



USER'S GUIDE ON WMA OFFICIAL MEETING DOCUMENTS DEPOSITORY

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.

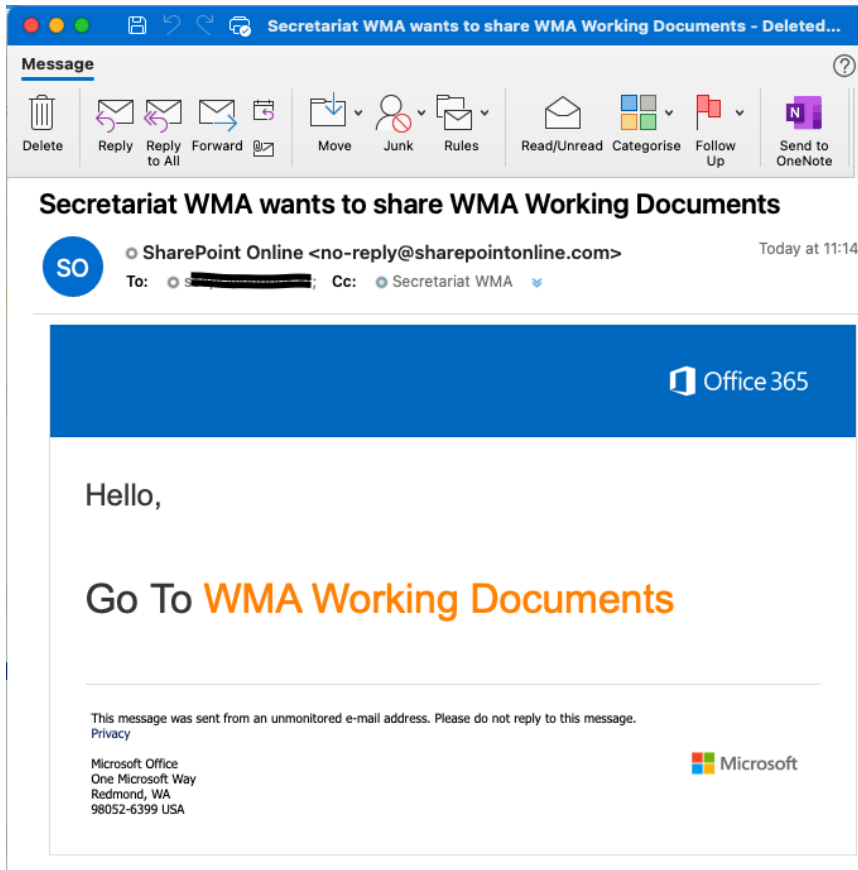
To meet the compliance requirement by the EU General Data Protection Regulation (GDPR), it is decided to close the WMA meeting documents depository in "box.com" and the documents are transferred to the "SharePoint-WMA Working Documents". This is effective from 19 July 2021 and the box.com will be closed by the end of July 2021. Invitation will be sent to each member by email and the "SharePoint" link is available through the members area of the WMA website.

STEPS TO ACCESS TO THE WMA MEETING DOCUMENTS

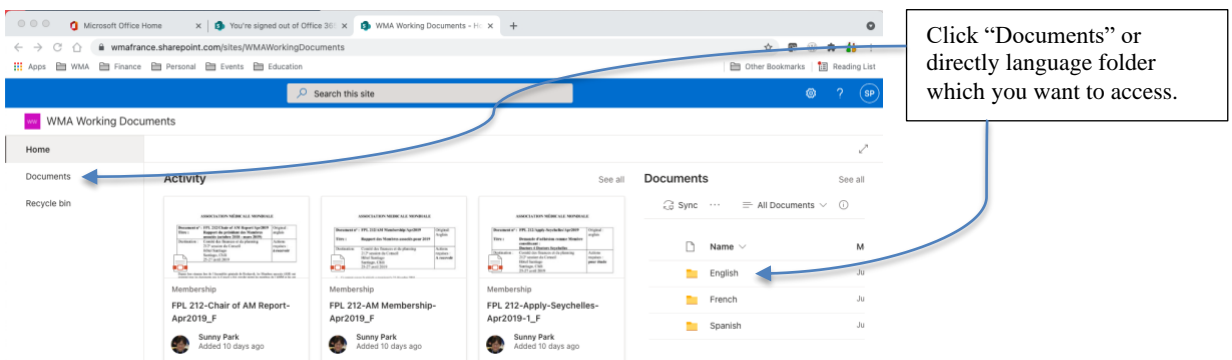
To access to this document depository, following steps are needed:

By email invitation:

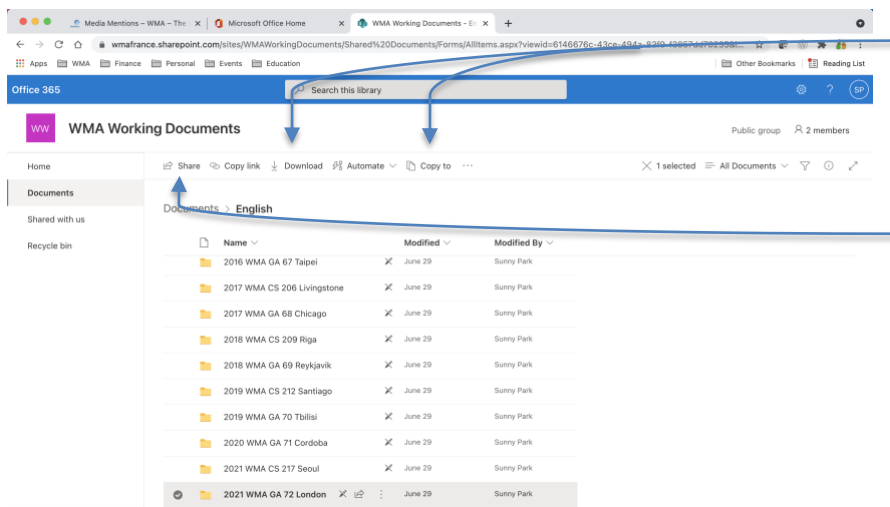
1. All members (Constituent Members and Associate Members) and partners will receive the invitation email from WMA Secretariat as below:



2. To access to it, you need to own microsoft account. If you don't have it, you may create a free account at <https://signup.live.com/>. Then please click "WMA Working Documents" and you will end up the page as below:

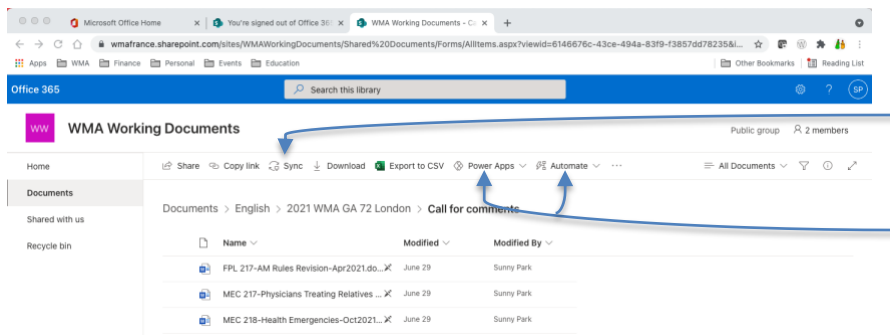


3. The members are invited as “Visitors” with “Read” permission as below:



You may download the selected folder(s) into your desktop or copy to your own “OneDrive”.

You can share the document via link within the invited group only.

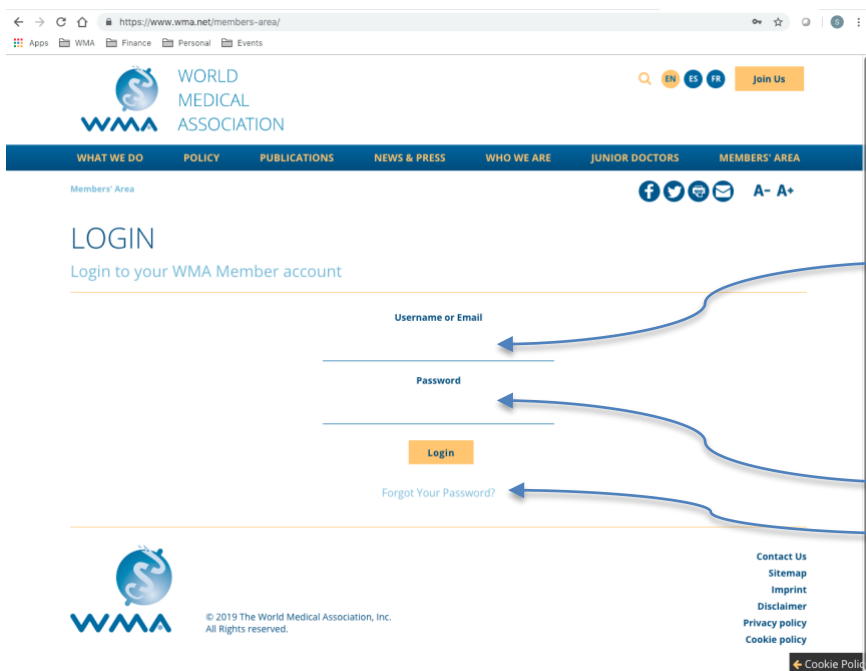


You may also synchronize the folder(s) or documents into your own “OneDrive”. The synced documents will be in read-only.

