INTERNATIONAL TROPICAL TIMBER COUNCIL

FIFTY-SIXTH SESSION
9 - 13 November 2020
VIRTUAL SESSION

GENERAL INFORMATION NOTES
AND
INSTRUCTIONS ON THE USE OF THE KUDO WEB CONFERENCING SYSTEM

GENERAL

1. The Fifty-sixth Session of the International Tropical Timber Council (ITTC) and the Associated Sessions of the four Committees are scheduled to be convened from 9 to 13 November 2020.

2. Due to the existing exigencies of the COVID-19 pandemic the 56th ITTC will be held as a virtual session

3. The daily time allocation for the period of the session will be 2 hours, from **19:00 – 21:00 Japan Standard Time (JST).**

4. The online web conferencing system KUDO (https://kudoway.com/) will be used for the daily sessions. The KUDO system does not require download or installation of any software on your computer. However, if you use a smartphone (not recommended!) you have to download the KUDO App.

5. The system allows for simultaneous interpretation into the official ITTO languages, i.e. English, French and Spanish.

6. The basic requirements of the KUDO system are outlined in Annex I. The Annex also includes a link to a short KUDO demonstration video (6 min) and to a test page where you can verify whether your equipment meets the system requirements. We strongly recommend that you test your equipment well ahead of time to allow for any adjustments, if needed.

7. Instructions on how to use the KUDO system, including how to login to the Kudo portal and setup your account are attached in Annex II.

8. To ensure a timely start of all sessions, the KUDO portal for the 56th ITTC will be open for login one hour prior to the sessions (from 18:00 JST). You may log-in anytime during this period. During this time, technical support for login or other KUDO related problems will be available via email. **We strongly recommend that you login at least 30 minutes before the start of sessions to prevent any delays**.

REGISTRATION

9. **All participants attending the 56th ITTC are required to register**. The registration requirements are different for members and observers. Please refer to the respective section below.

MEMBER REGISTRATION

10. Members registration for this virtual session will be through submission of your completed Attendance Form AND Credentials with the following deadlines:

    Deadline for submission of Attendance Form: Friday, 23 October 2020
    Deadline for submission of Credentials: Wednesday, 28 October 2020

11. Please ensure adhering to the deadline(s) to allow for timely issuance of your access information.

12. Once your Attendance Form has been accepted and your email address has been registered, you will receive a link to create a password for your account to access the Kudo portal for the 56th ITTC.

CREDENTIALS *(MEMBERS ONLY)*

13. In conformity with the decision of the Council, credentials of all delegations must be issued by the competent authorities, specifically the Ministry of Foreign Affairs or the accredited diplomatic mission in Japan. Please submit your credentials to the Executive Director of ITTO in electronic form (PDF) to itto@itto.int and in hard copy if practical to do so. ***Please ensure that your credentials include your name AND the email address you have registered for your login ID. The email address in your attendance form and in your credentials must be identical. Your credentials should reach the Secretariat as soon as possible and latest by 28 October 2020.***

14. The Credentials Committee is scheduled to convene prior to Council to examine all credentials. Only those who have their credentials accepted by the committee will be admitted to each meeting during the Council Sessions.

OBSERVER REGISTRATION

15. Persons who wish to attend the 56th ITTC as ***observers must submit their attendance form by 20 October 2020*** together with the "Information Form Relevant for Admission to Sessions of the International Tropical Timber Council and Associated Committees as New "Observer" Organization", a letter addressed to the Executive Director of ITTO, and issued by the Executive Head of the Organization/Agency/Institution which they represent, authorizing their representation at the Sessions. As stipulated in Rule 4 of the Council's Rules of Procedures, admission to attend Sessions of the Council and/or of its Committees is subject to approval by the Council.

