

TUESDAY, 27 OCTOBER, 2020  
CET 13.45-15.45  
ROOM ANTALL 2Q2  
EUROPEAN PARLIAMENT, BRUSSELS

### MEETING BY REMOTE PARTICIPATION

Tuesday, 27 October 2020, 13:45 - 15:45  
*European Parliament, Brussels*

#### MEETING FORMAT - REMOTE MEETING

In line with the measures implemented by the President of the European Parliament, due to the COVID-19 pandemic, the Interparliamentary Committee Meeting of the Committee on Legal Affairs on “better law making from a digital perspective” will be held remotely.

Due to the current restrictions on physical presence in the premises of the EP, introduced because of the COVID-19 pandemic, MPs of EU national Parliaments, officials as well as National Parliament representatives are invited to participate in the meeting remotely (online connection).

In case more than 3 Members are connecting from the same meeting room, nameplates should be placed on the table in front of each of them.

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 follow the meeting remotely.

#### CONNECTING TO THE MEETING

*Interactio*, a Multilingual Remote Participation Platform, will enable the remote participation of the delegates.

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

The platform differentiates between **active participants**, who can ask for the floor and intervene in the meeting and **viewers**, who can follow the meeting but cannot intervene.

MPs: Please use **Participant** link

Staff: Please use **Viewer** link

## CONNECTION LINKS

The participant and the viewer links to connect to the ICM: will be **communicated by the organisers by e-mail**.

## GUIDELINES AND RECOMMENDATIONS FOR REMOTE MEETINGS

Step by step guidelines explain in detail how to connect to the ICM as speaker remotely.

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](http://www.epgencms.europarl.europa.eu/cmsdata/upload/fbd4b6dc-23f7-4725-b104-0553bd977cbc/linc-remote-connection-guidelines_en.pdf)

### **Speaker's connection guidelines for remote multilingual meetings (Other EU languages)**

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

### 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](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>

***SPEAKERS and ACTIVE PARTICIPANTS:*** Please connect at least **45 minutes ahead of the meeting for an additional connectivity test**. This will give sufficient time to 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 that 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 to the ICM.

The guidelines mentions an EP e-mail account, as it was written for MEPs, but any valid e-mail account can be used.

## MPs' contact phone numbers

Given the remote character of the ICM meeting, the technical IT services must be able to reach by phone participants in order to provide remote assistance for solving any connection issues.

Therefore, please ensure you have the **contact numbers of the members of your delegation** and that you make them available to our team.

## 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.

## INTERPRETATION

In line with the measures put in place due to the COVID-19 pandemic, the meeting has a restricted language regime. Online interpretation was requested for the following languages: EL, EN, DE, DA, FR, IT, ES, ET, HU, PL, BG, HR.

In order to listen to the interpretation in your preferred language, please click on the Audio Channel Selector button in *Interactio*, in order to select the language in which you would like to follow the meeting. An explanation with photos is provided in the guidelines for remote multilingual meetings mentioned above ([http://www.epgencms.europarl.europa.eu/cmsdata/upload/fbd4b6dc-23f7-4725-b104-0553bd977cbc/liinc-remote-connection-guidelines\\_en.pdf](http://www.epgencms.europarl.europa.eu/cmsdata/upload/fbd4b6dc-23f7-4725-b104-0553bd977cbc/liinc-remote-connection-guidelines_en.pdf)).

## MEETING DOCUMENTS

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

<https://www.europarl.europa.eu/relnatpar/en/interparliamentary-meetings.html>

## 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 foreseen in the agenda of the ICM.

Technical restrictions applicable to remote meetings would make 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.

## WEBSTREAMING

The meeting will be webstreamed in real time at the following URL selecting the Committee on Legal Affairs (JURI): [https://multimedia.europarl.europa.eu/en/committee-on-legal-affairs\\_20201027-1345-COMMITTEE-JURI\\_vd](https://multimedia.europarl.europa.eu/en/committee-on-legal-affairs_20201027-1345-COMMITTEE-JURI_vd)

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