Meeting and voting guidelines

1. Zoom platform functionalities  
2. Secret balloting via the OIML website  
3. Online voting via the OIML website
1  Zoom platform functionalities
General

- Use the latest version of the Zoom app
  - Important for security, compatibility, and features
- Preferably use a headset with an integrated microphone
- Minimise the number of open applications on your device – preferably only Zoom
  - May interfere with your connection
- Turn off notifications on device
  - email, social media, updates, etc.
Recording

• The BIML will record the CIML meeting so minutes can be drafted
• By participating in the meeting, you consent to the recording
Toolbar

• You will see a toolbar at the bottom like this:

• The toolbar will auto-hide after a while. Move your mouse to get it back
Audio

• Turn off all sound notifications on your devices (including mobile phones) while you are speaking
• Ensure there is no background noise or echo
• Preferably use a headset with an integrated microphone
• Preferably connect your computer with an Ethernet cable rather than using Wi-Fi
Zoom screen name

• Please use the following formats:

Member States and Corresponding Members:
ISO COUNTRY CODE – Given_name FAMILY_NAME
DE – Vorname DEUTSCH

Organisations in liaison:
LIAISON INSTITUTION – Given_name FAMILY_NAME
IODNW – Robin SMITH
Zoom screen name

• The BIML may change your screen name to align with these formats
• This helps with keeping track of participants in the meetings
• If your name is changed by the BIML, please don’t change it back!
Changing your Zoom screen name

- Hover your mouse over your picture in the gallery
- Click on the three dots in the upper right corner
- Select “Rename”
- Enter new name in the correct format
Meeting languages

- The meeting will be held in English and in French, with simultaneous interpretation.
- To open the language options, click on the “Interpretation” icon on the toolbar:

  - You will see the available options:
  - Select the language you want to listen to.
Using interpretation

• If you select “Off”, you will hear the speaker directly, whichever language they are using.
• If you select “English” or “French”, you will also hear the actual speaker in the background at 20% of normal volume.
• You can turn this off by selecting “Mute Original Audio”.

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Using interpretation

• If you are using interpretation and you take the floor in a language other than the one you are listening to, you must first turn off the interpretation

• Turn it back on when you have finished
Live transcript

• You can also turn on a live transcript of the meeting
• Turn it on by clicking on the “Live transcript” icon on the toolbar:

• This function only works with English speech

Please note:
• The quality of the transcript is highly dependent on accent and clarity of the speaker
• Warning! Names, uncommon and technical terms often get strangely transcribed!
Requesting the floor

• If you want to speak, you must first request the floor
• You must use the “Raise hand” function in Zoom
• Click on “Reactions” on the toolbar
• In the popup menu that appears, click on “Raise hand”
Taking the floor

• When you first connect, your microphone will be muted
• The CIML President or Conference chairperson will allow participants to take the floor in the order in which they raised their hands
• Please turn on your video when you take the floor
• Don’t forget to unmute your microphone before speaking
• Once you have finished speaking, the BIML will mute your microphone
Breakout rooms

• A breakout room will be used for one agenda item to replicate the closed session held during an in-person meeting
• Heads of delegation will be moved into the breakout room by the BIML
• All other participants will remain in the main room
• Those in the breakout room will be moved back when the closed session is finished
• Recording will be stopped in the breakout room and in the main room
• Interpretation will not be available in the breakout room
2 Secret balloting via the OIML website
Procedure for secret ballots

- Uses “Secret ballots” tool on “My access > Voting” menu of the OIML website
- Can only be used by Heads of Delegation from Member States – Assignees cannot vote
- Each ballot must be voted on separately
- Cannot change vote once cast
Login with your normal username and password

Welcome to the OIML Website

The mission of the OIML is to enable economies to put in place effective legal metrology infrastructures that are mutually compatible and internationally recognized, for all areas for which governments take responsibility, such as those which facilitate trade, establish mutual confidence and harmonize the level of consumer protection worldwide.

The OIML is an “international standard-setting body” in the sense of the World Trade Organization’s Technical Barriers to Trade Agreement. OIML publications should therefore be applied, when appropriate, by all signatories of the TBT Agreement when developing technical regulations, in application of Article 2.4 of that Agreement.