COMMUNICATION

16. All correspondence concerning the Sessions, completed Attendance Forms and Credentials should be marked "ITTC 56TH VIRTUAL SESSION" and forwarded to the following address:

Executive Director
International Tropical Timber Organization (ITTO)
International Organizations Center - 5th Floor, Pacifico-Yokohama,
1-1, Minato-Mirai 1-chome, Nishi-ku, Yokohama, 220-0012 Japan
Facsimile No.: (81-45) 223-1111   Telephone No.: (81-45) 223-1110
E-mail: itto@itto.int

DOCUMENTS

17. Council documents are available from the ITTO website https://www.itto.int/council_committees/documents/

18. Documents will also be available on the KUDO platform during the respective session.

DECISIONS

19. As indicated in the letter from the Chairperson circulated to all members on 2 October 2020, the 56th ITTC will seek to adopt non-controversial decisions by consensus. Any member wishing to submit a draft decision proposal for the consideration of the Informal Advisory Group (IAG) and the Council shall do so ***latest by 16 October 2020 (23:59 JST***)

Annex I

KUDO SYSTEM REQUIREMENTS

Network & WiFi
- Wired internet connection *(highly recommended)*
- **WiFi: 5Ghz 802.11ac/ax *(if wired connection is not available)***
- **5Ghz and 802.11ac/ax routers are highly recommended**
- With 2.4Ghz, intermittent and choppy video/audio may be experienced

A Good Headset
- Ideally use a wired USB Headset with an (integrated) boom microphone
- Avoid using earbuds type (unless you are following from your phone)
- Place the microphone close to your mouth, but avoid breathing into it
- ***Note***: *The combination of speakers and microphone built into a laptop often cause echo/feedback disrupting the entire system*

Internet Connectivity
- Use Chrome or Firefox browser to connect. *Allow access to camera and microphone. Avoid using ad-blockers*
- Use a wired connection *(preferred)*
- If wired connection is not available, use high-speed Wi-Fi instead. *Ideally 20 and 5 Mbps, for download and upload respectively.* ***5Ghz / 802.11ac is highly recommended***

Internet Bandwidth
- Audio: minimum of 64 kbps *(recommended 128 kbps)*
- Video: minimum of 320 kbps *(recommended 1.2 mbps)*
- On mobile: 4G and LTE work well for up to 6 concurrent streams
- Low latency bandwidth is required for uninterrupted video

Router / AP
- Must have isolated 5Ghz capability *(isolated / separate bands)*
- Wireless speed: AC1750 to AC3200 (*highly recommended)*
- I/O Antennas: 3x3 MU-MIMO *(recommended for multiple devices)*

Computer
- OS: Windows 7+ or MacOS 10.11+
- Browser: Google Chrome v68+
- Mozilla Firefox v77+
- Memory: 8GB+ *(16GB recommended)*
- CPU: Intel i5+ *(i7 recommended)*
- Webcam
- Permission: allow browser to have access to camera and microphone
- *Avoid using ad-blockers*

Mobile Phones
- Android 6, 7, 8, 9
- iPhone 6s, 7, 8, X with iOS 12+
- iPad, iPad Pro with iOS 12+
- KUDO App installed
- Allow access to camera and microphone when prompted

Security
- Open TCP port 443 for SSL
- Open UDP Port 3478 for A/V stream
- Firewall or Endpoint Security software to allow above ports
- Only transparent proxy is supported. Forwarding proxy with Kerberos and proxy requiring authentication are not supported.

In Preparation for the Session / KUDO Introduction

- Make sure you have the latest version of your browser and/or the KUDO app before joining the meeting.

- A short video explaining how you can test whether your equipment meets the KUDO requirements https://www.youtube.com/watch?v=iPE0toOx2Gs&feature=youtu.be. We strongly recommend that you test your equipment well ahead of the session.

 The site for testing your connection to the KUDO mentioned in the video is as follows:

  https://live.kudoway.com/test/

  On this page, launch the test to make sure your internet connection is good or excellent, then record yourself and play it back to ensure your audio and video is of good quality. Make sure you are connected to the three KUDO servers at the bottom of the page.

