PEOPLE’S MAJLIS
VIRTUAL SITTINGS:
TECHNOLOGICAL
CHALLENGES
AND SOLUTIONS

MOHAMED HUSSAIN
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Agenda

• Overview
• Technologies and tools
• **Scheduling and preparing for the session**
• **Maintaining a private channel with the Speaker**
• “Request to speak” and point of order
• Voting
• Broadcasting and live streaming
• Guidelines for Members
• Conclusion
Overview

- Microsoft Teams has limitations and posed challenges.
- Preparation time for virtual sitting: 10 days.
- No amendments were required to the current Rule of Procedure.
- Appropriate network infrastructure was already in place.
- Members already had access to a laptop/smart phone and internet connectivity.
- We have a team of highly skilled IT personnel.
Scheduling Meetings

- Scheduling meetings in Teams Calendar view.
- Outlook can also be used to create a Teams meeting.
- Outlook address groups allow to add multiple participants at once.
- If Outlook is used, same account must be used to login to Teams.
- Presenters vs Attendees.
Preparing for the Session

• Documents are uploaded to Teams Chat.

• The organiser mutes the microphones for members.

• Members unmute their microphone before speaking.

• The organiser mutes a member’s microphone after they speak or when the time is up.

• This is to reduce unnecessary audio inputs and feedback.
Maintaining a Private Channel with the Speaker

- A separate communication channel is established via Discord.
- Discord supports audio, video and chat.
- Discord allows to create multiple channels.
- Separate **channels** are created for the Speaker/Secretary General/Counsel General and rest of the secretariat staff.
- Users can jump from one channel to another seamlessly.
Managing “Request to Speak” List

• Members request to speak by typing in Teams Chat.
• Administrative staff updates the list in Teams Chat.
• List shared with the Speaker via the private Discord channel.
Point of Order

• Point of order requests are also made though Teams Chat.

• Administrative staff communicates them to the Speaker via Discord.

• Critical and must be attended timely.

• Requires much attention by administrative staff.
Voting

• SurveyMonkey
• Microsoft Forms
• Polly
SurveyMonkey

• Very basic functionality.
• No option to close the poll.
• Fails to update when the option is changed.
Microsoft Forms

• Simple and easy to use.
• No option to close the poll.
• Detailed vote results not available within Teams.
Polly

• Most appropriate
• Results automatically generated
• Works within Teams Channels.
• A permalink to the channel is posted into Meeting Chat.

• Minimum duration is 30 minutes but can be closed manually.
• Does not work within Teams Chat.
Broadcasting

• The NewTek TriCaster broadcasts the feed to local TV channels.

• A dedicated PC was setup during preparation.

• NewTek Spark allows to send audio and video to the TriCaster over the network.

• The PC is controlled remotely via TightVNC.
Live Streaming and Recording

- **OBS Studio** is used for live streaming to YouTube.
- Installed on the same PC used for broadcasting.
- Can access video recording from YouTube when live streaming is over.
Guidelines for Members

• Test the microphone and camera before joining a session.
• Use a headphone to reduce feedback.
• **Mute microphone** when joining.
• Not unmute the microphone unless given the chance to speak.
• Mute the microphone after speaking.
• Patiently wait after raising a **point of order**, without interrupting.
• Follow instructions carefully and be patient during **voting**.
Conclusion

• Properly functioning **hardware** and **software** are required.

• **Etiquette** is very important.

• Need for continuous **training**.
THANK YOU