OCB GATHERING 2022!

It's time for the 15th edition of the OCB Gathering!

The **OCB Gathering 2022** is an **online event** and it will be preceded by the HoM/MedCo week and OCB Operational Research sessions.

As usual:

- The OCB Gathering is combined with the MSF-Belgium General Assembly;
- There will be discussions and voting on key topics – accountability session, election of Board candidates, motions and space for
- A **debate** proposed straight from the field and directed to the OCB Gathering:
  "What are the possible compromises we do on our MSF principles (neutrality, impartiality, independence) for the sake and benefit of better access/presence? What risks we are ready to take?"
- We **hope for a maximum involvement from everyone and particularly from the field. A Gathering without the field is not a Gathering!**

This document contains the practical information you need to make this annual event of the OCB association a reality!

The main lesson learned from previous years is that the earlier a mission starts planning events around the Gathering and promotes/facilitates the participation of all staff, the better the chance for successful local engagement.

Do not hesitate to send us a mail if you have questions before the Gathering to: asso.brussels@brussels.msf.org

We wish you good luck with the preparations and we hope that this will be a successful associative event in your mission! ☺

The program and registration links will be detailed and updated HERE:
https://asimov.ocb.msf.org/program-2022

What we need from you NOW!

1. **Confirm** that you will organize an **event** in your mission and facilitate/promote field staff connectivity through Zoom

2. **Establish** a *Steering Group* to take responsibility for organising the local event/Participation

3. The Steering Group should **identify**:
    - 1 person who will act as a **focal point** for the mission (preferably someone with reliable access to Internet)
    - 1 person who will be responsible for all **IT support!!!**

Please let us know if you need any support and one of our Association Coordinators in OCB will contact you for follow up!

General preparations in the mission

Steering group: The following is a non-exhaustive list of ideas that might help the steering group to set their priorities:

- Communicate within the mission on the OCB Gathering, membership and voting rights and **stimulate participation**.
- Remind members / colleagues that they have to **register to participate in the different parts of the Gathering and share with them the background information**.
- Together with the mission/project coordination establish a **policy to facilitate participation**. If an associate member in the field is "on call", is it possible to find a replacement to allow for her/his participation? Etc.).
- **If the situation allows for a local get together**:
    - o Organise a **meeting room** big enough to respect rules for social distancing.
    - o Plan for availability of necessary **technical and other equipment** (see below)
    - o Make sure there are **snacks and drinks** for the participants, particularly for the longer sessions.
    - o Interpretation: simultaneous **interpretation in French, English, Portuguese and Arabic** is provided online for all the event. If you need

interpretation into another language it has to be organised in the mission.

- o Make sure **technical support is provided during the event** (see technical preparations below).
- o Make sure members have tested their access to **Asimov** for the electronic voting (see below).

- **If the situation does not allow for a physical get together because of the pandemic:**
    - o Brainstorm on measures that could facilitate individual participation.
    - o Set up a WhatsApp group where members can exchange and prepare for the different sessions.
    - o To enjoy the full functionality of the virtual environment, please join with a computer (and not phone if possible) for the best experience.
    - o Make sure members have tested their access to **Asimov** for the electronic voting (see below).

Technical Preparations

The main problem to be expected with this online version of the OCB Gathering is the quality of the internet connection in the field. **Internet capacity is key for successful reception**.

- You will need a **stable and regular bandwidth of minimum 600kbps** (preferably more) in download and upload. Here you can **read more on technical requirements**.
- If you organise a local get-together you will need:
- ✓ **A computer, preferably with external loudspeakers** and if possible a **big screen** or power point projector.

- ✓ **At least one more computer** with internet connection for **voting** in real time.

A **digital camera/smart phone** – to send digital photos from your local event to the 'back office': asso.brussels@brussels.msf.org 😊
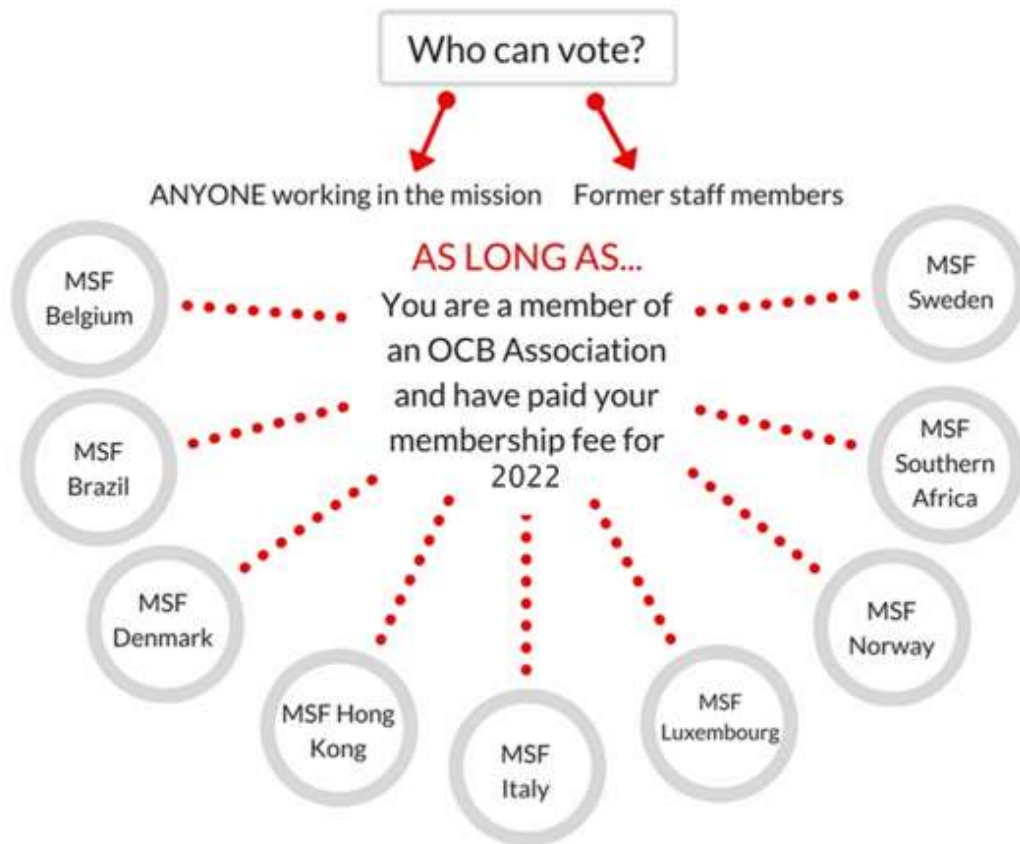
How to intervene during the Gathering and the webinars:

- ✓ Interventions and questions can be written in the chat or in the Q&A function (questions & answers)

- ✓ If you want to speak you can click the "raise your hand" button and the meeting animator can bring you up on the screen. For oral interventions you will need a good microphone and speak close to the microphone.

If you want to speak, click on the "raise hand" button

Who can participate and who can vote?

All the voting will take place on the associative database platform **Asimov**. All members with a valid e-mail address will receive a mail when the voting is opened.

Please note: **Only members of MSF-B have voting rights on topics unique to the MSF-B General Assembly**, such as voting for members to the MSF-B Board.

Back office

During the event the back office can be contacted either by mail or directly in the chat of the zoom:

✉ asso.brussels@brussels.msf.org

Want to know everything about the OCB Gathering? Click here.

Associative website: **http://www.insideocb.com**