- A short video introducing the KUDO system, including how to join a meeting, how to set the language for the Kudo interface, how to select your preferred language channel or how to request the floor can be found at:
https://www.youtube.com/watch?v=c-b_cvhQrfE	English
https://www.youtube.com/watch?v=9WlJfLzQT5g	French (subtitle)
https://www.youtube.com/watch?v=15HnmPvPCDw	Spanish

- Choose a private and quiet room to speak from

- Login to the system ahead of time. The meetings will be open 1 hour before the starting time to allow participants to test their connection and their audio and video euqipment.

ANNEX II

How to join a meeting using KUDO for the 56ᵗʰ International Tropical Timber Council

1. After submitting the Attendance Form and completing registration, an email will be sent from KUDO Support (support@kudoway.com) to the registered email address.
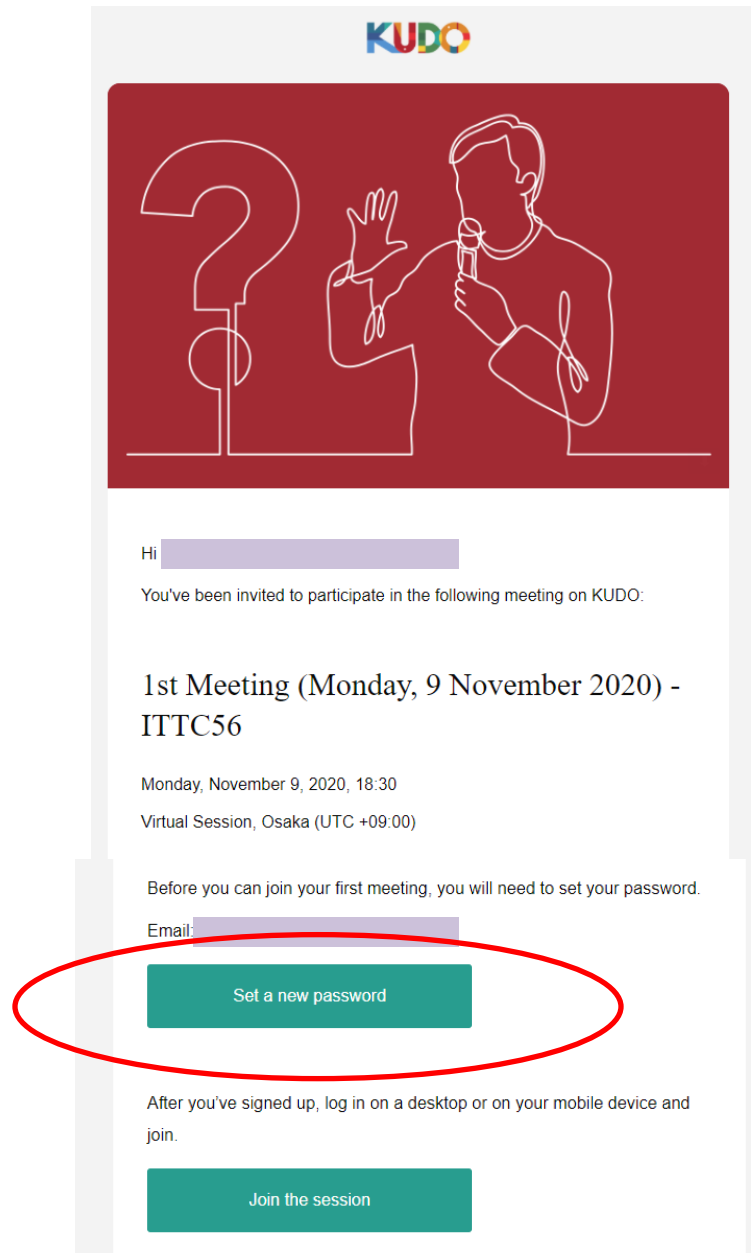
2. Click on "Set a new password" in the email to create the password for your KUDO account

