



Food and Agriculture
Organization of the
United Nations

FAO  **42**
Conference

Guide on the Online Voting System

(June 2021)

CONTENTS

INTRODUCTION	3
STEP 1: ACCESS CREDENTIALS.....	4
Receiving your credentials	4
Log in to the system.....	5
STEP 2: WAITING ROOM.....	7
STEP 3: VOTING ROOM.....	8
STEP 4a: CASTING A SECRET VOTE.....	10
STEP 4b: CASTING A NOMINAL VOTE (BUDGETARY APPROPRIATIONS)	15

INTRODUCTION

This guide presents the four-step process for voting in the online voting system at the 42nd Session of the FAO Conference, should this option be selected.

Delegates are kindly reminded to submit names and email accounts of the voting delegate and the alternate voting delegate no later than Wednesday 9 June 2021 to FAO-C42-voting@fao.org.

Delegates must be included in the credentials submitted by each Member for the Conference.

Both the voting delegate and the alternate have identical access and voting capabilities in system. It is the responsibility of the voting delegation to determine who will cast the vote in the Voting Room on behalf of their Member delegation.

Voting at the 42nd Session of the FAO Conference is scheduled on Thursday 17 June 2021. The scheduled votes at the Conference are:

- Nominal vote on the budgetary appropriation;
- Secret ballot election of the Independent Chairperson of the Council; and,
- Secret ballot for the election of Council Members, if necessary.

STEP 1: ACCESS CREDENTIALS

Receiving your credentials

Credentials will be issued to each delegate on Tuesday 15 June 2021 at 12:00hrs (CET) from the following email address used for transmission of credentials: odea-do-not-reply@odelections.com.

Please contact FAO-C42-voting@fao.org if the email is not received on Tuesday 15 June 2021.

The email message will contain a username, password and web link to access the voting system.

In order to use the voting system, it is advised to open the web link on the following browsers:

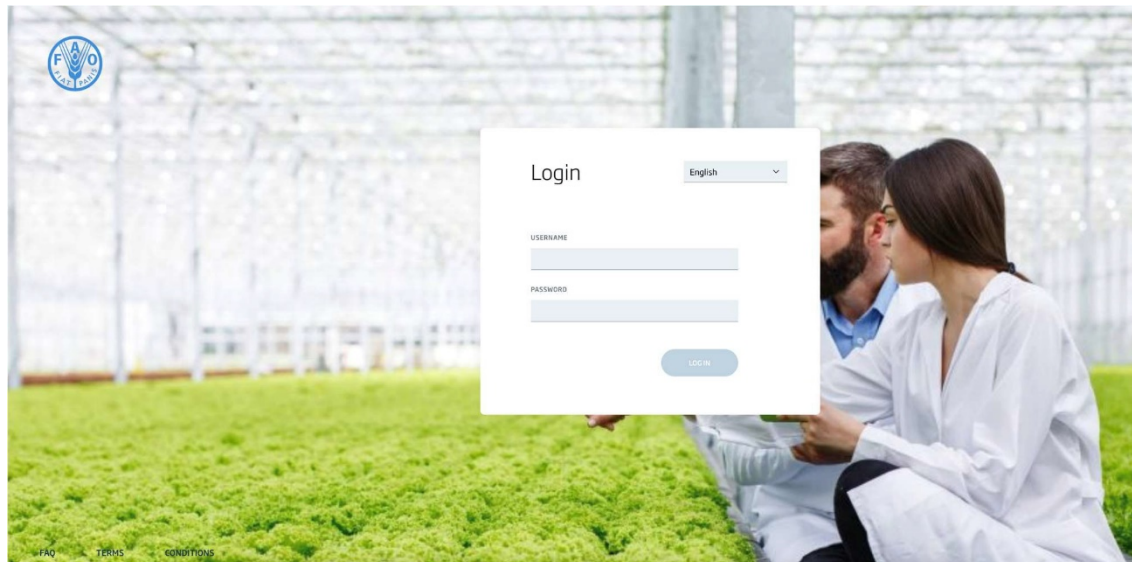
- Google Chrome
- Firefox
- Microsoft Edge
- Safari

Internet Explorer should not be used as the voting system is not supported by this browser.

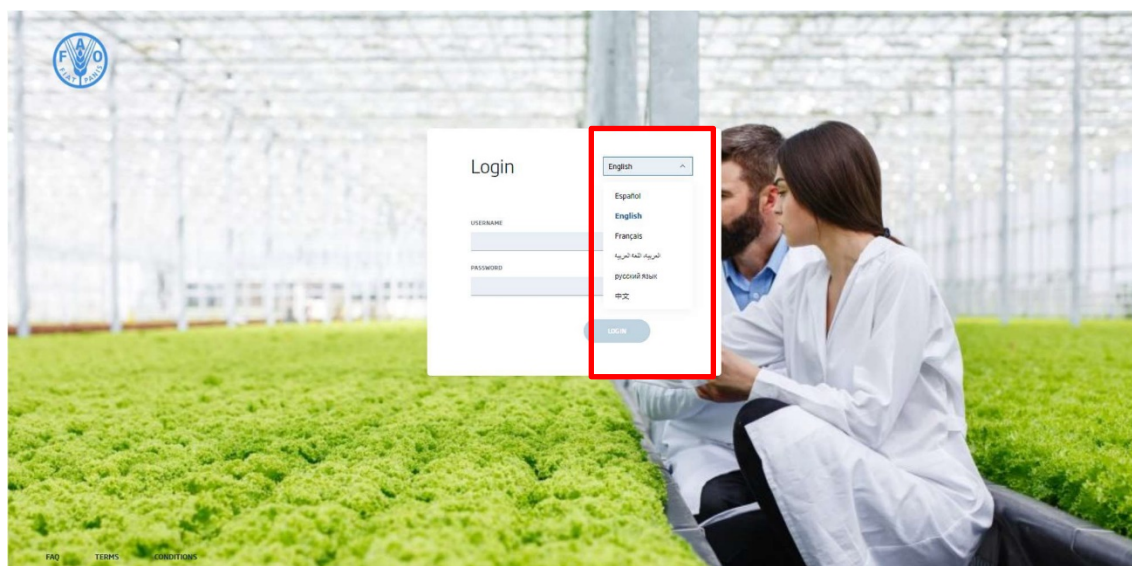
Log in to the system

- > Click on the web link provided in the credentials email or click on this link:

