Participant s Guide

Financing the 2030 Agenda for Sustainable Development in the Era of COVID-19 and Beyond
Meeting of the Ministers of Finance

8 September 2020
8:00 AM – 11:35 AM EDT

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Introduction

Convened by the United Nations Deputy Secretary-General Amina J. Mohammed, the Minister of Finance of Canada, Her Excellency Chrystia Freeland and the Minister of Finance and the Public Service of Jamaica, His Excellency Nigel Clarke, this Event will bring together the Ministers of Finance of United Nations Member States on 8 September 2020 to present and discuss the menu of options resulting from the deliberations of the six discussion groups, established following the High-Level Event on Financing for Development in the Era of COVID-19 and Beyond, held on 28 May 2020.

Virtual Meeting Information

The meeting will begin at 8:00 a.m. (New York, EDT) on Tuesday,

Menu of Policy Options		
Concluding remarks	Special Envoy of the Secretary-General on Financing the 2030 Agenda for Sustainable Development	11:22
	Deputy Prime Minister and Minister of Finance of Canada	11:25
	Minister of Finance and the Public Service of Jamaica	11:28
	Deputy Secretary-General of the United Nations	11:31

H.E. Courtenay Rattray, Permanent Representative of Jamaica to the United Nations, and H.E. Robert Rae, Permanent Representative of Canada to the United Nations, will serve as the masters of ceremonies of the meeting.

Ms. Nisha Pillai, BBC anchor and journalist, will be moderating the Discussion Group on Overall Menu of Policy Options.

Speakers list

The moderated discussion will feature statements by delegations according to a pre-determined list of speakers. **Interventions in the discussion will be limited to and may not exceed 3 minutes**.

The deadline to send expressions of interest to speak by Ministers of Finance of Member States is **Saturday, 5 September 2020** by filling up this registration form.

Technical Information

The Event will be held via CISCO WEBEX and the Remote Simultaneous Interpretation Platform "Interprefy". **Please refer to the Webex and Interprefy user guides attached (Annexes B & C).**

For this Event, two internet enabled devices will be needed - one for WebEx (Video and original language) and one to access Interprefy for interpretation.

Use the two devices (desktops, laptops) to connect to the meeting. **To connect to the WebEx platform** please use a computer, using the latest operating system with a strong internet connection. It is best to have your computer physically plugged in to a wired network. **To**

connect to Interprefy

If you are experiencing technical difficulties, please send email to unvc@un.org or call U.S. 1-(212)963-8648 (hotline).

Interpretation Services

The Event will be available in all six official languages of the United Nations through the Interprefy platform. Please refer to the Participation guide to Interprefy (Annex C).

To enable accurate interpretation, kindly:

- Ø Ensure the speaker speaks clearly and at a moderate pace;
- Ø Delegations are invited to submit electronic versions of their statements (preferably in Word format) by email to **estatements@un.org** indicating "Ministers of Finance Meeting" (Member State) in subject line, and well in advance of the meeting no later than one hour in advance of delivery. The statements will remain embargoed until their delivery and then posted in the website.

For languages other than an official UN language, please provide an audio recording of the interpretation into one of the UN official languages. In addition, provide the text of your statement translated into one of the official languages to **estatements@un.org**.[1] Participants are requested to be mindful of the additional difficulties experienced by interpreters when e additional diffian

conditioning, etc.). Turn off all sound notifications on all devices before the video conference starts.

9. **In the Meeting**

   a. Please be reminded that via the Cisco WebEx platform you will have visual connection with the meeting and be able to hear the original language of the

Annex A: Audio visual file general guidance for Broadcast and Conferences

For file submission video quality preferably
- HD resolution of 1920 x 1080 pixels in an aspect ratio of 16:9
- 29.97 frames per second (60 fields) known as 1080i/29.97, top field first; colour sub-sampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG4 or MOV files.