3. Go to www.kudoway.com. Click on "Join a Meeting" to log in.
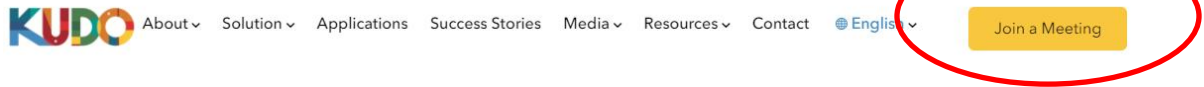
4. Sign in to KUDO using your registered email address and the password that was created in step2

5. When asked to select a role choose "Participant". There will be no meetings registered under "Operator".
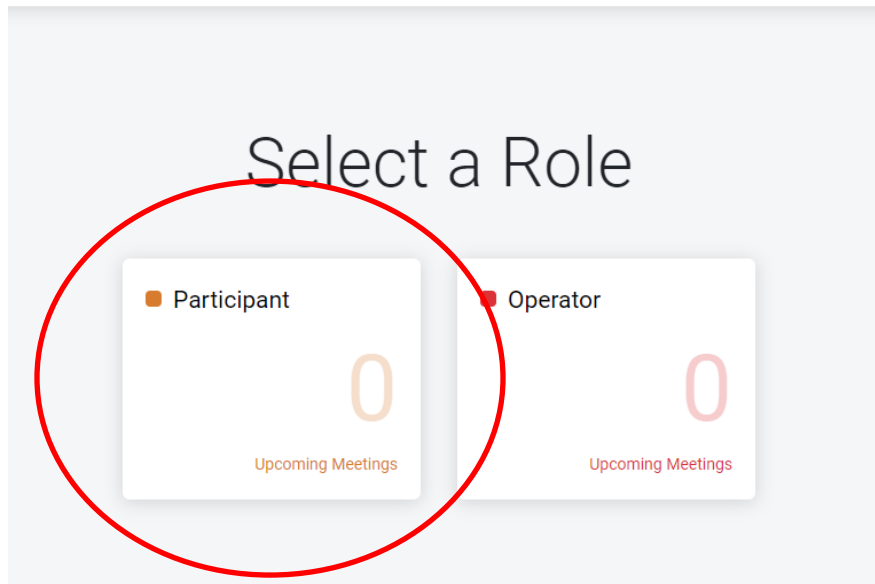
