INVITATION
The 1st FMCBG Meeting
The 2nd FCBD Meeting

2nd ANTI CORRUPTION WORKING GROUP MEETING
BALI, 5 - 8 JULY 2022

VIRTUAL MEETING
ADMINISTRATIVE CIRCULAR
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I. INTRODUCTION

Indonesia is honored to welcome you to the 2nd G20 Anti-Corruption Working Group (ACWG) Meeting to be held on 5 - 8 July 2022 in Bali, Indonesia. This Administrative Circular is intended to provide virtual delegates and participants with information on logistical arrangements and other general information. Delegates and participants may contact the following email address for further questions regarding this meeting: G20Indonesia@kpk.go.id

The information contained in this Administrative Circular is current as of 2 June 2022 and could be subject to change.

II. MEETING OVERVIEW

A. Agenda

The ACWG meeting will be held on 5 - 8 July 2022 in a hybrid format (in-person and virtual). A Side-event Workshop on Public Participation and Anti-Corruption Education will be held on Monday, 5 July 2022. Detailed programmes for the ACWG meeting and workshop will be circulated to all delegates separately.

B. Working Language

All meetings will be conducted in English.

C. Media & Communication

As per G20 protocol, the ACWG meeting is confidential and without media participation. We recommend that delegations keep in mind the following guidelines:

- The content of the meeting remains confidential during and after the meeting.
- Only muted videos and still photography can be taken of the meeting.

The Indonesian G20 Presidency will distribute official photos from the meeting and will advise if any video content is intended for distribution. Content may be published on the Indonesian government official website and social media channels for public relation purposes.

III. REGISTRATION AND ACCREDITATION

A. Delegation Accreditation Officer

All virtual delegates attending the 2nd ACWG Meeting must be accredited by the G20 Presidency. All delegations are required to register for the meeting in advance by a Delegation Accreditation Officer (DAO). The DAO shall be nominated by filling out the DAO Registration Form at https://g20.org/registration/.

For members of the delegation registration purposes, the DAO will need to provide information on their relevant information. Please refer to the Delegates Registration & Accreditation User Guideline.

The DAO shall register all members of the delegation by 24 June 2022.

All virtual delegates registered in the 2nd ACWG Meeting will also receive Webex Link for the Side-Event Workshop on Public Participation and Anti-Corruption Education on 5 July 2022.
IV. VIRTUAL MEETING

A. Virtual Meeting Preparation

The virtual meeting will be held using Cisco Webex system software. The meeting link and passcode will be sent to the registered delegates on 1 July 2022, along with the instructions on joining the meeting. On the first day of the meeting, virtual delegates are advised to join an hour in advance.

A test run will be held on 4 July 2022 from 19:00 to 21:00 Central Indonesia Time/WITA (UTC+8) using the link and password provided. We advise all IT points of contact to join the test run to ensure a proper and reliable connection.

G20 members, guest countries and international and regional organizations are kindly asked to place a flag and/or name of country or organization to assist in identification during the technical setup and throughout the official meeting duration.

B. IT Point of Contact

The IT Point of Contact will be responsible for testing the Cisco WebEx System and ensuring the delegation has a successful connection. We suggest all IT point of contact to join the test run to ensure a proper and reliable connection.

The IT Point of Contact will be able to test Cisco Webex System on 4 July 2022 from 19:00 to 21:00 Central Indonesia Time/WITA (UTC+8).

Please submit your IT point of contact information form (see annex 1) to the following email: acwg.logistic@g20-indonesia.id

C. Number of Connections

Virtual delegates will be limited to the following number of connections:

<table>
<thead>
<tr>
<th>Attendee</th>
<th>G20 Members</th>
<th>Guest Countries</th>
<th>International and Regional Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connections</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

G20 Members, Guest countries, International and Regional Organisations will be issued a maximum of three (3) connections.

D. Meeting Protocol and Guidelines

Prior to the meeting, each delegation is asked to:

- Test the microphone and the webcam that will be used during the meeting.
- Check the internet connection by running a speed test.
- Ensure that the system meets the following requirements:
  - 5-10 Mbps per video call (symmetric)
  - Virtual Meeting platform system:

<table>
<thead>
<tr>
<th>Platform</th>
<th>Recommended versions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating system</td>
<td>Windows 10 or later</td>
</tr>
<tr>
<td></td>
<td>Mac OS X 11.x (Big Sur) or later</td>
</tr>
<tr>
<td>Desktop application</td>
<td>Webex Application V.42</td>
</tr>
</tbody>
</table>
We recommend that delegates use PC/laptop devices for a better virtual meeting user experience. However, please be advised that smartphone or tablet is allowed as a backup device. For more information on minimum system requirements to run Webex System, please refer to this article.

To join the meeting, you might choose between two options:

a) **By computer:**
   - **For the Heads of delegation,** please join the meeting by registering as:
     - For HoD → “Country name – HoD name”
     - For IOs → “IO name – HoD name”

b) **By video system or application**
   - **For the Heads of delegation,** please join the meeting by renaming your conference system and registering as:
     - For HoD → “Country name – HoD name”
     - For IOs → “IO name – HoD name”

Please be advised that:
- When joining the meeting, only the account(s) with details matching the Delegation Registration Form will be allowed to the lobby.
- The Webex line will be opened an hour in advance.
- The G20 Indonesian Presidency is currently using the Webex version 42.

To ensure a smooth flow for the debate, please refer to the following guidelines:
- Delegations are kindly requested to mute their microphone until they are given the floor.
- **If you intend to take the floor,** please use the Webex Chat function, and send a message to the chair once the discussion is open. Please also mention the relevant identification details, as per the General Information. Wait for the chair to orally invite you to speak and unmute by clicking the microphone icon.
- **Please note that the Webex tool “Raise Hand” will not be used during the meeting.**

### V. TECHNICAL SUPPORT

Should you face any difficulties while logging into the meeting, to take the floor or for any other technical assistance you may require, please contact our technical support team at: acwg.logistic@g20-indonesia.id to receive immediate assistance.

### VI. IMPORTANT CONTACT

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Email for all substantive queries</td>
<td><a href="mailto:G20Indonesia@kpk.go.id">G20Indonesia@kpk.go.id</a></td>
</tr>
<tr>
<td>2</td>
<td>Email for administrative and logistical concerns</td>
<td><a href="mailto:acwg@g20-indonesia.id">acwg@g20-indonesia.id</a></td>
</tr>
</tbody>
</table>
### VII. IMPORTANT DATES

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Date/Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Delegates Registration and Accreditation</td>
<td>24 June 2022</td>
</tr>
<tr>
<td>4</td>
<td>The 2nd ACWG Meeting</td>
<td>5 – 8 July 2022</td>
</tr>
<tr>
<td>5</td>
<td>Side-event Workshop on Public Participation and Anti-Corruption Education</td>
<td>5 July 2022</td>
</tr>
</tbody>
</table>
VIII. ANNEX

ANNEX 1

IT POINT OF CONTACT INFORMATION FORM

<table>
<thead>
<tr>
<th>Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country/Organization</td>
</tr>
<tr>
<td>Full Name</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Mobile Number</td>
</tr>
</tbody>
</table>

Additional information (if any)

Please send this form via email to acwg.logistic@g20-indonesia.id by 24 June 2022