure to mute your microphone before you join. All participants should keep their mics muted when not speaking.

When connecting, you will be requested to enter your name and email address. Please enter your "(Country name, Title of participant)" in the "FIRST NAME" field and your first and last name in the "LAST NAME" field. Each field has a thirty-two (32) character limit.

Tips on the conduct of meetings

Arrive early to test your connection: In order ensure adequate time for participants to test their connection to the Webex platform, test the functionality of their microphones and cameras, and to have any questions they may have resolved before the meeting starts, you are kindly requested to connect to the meeting link in advance.

Mind the mute button: Your microphone should always be muted unless you are speaking. This is to prevent noises that could cause distraction or interruption. The mute button will appear red when muted. Do not multitask: If you use a computer, please close all other apps and browser tabs. When using a cellphone please kindly place it on silent mode and do not send text messages or make phone calls during the meeting.

Ensure the camera is at an ideal distance from you: The camera should be far enough from you so that your upper body can be seen, centered in the camera view.

Signing into the meeting

Minister of Finance Meeting on Financing the 2030 Agenda for Sustainable Development in the Era of COVID-19 and Beyond

Event status: ● Started Join Event Now

Date and time: Eastern Daylight Time (New York, GMT-04:00)
[Change time zone](#)

Duration: hours

Description:

To join this event, provide the following information.

First name:

Last name:

Email address:

Event password:

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

[Join Now](#)
[Join by browser](#) NEW!

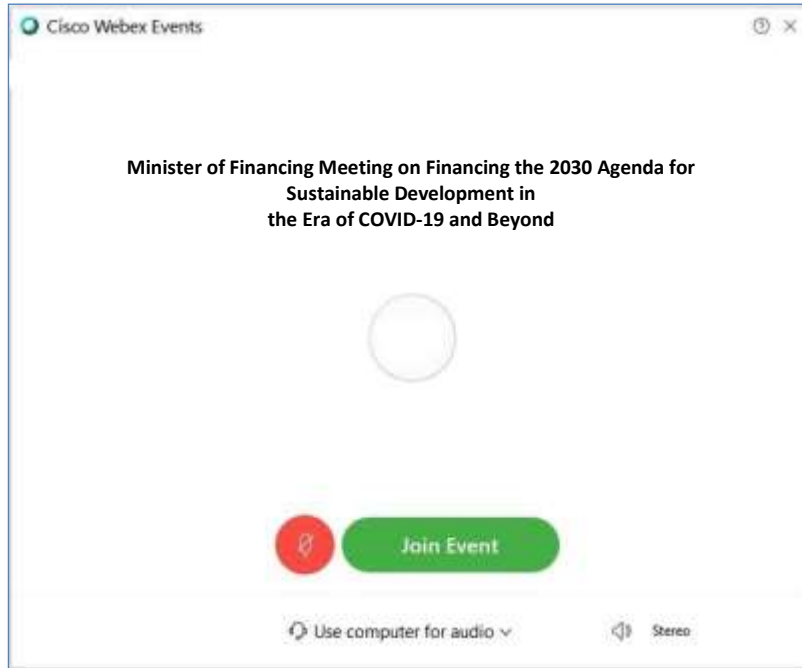
DOWNLOAD: If you do not have the Webex software on your computer please click the “Run a temporary application” option at the bottom of the page for full functionality.



