



Meeting and voting guidelines

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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.



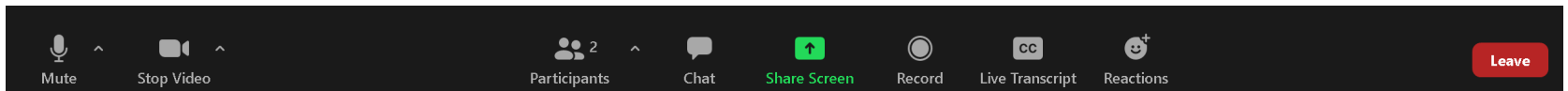
Recording

- 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!



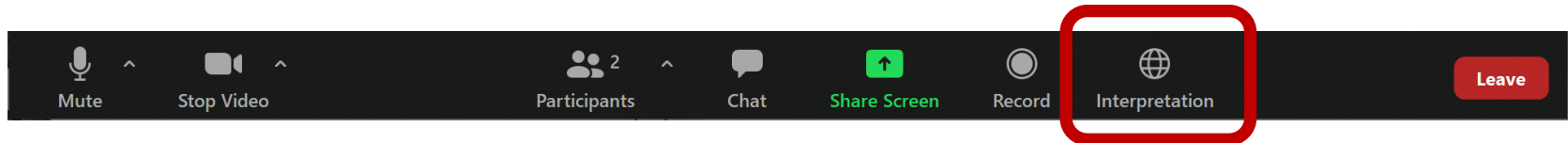
Changing your Zoom screen name

- 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

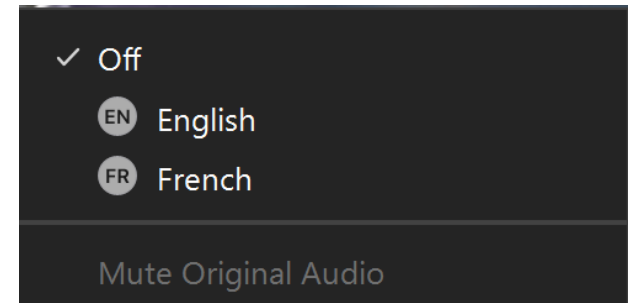


Meeting languages

- 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:



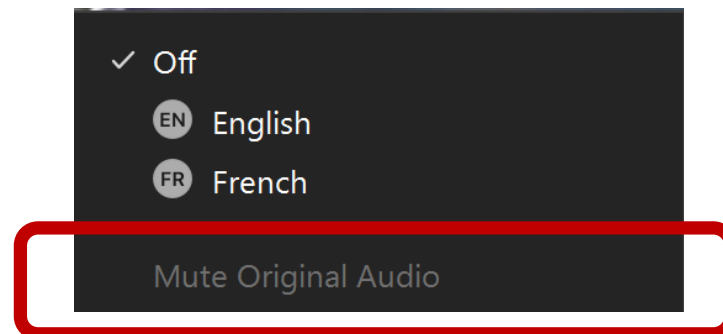
- You will see the available options:
- Select the language you want to listen to





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”.





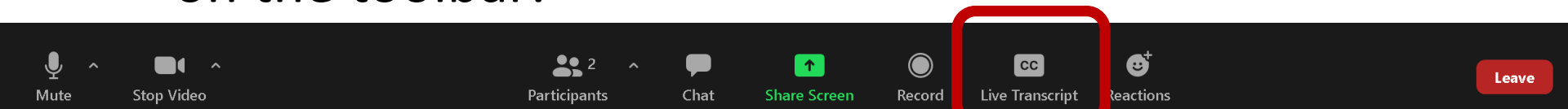
Using interpretation

- 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

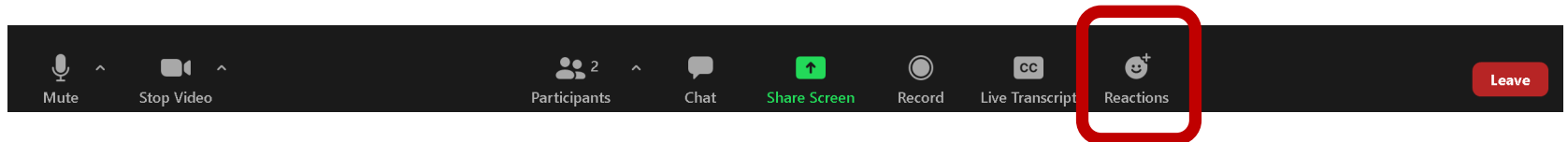
Please note:

- 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!

