



USER'S GUIDE ON WMA OFFICIAL MEETING DOCUMENTS DEPOSITORY BOX.COM

INTRODUCTION

At its 188th meeting in April 2011, the WMA Council expressed its desire to reduce its environmental impact by going paperless. Since the 189th Council meeting, documents posted on the website before the meeting have no longer been provided at the venue in print.

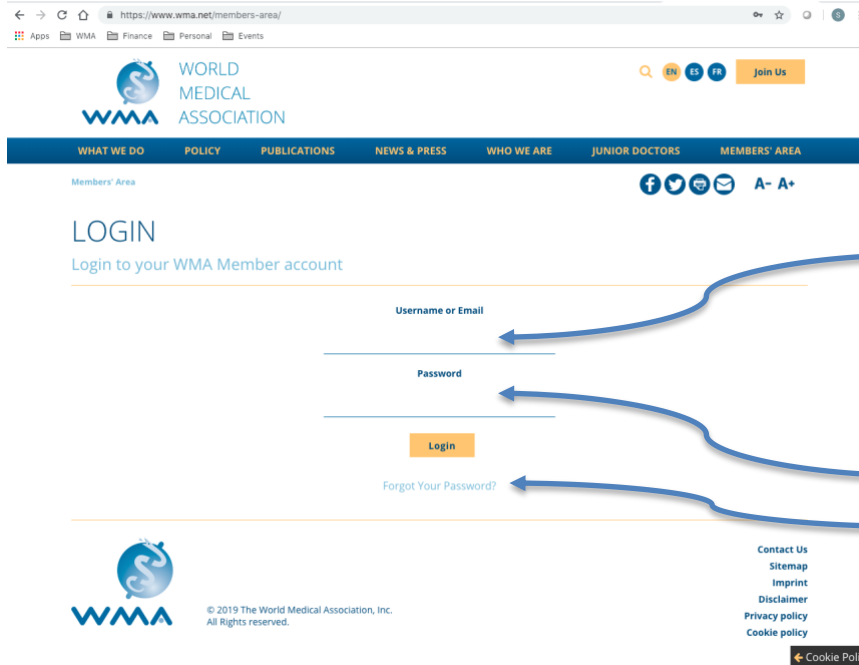
Since 2014, the Secretariat introduced box.com at the 197th Council meeting as a parallel sharing and synchronizing tool for official WMA documents. And in October 2016, the WMA General Assembly in Taipei decided to introduce entirely paperless meetings provided a suitable WiFi connection is available.

The WMA meeting documents are stored and shared in box.com platform through the members area of the WMA website.

STEPS TO ACCESS TO THE WMA MEETING DOCUMENTS

To access to this document depository, following steps are needed:

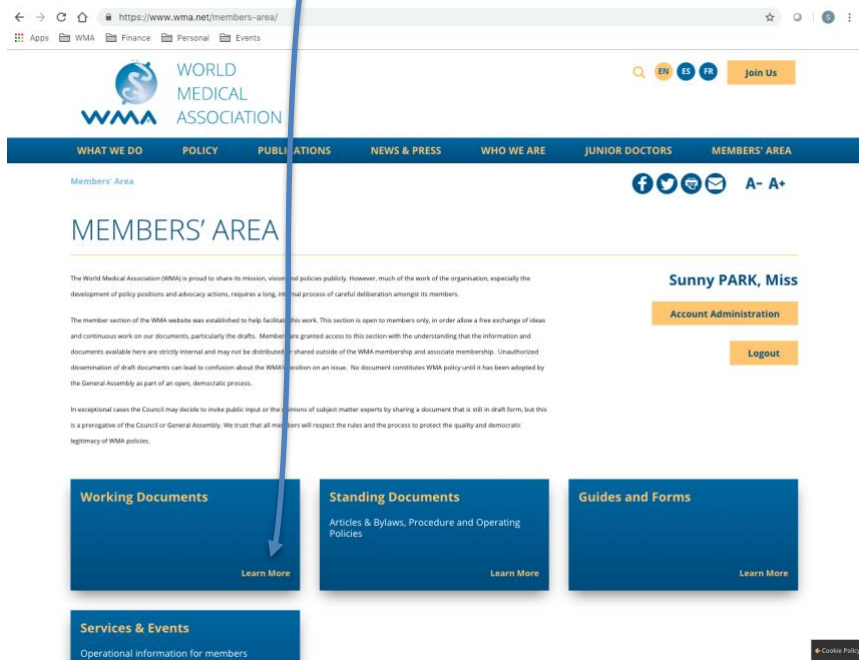
- Log in to the members' area (<https://www.wma.net/members-area/>)