Alternately, file submission video quality as a minimum
- HD resolution of 1280 x 720 pixels in an aspect ratio of 16:9
- 30 frames per second (60 fields) known as 720p top field first; colour sub-sampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG4 or MOV files.

Audio
- General recommendation is that material should conform to SMPTE 382M Standard or AES3
- The preferred bit depth for audio recording is 24 bits per sample. The minimum bit depth is 16 bits per sample.
- All audio should be recorded at a minimum sample rate of 48 KHz, although sampling at 96 KHz is encouraged. Recording or digitizing audio using an uncompressed lossless codec, such as WAV-PCM.
- Sound must be recorded with appropriately placed microphones, giving minimum background noise and without peak distortion.
- The audio must be free of spurious signals such as clicks, noise, hum and any analogue distortion.
- The audio must be reasonably continuous and smoothly mixed and edited. Audio levels must be appropriate to the scene portrayed and dynamic range must not be excessive. They must be suitable for the whole range of domestic listening situations.
- Surround and Stereo audio must be appropriately balanced and free from phase differences.
- The audio must not show dynamic and/or frequency response artefacts due to the action of noise reduction or low bit rate coding systems.
- If possible, please include Closed Captions [subtitles] preferably in one of the official languages of the UN. Please also provide a copy of the translated text.

Meta Data
- Metadata should conform to NewsML- G2 2.28

If there are any questions, please call +1 212 963 8648 or write to unvc@un.org

Annex B: Participation Guide to Webex

Important notices
If this is the first time you are joining a WebEx meeting, you will be prompted to download the temporary app or browser add-on. Click the installer file to install the app.
Please ensure to mute your microphone before you join. All participants should keep their mics muted when not speaking.
When connecting, you will be requested to enter your name and email address. Please enter your "(Country name, Title of participant)" in the "FIRST NAME" field and your first and last name in the "LAST NAME" field. Each field has a thirty-two (32) character limit.

Tips on the conduct of meetings

Arrive early to test your connection: In order ensure adequate teW* mi6   to deq.96 Tfs
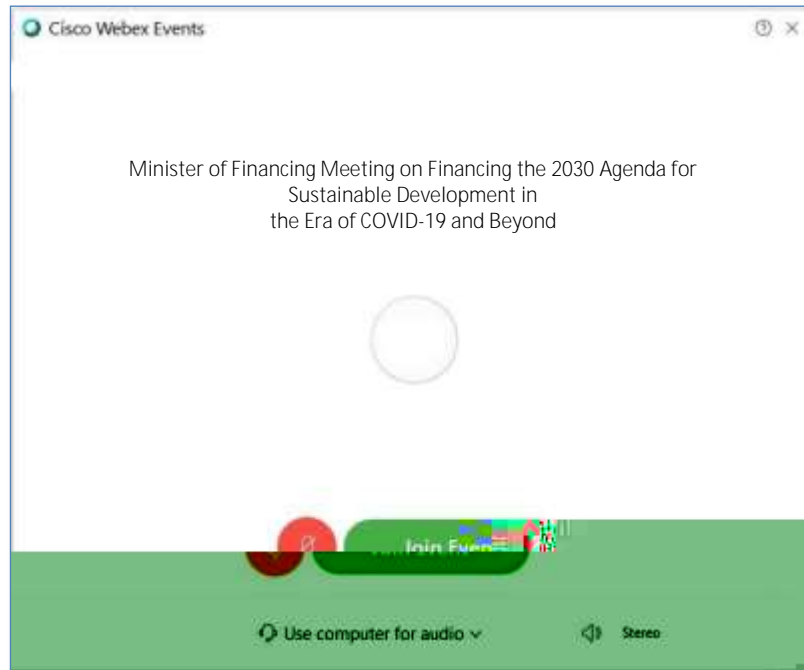
Signing into the meeting