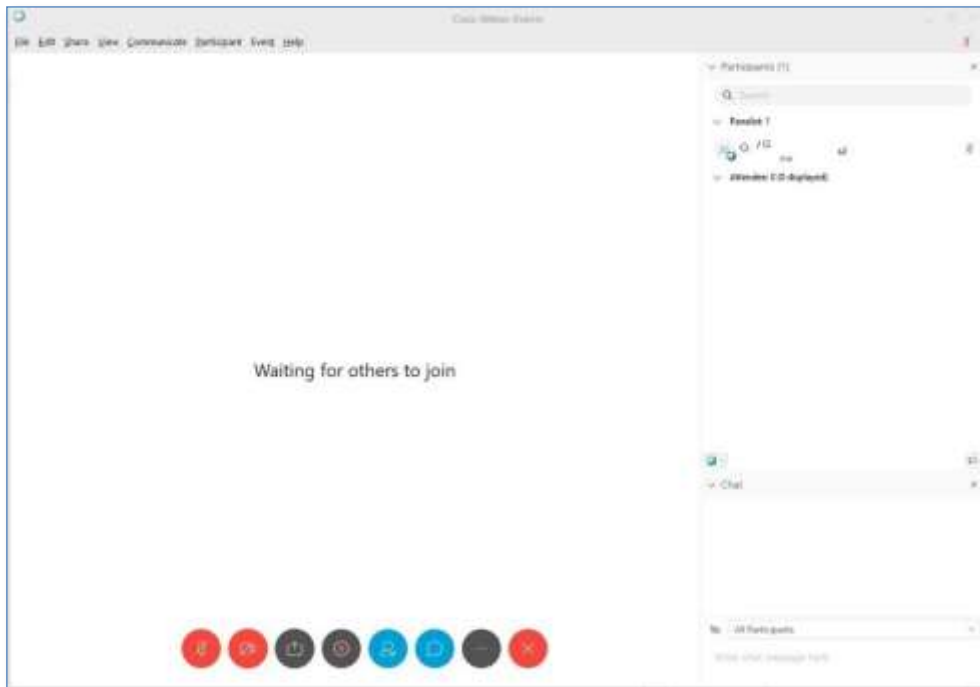
On Chrome the download will appear at the bottom left corner, click and open



You will then be taken to the screen to join the meeting



You will initially have your microphone muted while you await admission by the meeting host.



After admission, you will have full functionality. Please **turn on your camera to participate** in the meeting. Controls are provided at the bottom of the window, including audio mute, video mute, participant list and chat as enabled by the meeting organizers.

With a mobile phone

Please click the link for the Webex meeting on your invitation.



You will then be taken to a page containing a **JOIN** button. Kindly click the button.



If you have not previously installed the Webex app, click “Download” to do so. You will then be taken to your app store to complete the download. (NOTE: If you have downloaded the app previously, click “Join via installed app” instead.)

You will next be asked to give a series of permissions to allow the app to have temporary access to your camera and audio for use during the meeting. Click “Allow” for all.

Kindly click **JOIN** as below to enter the meeting.



In meeting controls

The user interface is simple. Most of the options are in the center and participants and message panels are on the right.

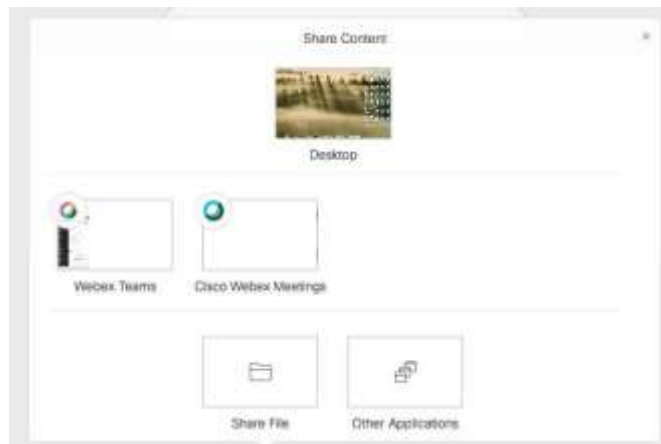


Share Content

If you want an to share content, have the host make them a **Presenter**.

Share screen during the event by selecting **Share content** .

Select to share Desktop screen, file, or application.



Troubleshooting

Who to contact if participants have a problem with the connection? Participants should send an email to unvc@un.org with reference to the Webex# along with their phone number and a BCSS technician will contact the participant. Participants may also call the BCSS technical hotline number at U.S. (1) (212)963-8648.