

Administrative Circular

For non-cluster meetings at APEC 2021.

Join, Work, Grow. Together.
Haumi ē, Hui ē, Tāiki ē.

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1. Introduction

1.1. Welcome

For the 21 APEC economies, united by the Pacific Ocean, there has never been a more important time to join together.

As our communities reel from a global pandemic that has shaken the health of our people and the health of our economies, it is APEC, the most dynamic regional economy in the world that will help us all rebuild and recover.

We look forward to giving you a warm, virtual welcome to APEC 2021, and to continue building our connections and working towards positive change.

We are creating a digital experience that will strengthen our bonds and progress our important work.

This is a new era in digital diplomacy.

The way we respond as a region to today's challenges will be felt for generations to come. New Zealand looks forward to joining with you, and working together to progress the Asia-Pacific region's recovery at APEC 2021.

As you might have heard, we are using the phrases below to speak to New Zealand's focus this year on joining together with APEC economies, and working together so we can grow our economies for the benefit of all people in the Asia Pacific.

Throughout APEC 2021 we will use these words to speak to APEC's teamwork and collaboration.

Join, Work, Grow. Together
Haumi ē, Hui ē, Tāiki ē.

Welcome to APEC 2021, hosted by Aotearoa New Zealand.

This Administrative Circular provides information for connecting to and participating in APEC 2021 meetings. It should be read alongside meeting-specific information from your Programme Director or Chair, and the APEC 2021 Participant Guidelines.



1.2. Experiencing Māori values and practices throughout APEC 2021

Kia ora! Māori are the indigenous people of New Zealand, and share a Treaty Partnership with the New Zealand Government.

Throughout APEC 2021, New Zealand will reflect Māori culture in our hosting. This involves the practices of whanaungatanga (building and strengthening relationships) and kaitiakitanga (recognising our role as stewards of Asia Pacific resources for future generations).

These practices and values, which form the basis of indigenous values and belief systems, are shared throughout APEC economies.

2. Accreditation Officers

2.1. Delegation Accreditation Officer (DAO)

Delegation Accreditation Officers (DAOs) are the primary point of contact regarding registration and accreditation issues at APEC 2021. The DAO is also responsible for responding to requests from the host economy and for additional information.

Participants will only need to go through the set up process once for their APEC 2021 account. Once registered, they are registered for the entire year – not just a meeting or meeting cluster.

This is designed to make it easier for DAOs who only need to enter registration information once for the year, after which they can simply add participants to different meetings or meeting clusters.

Anyone set up as a DAO for an economy or organisation will have access to all the registrations under that economy or organisation (please note this cannot be limited by meeting cluster type).

DAOs can come from agencies within an economy – they do not have to be from the traditional ‘APEC focused’ agency. For example, New Zealand could have a DAO from the Ministry of Foreign Affairs and Trade - and also a DAO from The Treasury focusing on the Finance Ministers’ Meeting. If you are unsure of your economy or organisation’s appointed DAO/DAOs please contact APEC2021Support@mfat.govt.nz for assistance.

There are two options available to economy or organisation DAOs to register participants:

1. Existing DAOs enter the registration details for all attendees in the APEC 2021 Registration portal OR
2. The primary DAO or SOM approve additional DAOs to be added under their economy or organisation (up to a maximum of 5 DAOs), noting that economy or organisation DAOs have access to all registration information for that economy.

To nominate an additional DAO please email APEC2021Support@mfat.govt.nz with the following information (please note you will receive an automatic response to confirm receipt of the email):

- Email subject line: Delegation Accreditation Officer – [insert economy name]
- First name
- Surname
- Email address (please use an email address for DAO purposes, that the DAO will not need to use for participation purposes)
- Mobile phone number (including international dialling code)
- Economy/organisation name
- Job title

In order for the DAO to participate in meetings, they will need to also register themselves as a participant using a **different email address for participation**.



3. Registration and accreditation

3.1. Delegate registration

All meeting participants must be registered by their DAO via the APEC 2021 Registration Portal.

DAOs can use their existing credentials to log into the Registration Portal. For newly appointed DAOs, the link to the Registration Portal will be sent by email, at the start of the meeting registration period by the APEC New Zealand Registration Team.