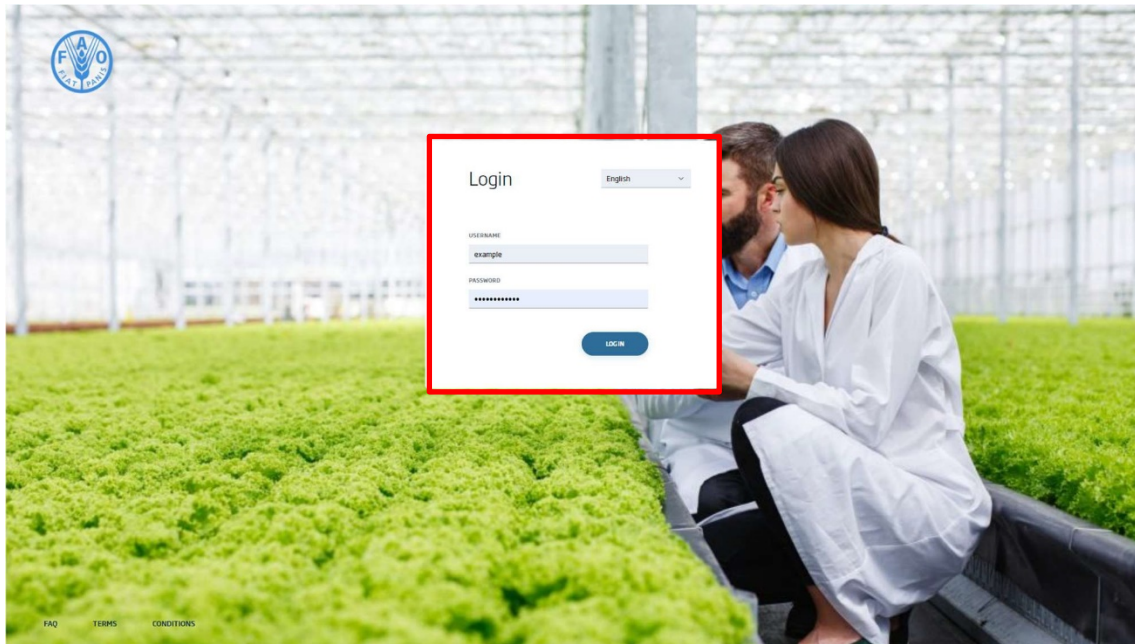
<https://seat-fao.odelections.com>



- > Select your language of preference by choosing one from the list. The voting system is available in Arabic, Chinese, English, French, Russian and Spanish.