READ MORE
Select “My access” menu

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Select “Voting” then “Secret ballots”
Select “Click to vote” for any secret ballot

<table>
<thead>
<tr>
<th>Agenda item</th>
<th>Ballot</th>
<th>Status</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.2</td>
<td>Secret ballot for the CIML President (2023-2029) - Round 1</td>
<td>Open</td>
<td>Click to vote</td>
<td></td>
</tr>
</tbody>
</table>
Select the candidate for whom you wish to vote

You are voting for

Agenda item 11.2: Secret ballot for the CIML President (2023-2029) - Round 1

Please select a candidate:
- Mr Lastname Firstname, Country
- Mr Nom Prénom, Country2

57 CIML Meeting - 2022
Select “OK” to confirm your choice
Ballot list shows that your vote has been recorded. It cannot be changed.
Checking the voting results
Results can be checked once ballot is shown as “Closed”

Secret ballot Online Vote

You are voting for

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>11.2</td>
<td>Secret ballot for the CIML President (2023-2029) - Round 1</td>
<td>Closed</td>
<td>Voted</td>
<td>Result</td>
</tr>
</tbody>
</table>
Select “Result” in the right-hand column

<table>
<thead>
<tr>
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<td>Voted</td>
<td>Result</td>
</tr>
</tbody>
</table>
The result of the secret ballot is shown, with no details.

Secret ballot Online Vote

Result for Secret ballot for the CIML President (2023-2029) - Round 1

Status: Closed

✓ Mr Lastname Firstname, Country

✗ Mr Nom Prénom, Country2

Back to Ballot

57 CIML Meeting - 2022
Voting for proxies

• If you hold proxies, you will see this on the secret ballot page

• You must go through the balloting process for yourself and for each proxy
3 Online voting via the OIML website
Procedure to approve CIML resolutions

• Uses “CIML Resolutions Voting” tool on “My access > Voting” menu of the OIML website
• Voting open for 30 minutes at the end of each meeting session
• Voting only possible by Heads of Delegation – Assignees cannot vote
Procedure to approve CIML resolutions

- Each resolution can be voted on separately, or you can vote “Yes to all”
- Text of resolution will be presented
- Option to vote “Yes”, “No” or “Abstain”
- No comments necessary
- Votes can be changed up to deadline
Welcome to the OIML Website

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Select “My access” menu

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Select “Voting” then “CIML Resolutions voting”
Select “Click to vote” for any Resolution

57th CIML Meeting Online Vote

You are voting for

<table>
<thead>
<tr>
<th>Agenda item</th>
<th>Resolution</th>
<th>Status</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>CIML/2022/01</td>
<td>Open</td>
<td>Click to vote</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CIML/2022/02</td>
<td>Open</td>
<td>Click to vote</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CIML/2022/03</td>
<td>Open</td>
<td>Click to vote</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>CIML/2022/04</td>
<td>Open</td>
<td>Click to vote</td>
<td></td>
</tr>
</tbody>
</table>
Select “Yes”, “No” or “Abstain”. In this example we’re voting “Yes”
Vote can be seen on list of Resolutions

57th CIML Meeting Online Vote

You are voting for

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<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>CIML/2022/01</td>
<td>Open</td>
<td>Voted Yes Change vote</td>
<td>Result</td>
</tr>
<tr>
<td>3</td>
<td>CIML/2022/02</td>
<td>Open</td>
<td>Click to vote</td>
<td>Result</td>
</tr>
<tr>
<td>4</td>
<td>CIML/2022/03</td>
<td>Open</td>
<td>Click to vote</td>
<td>Result</td>
</tr>
<tr>
<td>5</td>
<td>CIML/2022/04</td>
<td>Open</td>
<td>Click to vote</td>
<td>Result</td>
</tr>
</tbody>
</table>
Voting “yes” for all resolutions at once
You can vote “Yes to all” then change individual votes, which may save time

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<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>CIML/2022/01</td>
<td>Open</td>
<td>[Click here to vote Yes to all]</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CIML/2022/02</td>
<td>Open</td>
<td>Click to vote</td>
<td>Result</td>
</tr>
<tr>
<td>4</td>
<td>CIML/2022/03</td>
<td>Open</td>
<td>Click to vote</td>
<td>Result</td>
</tr>
<tr>
<td>5</td>
<td>CIML/2022/04</td>
<td>Open</td>
<td>Click to vote</td>
<td>Result</td>
</tr>
</tbody>
</table>
All votes are now “Yes”, but any can be changed until deadline

