



भारत 2023 INDIA

CULTURE WORKING GROUP
Thematic Webinars
Guidance Note for Participants

वसुधैव कुटुम्बकम्

ONE EARTH • ONE FAMILY
ONE FUTURE



Culture Working Group

Thematic Webinars

GUIDANCE NOTE

Context

In the framework of the G20 Culture Working Group, under the Indian Presidency, a series of four Thematic Webinars will be organized between March and April 2023 to harness the four priorities set forth by India through shared expertise and best practices to firmly position culture as an engine for propelling inclusive sustainable socio-economic recovery and development. The Thematic Webinars are intended to inform the proceedings of the Culture working Group with a view to shaping the action-oriented outcomes of the G20 Culture by the Culture Working Group across its four meetings. By building on the outcomes of the Thematic Webinars, the Culture Working Group under the Indian Presidency will be better equipped to engage in the preparation of the Ministerial Declaration which will be considered by G20 Ministers of Culture at the ministerial meeting planned on 23. August 2023 in Varanasi. UNESCO, in its capacity as knowledge partner of India in this endeavor and building on its UN global and specialized mandate in culture, will provide support to the Presidency and the G20 membership in their efforts, building on the progress and achievement of previous presidencies, thus enabling the progressive shaping of an action-oriented roadmap in the medium and longer term. The work undertaken around the four priorities as part of the G20 Culture Working Group will also help advance the core areas of policy engagement outlined in the Declaration of the UNESCO World Conference on Cultural Policies – MONDIACULT, endorsed unanimously by 150 Ministers of Culture in September 2022. In line with its role as a knowledge partner, UNESCO will facilitate the logistical and organizational aspects of the Thematic Webinars, notably by providing the zoom platform and technical assistance as required. The table below presents the dates and time of each of the four Thematic Webinars on the basis of the Paris-time zone and Indian-time zone.

Programme

	Priority area	Date	Time (New Delhi time*)	Time (Paris time*)
1	Protection and Restitution of Cultural Property	28 March		
2	Harnessing Living Heritage for a Sustainable Future	13 April		
3	Promotion of Cultural and Creative Industries and the Creative Economy	19 April	12.30 p.m. – 8.30 p.m.	9 a.m. – 5 p.m.
4	Leveraging Digital Technologies for the Protection and the Promotion of Culture	20 April		

* Indications on the different time zones are available in Annex of the present note.

Main objectives

- **Fostering an inclusive dialogue** and knowledge sharing on each priority of the Indian Presidency G20 Culture Working Group from an expert-driven perspective;
- **Capitalizing on best practices** and experiences at the country level, as well as from international organizations; and
- **Identifying gaps, needs and priorities** to help shaping action-oriented recommendations by the Culture Working Group, avoiding duplication with existing mechanisms and policy instruments
- **Inform the reflection of the G20 Membership** towards formulating possible action-oriented outcomes of the G20 Culture Working Group.

Format and structure

- **All four webinars will be held for a duration of 8 hours approximately and structured around three speaking segments** that will be facilitated successively by representatives of international organizations.
- The speaking segments shall address **action-oriented areas**:
 - i) knowledge sharing and exchange of good practices,
 - ii) identification of gaps and priorities; and
 - iii) the formulation of recommendations to the Culture Working Group.
- **10 to 15 speakers will intervene under each of the 3 speaking segments.** Each speaker will be invited to address one or more of the aforementioned action-oriented areas during his/her intervention.
- Each intervention shall not exceed a duration of **4 minutes maximum**.
- Each speaking segment will be followed by an **open discussion of 20 to 30 minutes**.
- The facilitator of each speaking segment will conclude the session with a **5-minute presentation of salient points** based on the salient points of the interventions.

Provisional agenda

Time (Paris time*)	
9 a.m. – 9.30 a.m.	Opening segment
9.30 a.m. – 11.30 a.m.	First speaking segment <ul style="list-style-type: none">• 10 to 15 interventions on knowledge sharing and exchange of practices, gaps and priorities and recommendations• Open discussion• Presentation of salient points by the facilitator
11.30 a.m. – 1.30 p.m.	Second speaking segment <ul style="list-style-type: none">• 10 to 15 interventions on knowledge sharing and exchange of practices, gaps and priorities and recommendations• Open discussion• Presentation of salient points by the facilitator
1.30 p.m. – 2.35 p.m.	<i>Break</i>
2.35 p.m. – 4.35 p.m.	Third speaking segment <ul style="list-style-type: none">• 10 to 15 interventions on knowledge sharing and exchange of practices, gaps and priorities and recommendations• Open discussion• Presentation of salient points by the facilitator
4.35 p.m. – 5.00 p.m.	Closing segment <p>Closing remarks by Joint Secretary, Ministry of Culture, Government of India, and Co-Chair, Culture Working Group</p>

* Indications on the different time zones are available in Annex of the present note.