To make sure the meeting access process is secure, participants will be required to set up two-factor authentication ('2FA') when they first log in to their account. The Senior Officials are excluded from the two-factor authentication process.

Please see the Participant Guidelines and DAO Guidelines for more information on the registration process.

For meetings, registration needs to be completed for the Senior Official or Head of Delegation, Technical Focal Point, and all members of the delegation that will be accessing the virtual meeting session with a separate login.

If a DAO experiences any issues with the registration process, they should contact APEC2021Support@mfat.govt.nz.

Full instructions for requesting bilateral meetings are available in the DAO Guidelines.



3.2 Non-APEC member participant and guest registration

Invited guests who are not members of a delegation or who come from non-APEC economies, must be accredited through the process outlined in the [APEC Guidelines on Managing Cooperation with Non-Members \(PDF\)](#). The APEC Secretariat will be the contact point for applications to accredit non-members to all non-cluster meetings. Please contact the relevant Programme Director (PD) for the meeting, workshop or other event.

4. Meeting access and guidelines

4.1. Brief system setup overview

Throughout APEC 2021, we will use Microsoft Teams for all virtual meetings. When delegates are registered by their DAO, an APEC 2021 Teams account will be created per individual (this is your unique login). This account will allow delegates to access meetings throughout the year.

Once your account has been created, you will receive an official APEC 2021-branded email confirming your account creation with further details outlining the steps required to finish setting up your account. We'll also provide detailed instructions in the participant guidelines.

Once you've setup your account, meetings will be accessible by logging into your APEC 2021 Participant Portal and browsing to your meeting schedule. You can access the meetings from the Participant Portal via a web browser, or by the Teams application on your PC, laptop or mobile device.

We recommend installing the Teams desktop client so you have the best experience. This enables you to make use of additional features like viewing up to 49 cameras at one time in gallery view, and making a self-test call. You can still fully participate in APEC 2021 meetings using only the web browser or app, however some features may be limited, such as only being able to view 9 cameras at one time in gallery view.



4.2. Accessing meetings

Download the Teams desktop client:

You can download the Teams desktop client from <https://www.microsoft.com/microsoft-365/microsoft-teams/download-app>.

If you are unable to install the desktop client, you may need to contact your organisation's technical support team for assistance. If you still cannot install the client, don't worry, you can still participate in meetings by using the web version or app.

App for mobile devices:

The Microsoft Teams app is available for Apple and Android devices in their respective app stores.

Web browser:

To access Teams via a web browser, go to <https://teams.microsoft.com> and log in with your APEC 2021 credentials. We would not recommend the web browser for any Chair/Presenter/Speaker as the functionality is more limited.

4.3. Pre-meeting setup/technical requirements and testing

Testing your equipment: Teams Self-Test

If the Teams desktop client has been installed on a device, the Microsoft-provided 'Make a test call' feature will be available to perform a self-test. The test call will allow participants to check their microphone, speaker, and camera are working.

1. To make a test call, select your profile picture, then **Settings > Devices**.
2. Choose **Audio devices > Make a test call**.
3. Follow the instructions from Test Call Bot and record a short message. The message will play back for you so you can hear if your audio is clear.
4. After that, you will get a summary of the test call. Use the summary to decide if you need to adjust your equipment.



Note:

1. The test call feature is only available in English at present.
2. Your test recording is deleted immediately after the call. It will not be retained or used by Microsoft.
3. The test call feature is currently unavailable for Teams via a web browser. It is only available if you have downloaded the Teams client.

Pre-meeting check

Each session will start one hour before the start time of the meeting to allow time for testing. All participants are encouraged to join the session during this time to spot and fix last minute technical issues.

For specific advice on equipment, please see the participant guidelines.

Accessing the meeting platform

1. Login to the APEC 2021 Participant Portal through the invitation email sent to you by APEC New Zealand. Within this email will be your unique link to the Portal to set your password, and two-factor authentication.
2. Navigate to your meeting schedule. A list of meetings that your DAO has registered you for will be visible to you.
3. Select the link for the meeting that you wish to join. You will be taken directly to the meeting. Your on-screen name should appear correctly however if you do notice any issues, please get in touch with your technical support person or your Delegation Accreditation Officer.



