Guidelines on the UNWTO Electronic Voting Platform

Electronic voting is widely used in UN agencies and international organizations to replace the roll call vote and the secret ballot since it represents important gains regarding efficiency, reliability, security and time management.

The UNWTO Electronic Voting Platform provides legal certainty to electoral processes through a technology with verifiable secure secret voting that also guarantees the secrecy, anonymity, verifiability and non-traceability of the results.

A. How can I access the UNWTO e-voting platform?

An **e-mail address** uniquely accredits the user, and it should be active and enabled to receive notifications. These notifications are communications by certified e-mail, starting with the meeting access link and/or password.

The day of the meeting you will receive an email with the link to enter the platform. You will need to open the email and click on "Enter the meeting" to access the online e-voting platform. A new webpage will be opened, and you just need to enter your email and click on "Enter the room" to access the online session.

You must check that the system correctly captures the audio and video from your computer and then press the "Accept" button.

B. What if I cannot get access to the UNWTO e-voting platform?

First of all, you need to check that you meet the **technical requirements** below (supported devices/OS and compatible browsers):

Platform / Operating System	Google Chrome	MS Edge	Safari iOS
Computer (including Microsoft Surface): Windows 10*, MacOS Catalina (or later) or Linux	✓	✓	
Android mobile phone or tablet (Android 9.0+)**	✓	✓	
iPad or iPhone (iOS14+)			✓

*__Windows 10__ is recommended because it is the only Windows version officially supported by Microsoft (Windows 7 is no longer supported as of 14 January 2020, so Microsoft is not committed to keeping it up to date in case of bugs or security issues).
**The screen sharing functionality is disabled on mobile devices.

Then, you can do the compatibility test at the following link:

[Compatibility test (](open with Google Chrome browser).

It is recommended that a few days before the meeting, you perform a compatibility test from the computer/device that will be used to connect to the e-voting platform, in order to check and verify that it is compatible and/or has the appropriate settings.

In the compatibility test screen, you will see on the left side of the screen 4 items:

- Compatibility of your computer/device
- Compatibility of your audio
- Compatibility of your camera
- Compatibility of your microphone

If you do not have the 4 items with the green check, you have to adjust the settings on your current device, and if you do not know how please contact us for technical support.

You will need cable or Wi-Fi internet connection of at least 30 Mb/s download and at least 10 Mb/s upload. Failure to meet this requirement places your participation in the meeting at serious risk. If you are going to follow the meeting through a home network or from your mobile phone over 4G, you should have no major problems in accessing the meeting.

If you are going to follow the meeting through a corporate network at your company, it is probably restricted by a firewall or network component that can block access to the meeting, so it must be ensured that:

- Access is allowed to the domain .councilbox.com.
- There is no maximum limit of requests to a specific domain, in this case *.councilbox.com. Councilbox, being a web application with real-time synchronization, makes a large number of requests per minute to update data: votes, requests to speak, comments from participants.
- There are no audio and video traffic blocking restrictions. If problems are observed, the connection denials can be verified in the corporate firewall itself and the accesses to the following ports can be checked:

  - ✓ UDP range: 19302-19309 for signalling
  - ✓ TCP ports: 80, 53, 443.
  - ✓ TCP and UDP range: 3478, 45000-65000.

If you need further assistance, a help desk will be available during the voting to assist you through the process in case you are connecting remotely.

C. What type of participants can the system host?

This platform allows on-site and remote participants.

At the top left of the screen, you can see the participants who are in the meeting.

By selecting the respective buttons on the top left side of the screen, you can see the list of attendees: total, remote and on-site.

D. How can I vote?

Once the voting session starts, as it is held, you can vote in the "Agenda" section (right side of the screen).

During the voting, pop-up messages on top of the screen will appear informing you of the opening of items and the activation of voting. However, at the beginning of the meeting, you will be given precise instructions on the conduct of the meeting.

Once the voting has been opened by the administrator, you will be able to click on the right of the screen and the app will register your vote. Please note that once you have voted, a message at the bottom of the item to be voted will show you "vote registered (timestamp)".

At the end of the meeting, you will be able to see the summary of the meeting and your participation.

E. Would it be possible to test the platform before the date of the meeting?

Prior to the meeting, you will receive an email that will allow you to access the platform. You will be able to test the access but without an option to vote until the voting is open.