**INTERNATIONAL ELECTROTECHNICAL COMMISSION SYSTEM FOR**

**CERTIFICATION TO STANDARDS RELATING TO EQUIPENT FOR USE**

**IN EXPLOSIVE ATMOSPHERES (IECEx SYSTEM)**

# NOTICE OF MEETING & GENERAL INFORMATION

**for the 2022 Series of IECEx Annual Meetings**

**to be held via web conference facilities**

Dear Madam / Sir

Further to the earlier information circulated as ExMC/1811/INF, this document provides advice on the dates and planned schedule for the 2022 IECEx ExTAG and ExMC Meetings and associated events that will be conducted only by web conferencing facilities using Zoom.

I thank you in anticipation of your assistance and invite you to contact me or Mark Amos should you have any questions regarding the meetings.

**Kind regards,**

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**Chris Agius**

**IECEx Secretariat**

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| **MEETING VENUE / METHOD** |

In recognition of the travel restrictions possible still in place in many IECEx Member Countries or members‘ employers, the 2022 IECEx Annual meetings and associated events will be conducted via web conference format ONLY using the *Zoom* software package.

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| **MEETING SCHEDULE** |

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| ***Time*** | ***Mon******5th Sept 2022*** | ***Tues******6th Sept 2022*** | ***Wed******7th Sept******2022*** | ***Thurs******8th Sept******2022*** | ***Fri******9th Sept******2022*** |
| ***Full Session from******12:00 to 16:00******Time Zone = UTC****NOTE: Maximum Session Duration of 4 Hours**(including a 15 min break at time to be decided by Chair)**UNLESS STATED OTHERWISE* | ***Assessor Training****(4 hours)* | ***ExTAG Technical******Session 1****Incorporating a members only Closed Session at time decided by Chair* | ***ExTAG Technical******Session 2*** | ***ExMC*** ***Session 1*** | ***ExMC*** ***Session 2*** |
| ***IECEx Executive****(2 hours)* |

**NOTE**: Conversions for **UTC** to your location’s time zone can be done using <https://www.timeanddate.com/worldclock/converter.html>

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| **MEETING PARTICIPATION & PROTOCOLS** |

**MEETING PARTICIPATION**

* Participation in the **IECEx Executive** meeting is restricted to members of the IECEx Executive and others specifically invited to register for this meeting.
* For the **ExTAG Meeting** sessions permitted participation is as follows:

The following may participate as active delegates with access to speak during the meeting:

* + Representatives from ExCBs / ExTLs Operating in the IECEx 02 Equipment Scheme
	+ Chair and/or Secretaries of IEC TC 31 and subcommittees (as *ex officio* members)
	+ IEC TC31 & IECEx Liaison
	+ IECEx Executive members

NOTE 1: Delegates registered as Observers shall be endorsed by the relevant National Member Body on request from the IECEx Secretariat.

NOTE 2: Delegates registered as Observers will receive a meeting invitation link and can join the meeting but will have their microphone access muted).

NOTE 3: The IECEx Secretariat reserves the right to block meeting access to anyone that has not been validated by their National Member Body and/or has not registered correctly.

* For the **ExMC Meeting** sessions permitted participation is as follows:
	+ A maximum of ***three*** persons per country may participate as active delegates with access to speak during the meeting. For countries where more than three persons wish to register as participants, the additional delegates may join the meetings as Observers. In this situation, the IECEx Secretariat requests that the National Member Body confirm the names of the three active delegates and advise which delegate will be the Head Delegate. In the absence of this information from the National Member Body, the ExMC Chair and Executive Secretary shall decide whom may actively participate.

***additionally***, the following may also articipate as active delegates with access to speak during the meeting:

* + Chair and Secretary of IEC TC 31
	+ IEC TC31 & IECEx Liaison
	+ Chairs of IEC SC 31s
	+ IECEx Executive members
	+ IECEx Committee Chairs or Deputy Chairs
	+ ExMC Working Group Convenors

NOTE 1: The Head of Delegation (HoD) is responsible for speaking on behalf and voting on behalf of their respective IECEx National Member Body and may invite other delegates to speak.

NOTE 2: Delegates registered as Observers shall be endorsed by the relevant National Member Body on request from the IECEx Secretariat

NOTE 3: Delegates registered as Observers will receive a meeting invitation link and can join the meeting but will have their microphone access muted.