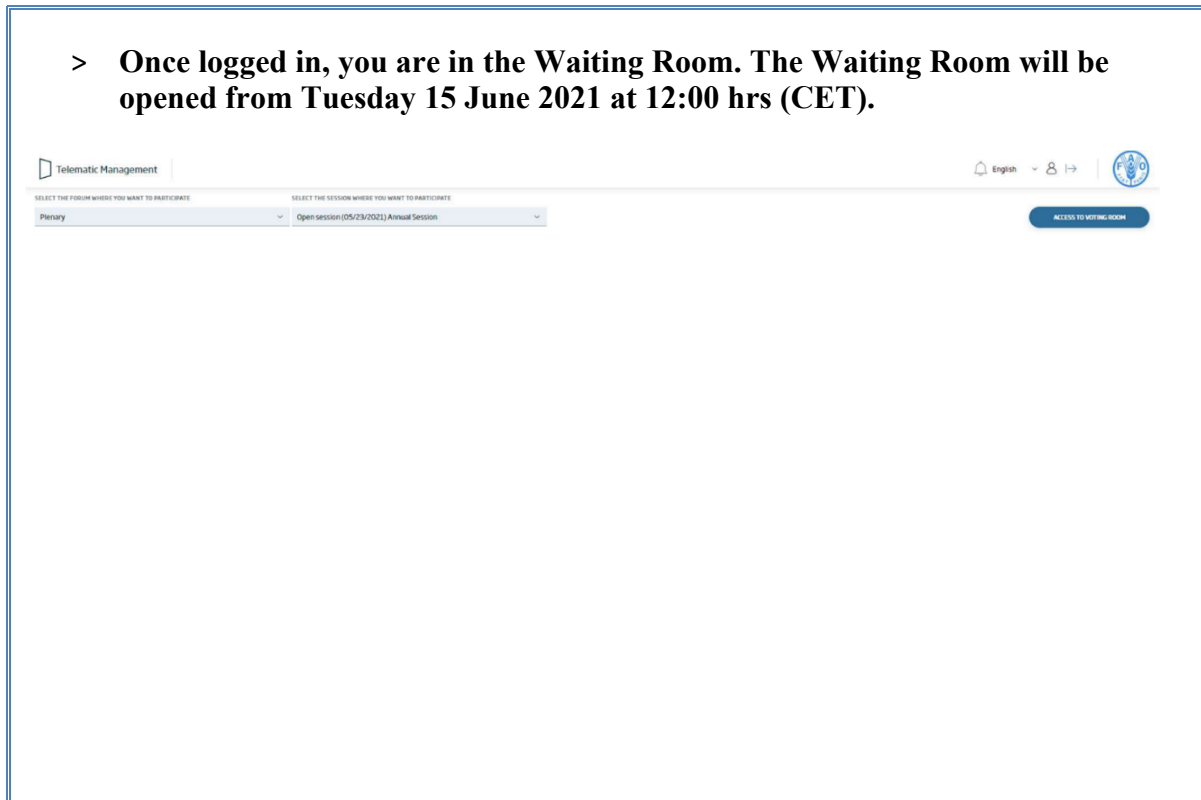


> Enter the username and password and click on the “**LOG IN**” button.



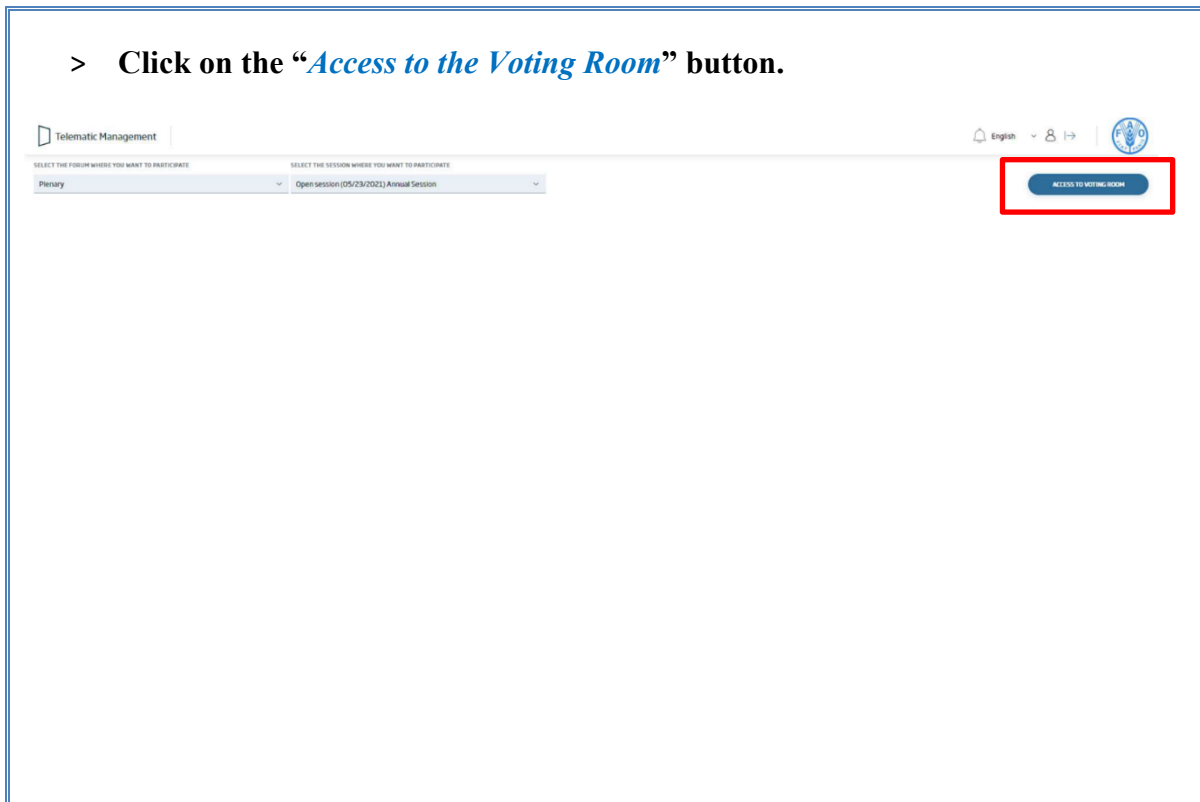
STEP 2: WAITING ROOM

- > **Once logged in, you are in the Waiting Room. The Waiting Room will be opened from Tuesday 15 June 2021 at 12:00 hrs (CET).**