### 57th CIML Meeting Online Vote

You are voting for

<table>
<thead>
<tr>
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<th>Resolution</th>
<th>Status</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.5</td>
<td>CIML/2021/4</td>
<td>Open</td>
<td>Voted <strong>Yes</strong></td>
<td>Result</td>
</tr>
<tr>
<td>7.6</td>
<td>CIML/2021/5</td>
<td>Open</td>
<td>Voted <strong>Yes</strong></td>
<td>Result</td>
</tr>
<tr>
<td>9.1.1</td>
<td>CIML/2021/6</td>
<td>Open</td>
<td>Voted <strong>Yes</strong></td>
<td>Result</td>
</tr>
<tr>
<td>9.1.1</td>
<td>CIML/2021/7</td>
<td>Open</td>
<td>Voted <strong>Yes</strong></td>
<td>Result</td>
</tr>
<tr>
<td>9.1.1</td>
<td>CIML/2021/8</td>
<td>Open</td>
<td>Voted <strong>Yes</strong></td>
<td>Result</td>
</tr>
</tbody>
</table>

57 CIML Meeting - 2022
Changing your vote
Select “Change vote” for each vote you want to change

57th CIML Meeting Online Vote

You are voting for

<table>
<thead>
<tr>
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<td>CIML/2021/5</td>
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<td>Voted</td>
<td>Result</td>
</tr>
<tr>
<td>9.11.1</td>
<td>CIML/2021/6</td>
<td>Open</td>
<td>Voted</td>
<td>Result</td>
</tr>
<tr>
<td>9.11.1</td>
<td>CIML/2021/7</td>
<td>Open</td>
<td>Voted</td>
<td>Result</td>
</tr>
<tr>
<td>9.11.2</td>
<td>CIML/2021/8</td>
<td>Open</td>
<td>Voted</td>
<td>Result</td>
</tr>
</tbody>
</table>
You will see the same voting popup as before. Change vote as you wish.
Result of change can be seen on list of Resolutions

### 57th CIML Meeting Online Vote

You are voting for

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Resolution</th>
<th>Status</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>CIML/2022/01</td>
<td>Open</td>
<td>Voted <strong>NO</strong></td>
<td>Result</td>
</tr>
<tr>
<td>3</td>
<td>CIML/2022/02</td>
<td>Open</td>
<td>Click to vote</td>
<td>Result</td>
</tr>
<tr>
<td>4</td>
<td>CIML/2022/03</td>
<td>Open</td>
<td>Click to vote</td>
<td>Result</td>
</tr>
<tr>
<td>5</td>
<td>CIML/2022/04</td>
<td>Open</td>
<td>Click to vote</td>
<td>Result</td>
</tr>
</tbody>
</table>
Checking the voting results
Select “Result” in the right-hand column

<table>
<thead>
<tr>
<th>Agenda item</th>
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<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>CIML/2022/01</td>
<td>Open</td>
<td>Voted [YES]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Change vote</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CIML/2022/02</td>
<td>Open</td>
<td>Voted [YES]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Change vote</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CIML/2022/03</td>
<td>Open</td>
<td>Voted [YES]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Change vote</td>
<td></td>
</tr>
</tbody>
</table>
Summary of voting result shown at top, details by country below

57th CIML Meeting Online Vote

Result for Agenda item 2 – CIML/2022/01
Status: Open
Votes:
YES 7
NO 0
ABSTAIN 0

<table>
<thead>
<tr>
<th>Country</th>
<th>Vote</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. AUSTRALIA</td>
<td>Voted YES on 2022-10-06</td>
<td></td>
</tr>
<tr>
<td>2. FRANCE</td>
<td>Voted YES on 2022-10-06</td>
<td></td>
</tr>
<tr>
<td>3. GERMANY</td>
<td>Voted YES on 2022-10-06</td>
<td></td>
</tr>
<tr>
<td>4. MONACO</td>
<td>Voted YES on 2022-10-06</td>
<td></td>
</tr>
<tr>
<td>5. NEW ZEALAND</td>
<td>Voted YES on 2022-10-06</td>
<td></td>
</tr>
<tr>
<td>6. SLOVENIA</td>
<td>Voted YES on 2022-10-06</td>
<td></td>
</tr>
<tr>
<td>7. SWITZERLAND</td>
<td>Voted YES on 2022-10-06</td>
<td></td>
</tr>
</tbody>
</table>
Voting for proxies

• If you hold proxies, you will see this on the voting page
• You must go through the voting process for yourself and for each proxy