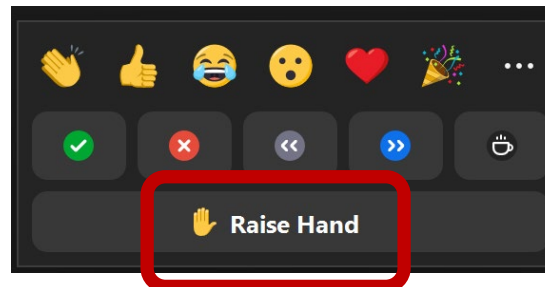


Requesting the floor

- 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

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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.

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Select “My access” menu

The screenshot shows the top navigation bar of the OIML website. It includes a language selector for 'FRANÇAIS', a 'CONTACT' button, a search bar with the text 'Search Site' and a magnifying glass icon, a user profile icon, and a 'MY ACCESS' button highlighted with a red arrow. Below the navigation bar is a banner image of a pressure gauge. The OIML logo and name are displayed on the left side of the banner. A secondary navigation bar contains a home icon and buttons for 'ABOUT', 'PUBLICATIONS', 'STRUCTURE', 'OIML-CS', 'NEWS & MEETINGS', and 'TC/SC/PG'. Below the navigation bar, a breadcrumb trail reads 'You are here: Home'.

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Select “Voting” then “Secret ballots”

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- Governance
- Voting
 - Secret ballots
 - CIML Resolutions voting

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Select “Click to vote” for any secret ballot

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You are here: [My access](#) > [Governance](#) > [Resolutions Voting](#)

Secret ballot Online Vote

You are voting for

Agenda item	Ballot	Status	Action	Result
11.2	Secret ballot for the CIML President (2023-2029) - Round 1	Open	Click to vote	



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

Close

Secret ballot Online Vote

You are here: My access > Gov

Agenda item	Ballot	Status	Action	Result
11.2	Secret ballot for the CIML President (2023-2029) - Round 1	Open	Click to vote	



Select “OK” to confirm your choice

FRANÇAIS CONTACT Search Site MY ACCESS

You are voting for [redacted]

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

Please confirm your choice: Mr Lastname Firstname, Country

OK Cancel

Close

www.oiml.org

Secret ballot

You are here: My access > Gov

Agenda item	Ballot	Status	Action	Result
11.2	Secret ballot for the CIML President (2023-2029) - Round 1	Open	Click to vote	



Ballot list shows that your vote has been recorded. It cannot be changed

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You are here: My access > Governance > Resolutions Voting

Secret ballot Online Vote

You are voting for

Agenda item	Ballot	Status	Action	Result
11.2	Secret ballot for the CIML President (2023-2029) - Round 1	Closed	Voted	Result





Checking the voting results



Results can be checked once ballot is shown as “Closed”

The screenshot shows the top navigation bar of the OIML website. It includes a search bar, a user profile icon, and a 'MY ACCESS' button. Below the navigation bar is a banner with the OIML logo and name. A secondary navigation bar contains links for 'ABOUT', 'PUBLICATIONS', 'STRUCTURE', 'OIML-CS', 'NEWS & MEETINGS', and 'TC/SC/PG'. A breadcrumb trail at the bottom of the banner reads: 'You are here: My access > Governance > Resolutions Voting'.

