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Source: Lesotho (Sara MOKRANI)

Title: Decision-making when there is remote participation in any meeting

Abstract: This contribution describes how Remote participation can facilitate collaboration and make e-meetings more efficient in overcoming the geographical limitations.

Introduction: The main benefit of E-meetings is permitting remote participations to be more flexible, but How to avoid the waste of time? What is the effective decision-making process for e-meetings in GTO?"

Discussion:

1- Purposes are determined before the meeting between the GTO members. Understanding their purpose, participants should then set goals and assign tasks toward the fulfilling of that purpose.

2- Circulate a meeting agenda before the meeting to all the members of GTO and ask them to contribute their information before the meeting date to improve the effectiveness of their participations. Gathering and presenting information in this method helps participants to focus on the issue at hand, instead of being influenced by one or two vocal participants. Once everyone has e-mailed their ideas. Then, the chair sends a second e-mail outlining each person's position and ask participants to evaluate their colleagues' suggestions before the face-to-face meeting. When the meeting starts, all the participants should have the information needed to make a decision, so the making-decision will be relatively quick.

3- During the meetings of GTO, only the participants who have the floor are allowed to speak. The chair of the meeting will call out a name and that is the person who has the floor. Address one issue at a time, and ask all participants whether they are satisfied that the issue has been addressed before the meeting moves on.

4- Review all of the information that was presented at the meeting prior calling the meeting to close. Organize a "question and answer" session only at the end of the meeting's GTO. An organized question and answer session at the end of the meeting is more efficient than random questions asked throughout the meeting.

Conclusion: The substitution of physical meetings in GTO by virtual meetings saves both money and time and reduces CO2 emissions but it requires deep policy to apply it.