



Tithe an
Oireachtais
Houses of the
Oireachtas

Oireachtas Committee meetings Supplementary Protocol for Witnesses giving evidence **online**

Last Updated 7 June 2023

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This note is set out as a guide for those witnesses attending a meeting of an Oireachtas Committee through online means, that is, by video conference. This should be read in conjunction with the invitation letter.

Evidence by video conference is being enabled using *Microsoft Teams*.

Meetings with witnesses are held in public and are broadcast live across the Houses of the Oireachtas' various media channels and live on <http://www.oireachtas.ie>

Before the meeting

- A formal invitation by email will issue or has issued to you to invite you to attend a meeting of the relevant Committee.
- You will be/have been asked to supply details of your contact or nominated contact to ensure that a full end-to-end technical test can be undertaken in the days before the meeting and for contact in case of any problems encountered during the meeting (see below). Staff from the Houses of the Oireachtas will contact you to arrange a suitable time for this test once details have been received.
- You will be asked to be available 15 minutes before you are due to appear before the Committee to ensure that the link is established, is working well and that both ends can clearly hear and see each other. This time will also afford you an opportunity to raise any questions you have about your participation.

Privilege

Matters relating to parliamentary privilege are dealt with in your invitation letter.

Connecting to the meeting

You will have received an email inviting you to a MS Teams meeting to ensure that everything is in order. The email will contain a link that will allow you enter this preparatory meeting.

This will take place in advance of the scheduled meeting (see above).

Jun

8

Mon

FW: SCC-19R Demo Meeting

[View on Google Calendar](#)

When

Mon Jun 8, 2020 14:30 – 15:00 (IST)

Where

Microsoft Teams Meeting

Who

Agenda

Mon Jun 8, 2020

No earlier events

14:30 FW: SCC-19R Demo Meeting

No later events

-----Original Appointment-----

From:

[@oireachtas.ie>](#)

Sent:

Monday 8 June 2020 10:26

To:

Subject:

SCC-19R Demo Meeting

When:

Monday 8 June 2020 14:30-15:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where:

Microsoft Teams Meeting

[Join Microsoft Teams Meeting](#)

[Learn more about Teams | Meeting options](#)

You will also have received an email inviting you to an MS Teams meeting in which the Committee is a participant. Once the preliminary checks have been completed, you will be free to join this meeting. You will be held in a “virtual lobby” until such time as the Committee is ready to hear your evidence. The Cathaoirleach (Chairperson) will invite you to join the meeting.

What we and you will see and hear during the meeting

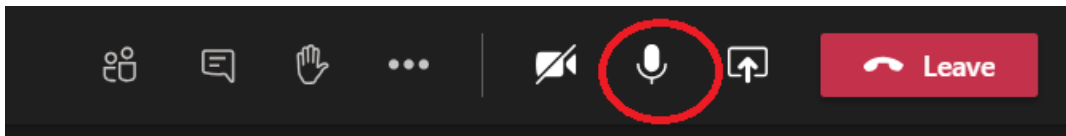
Your video feed from Microsoft Teams will be treated as an additional camera feed by our broadcasting system and will be visible, when selected by our broadcasting unit, on large display screens in the room in which the committee meeting is taking place.

The bottom third of the screen will be used to present captions. Please position your screen, and position yourself relative to your screen, bearing this in mind. A guide for best position, for broadcast, is that you are in the centre of the screen with the top of your head close to the top of the screen.

Please note the following:

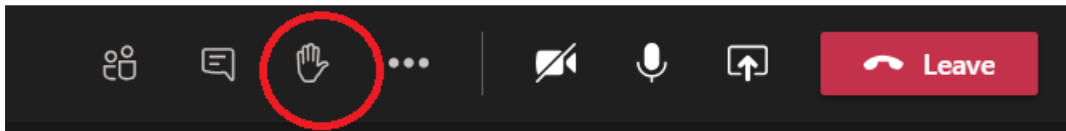
- You will be requested in advance of the meeting to indicate if you want to make a brief opening statement).
- If you would like any documentation displayed during the meeting you should submit this in advance in order that the Committee staff can share the documentation to members and for public broadcast.

- During the meeting no placards or suchlike should be visible in the background
- Before contributing at any point in the meeting, please ensure that your microphone is not muted by clicking on the microphone button as per the image below.



Each member of the Committee is allocated a number of minutes (as indicated by the Committee Cathaoirleach) to engage in discussion with witnesses. Please always try to be concise in your replies and mindful of the time remaining to the member in possession.

If at any point during the meeting you think it necessary to intervene, please always feel free to do so but be willing to accept the authority of the Cathaoirleach. If you wish to intervene but there is no immediately pressing need to do so, consider using the “raise your hand” feature in Teams by clicking on the icon and it will change colour.



If you do use the feature, please remember to lower your hand by clicking on the icon again when you have been recognised by the Cathaoirleach.

Should the quality of the communication channel deteriorate so much that the Committee cannot hear or see you, or that you cannot hear or see the Committee, the Cathaoirleach may ask you to take actions to resolve this or to log out and log back into the meeting. Our staff will use the contact number to ensure that a communications link is established as quickly as possible.

You may also use the “chat” function by clicking on the dialog box as indicated in the image below and type a message draw the Secretariat’s attention to a difficulty during the meeting.



Post meeting

You may be contacted by a member of the Committee’s witness management team to gather some feedback on your experience.