6. "56th International Tropical Timber Council" should come up as an Event. Click on the Event name.
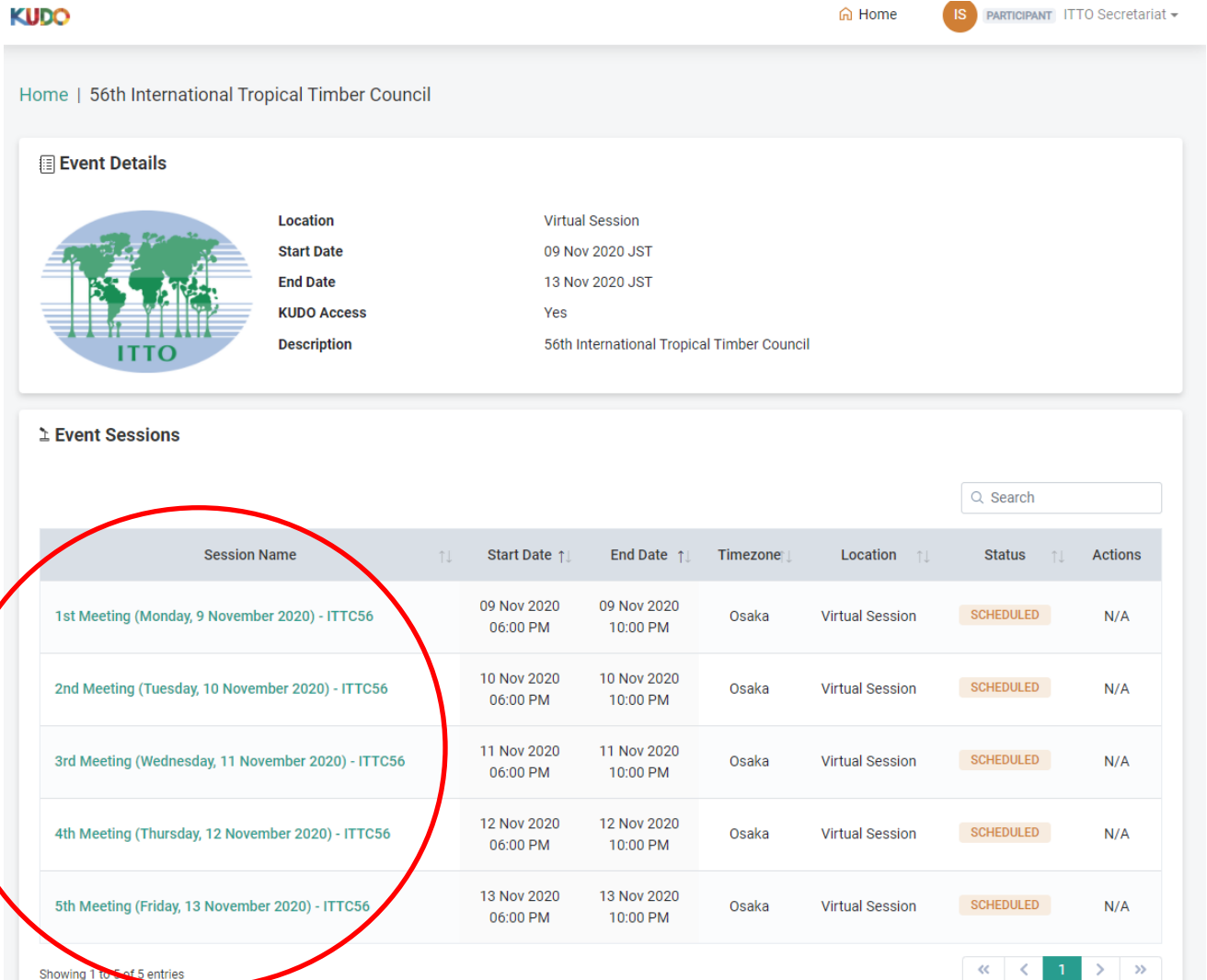
7. Once you are on the ITTC56 event page, you will see the list of the individual meetings scheduled during the Council Session. Click on the meeting you would like to join.