NOTE 4: The IECEx Secretariat reserves the right to block meeting access to anyone that has not been validated by their National Member Body and/or has not registered correctly

**MEETING PROTOCOLS**

* A Consent Agenda will be used for the ExMC Meeting
* The agenda and documents will be shared on the computer screen during discussions
* The Chair or a requested person will introduce the document at the appropriate time
* Meeting Decisions to be prepared live on screen and individually confirmed during the meeting according to the following process:
	+ The draft decisions will be shared on the computer screen and the text can be modified until it appears that there is consensus on the final draft Decision
	+ The final draft Decision text will then be displayed and read aloud
	+ If you want to speak to comment on the final draft Decision text, use the “Raise Hand” tool”
	+ The Chair will then seek agreement on the Decision text. Decisions will be presumed as unanimously agreed unless any Head Delegate indicates their objections via use of the Chat feature (by typing “against”). The Chat box is also to be used to register an abstention (by typing “abstention”).
	+ In the event of sustained objections, the discussion may, at the discretion of the Chair, be continued to find consensus
	+ If no consensus can be found the Chair shall determine the course of action which may be to either postpone the matter OR to advise that a vote by correspondence on will be organised by the IECEx Secretariat on the item in question
	+ A list of all agreed Decisions will be issued following the meeting.
* The meetings will be recorded and the recordings will be ONLY used for the purpose of preparing Formal Minutes by the IECEx Secretariat.
* Although Zoom allows each participant to see the list of the other participants, a roll call will be conducted at the meeting start to capture presence on the recording of the meeting

**INSTRUCTIONS & HINTS FOR PARTICIPANTS**

1. Use a computer, rather than a phone, in order to see the screen and the slides
2. Use a headset rather than the computer microphone and speakers
3. Minimize distractions by closing your door, other web browsers and email applications, and turn off your mobile phone
4. Store away wireless data devices, such as phones, because of potential interference with the conference line
5. Please aim to connect (by joining the meeting) at least 15 minutes before the start of the meeting to ensure the meeting starts on time.
6. Delegates registered for a meeting will have received an email containing a *Please join my meeting* hyperlink that is to be used to join the meeting so that you can participate. After using the *Please join my meeting* hyperlink to join the meeting type relevant text to edit your name to add the following **essential** information:
* your full name (First name then Surname with Surname in upper case text)
* your two-digit country code (e.g. US), and
* your position or role if you have a position or role ... if you are Head of Delegation use *HoD*, *Ex??? Chair* for Commitee Chair, *ExMC WG#* for ExMCWG Convenor, etc.
As an example: Paul MEANWELL, ZA, ExMC Chair
1. Please ensure ***mute*** is selected when first joining the meeting and whenever NOT addressing the meeting
2. The meeting host/moderator will mute anyone who does not do so at the appropriate times.
3. Please do not use the camera / video feature as this will impact bandwidth and introduce time delays.
4. The ”Raise Hand” function Zoom can be used to request the “floor” from the Chairman – use “Raise Hand” to request the opportunity to the address the meeting and wait for the Chairman’s invitation for you to speak
	1. the Chair announces who should speak next – wait until you are invited to speak
	2. when invited to speak unmute your microphone
	3. state your name before speaking then speak clearly and slowly
	4. be brief, to the point and avoid repetition
	5. mute yourself after speaking
5. To ensure the smooth running of the meeting, questions on reports should be done only after the presentation is completed not within / during the related presentation.

*AND REMEMBER*

1. A successful web conference meeting relies on polite and respectful behaviour even when there are issues. Please also recognise that remote electronic interactions and discussions can take longer than for face-to-face meetings. Please also note that the time zones may be not be convenient for everyone so please respect the time limits for each session.

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| **MEETINGS REGISTRATION** |

Please register ***BEFORE 19th August 2022*** for participation in the relevant meetings by completing the online form at

[**http://iecex-events.iec.ch/iecex/exm.nsf/pg.xsp?v=wf**](http://iecex-events.iec.ch/iecex/exm.nsf/pg.xsp?v=wf)

After you have registered, you will receive an automated e-mail confirmation of your registration.

If you have any questions or have any problems using the Online Registration System, please contact [mark.amos@iecex.com](file:///E%3A%5Cmark.amos%40iecex.com)

**IMPORTANT:** ***Only*** those delegates that register ***BEFORE*** ***19th August 2022*** will receive separate webinar meeting invitations that will contain a *Please join my meeting* hyperlink that is used to join the respective meetings.

Note that **each meeting or event will have a different hyperlink** so please ensure that you are using the correct hyperlink for each meeting or event.

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