4.4. User name/naming conventions

The display name of each participant will be set based on the following naming convention:

<Economy code>/<Participant surname> (e.g. “13 NZ/TALBOT”)

Note: The chair of each meeting will need to be identified to APEC New Zealand, so we can update their display name to fit with the naming convention.

Economy/Organisation	Economy code	Display Name
CHAIR	01 CHAIR	01 CHAIR/SURNAME
AUSTRALIA	02 AUS	02 AUS/SURNAME
BRUNEI DARUSSALAM	03 BD	03 BD/SURNAME
CANADA	04 CDA	04 CDA/SURNAME
CHILE	05 CHL	05 CHL/SURNAME
PEOPLE’S REPUBLIC OF CHINA	06 PRC	06 PRC/SURNAME
HONG KONG, CHINA	07 HKC	07 HKC/SURNAME
INDONESIA	08 INA	08 INA/SURNAME
JAPAN*	09 JPN	09 JPN/SURNAME
REPUBLIC OF KOREA	10 ROK	10 ROK/SURNAME
MALAYSIA	11 MAS	11 MAS/SURNAME
MEXICO	12 MEX	12 MEX/SURNAME
NEW ZEALAND	13 NZ	13 NZ/SURNAME
PAPUA NEW GUINEA	14 PNG	14 PNG/SURNAME
PERU	15 PE	15 PE/SURNAME
THE PHILIPPINES	16 PHL	16 PHL/SURNAME
THE RUSSIAN FEDERATION	17 RUS	17 RUS/SURNAME
SINGAPORE	18 SGP	18 SGP/SURNAME
CHINESE TAIPEI	19 CT	19 CT/SURNAME
THAILAND	20 THA	20 THA/SURNAME



Economy/Organisation	Economy code	Display Name
UNITED STATES	21 US	21 US/SURNAME
VIET NAM	22 VN	22 VN/SURNAME
APEC SECRETARIAT	23 APECSEC	23 APECSEC/SURNAME
ABAC	24 ABAC	24 ABAC/SURNAME
OBSERVERS (PECC, PIF, ASEAN)	25 PECC OR PIF OR ASEAN	25 PECC OR PIF OR ASEAN/SURNAME
GUESTS	26 GUESTS	26 GUESTS/SURNAME

*Please note, for Senior Officials, *09 JPN METI* and *09 JPN MOFA* will be used as appropriate.

4.5. On Screen display name

Your display name is set automatically as part of your registration.

If you have any difficulties please contact your technical support person, or your DAO as appropriate.

If they are unable to resolve the issue or need to correct any information, please contact APEC New Zealand Delegate Services team on APEC2021Support@mfat.govt.nz.

4.6. Participant guidelines

The participant guidelines provide information and tips on the successful use of the APEC 2021 Participant Portal and virtual meeting platform (Microsoft Teams). The guidelines will be sent to DAOs to distribute and will also be available on the APEC 2021 Participant Portal.



4.7. Recording

It is acknowledged that participants, APEC organisers, or the APEC Secretariat may informally record meetings, including remote participation sessions and virtual meetings, for the purpose of assisting note taking. These recordings must be kept confidential.

Any recording of an APEC meeting that is meant to be shared with the public, including recording remote participation sessions, virtual meetings, and capacity building events, should be agreed beforehand by the Chair and members of the relevant fora.

For the purposes of public affairs (i.e. promoting APEC's broad agenda) the meeting host and the APEC Secretariat reserve the right to use photo and/or video images of delegates at APEC activities in official communication materials, including on social media.

4.8. Information disclosure

APEC operates by consensus and it needs space to consider and debate issues away from public scrutiny in order to develop that consensus. For the deliberative process to function optimally, it is necessary to safeguard the free and candid exchange of ideas.

While APEC makes publicly available summary reports and other documents classified for public release by the originating fora, meeting participants are expected to display sensitivity by not disclosing to the public detailed information exchanged during the course of its deliberations, including any recordings.



5. Contact information

5.1. Programme Directors and Chairs

If you have questions about the meeting agendas or other substantive arrangements for your meeting, please contact your Programme Director or Chair.

5.2. Registration and accreditation

If you have any questions about registration, please contact APEC2021Support@mfat.govt.nz. You will receive an automatic response from this address to confirm your email has been received. If you do not receive a response, please ask your DAO to contact us on your behalf.