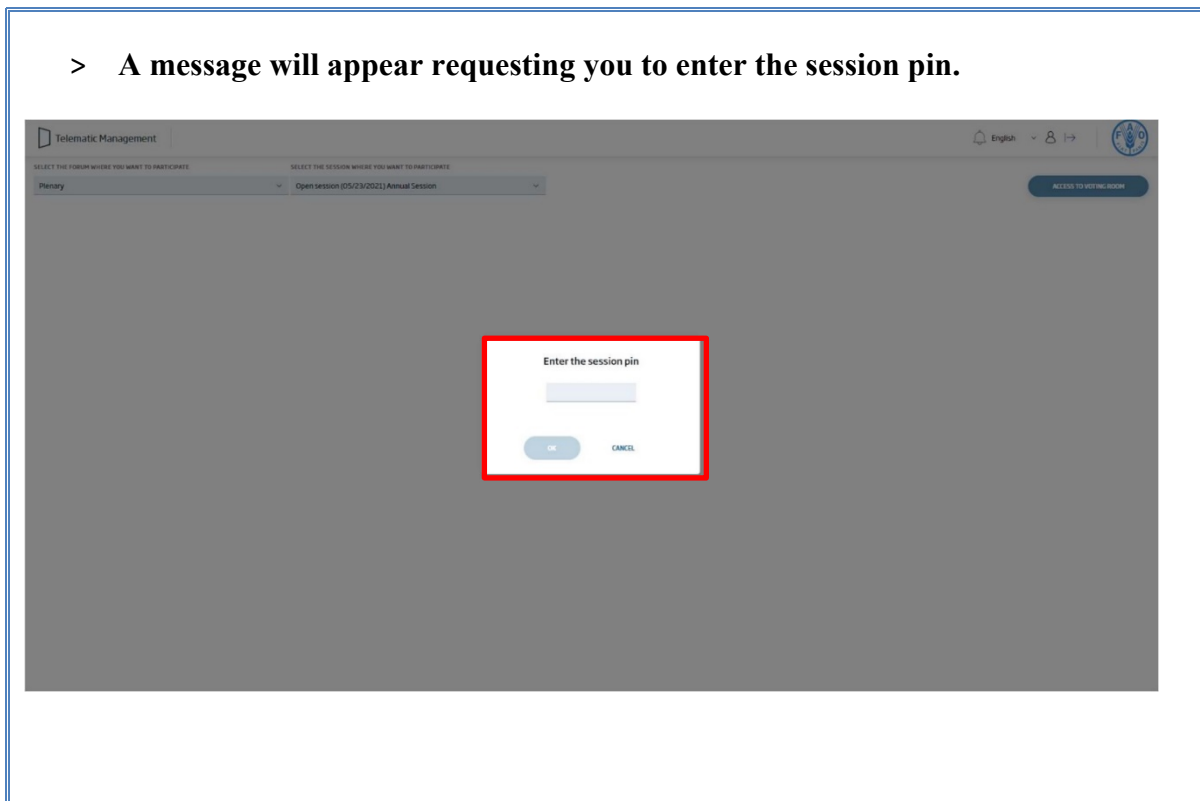


STEP 3: VOTING ROOM

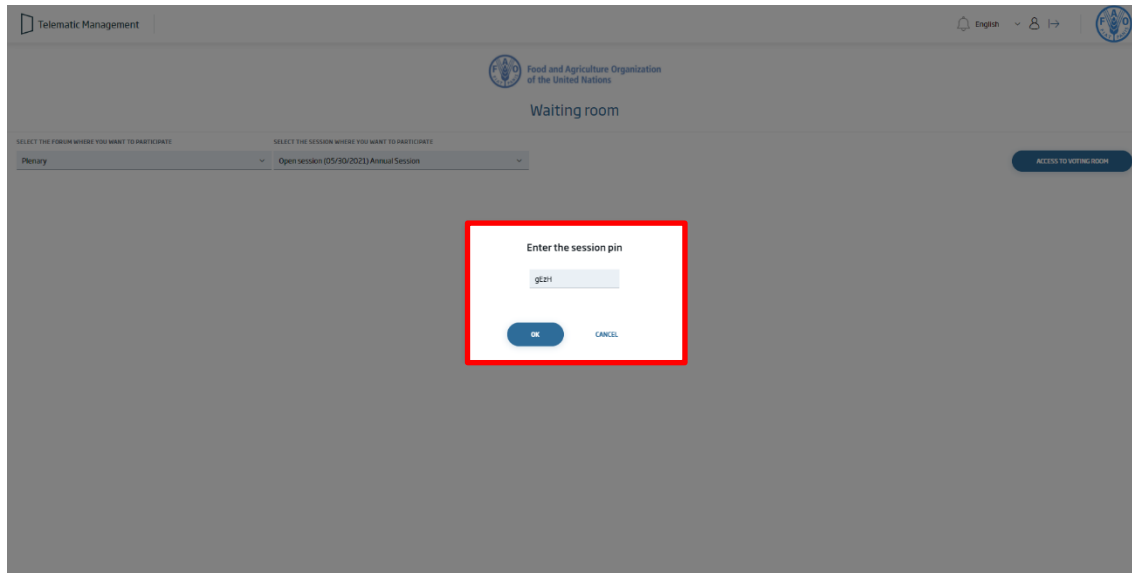
> Click on the “*Access to the Voting Room*” button.



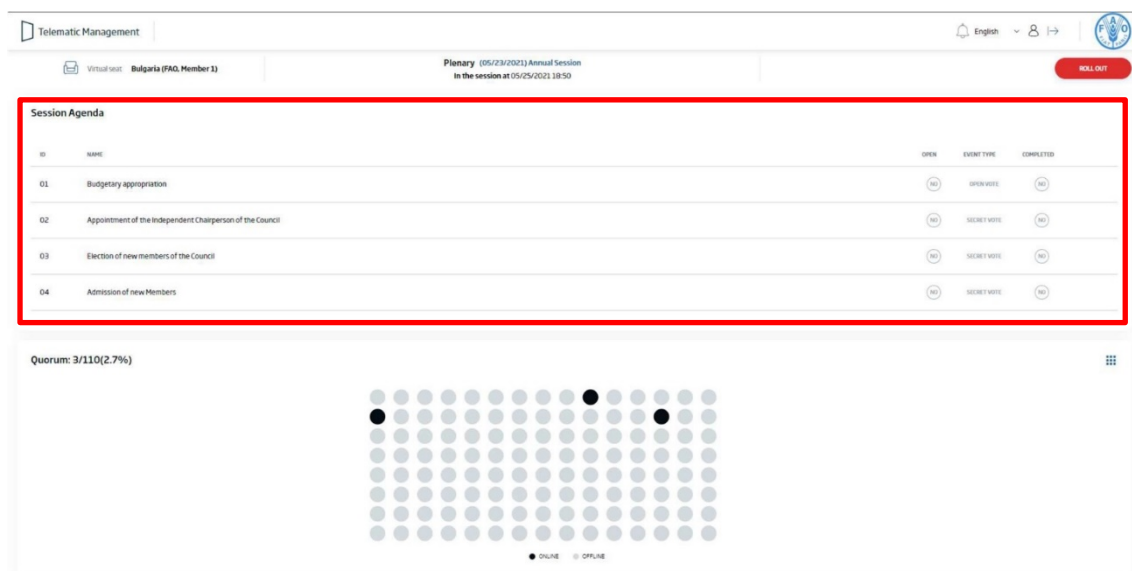
> A message will appear requesting you to enter the session pin.



