



PAFID



Strengthening the Role of Indigenous Peoples and Their Communities in Nature Conservation: A Project Ensuring the Full and Effective Participation of Indigenous Peoples in the Implementation of the Expanded National Integrated Protected Areas System

LEARNING MATERIAL

# Going Online and Participating in Webinars

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## INTRODUCTION

The COVID-19 pandemic has significantly impacted the work that we do, including our meetings and interactions. As travel and social restrictions as well as health protocols are in full swing, it became a necessity to find a way to continue with our activities. One of the feasible options we have is to conduct our activities through online modalities.

In the case of the VOICE Project, the capacity building activities were supposed to be delivered through face-to-face training sessions with target participants. With the restrictions brought about by the pandemic, however, we opted to explore webinars to still be able to provide training to the target participants.

In this introductory module, we will discuss preparations and steps in going online and participating in webinars.

### Means of Communication

- **Face-to-face communication:** This is what we usually do in the communities and in the work that we do. We conducted meetings, conferences, seminars, training sessions, open fora, and formal

dialogues through this kind of interaction for so long that we are so accustomed to doing these activities face-to-face. As mentioned earlier, however, there are many travel and social restrictions as well as other health and social protocols to gather participants and deliver the training face-to-face.

- **Mediated communication:** Contrary to face-to-face communication, mediated communication means it is conducted through the use of technology. We might think that this is a new thing but we have been doing this all along. For example, the act of sending messages or calling people through our cellular phones is considered a form of mediated communication. Communication through the use of social media such as Facebook and/or Messenger is also a form of mediated communication. For this training course, the form of communication that we will be using is webinar.

### Webinars

The term webinar came from mixing the words “web” and “seminar.” Webinar simply means a seminar conducted online, on the web, or through the internet.

To better understand what a webinar is, imagine a seminar conducted face-to-face, the webinar is conducted all the same, with a program and a resource person who discusses the topic at hand. However, instead of doing it in one venue where you (the participant), the resource person, and the training team are present, we are far apart physically but we are together in one virtual room through the use of technology and the internet.

Using webinars has its advantages and disadvantages:

Advantages	Disadvantages
Convenience (not much travel needed)	Heavily dependent on electricity and internet access
Not much affected by travel and social restrictions	Difficulty with equipment and software/program tinkering
Less exposure to the COVID-19 virus	Participant can easily be distracted so there is a need to arrange for a space where they can focus.
Cost-effectiveness	Limited opportunity to read non-verbal communication cues (e.g. eye contact, body language, facial expressions, sensing the mood) because we cannot fully and clearly see each other
Provides introduction to or practice of IPs of alternative/online modalities of meeting/interaction	With participants in different environments, it would take more effort from the facilitators to gauge the participants' situations (their level of engagement included) throughout the training.

## Participating in the Webinar

There are many options available to conduct the webinar. For the purpose of this VOICE Project, we decided to use an application called Zoom for utility reasons.

It all begins with the setting-up of the equipment, internet access, as well as the place where the participants will go online and participate in the webinar.

### Step 1: Connecting to the Internet

The first step in joining a webinar or a Zoom meeting is to connect to the internet.

- ⇒ If you have an internet connection available in the venue, please connect to the Wi-Fi.
- ⇒ If you do not have an internet connection available in the venue, make sure to connect to Cellular Data. If this will be your mode of connectivity, make sure that you have sufficient load and data to support Zoom calls, and that your phone has enough battery life.
- ⇒ Both Wi-Fi and Cellular Data access can be set-up through Settings or Network Settings. You will know

if you are already connected if you can access the internet or even launch Facebook, Gmail, or Zoom.

### Step 2: Joining a Zoom Meeting

There are two ways to Join a Meeting in Zoom.

*Option 1: Clicking the Link Sent to You*

- ⇒ If you are using a laptop or desktop computer, you do not need to have a Zoom application or a Zoom account to join a meeting.
- ⇒ Click the link sent to you through Gmail or Facebook/Messenger. Here is a sample invitation link sent through Messenger:

Philippine ICCA Consortium (Bukluran) is inviting you to a scheduled Zoom meeting.