DOWNLOAD: If you do not have the Webex software on your computer please click the "Run a temporary application" option at the bottom of the page for full functionality.
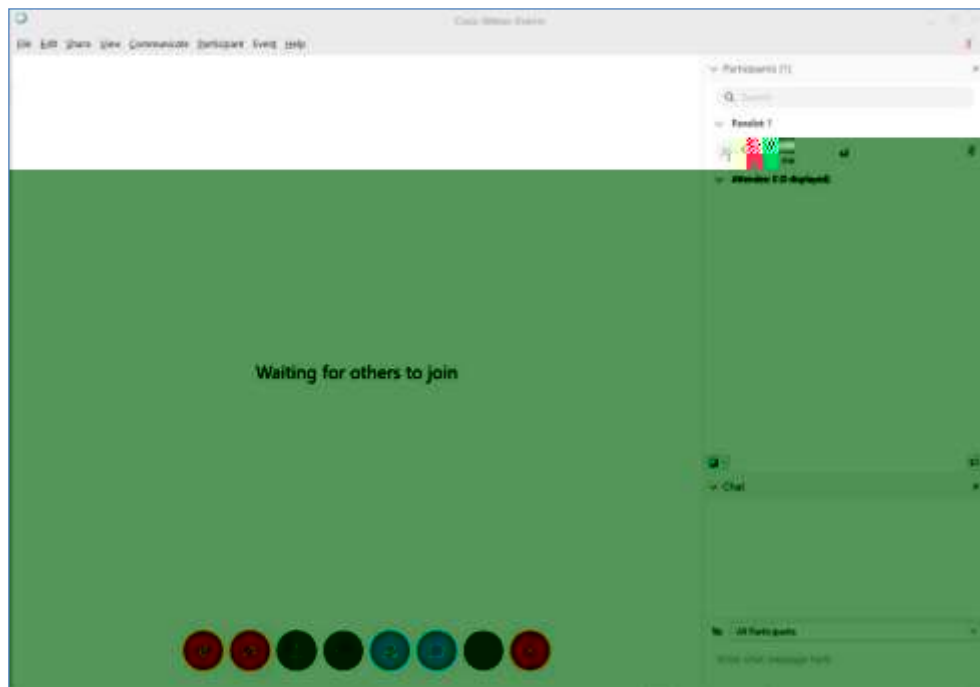

On Chrome the download will appear at the bottom left corner, click and open

You will then be taken to the screen to join the meeting

You will initially have your microphone muted while you await admission by the meeting host.


After admission, you will have full functionality. Please **turn on your camera to participate** in the meeting. Controls are provided at the bottom of the window, including audio mute, video mute, participant list and chat as enabled by the meeting organizers.

With a mobile phone

Please click the link for the Webex meeting on your invitation.

You will then be taken to a page containing a JOIN button. Kindly click the button.
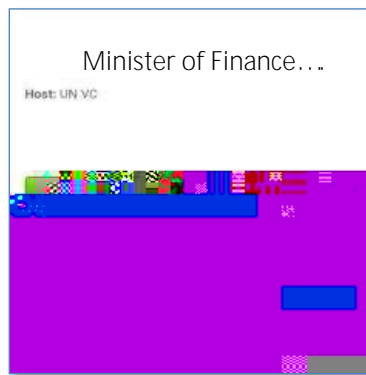
If you have <u>not</u> previously installed the Webex app, click "Download" to do so. You will then be taken to your app store to complete the download. (NOTE: If you have downloaded the app previously, click "Join via installed app" instead.)

You will next be asked to give a series of permissions to allow the app to have temporary access to your camera and audio for use during the meeting. Click "Allow" for all.

Kindly click JOIN as below to enter the meeting.

In meeting controls

The user interface is simple. Most of the options are in the center and participants and message panels are on the right.

Share Content

If you want an to share content, have the host make tyhe

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Who to contact if participants have a problem with the connection? Participants should send an email to unvc@un.org with reference to the Webex# along with their phone number and a BCSS technician will contact the participant. Participants may also call the BCSS technical hotline number at U.S. (1) (212)963-8648.