PRACTICAL INFORMATION

INTERPARLIAMENTARY COMMITTEE MEETING
COMMITTEE ON LEGAL AFFAIRS (JURI ICM)
THE EU'S SUBSIDIARITY MECHANISM

MONDAY, 25 APRIL 2022
13.45- 15.45

EUROPEAN PARLIAMENT, BRUSSELS
AND REMOTE PARTICIPATION

MEETING BY REMOTE PARTICIPATION
(all time indications in CET)
Monday, 25 APRIL 2022, 13.45- 15.45
European Parliament, Brussels and remote participation

MEETING ROOM

ANTALL 2Q2 + virtual room + web-streaming

MEETING FORMAT - REMOTE MEETING

The JURI ICM on the EU's Subsidiarity mechanism will be held remotely via an online meeting tool, named Interactio.

Brussels-based representatives of National Parliaments are kindly asked to be available and reachable during the meeting and transmit the messages of their delegation to the organisers, if needed, by phone. They are also kindly requested to forward the links of the virtual meeting rooms communicated shortly before the meeting to their delegation.

CONNECTING TO THE MEETING

The Multilingual Remote Participation Platform, *Interactio*, will enable remote participation of the delegates. **Please read carefully the guidelines found under the links here after. It is important to go through them carefully.** For example, mobile devices are not recommended, as their connection may not be fully supported, and an intervention without video will not be interpreted.

To be able to participate in the meeting, an e-mail address is needed.

European Parliament

CONNECTION LINKS

The *Interactio* platform differentiates between **Active Participants,** who can ask for the floor and intervene in the meeting (pre-request mandatory) and **Viewers,** who can follow the meeting but cannot intervene.

MPs: Please use **Participant** link that will be sent *by e-mail*.

Staff: Please use **Viewer** link that will be sent *by e-mail*.

WEB STREAMING link on the EP's website:

https://multimedia.europarl.europa.eu/en/webstreaming/committee-on-legal-affairs_20220425-1345-COMMITTEE-JURI

GUIDELINES AND RECOMMENDATIONS FOR REMOTE MEETINGS

The step by step guidelines (available in all EU languages) explain in detail how to connect remotely to the meeting, as a speaker.

PLEASE READ CAREFULLY AND FOLLOW THE INSTRUCTIONS EXPLAINED IN THESE 2 DOCUMENTS:

1.**Speakers' connection guidelines for remote multilingual meetings (EN)**
Web link of the guidelines: https://www.europarl.europa.eu/cmsdata/243097/guide-speakers-remote-meetings_en.pdf

Speakers' connection guidelines for remote multilingual meetings (Other EU languages)

Web link: https://www.europarl.europa.eu/interpretation/en/hybrid-meetings

2. **Recommendations for remote speakers (EN)**
Web link: https://www.europarl.europa.eu/cmsdata/243097/guide-speakers-remote-meetings_en.pdf

Recommendations for remote speakers (Other EU languages)

Web link: https://www.europarl.europa.eu/interpretation/en/hybrid-meetings

SPEAKERS and ACTIVE PARTICIPANTS: *Please connect at least* ***45 minutes ahead of the meeting for an additional connectivity test.*** *This will give sufficient time for moderators to test your connection and allow the IT Support team to help you solve any connection issues.*

!! Please note: connecting with a phone is **not** recommended. The video feed is unlikely to work on phones.

It is recommended to use a fully charged and updated

iPad with the Safari browser

OR

a personal computer (including Apple) with the Chrome browser (v.69 and up).

Please make sure the device has a **stable internet connection** and **100% battery charging**. It is advisable to plug in the device and keep it on the charger during the meeting.

Ideally, this device should be the **only one** connected to the WiFi network during the meeting. Please make sure the device is **up to date** and that **background applications are switched off**.

Please connect using a valid e-mail address, which can be different from the one used at the online registration on the EU Survey portal. Although the guidelines mention an EP e-mail account, as it was written for MEPs, please note that any valid e-mail account can be used.

MPs' contact phone numbers

Given the remote character of the meeting, the EP technical IT services must be able to reach participants by phone in order to provide remote assistance for solving any connection issues. Therefore, please ensure to have **contact numbers of the members of the delegation** at hand and that these numbers have been communicated to the organiser.

IT support contact hot line during the meeting

A contact phone number will be communicated via e-mail in advance of the meeting, to serve as contact point for participants who might experience technical difficulties during the meeting.

PRESENTATIONS DURING THE MEETING

Please submit material subject for presentations in the meeting, such as PowerPoint or videos, beforehand. These would be tested already during the testing phase. Presentations should be sent to linc.technical-helpdesk@europarl.europa.eu with copy to EP.conferences@europarl.europa.eu

GUIDELINES AND RECOMMENDATIONS FOR REMOTE MEETINGS

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PLEASE READ CAREFULLY AND FOLLOW THE INSTRUCTIONS EXPLAINED IN THESE 2 DOCUMENTS:

1. Speaker's connection guidelines for remote multilingual meetings (EN)
Web link of the guidelines: http://www.epgencms.europarl.europa.eu/cmsdata/upload/fbd4b6dc-23f7-4725-b104-0553bd977cbc/linc-remote-connection-guidelines_en.pdf

2. Recommendations for remote speakers (EN)
Web link of the guidelines: http://www.epgencms.europarl.europa.eu/cmsdata/upload/ba24d4cc-68c1-4ce6-b96c-32f42e3efcb0/linc-remote-connection-speakers_en.pdf

   Recommendations for remote speakers (Other EU languages)

   Web link: https://www.europarl.europa.eu/interpretation/en/introduction.html

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INTERPRETATION

Online interpretation was requested for the following languages, for both **Active Participants** as well as **Viewers** if not else indicated. Please note that this interpretation regime cannot be guaranteed in case of unforeseen events.

FR, DE, IT, NL, EN, DA, EL, ES, PT, FI, SV, CS, ET, HU, LT, LV, PL, SK, SL, BG, RO, MT and HR (active and passive) (23 languages)

SPEAKING TIME

Ahead of the meeting, MPs were informed about the need of the **mandatory online pre-registration of their requests for taking the floor** in the exchanges of views among Members of national Parliaments and Members of the European Parliament foreseen in the agenda of the EPW.

Technical restrictions applicable to remote meetings makes it difficult to accommodate spontaneous requests for taking the floor during the meeting.

An indicative list of floor requests will be established based on MPs' expression of interest for intervening in various debates**. Given the limited time reserved to exchanges of views, it cannot be guaranteed that all requests will be accommodated.**

The aim is to ensure that all Parliaments /Chambers have the opportunity to participate in the debate. In their endeavour to fulfil the highest number of requests, the Chair may reduce MPs' speaking time during the debate in accordance with the number of requests for the floor.

MEETING DOCUMENTS

The Agenda, the List of participants and other relevant background documents will be available at the website of the EP's Directorate for Relations with National Parliaments:

https://www.europarl.europa.eu/relnatparl/en/icms/juri-legal-affairs

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