Secret ballot Online Vote

You are voting for

Agenda item	Ballot	Status	Action	Result
11.2	Secret ballot for the CIML President (2023-2029) - Round 1	Closed	Voted	Result





Select “Result” in the right-hand column

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Secret ballot Online Vote

You are voting for

Agenda item	Ballot	Status	Action	Result
11.2	Secret ballot for the CIML President (2023-2029) - Round 1	Closed	Voted	Result





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](#)



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



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Select “Voting” then “CIML Resolutions voting”

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Select “Click to vote” for any Resolution

57th CIML Meeting Online Vote

You are voting for [Resolution](#) [Agenda](#) [Voting](#)

Agenda item	Resolution	Status	Action Click here to vote Yes to all	Result
2	CIML/2022/01	Open	Click to vote	Result
3	CIML/2022/02	Open	Click to vote	Result
4	CIML/2022/03	Open	Click to vote	Result
5	CIML/2022/04	Open	Click to vote	Result





Select “Yes”, “No” or “Abstain”. In this example we’re voting “Yes”

The screenshot shows a voting modal window titled "You are voting for". The modal contains the following text:

Agenda item 2: CIML/2022/01

Draft Resolution no. CIML/2022/01

The Committee,
Approves the agenda for the 57th CIML Meeting.
This is a new test

Below the text, there are three buttons: "Yes" (green with a checkmark), "No" (red with an X), and "Abstain" (orange). A red arrow points to the "Yes" button. There is also a "Vote now" label above the buttons and a "Close" button in the bottom right corner of the modal.

Below the modal, a table lists the agenda items:

Agenda item	Resolution	Status	Action Click here to vote Yes to all	Result
2	CIML/2022/01	Open	Click to vote	Result
3	CIML/2022/02	Open	Click to vote	Result
4	CIML/2022/03	Open	Click to vote	Result
5	CIML/2022/04	Open	Click to vote	Result



Vote can be seen on list of Resolutions

57th CIML Meeting Online Vote

You are voting for

Agenda item	Resolution	Status	Action	Result
			Click here to vote Yes to all	
2	CIML/2022/01	Open	Voted YES Change vote	Result
3	CIML/2022/02	Open	Click to vote	Result
4	CIML/2022/03	Open	Click to vote	Result
5	CIML/2022/04	Open	Click to vote	Result



Voting “yes” for all resolutions at once



You can vote “Yes to all” then change individual votes, which may save time



57th CIML Meeting Online Vote

You are voting for [Resolution](#) [Agenda Item](#)

Agenda item	Resolution	Status	Action Click here to vote Yes to all	Result
2	CIML/2022/01	Open	Click to vote	Result
3	CIML/2022/02	Open	Click to vote	Result
4	CIML/2022/03	Open	Click to vote	Result
5	CIML/2022/04	Open	Click to vote	Result



All votes are now “Yes”, but any can be changed until deadline

57th CIML Meeting Online Vote

You are voting for

Agenda item	Resolution	Status	Action Click here to vote Yes to all	Result
7.5	CIML/2021/14	Open	Voted YES Change vote	Result
7.6	CIML/2021/15	Open	Voted YES Change vote	Result
9.1.1.1	CIML/2021/16	Open	Voted YES Change vote	Result
9.1.1.1	CIML/2021/17	Open	Voted YES Change vote	Result
9.1.1.2	CIML/2021/18	Open	Voted YES Change vote	Result