8. The Meeting Details will come up. If the meeting is open, the "Join the Session" button will appear and you can join the session by clicking it.
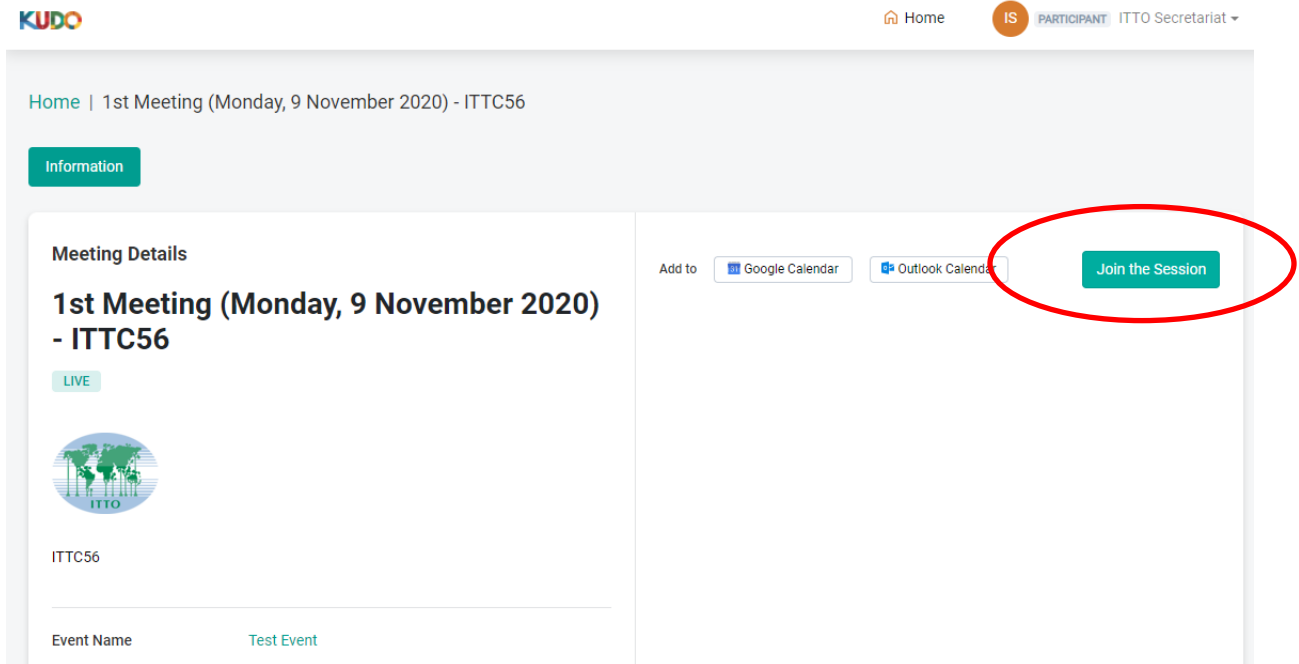
9. A screen will appear to test your camera and microphone settings. Once you are ready press the "join" button to join the meeting. (Please remember to test your connection/ microphone/video at the test site https://live.kudoway.com/test/ before joining)
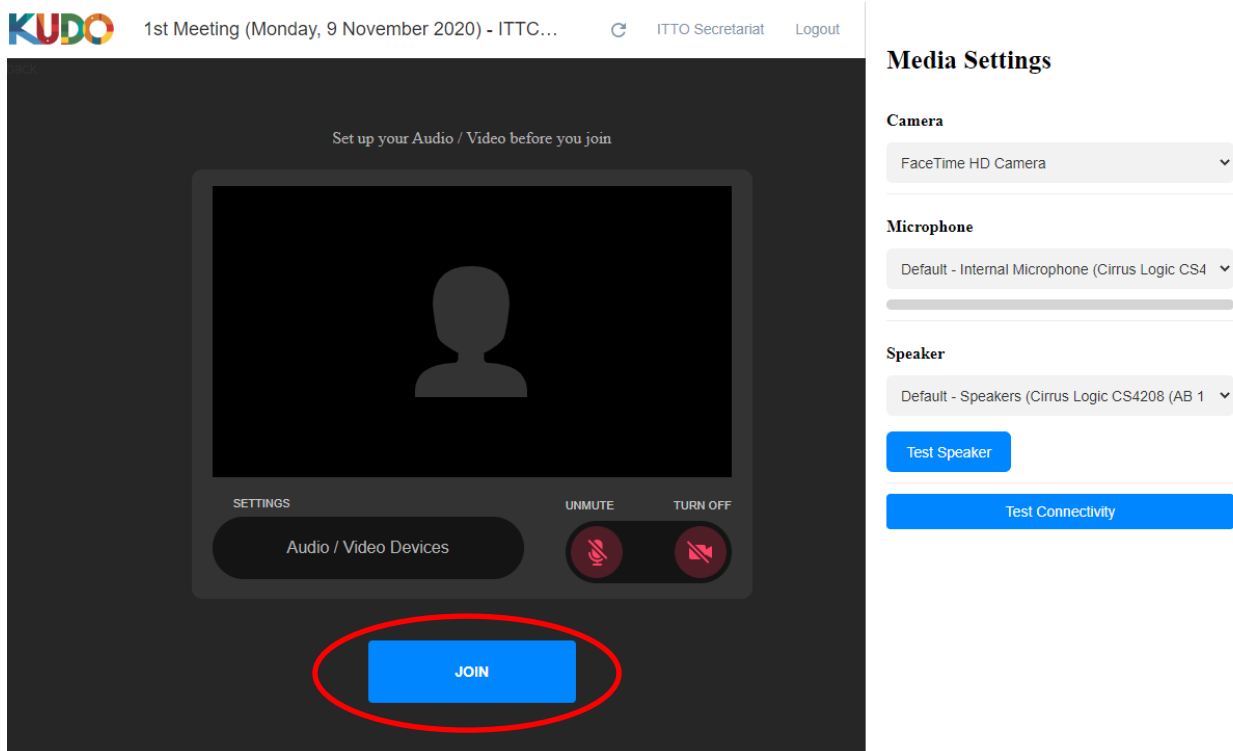
10. You will be taken into the meeting and have various controls available to you for the meeting.

