

Netiquette

There is a need to establish netiquette to ensure that communications in online tools are efficient:

Hybrid Meetings

Before the meeting:

- In meetings where decisions are being taken it would be important that participants register by the deadline. It would not be appropriate to allow last minute requests to join the meeting unless the need is justified.
- Ideally, there should be one spokesperson per delegation on each topic. The delegations consisting of more than one participant are encouraged to discuss/coordinate offline their interventions on each topic.
- Any details related to voting procedures would need to be communicated to the participants in advance.
- Log onto the MeetingHub either you are attending the meeting physically or from remote.
- Each participant who joins virtually would need to be identified and validated against the list of registered participants before the chair formally starts the meeting. Participants are encouraged to use a common format for their identification when updating their names on the GoToMeeting :

a) **“A” for administration / “O” for observer**

b1) For administration: ***name of the country or country code***

b2) For observer: ***MoU/LoU-partner / organisation***

c) *name of the participant*

Example: **A - SUI - Mario Rossi**
 O - Prozess GmbH - Franz Kafka

The chair, vicechair, secretary and ECO expert will put only their role and name, for example:

ECC Vicechair - Name

ECC Technical Secretary - Name

- Any participants not registered should be asked to leave.
- Anonymous users attending virtually will be asked to identify themselves using the features available in the software so that their name appears correctly on the screen. Unidentified users will be removed from the meeting.
- Participants should not forward the connection details to colleagues who are not registered. The details are available to all registered participants.
- If participants from the same organisation need to share a microphone they should communicate this to the other participants so it is clear who is speaking.

During the meeting - GotoMeeting / mHub

- Use a headset to attend the meeting as appropriate.
- Keep your camera switched-off, except when you are invited by the chair to switch it on.
- Activate your microphone only after chair gives you the floor. Keep your microphone muted when you do not have the floor.
- The MeetingHub has to be used to ask for the floor (raise hand) by all the participants.
- The MeetingHub chat should be used only for matters directly relevant to the ongoing discussion (e.g. short comments that do not require verbal interventions, to support the views of the speaker, or to share links to relevant documents). Participants should keep a polite and respectful tone and they should refrain from engaging in incidental or off-topic discussions within the chat.
- Keep your intervention concise and clear. The intervention may be concluded by stating "This concludes my intervention. Thank you, chair." After your intervention, lower your raised hand via the MeetingHub.
- The chair, vicechair and technical secretary/ECO have the right to mute participants who do not comply with the above rules.

Messenger systems ([Signal](#))

- ECO is managing Signal Messenger chat system in working groups and project teams on request.
- The chat should be used only for matters directly relevant to the ongoing discussion, keeping a polite and respectful tone. Participants should refrain from engaging in incidental or off-topic discussions within the chat.
- Indicate clearly your name in the chat. In Signal Messenger you can also make use of the "Member Label" in the individual chat groups if you require distinct naming or title in specific groups.
- Be sure to connect to the chat groups well in advance of meetings where used. Admission is by application, and some delay may be expected before admission.

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