

# Appendix 3 – Digital and Hybrid Meeting Protocol

## 1. Purpose

This protocol defines procedures for holding ISIC meetings and votes in digital or hybrid form, ensuring transparency, security, and equal participation.

## 2. Approved Platforms

Digital meetings shall be held on secure, password-protected platforms capable of identifying participants (e.g., Zoom, Teams, or equivalent).

The platform must allow recording of attendance and vote verification.

## 3. Notice and Agenda

Digital or hybrid meetings follow the same notice period as physical meetings.

All documents must be distributed at least 30 days in advance.

## 4. Attendance Verification

Each participant must identify themselves upon joining.

The Chair or meeting administrator confirms quorum before any vote is taken.

## 5. Digital Voting

Votes may be conducted using platform tools or a secure voting application.

The method must ensure confidentiality and verifiable results.

Each country holds one vote, in accordance with §12 of the Constitution.

## 6. Recording and Documentation

Meetings may be recorded for minute-taking purposes, with prior notice to participants.

Recordings must be deleted after the official minutes are approved.

## 7. Technical Disruptions

If technical issues prevent quorum or participation, the meeting may be paused for up to 30 minutes.

If unresolved, the **Executive Committee** may reschedule affected agenda items.

## 8. Data Protection and Confidentiality

All digital meeting data and materials are the property of ISIC.

Personal data shall be processed in compliance with GDPR and other relevant legislation