Teleconferencing Facility Policy

1.0 Purpose

Video and teleconferencing is becoming a powerful way for colleagues to communicate and collaborate, but can be open to abuse both deliberate and accidental as systems are designed to be easy to use with the ensuing security relying more and more on end users than on restrictions built into the software/hardware.

The use of such equipment will also contribute to the organization's ability to reduce the need for travel. This document establishes the policy for the acquisition, management, and use of TCH video teleconferencing, facilities, and systems. The term 'Chair' refers to the authority/officer/department/division that initiates the booking of the TCH.

2.0 Scope

This policy applies to all staff (officers/staff/students/visitors) employed by or working on behalf of PIEAS.

3.0 Guidance

When arranging the meeting, and sending out invites, a copy of this policy should be considered to ensure that all participants are aware of and signed up to this policy.

1. All participants must identify themselves at the beginning of the meeting/session and when speaking, to ensure that the other participants are aware of the speaker.

2. No recording outside of that organised by the Chair shall be made.

3. No participants shall be expected to invite others to take part in the meeting/session without the express consent of the Chair.

4. Where a participant enters/leaves the session, whilst it is in progress, the Chair must ensure that all participants are aware of the fact, with participants announcing their arrival/leaving with their name and job role etc.

5. At the end of the session the Chair must make sure that all participants are aware that the session has concluded, and if a recording is being made that the recording is stopped at this time.

4.0 Responsibilities

Chair of Meeting/Session

The Chair is responsible for the overall running of the meeting/session. They must ensure that all participants are introduced at the beginning of the meeting/session, and that they are all able to see and hear each other.

The Chair will be responsible for ensuring that reasonable adjustments are put in place where a participant has an access need. They will be responsible for the facility itself for the duration of the meeting/session, from ensuring all is in order before the meeting/session.

All participants invited to the meeting/session should be aware as to whether the meeting/session is being recorded or not. They should also ensure that no additional recordings are made by participants themselves.

If the session is recorded, the Chair is responsible for ensuring that all participants have given their consent and that there is a verbatim copy available for all participants if requested.

5.0 Training & Implementation

Training on the use of the software/equipment will be provided. Contact can be made via the CISD Office.

All users will need to familiarize themselves with this policy before access to the systems.

Effective Date: October 01, 2014

Version Control No.	Section Changed/Modified	Document Control Authority	Effective Date
1.0	-	Head CISD	October 01, 2014

Change Control Board:

- Rector, PIEAS
- Pro-Rector, PIEAS
- Head CISD
- Network Administrator
- Mail Administrator
- WebMaster