Participants

The webinars will be attended by representatives and designated experts of the following constituencies:

- G20 Members
- Guest countries
- Invited international organizations

Countries and participants will be distributed across the speaking segments based on their respective time zone, from Asia and the Pacific to Arab States, Africa, Europe and North America and Latin America and the Caribbean. Speakers will intervene based on an alphabetical order in English and the time zone.

Outcomes and follow-up actions

- **Each of the webinars will shape action-oriented recommendations that will guide the work of the Culture Working Group** in formulating action-oriented **outcomes** for each of the priorities.
- **The recommendations will build on existing mechanisms at the global level**, notably those emanating from UNESCO, ICOMOS, ICOM, UNIDROIT, WIPO or OECD among others, in order to build on synergies and avoid duplications. Recommendations shall also be action-oriented while exploring a possible mechanism to monitor progress achieved over time.
- Four **thematic background papers** will be shared by the Indian Presidency with the G20 Membership ahead of the webinars in preparation for the discussion. The background papers will also reflect the insights shared by the membership during the first meeting of the Culture Working Group held on 23-24 February 2023.
- Under the leadership of India, a **consolidated report of the four Thematic Webinars** will be produced and widely disseminated to the G20 membership at the third Culture Working Group meeting planned on 15-18 July as a legacy of the joint work and with a view to ensure knowledge building over time. In order to facilitate the preparation of the report, all speakers will be kindly invited to send their written statement after the webinar to the contact emails indicated below.

Technical information

- The Thematic Webinars will be held *via* the **Zoom platform** to be provided and facilitated by UNESCO. Participants are invited to register at the following link prior to the webinar:
 - https://unesco-org.zoom.us/meeting/register/tZAtduqoqz0tGNMyBdYjwewh0iXo939H_BHl
 - Passcode: 201756
 - Meeting ID: 840 1305 6727Once registered, participants will be receiving an automatic confirmation of registration through e-mail, which will include the link to connect to the Thematic Webinar.
- As per G20 practice, the webinars will be conducted in **English only**.
- **Recording** of the webinars will be ensured for communications and archiving purposes, including the chatbox. All copyrights will be under Culture Working Group, Ministry of Culture, Government of India and UNESCO. By participating in the webinars, participants agree on the use of visual screenshots and audiovisual extracts from the webinars for communications purposes.
- A **live streaming** of the webinars will be made available *via* the following webcast link to be shared with external audience: <http://webcast.unesco.org/events/2023-03-G20CIP/>
- Participants are kindly requested to **rename themselves** when connecting to the webinar by indicating the name of their country/organization in capital letters, followed by the name of the speaker.
- Speakers of the webinars are kindly invited to **connect 15 minutes prior** to the start of the webinar or to their intervention in the concerned speaking segment based on the time difference.
- Each speaker is invited to **activate his/her microphone** before starting the intervention and to mute the microphone while not intervening.
- To protect privacy, and for security reasons, participants are requested to **not share the Zoom meeting link** or code under no circumstances, and make sure to use the latest version of Zoom.

🏠 Should you need any technical support, please contact g20.culture@g20.in and G20Culture2023Webinars@unesco.org

¹ In case any G20 Members may encounter connection constraints with regard to the speaking time allotted, please contact g20.culture@g20.in and G20Culture2023Webinars@unesco.org