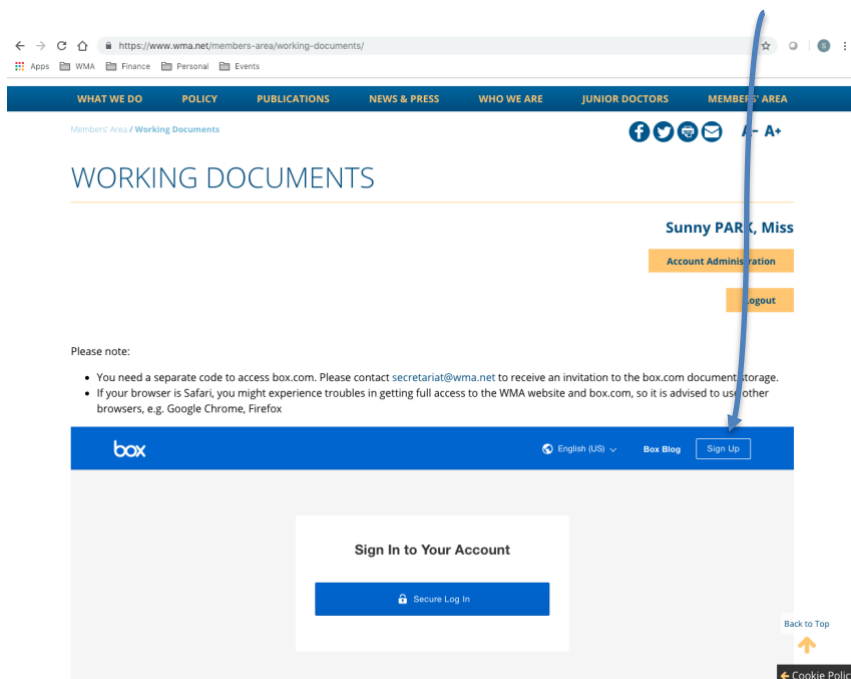
Username is your email address. if you do not have an account, please contact the WMA Secretariat at secretariat@wma.net.

you need your own password. If you don't remember the password, you may retrieve one via "Forgot Your Password?"

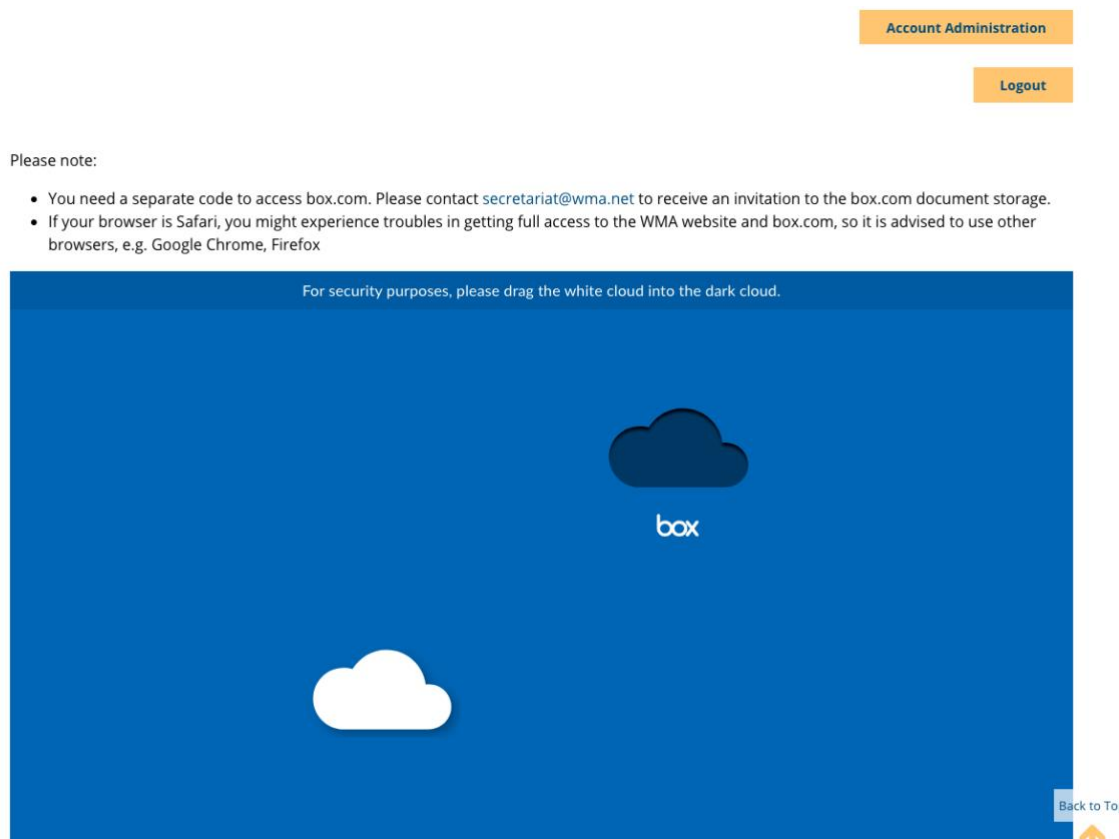
- Click "Working documents"



