

**Валерий Гуревич / Valery Hurevich**  
**Президент КООМЕТ / COOMET President**  
БелГИМ, Беларусь / BelGIM, Belarus  
Тел./ Phone: +375 17 233 55 01  
e-mail: coomet@belgim.by



**03.07.2020 №38-05/224e**

*To COOMET Committee members*

*To members of the Working Group for Preparation of the COOMET Development Strategy*

*To Chairs of COOMET structural bodies (CSB)*

*Copies to: National Secretariats of COOMET*

Dear colleagues,

It's my pleasure to invite you to the first COOMET webinar to discuss the draft COOMET Strategy for 2020-2025, which is scheduled for **13 July, 2020** and will be held using Zoom Business platform. The Program is attached.

Simultaneous interpretation (Russian-English) will be provided during the webinar.

Brief instructions for connecting to Zoom and working in the webinar mode, as well as final versions of the draft COOMET Strategy for 2020-2025 and Roadmap for its implementation will be sent to you by **9 July 2020 at the latest**.

I apologize for such a late notification. This is due to the fact that by the decision of COOMET President BelGIM (as the NMI, maintaining COOMET Secretariat) purchased in mid-June a license package of Zoom Business for one month to test the possibility of holding online meetings of working and structural bodies of COOMET in the situation of the pandemic.

This platform was successfully tested during the online COOMET Presidential Council meeting with simultaneous translation (on 26 June 2020) and recommended for use within COOMET (Zoom Business license will be renewed for COOMET in September 2020).

In view of the postponement of the 30<sup>th</sup> COOMET Committee meeting until autumn of 2020 and cancellation of our meeting at the seminar on the COOMET Strategy (on 31 March 2020) **COOMET Presidential Council decided on holding an webinar on 13 July 2020.**

In view of the proposed format of the webinar please take into account the following limitations:

- 1) During the webinar only connections of COOMET Committee members, members of the WG for Strategy and invited speakers will be displayed on the shared screen (PANELIST/SPEAKER mode). A Committee member can decide on a joint connection from one PC with the national secretariat. Maximum number of connections in this mode is 25;
- 2) For other participants of webinar (CSB Chairs, national secretariats) ATTENDEE mode will be offered. Maximum number of connections in this mode is 75. Videos and microphones of the participants with this mode will be turned off by the moderator to ensure the quality of the internet connection on the whole. Attendees will be able to ask questions during the webinar. As soon as the attendee is given the floor, he/she will receive a notification from the moderator asking to turn on his/her microphone (video for the attendee may include a moderator); when the attendee is ready with these setting, he/she can speak.

Other arrangements for working in the webinar mode will be given in the instructions.

The following SCHEDULE of the webinar is proposed:

**10:00 – 11:30** webinar;

11:30 – 12:00 break;

**12:00 – 14:00** webinar;

14:00 – 14:15 break;

**14:15 – 15:00** brief meeting with member of the WG for Strategy (according to the results of the webinar).

*Notes:*

1) *the webinar will start at 10:00 Minsk time (GMT+3). Please check the time taking into account the time difference between Minsk and your city.*

2) *the online page will be open from 09:45. You will have 15 minutes to set up and test connections. You will need a PC or tablet with loudspeakers or headphones.*

We kindly request **(by 08.07.2020 at the latest):**

**1) COOMET Committee members:**

- **to confirm your personal participation in the webinar or to advise about the participation of your official representative;**
- **to provide your current e-mail address**, from which your personal connection or connection of your representative (possibly together with the national secretariat by your decision) will be made, so that we could send to this e-mail address a corresponding link for participation in the webinar in the PANELIST/SPEAKER mode;
- **to provide names and e-mail addresses for other connections from your country** (e.g. a separate connection of the national secretariat), so that we could send to the given e-mail addresses corresponding links for participation in the webinar in the ATTENDEE mode.

**2) Members of the WG for Strategy:**

- **to confirm your personal participation in the webinar,**
- **to provide your current e-mail address**, from which connection will be made, so that we could send to this e-mail address a corresponding link for participation in the webinar in the PANELIST/SPEAKER mode.

**3) CSB Chairs:**

- **to confirm your personal participation in the webinar,**
- **to provide your current e-mail address**, from which connection will be made, so that we could send to this e-mail address a corresponding link for participation in the webinar in the ATTENDEE mode.

Should you have any questions, please contact COOMET Secretariat ([coomet@belgim.by](mailto:coomet@belgim.by)).

See you!

Kind regards,



Valery Hurevich,  
COOMET President