- > A 4-digit pin code will be provided through the Plenary Zoom meeting of the 42nd Session of the Conference, one hour before a scheduled vote.
- > Enter the 4-digit pin code and click on the “OK” button.



- > The list of scheduled votes at the 42nd Session of the FAO Conference will appear.



STEP 4a: CASTING A SECRET VOTE

- > Voting rooms are open when the green circle is highlighted next to the scheduled vote.

The screenshot shows the 'Telematic Management' interface for a 'Plenary (05/30/2021) Annual Session'. The 'Session Agenda' table lists three items:

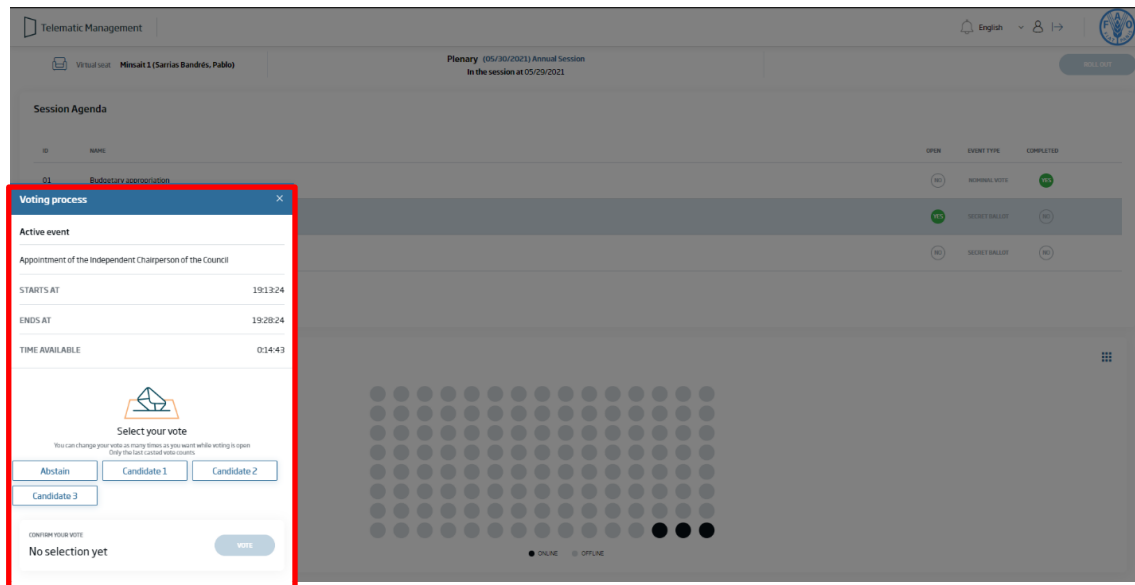
ID	NAME	OPEN	EVENT TYPE	COMPLETED
01	Budgetary appropriation	NO	NORMAL VOTE	YES
02	Appointment of the Independent Chairperson of the Council	YES	SECRET BALLOT	NO
03	Election of new members of the Council	NO	SECRET BALLOT	NO

A red box highlights the row for item 02. Below the agenda is a grid of 50 dots representing participants, with 3 dots filled black, indicating 3 online participants.

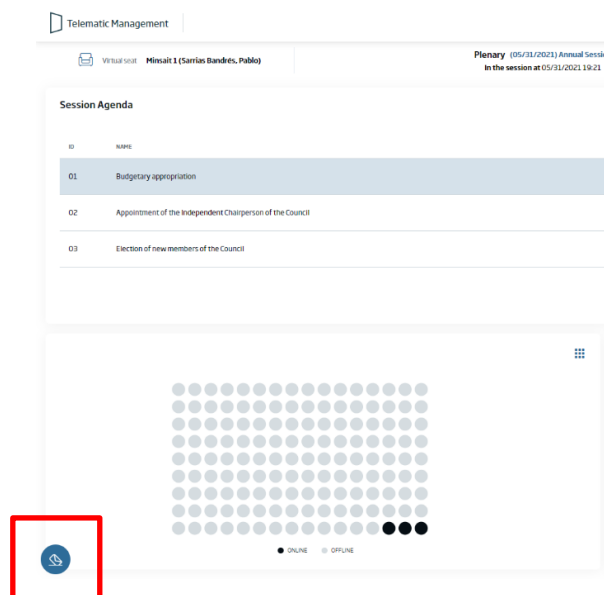
- > The system will display the message “*Voting Process. Voting has started*”. Click on “OK”.

The screenshot shows the same interface as above, but with a modal window titled 'Voting process' overlaid. The modal contains the text 'Voting process' and 'Voting has started', with an 'OK' button highlighted by a red box. The background agenda table is dimmed, and the 'Appointment of the Independent Chairperson of the Council' row is highlighted in grey. The participant grid shows 3 online participants.