57 CIML Meeting - 2022



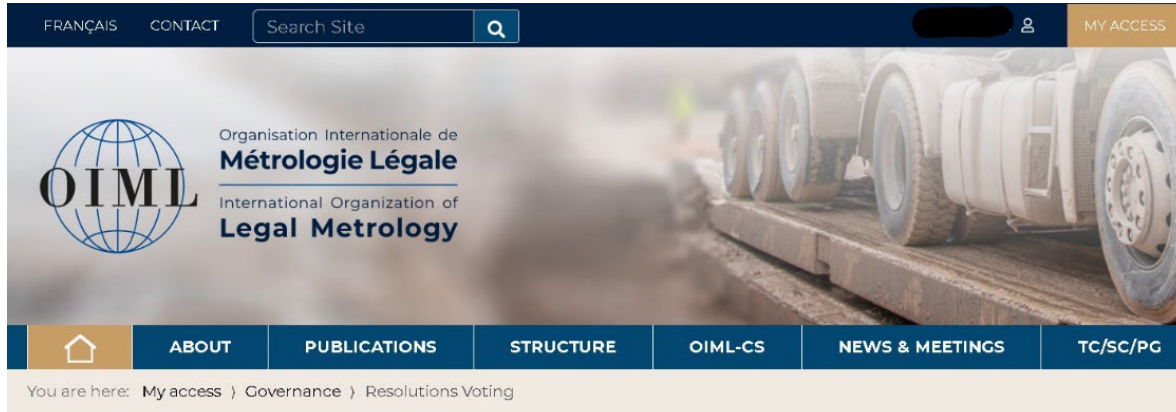
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Changing your vote



Select “Change vote” for each vote you want to change



57th CIML Meeting Online Vote

You are voting for

Agenda item	Resolution	Status	Action Click here to vote Yes to all	Result
7.5	CIML/2021/14	Open	Voted YES Change vote	Result
7.6	CIML/2021/15	Open	Voted YES Change vote	Result
9.1.1.1	CIML/2021/16	Open	Voted YES Change vote	Result
9.1.1.1	CIML/2021/17	Open	Voted YES Change vote	Result
9.1.1.2	CIML/2021/18	Open	Voted YES Change vote	Result





You will see the same voting popup as before. Change vote as you wish

The screenshot shows a voting interface for the 57th CIML Meeting. A modal popup is displayed over a table of agenda items. The popup contains the following text:

You are voting for

Agenda item 2: CIML/2022/01

Draft Resolution no. CIML/2022/01

The Committee,
Approves the agenda for the 57th CIML Meeting.
This is a new test

Vote now

Buttons: Yes, No, Abstain,

The background table lists the following items:

Agenda item	Resolution	Status	Action	Result
2	CIML/2022/01	Open	Voted <input checked="" type="checkbox"/> YES Change vote	Result
3	CIML/2022/02	Open	Voted <input checked="" type="checkbox"/> YES Change vote	Result
4	CIML/2022/03	Open	Voted <input checked="" type="checkbox"/> YES Change vote	Result
5	CIML/2022/04	Open	Voted <input checked="" type="checkbox"/> YES Change vote	Result



Result of change can be seen on list of Resolutions

57th CIML Meeting Online Vote

You are voting for

Agenda item	Resolution	Status	Action Click here to vote Yes to all	Result
2	CIML/2022/01	Open	Voted NO Change vote	Result
3	CIML/2022/02	Open	Click to vote	Result
4	CIML/2022/03	Open	Click to vote	Result
5	CIML/2022/04	Open	Click to vote	Result



Checking the voting results



Select “Result” in the right-hand column

57th CIML Meeting Online Vote

You are voting for

Agenda item	Resolution	Status	Action Click here to vote Yes to all	Result
2	CIML/2022/01	Open	Voted YES Change vote	Result
3	CIML/2022/02	Open	Voted YES Change vote	Result
4	CIML/2022/03	Open	Voted YES Change vote	Result



Summary of voting result shown at top, details by country below

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You are here: My access > Governance > Resolutions Voting

57th CIML Meeting Online Vote

Result for Agenda item 2 – CIML/2022/01

Status: **Open**

Votes:

YES 7
NO 0
ABSTAIN 0

	Country	Vote
1.	AUSTRALIA	Voted YES on 2022-10-06
2.	FRANCE	Voted YES on 2022-10-06
3.	GERMANY	Voted YES on 2022-10-06
4.	MONACO	Voted YES on 2022-10-06
5.	NEW ZEALAND	Voted YES on 2022-10-06
6.	SLOVENIA	Voted YES on 2022-10-06
7.	SWITZERLAND	Voted YES on 2022-10-06



Voting for proxies

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- You must go through the voting process for yourself and for each proxy