G20 constituencies and indications on time zones for the Thematic Webinars

G20 Members			
Member	Time zone	GMT	Webinars time (as of 28 March)
 India	New Delhi	+5:30	12.30 p.m. – 8.30 p.m.
 Argentina	Buenos Aires	-3:00	4 a.m. – 12 p.m.
 Australia	Canberra	+11:00	6 p.m. – 2 a.m.
 Brazil	Brasília	-3:00	4 a.m. – 12 p.m.
 Canada	Ottawa	-4:00	3 a.m. – 11 a.m.
 China	Beijing	+8:00	3 p.m. – 11 p.m.
 France	Paris	+2:00	9 a.m. – 5 p.m.
 Germany	Berlin	+2:00	9 a.m. – 5 p.m.
 Indonesia	Jakarta	+7:00	2 p.m. – 10 p.m.
 Italy	Rome	+2:00	9 a.m. – 5 p.m.
 Japan	Tokyo	+9:00	4 p.m. – 12 a.m.
 Republic of Korea	Seoul	+9:00	4 p.m. – 12 a.m.
 Mexico	Mexico City	-6:00	1 a.m. – 9 a.m.
 Russian Federation	Moscow	+3:00	10 a.m. – 6 p.m.
 Saudi Arabia	Riyadh	+3:00	10 a.m. – 6 p.m.
 South Africa	Cape Town	+2:00	9 a.m. – 5 p.m.
 Türkiye	Ankara	+3:00	10 a.m. – 6 p.m.
 United Kingdom	London	+1:00	8 a.m. – 4 p.m.
 United States of America	Washington D.C.	-4:00	3 a.m. – 11 a.m.
 European Union	Brussels	+2:00	9 a.m. – 5 p.m.

Country	Time zone	GMT	Webinars time (as of 28 March)
 Bangladesh	Dacca	+6:00	1 p.m. – 9 p.m.
 Egypt	Cairo	+2:00	9 a.m. – 5 p.m.
 Mauritius	Port Louis	+4:00	11 a.m. – 7 p.m.
 Netherlands	Amsterdam	+2:00	9 a.m. – 5 p.m.
 Nigeria	Abuja	+1:00	8 a.m. – 4 p.m.
 Oman	Muscat	+4:00	11 a.m. – 7 p.m.
 Singapore	Singapore	+8:00	3 p.m. – 11 p.m.
 Spain	Madrid	+2:00	9 a.m. – 5 p.m.
 United Arab Emirates	Abu Dhabi	+4:00	11 a.m. – 7 p.m.

Online Meeting Tips



Use a secure wired Internet connection instead of wifi



Preferably use a computer rather than a tablet or mobile phone



Minimum requirement: ADSL connection with a minimum capacity of 2Mbps download and 1Mbps upload (possible test via <https://www.speedtest.net/>)



If you use an internet browser, please use Google Chrome and be sure it is up to date.

Close unnecessary programs before joining the online meeting



Terminate all unnecessary software running on your computer, especially those **using camera or audio device, or using network/internet** (Skype / Webex / Adobe Connect / GoToMeeting etc.)

Before joining terminate Classic Skype if you are using it and not only close, **you should also "Quit"** to avoid audio/video conflict. (Right click the Skype icon in the taskbar then click "Quit")



Keep your cell phone in silent mode during the meeting.

Setting Your Microphone Straight

If you join by using a desktop computer, using **a headset with a microphone is ++ STRONGLY recommended ++** and will allow your voice to carry better by minimizing ambient noise. Use of a headset will also eliminate echo.

Check your hardware before joining the online meeting, UNESCO will not provide remote assistance on this matter.



Turn On Mute: mute yourself when you are not speaking

Avoid Activities that Can Be Picked Up by the Microphone

Locate the microphone properly: if using a headset, place the microphone in front of your chin, not in front of your mouth, to avoid heavy breathing sounds.

Switch off your cell phone

Connect prior the meeting start: Then you'll have time to start your video, check the sounds with others participants, and eventually upload documents if needed

With these tips you'll have the optimum audio for your video experience

Setting your Lighting

Your camera is on, your microphone and speakers are set, your connection is solid - but can they see your face? Proper lighting is one aspect that often gets neglected in the preparation for a video conference call.

In a hurry to get on a video call, most participants are content to connect and have everything work! But to get the most out of the video conferencing experience, we have to properly showcase the one thing that only video can deliver – your face.



We have to remember that the best part about video conferencing is the 'face to face' interaction that is nearly as good as being in the same room as the other person. And to make the most of that we have to pay close attention to the lighting environment.

Don't sit have a window directly behind you. This will either create a glare or dark shadows

Don't sit in a dark room with low light

People will need to see your facial expressions to truly understand what you're conveying

Do try to be in an evenly lit room

Overhead lighting is best. But if you don't have that available, situate a lamp close to you

Now enjoy that spotlight and get your video meeting on