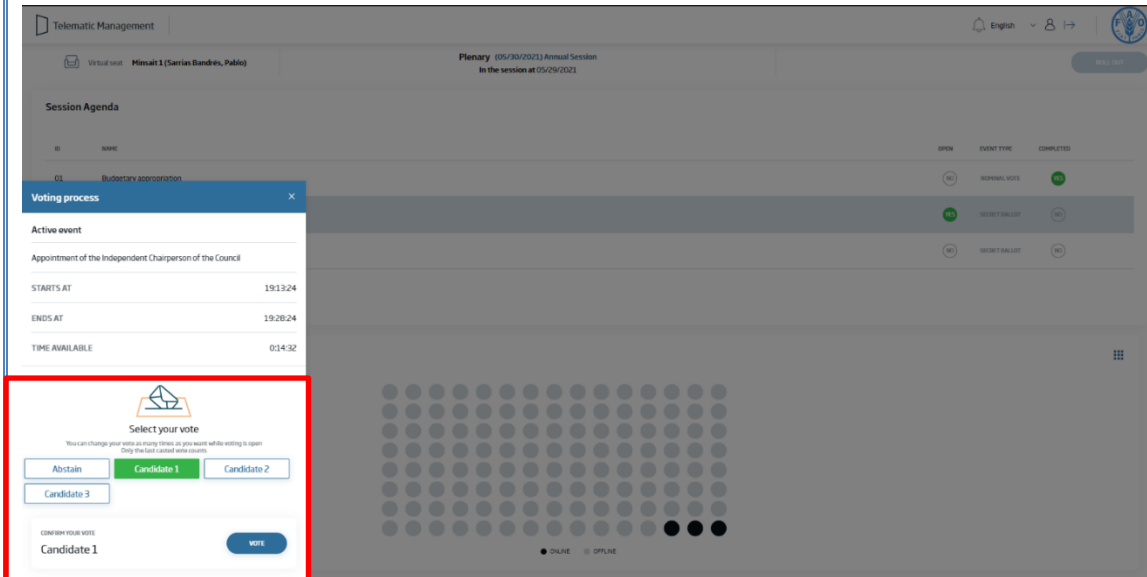
- > **Voting options are then presented.**
- > **Please avoid clicking on “X” as it will close the voting panel.**



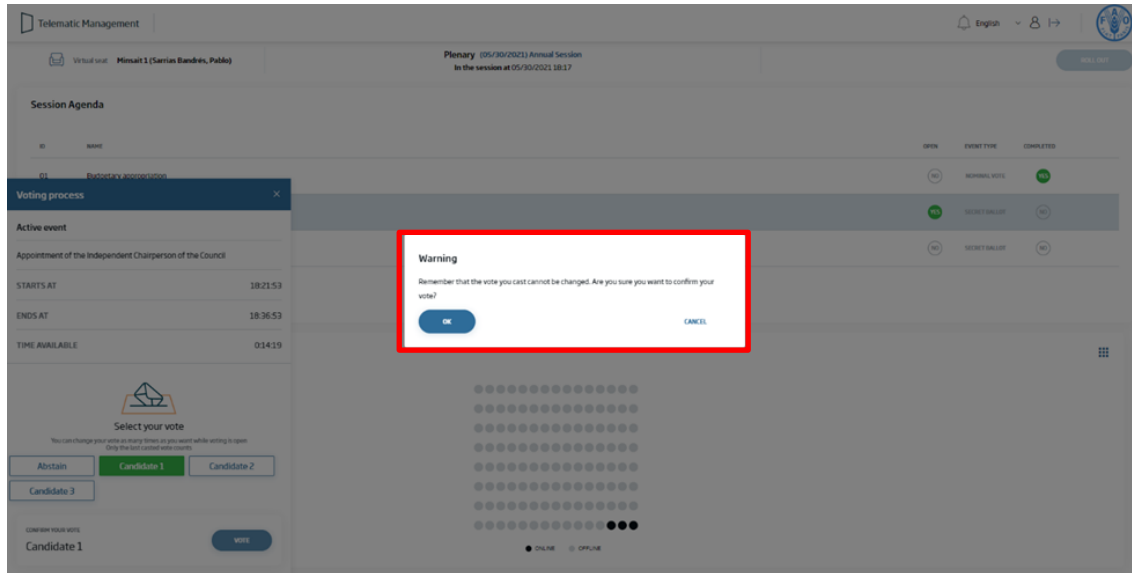
- > **If you do click on “X” by accident, the voting panel can be restored with full functionality by clicking on the envelope icon.**



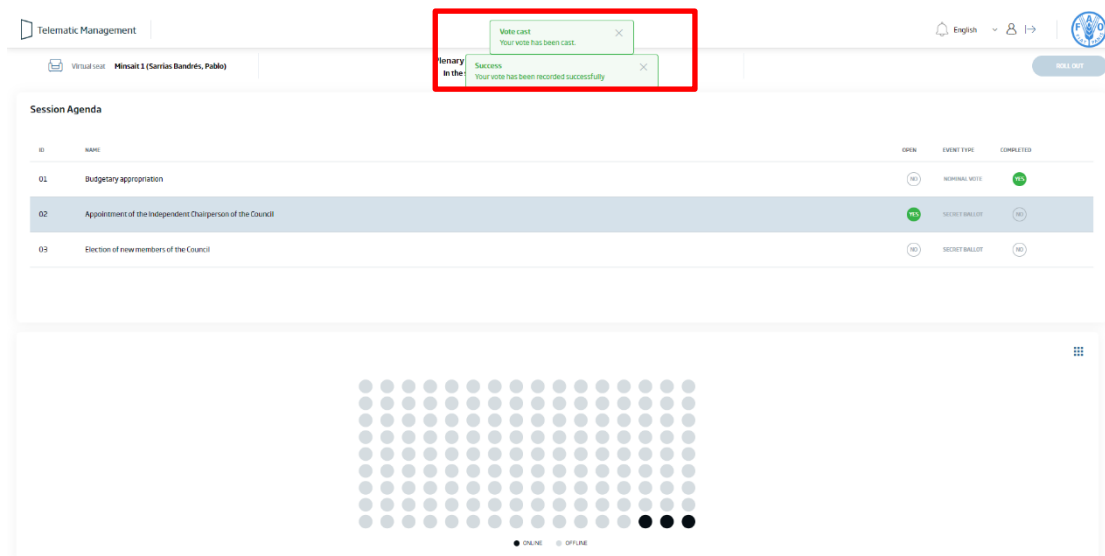
- > Click on an option of one of the preferred candidates or click on the “Abstain” button.
- > Clicking the “Abstain” button is the only possibility to abstain from the vote.
- > The vote is cast by clicking on the “Vote” button.