Bottom horizontal tool bar: (descriptions of each button, left to right)

Language Selector	This will bring up a pull down menu of the 3 official languages, and allow you to listen to the meeting in the selected language
Volume	Controls the level of the sound you hear for the meeting
Audio Meter	Indicates whether your microphone is transmitting sound to the meeting
Unmute/Turn on	These buttons need to be pushed in order to unmute your microphone and turn on your video when you are given the floor
Settings	The language displayed on the interface can be changed here, as well as settings for your microphone and audio device
Request to Speak	Clicking on this button will list your name on the Request List and enable the Chairperson to grant you the floor

**Right side vertical tool bar: (descriptions of each button, top to bottom)**

Share Screen	Will allow you to share documents on your screen to participants (e.g. powerpoint)
Messaging	Messages to everyone or individual participants can be sent here
Polls	Polls can be accessed here if activated by the Chairperson/Secretariat
Documents	Documents relevant to the meeting will appear and be downloadable if clicked
Request List	The list of participants who have asked for the floor will appear here
Leave Session	Clicking this button will take you out of the meeting

11. In order to request the floor, the following procedure must be adhered to.
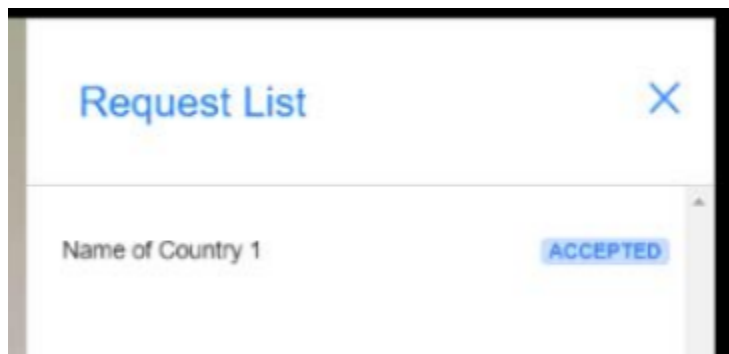
   a. Click on the "Request to Speak" button in the bottom right.
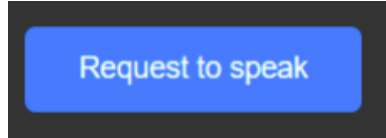
   b. This will put you in the request list visible as displayed in the image below.
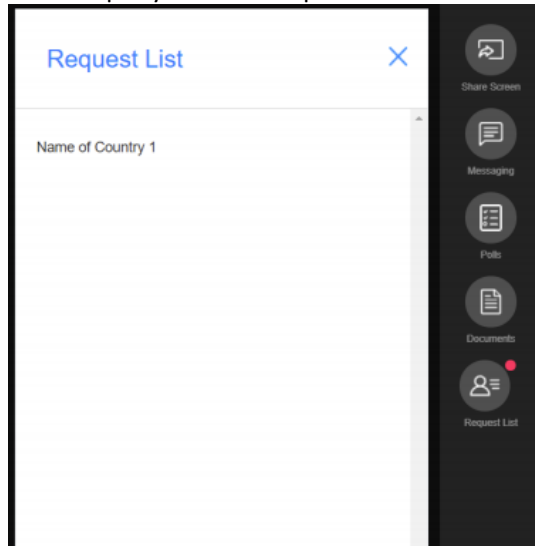
    c. Once the Chairperson announces that you have the floor, please refrain from starting your intervention until you see yourself displayed in the main screen and your request is indicated as "accepted" in the Request List

