PRACTICAL INFORMATION

**THURSDAY
18 NOVEMBER 2021
9:00-13:30**

REMOTE ONLINE MEETING

AGRI INTERPARLIAMENTARY COMMITTEE MEETING
THE DEVELOPMENT OF CAP STRATEGIC PLANS IN EACH MEMBER STATE

EUROPEAN PARLIAMENT
ROOM 1 A2 SPAAK & REMOTE

A. 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 on "The development of CAP Strategic plans in each Member State" organised by the Committee on Agriculture and Rural Development will be held remotely.

Due to the current restrictions on physical presence in the premises of the EP, 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 organizers, if needed by phone. They are also kindly requested to follow the meeting remotely.

B. 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.

CONNECTION LINKS:

MPs: Please use the **Participant** link

Staff: Please use the **Viewer** link

The participant and the viewer links to connect to the ICM will be communicated by the organisers by e-mail. They are not published on the website.

C. GUIDELINES AND RECOMMENDATIONS FOR REMOTE MEETINGS

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

PLEASE READ CAREFULLY AND FOLLOW THE INSTRUCTIONS EXPLAINED IN THESE 2 DOCUMENTS:

European Parliament

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

   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

   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 before 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 that 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 mention 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 the participants by phone in order to provide remote assistance for solving any connection issues.

With the support of the Directorate
for Relations with National Parliaments

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.

D. INTERPRETATION

In line with the measures put in place due to the COVID-19 pandemic, the meeting has a restricted language regime. Online interpretation has been requested for the following 23 languages:

Active	BG	CS	DA	DE	EL	EN	ES	ET	FI	FR	RO	HR	HU	IT	LT	LV	MT	NL
Passive	BG	CS	DA	DE	EL	EN	ES	ET	FI	FR	RO	HR	HU	IT	LT	LV	MT	NL

Active	PL	PT	RO	SK	SV
Passive	PL	PT	RO	SK	SV

The exact language regime will be confirmed by the Interpretation Service one day before the meeting.

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/linc-remote-connection-guidelines_en.pdf).

E. 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/relnatparl/en/icm-on-the-development-of-cap-strategic-/products-details/20211015CPU37362

F. 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.

G. WEBSTREAMING

The meeting with the will be webstreamed in real time at the following URL selecting the Agriculture and Rural Development Committee (AGRI):

18 November 2021, 09:00 - 10:35 Committee on Agriculture and Rural Development:

https://multimedia.europarl.europa.eu/en/committee-on-agriculture-and-rural-development_20211118-0900-COMMITTEE-AGRI_vd

18 November 2021, 11:05 - 13:30 Committee on Agriculture and Rural Development:

https://multimedia.europarl.europa.eu/en/committee-on-agriculture-and-rural-development_20211118-1105-COMMITTEE-AGRI_vd

Generic website for webstreaming: https://www.europarl.europa.eu/committees/en/meetings/webstreaming

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for Relations with National Parliaments