- > The system will display the following confirmation message **“Warning. Remember that the vote you cast cannot be changed. Are you sure you want to confirm?”**
- > Following confirmation the vote can no longer be changed.
- > Confirm selection by clicking on the **“OK”** button.



- > The system will display the message **“Vote cast. Your vote has been cast.”**
“Your vote has been recorded successfully.”



- > When the vote is closed, the system will display the message “*The results are processed by the tellers.*”

The screenshot displays a web interface for 'Telematic Management'. At the top, it shows 'Virtual seat: Mirsalit 1 (Sarrías Bandrés, Pablo)' and 'Plenary (05/31/2021) Annual Session In the session at 31/05/2021 19:08'. A 'WELL DONE' button is visible in the top right. Below the header is a 'Session Agenda' table with columns for ID, NAME, OPEN, EVENT TYPE, and COMPLETED. The table lists three items: 'Budgetary appropriation', 'Appointment of the independent Chairperson of the Council', and 'Election of new members of the Council'. A modal window with a red border is centered on the screen, containing the text 'Information' and 'The results are processed by the tellers.' with an 'OK' button. At the bottom of the interface is a grid of 48 grey circles representing participants, with a legend for 'ONLINE' and 'OFFLINE'.

ID	NAME	OPEN	EVENT TYPE	COMPLETED
01	Budgetary appropriation	NO	NORMAL VOTE	YES
02	Appointment of the independent Chairperson of the Council	NO	SECRET BALLOT	YES
03	Election of new members of the Council	NO	SECRET BALLOT	NO

STEP 4b: CASTING A NOMINAL VOTE (BUDGETARY APPROPRIATIONS)

- > Voting rooms are open when the green circle is highlighted next to the scheduled vote.

The screenshot shows the 'Telematic Management' interface for a 'Plenary (05/30/2021) Annual Session'. The 'Session Agenda' table is as follows:

ID	NAME	OPEN	EVENT TYPE	COMPLETED
01	Budgetary appropriation	YES	NOMINAL VOTE	NO
02	Appointment of the Independent Chairperson of the Council	NO	SECRET BALLOT	NO
03	Election of new members of the Council	NO	SECRET BALLOT	NO

Below the agenda, a 'Votes: 3/3 (100%)' section shows a grid of 30 circles representing participants. A legend indicates: ONLINE (black dot), OFFLINE (grey dot), HAS NO VOTE (blue dot), ABSTAIN (orange dot), YES (green dot), and NO (red dot).

- > The system will display the message *“Voting Process. Voting has started.”* Click on **“OK”**.

The screenshot shows the same interface as above, but with a 'Voting process' dialog box overlaid. The dialog box contains the following text:

Voting process

Active event

Budgetary appropriation

STARTS AT 17:26:49

ENDS AT 17:31:49

TIME AVAILABLE

Select your vote

You can change your vote as many times as you want while voting is open. Only the last casted vote counts.

