

Guide for online policy and regional group meetings

BIFA believes that there needs to be guidelines for the above meetings to ensure that all participants can contribute and have their opinions heard. We would ask all attendees to read and adhere to the following guidelines .

Calling the meeting

- The meeting organiser will call the meeting via Outlook , in order to gauge likely attendance levels would all Members respond to this initial invitation indicating whether or not they will be able to attend the meeting.
- Prior to the meeting all papers will be circulated to Policy/Regional Group , these will include:-
 - Meeting agenda
 - Minutes of the previous meeting
 - Other subsequent documents including follow up to action points etc
- Anyone wishing to:-
 - Raise a question on the circulated documents:-
 - Have an item to be included in AoB
- Should address them in writing to the BIFA Secretariat at least 24 hours before the date of the virtual meeting. All questions will be shared with the Chair of the meeting.

Meeting Procedure

- All meeting attendees should access the meeting with the sound muted and the camera turned off. When someone speaks the sound is unmuted and the camera turned on.
- Please remember to unmute yourself prior to speaking
- Those people speaking should clearly identify themselves stating their name and the organisation that they represent, this will making chairing and recording the meeting easier
- Only one person at a time will be allowed to speak:-
 - The Chair will invite the individual introducing the topic to speak first,
 - Those who have pre-lodged a question will be invited to raise their question with the initial speaker
- Two BIFA personnel will attend meetings , the Chair and a Member of the Secretariat. If anyone wishes to raise a question during the meeting the correct procedure is to contact and ask the question of the second Secretariat person via “Chat”. After the initial round of questions have been concluded the Chair will ask their colleague if there are any additional questions. The latter will ask in turn those individuals who wish to ask additional questions to speak, including stating to whom the question is directed.

After the meeting

- BIFA aims to answer all questions during the meeting , but if that is not possible a reply will be sent to all Members of the relevant group.
- The Secretariat will ensure that the minutes are distributed as soon as possible after the meeting has ended.