Please disregard these two functions which would not work with “Read” permission.

Through WMA website:

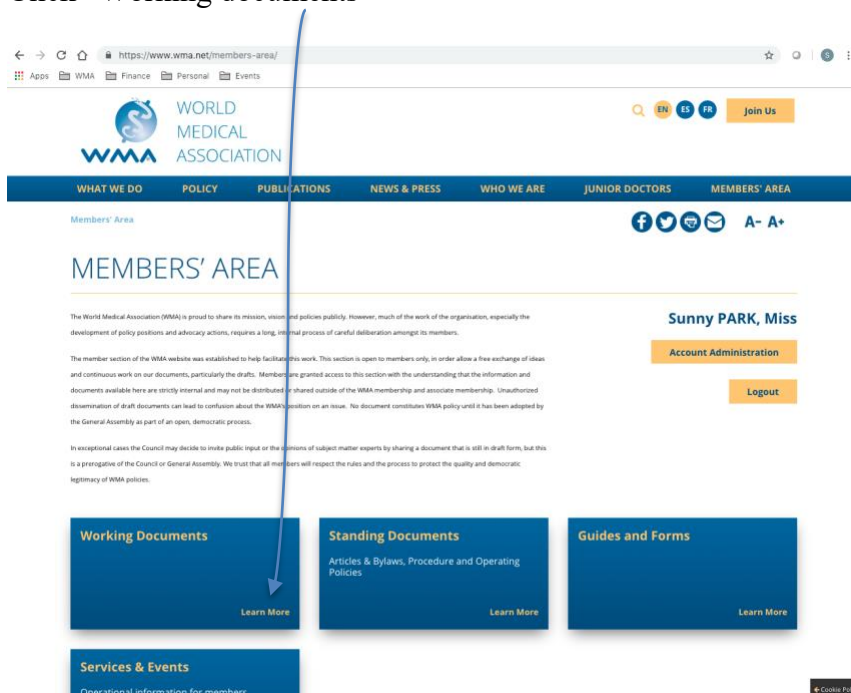
4. Log in to the members’ area (<https://www.wma.net/members-area/>)



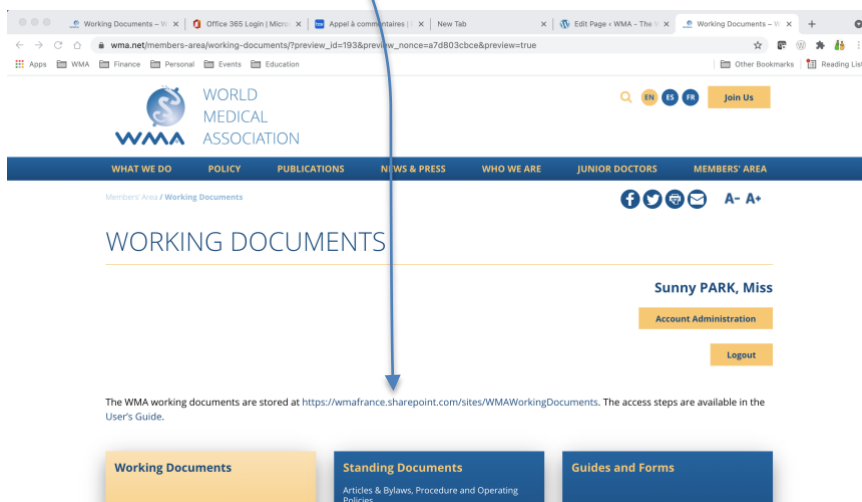
Username is your email address. if you do not have an account, please contact the WMA Secretariat at secretariat@wma.net.

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

5. Click “Working documents”



6. The “SharePoint” link is available. Bookmark this link in your browser would be the best way for future access. If you do not have your own Microsoft account, please see the instruction no. 2 above. ***Please use the same email address which you used for the WMA members' area!***



WMA MEETING DOCUMENTS FOLDER STRUCTURE

For users to find the documents in an easier way, the following new folder structure has been implemented from the Council Session, April 2019. Index, agendas and other documents will be available one month prior to the meetings.

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 Forwarded by Committees		To be produced during the meeting
	Documents Revised by Council		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 from previous meeting
		Finance	
		Governance	
		Outreach	
	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
	Business in Progress		
	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
	Documents Forwarded for Information		Documents forwarded by Council to GA for information
	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 or requests of invitation to the “SharePoint”, please contact the WMA Secretariat at secretariat@wma.net.