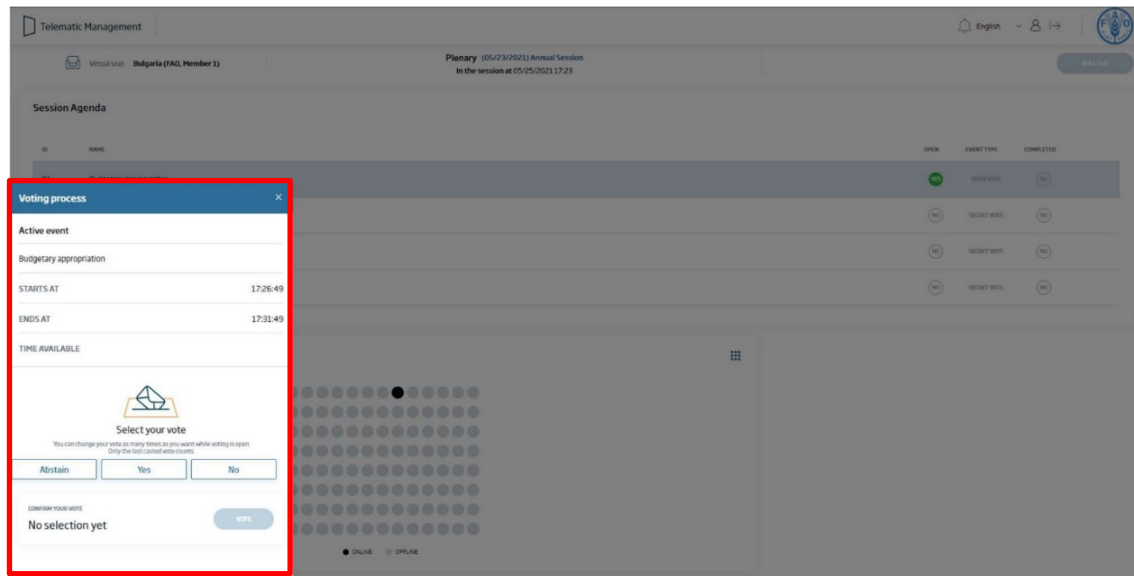
Abstain Yes No

CONFIRM YOUR VOTE

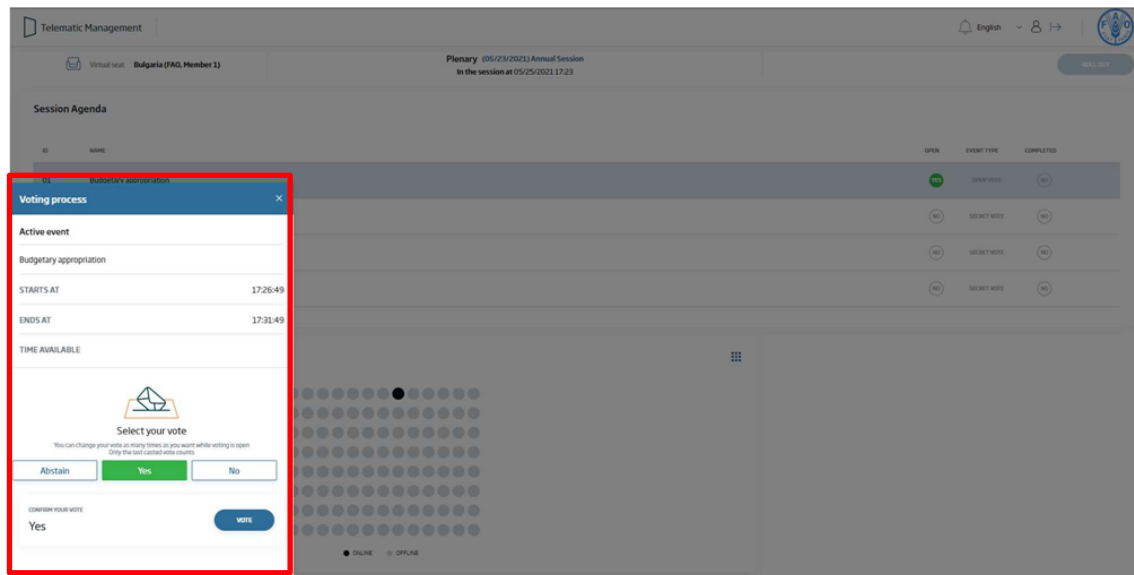
No selection yet

The dialog box also features an 'OK' button, which is highlighted with a red box in the image.

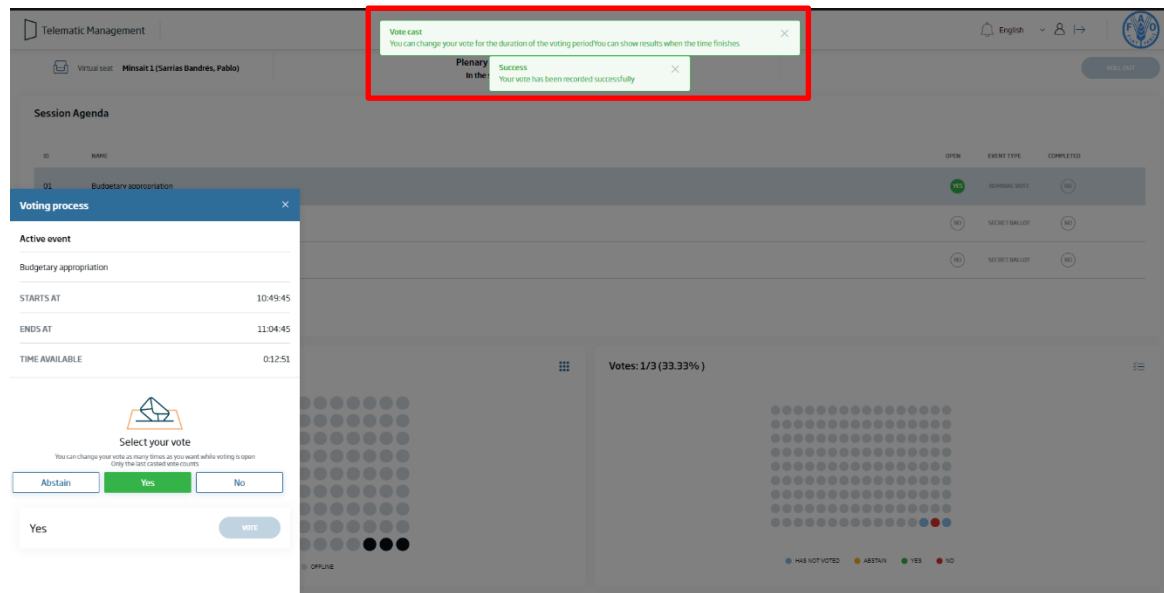
> **Voting options are then presented.**



> **Click on an option and then click on the “Vote” button. The vote is cast by clicking on the “Vote” button.**



- > The system will display a confirmation message indicating that the vote has been successfully cast. *“Vote cast. You can change your vote for the duration of the voting period.” “Your vote has been recorded successfully.”*
- > In the nominal vote on the budgetary appropriations, the vote can be changed for the duration of the voting period.



- > When the vote is closed, the system displays a message *“Voting process. Voting time has finished.”* Click on the **“OK”** button.