Topic: VOICE Webinar  
Time: November 21, 2020 09:00 AM Taipei

Join Zoom Meeting  
<https://us02web.zoom.us/j/89258860707?pwd=SEFSV3NkaVVjRy9pWSs2cXROQmZxOT09>

Meeting ID: 892 5886 0707  
Passcode: 518913

Join our Cloud HD Video Meeting

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for...

us02web.zoom.us

- ⇒ You will then be redirected to a webpage that says “Click Open Zoom Meetings on the dialog shown by your browser. If you don’t see a dialog, click Launch Meeting below.” If the Zoom application will not open on its own, click the **Launch Meeting** button.

zoom

Support English

Click **Open Zoom Meetings** on the dialog shown by your browser  
If you don't see a dialog, click **Launch Meeting** below.

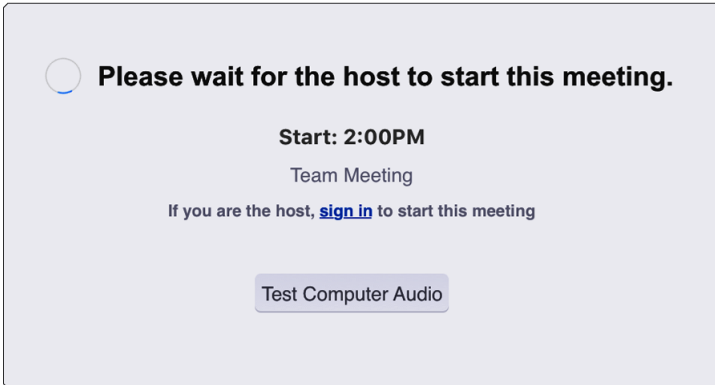
Launch Meeting

Don't have Zoom Client installed? Download Now

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A sample webpage with a dialog box that opens when you click the meeting link and prompts you to Open or Launch the Zoom application.

- ⇒ If the meeting room requires a password, just type in the password provided in the invitation. Follow the capitalization of letters provided in the Zoom password.
- ⇒ If you are entering the Meeting Room earlier than the scheduled time, a dialog box will appear. You can use this time to test your audio and your speaker. Just click the “**Test Computer Audio**” button.

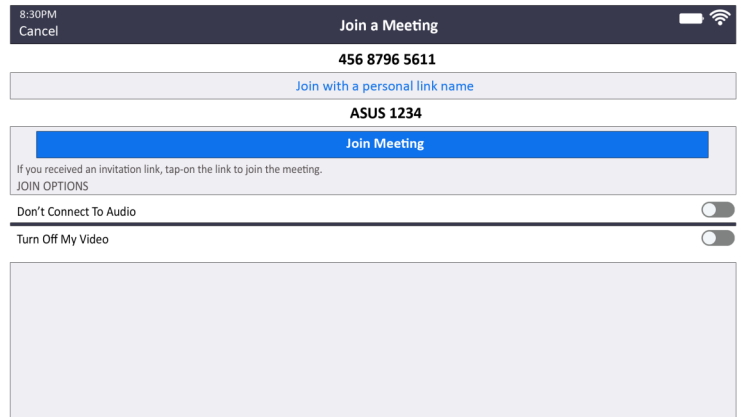


A sample dialog box that opens when the Meeting Room is not yet open, which means you will automatically enter the room once it opens.

#### Option 2: Joining through Zoom Application



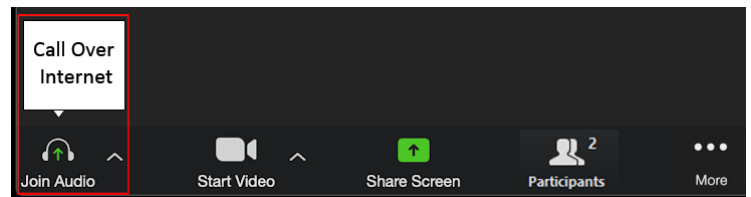
- ⇒ Take note of the Meeting ID and Passcode indicated in the invitation. First, enter the meeting ID and enter your name. Click the Join Meeting button.



- ⇒ If the meeting room requires a password, just type in the password provided in the invitation. Follow the capitalization of letters provided in the Zoom password.
- ⇒ If you are entering the Meeting Room earlier than the scheduled time, a dialog box will appear. You can use this time to test your audio and your speaker. Just click the “**Test Computer Audio**” button.

#### Tips and Controls

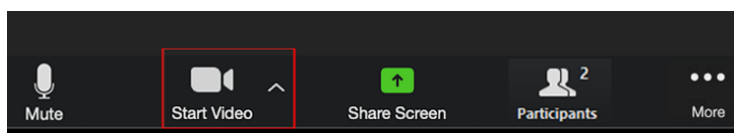
- ