

IFF General Assembly 11.12.2020 Official Scrutineer Report

Date: 11.12.2020

Place: Virtual meeting over Zoom

Official scrutiner: Mervi Kilpikoski, Good Governance Specialist & Data Protection Officer,
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REPORT

Topics followed during the IFF General Assembly 2020:

- Smooth Running of the meeting, as it was executed as a virtual meeting over Zoom
- Following of the Statutes
- Giving the floor to the participants
- Presentation of the meeting Agenda and Presentations
- Technical running and execution of the meeting
- Data security
- Correct execution of possible votes and elections

The Observations of the Official Scrutineer:

- The pre-information to the participants was sufficient, especially for persons who are familiar to the Zoom-program.
- The meeting registration and identification process worked well for the participants used to the Zoom-system.
- There were some issues with registrations of participants unfamiliar to Zoom.
- There were some issues with the microphone sound of the secretary general in beginning of the meeting. The Wi-Fi/internet connections should have been tested prior to the meeting, to secure the bandwidth.
- the Chair of the meeting was very clear and structured. He waited long enough to give the participants the opportunity to ask for the floor after the proposal for decision was given. There is a question if the time was long enough (5-10 s) so that the delay in the sound transfer, but there were no clear issues related to this.
- The presentations and proposals were very well prepared, and the running of the presentations were well synchronised with the speakers.
- The test vote worked well, from the perspective of checking the connections.
- As there were no real votes needed, so it is difficult to evaluate how the planned voting system would have worked, based on the instructions given to the participations.

Possible areas of Development:

- The Zoom-program was clearly familiar for some and quite new for some. It would have been good to go through instructions for the use of the program, for instance how to change participants' name in zoom, where you can find "Raise the Hand"-function, how and when to write comments in the Zoom chat and whether participants are expected to keep the video cameras on or not. The IFF CB members and Staff could have been marked in the same way.
- A test-meeting and meeting education could have been preferable.
- There were some issues in the recognition of some participants, who arrived during the meeting. The person who did the recognition, didn't have the list of the of the persons already registered and let into the meeting. And since there was no breakout room in use (or any other method) to speak with the new-comer, it was quite difficult to identify him/her.

- There were some issues with a person unidentified who was in the waiting room, especially during the meeting. This was the Norwegian delegation that lost the contact at some point. The instruction of the changing of the profile name only through the chat was quite difficult, as the participant might not have been familiar with the zoom chat and therefore did not understand that the IFF officials tried to check the identity of the participants. There was also one participant called "User" who stayed in the waiting room for a very long time, after that the person had not reacted to the request to change the "user" name in Zoom.

Summary:

The process of joining the virtual IFF General Assembly meeting, was well informed, even as it was organised for the first time. The internet connection of the participants was tested with a test vote in beginning of the meeting, to secure the functionality of the Internet connection of the participants. The process for how decisions would be made and how the participants could ask for the floor during the meeting was explained in detail in beginning of the meeting. It could have been stressed more where in the Zoom-program each function is found.

The meeting run smoothly and due to the very logic and peaceful running of the meeting by the Chair, secured that all participants were treated equally during the virtual meeting and had enough time to react to each proposal and topic. All participants asking for the floor were given the chance and all questions raised in the chat were answered. The only issue that affected the running of the meeting was the fact that the IFF CB member from Perth, Australia had technical issues joining the meeting. This was of course a natural risk in a virtual meeting, which could have appeared more frequently, but fortunately it didn't in this case, as the Australian association vote was carried by another participant.

All the presentations and proposals were well showed, without almost no issues, on Zoom for all meeting participants and very well synchronised with the person presenting.

There was no need to have any votes or elections during the meeting, as all decisions were made unopposed. The process to secure that all voting participants had enough time to react to the proposals was clear and worked well. The use of emails in distributing the individual link for each vote during a real-time virtual meeting can be challenging, due to the differences between different email-programs and the speed of different email servers. The use of a generic voting link (webropol poll) would not have been an option, as it is not then possible to clarify the identity of the person voting. This is an essential point as all participating countries in the meeting doesn't have the right to vote. As no votes were needed, this did not cause any issues.

The Minutes kept of the meeting are fully following the proceedings and showing all aspects of the meeting.

As a concluding remark, I can state that the meeting was run in accordance with the IFF Statutes and the principles of Good Governance, without any issues that might have affected the result of the meeting.

In Helsinki, Finland on the 21st of December 2020



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