- If you do not have your own box.com account, please sign up first. ***Please use the same email address which you used for the WMA members' area!***



- Sign in to box.com and once you drag the white cloud into the dark cloud, you will see the “English (French or Spanish following your language preference)” folder. – ***Please note that you need the second access to box.com after login to the members' area. If you don't see those folders in your box.com, you need to contact secretariat@wma.net to get an invitation.***



WMA MEETING DOCUMENTS FOLDER STRUCTURE

For users to find the documents in an easier way, the following new folder structure will be implemented from the Council Session, April 2019. Index, agendas and other documents will be available by the middle of March 2019 at the latest.

Council sessions:

Main folders	Sub-folders (1 st level)	Sub-folders (2 nd level)	Note
00 Index			Index provides the direct links to the individual folders and documents.
01 Schedule and Information			
02 Participants			
03 Council	Activity Reports		Former Secretary General Report
	Agenda and Minutes		Agenda for upcoming meeting and Minutes from previous meetings
	Committee Reports		To be produced during the meeting
	Documents Revised by Committees		To be produced during the meeting
	Urgent Items		
04 Committees	FPL	Agenda and Report	Agenda for upcoming meeting and Report from previous meeting
		Finance	
		Governance	
		Outreach	
		Planning	
	MEC	Agenda and Report	Agenda for upcoming meeting and Report from previous meeting
		Business in Progress	
		New Business	
	SMAC	Agenda and Report	Agenda for upcoming meeting and Report from previous meeting
		Business in Progress	
		New Business	
	05 Reports and Minutes to be approved at the next meetings		

General Assemblies:

Main folders	Sub-folders (1 st level)	Sub-folders (2 nd level)	Note
00 Index			Index provides the direct links to the individual folders and documents.
01 Schedule and Information			
02 Official Delegates			
03 Council	Activity Reports		Former Council Report
	Agenda and Minutes		Agenda for upcoming meeting and Minutes from previous meetings
	Committee Reports		To be produced during the meeting
	Documents Revised by Committees		To be produced during the meeting
	Urgent Items		
04 Committees	FPL	Agenda and Report	Agenda for upcoming meeting and Report

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			from previous meeting
		Finance	
		Governance	
		Outreach	
		Planning	
	MEC	Agenda and Report	Agenda for upcoming meeting and Report from previous meeting
		Business in Progress	
		New Business	
	SMAC	Agenda and Report	Agenda for upcoming meeting and Report from previous meeting
		Business in Progress	
		New Business	
05 Associate Members	Agenda and Reports		Agenda for upcoming meeting and Report from previous meeting
	New Business		
06 General Assembly	Agendas-Minutes-Reports		Agenda for upcoming meeting, Minutes from previous meeting and other Reports
	Associate Members		Documents forwarded to GA by Associate Members Meeting
	Documents to be Adopted by GA		Documents forwarded by Council to GA and to be voted on for adoption at GA
	Policies Adopted by GA		Policy Documents to be available after adoption
	Presentations and Speeches		
07 Reports and Minutes to be approved at the next meetings			Documents to be available after the meeting
08 Scientific Session			

For any questions, please contact the WMA Secretariat at secretariat@wma.net.

Updated on
28.01.2019