    d. Only when you are visible in the main screen and you see the "Mic" icon as well as the "Camera" icon are blue, will you be heard and seen by other participants and the interpreters. If you start to speak prior to this, your intervention cannot not be heard or interpreted.
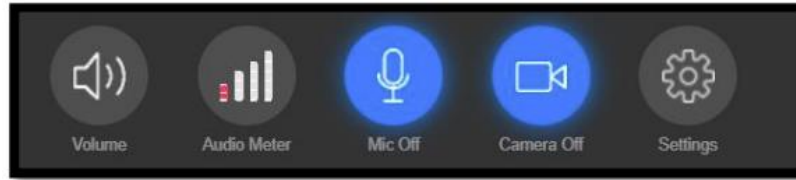
e. Once you have completed your intervention, please click the "Release Mic" button to deactivate your microphone and camera.
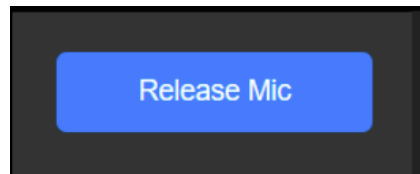
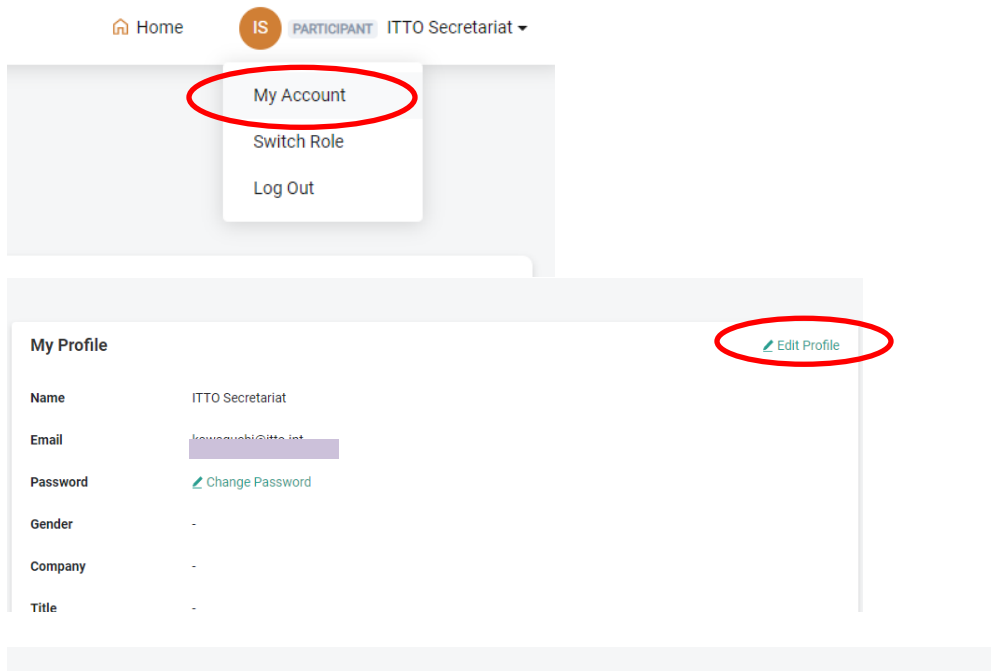Please view the following videos online for more information on how the system works:

https://youtu.be/c-b_cvhQrfE (ENG)

https://youtu.be/9WlJfLzQT5g (FRE)

https://youtu.be/15HnmPvPCDw (SPA)

About the display name of participants

1. In order to be able to identify participants and their delegation during the meeting, the name of the country should be included at the beginning of each participant's name.

2. If it is the first time you are using KUDO, the secretariat will register your name automatically so that it follows this format. If you have used KUDO previously and have registered your name using a different format, we request that you change this before the meeting starts.

3. In order to change your name, please log in to your account and click on your name on the top right corner of your screen. A sub-menu called "My Account" will appear. If you click "Edit Profile" you will be able to change your name. Please follow the format "Country name – First Name"(e.g. Japan – John) for your First Name. Your Last Name does not need to be changed.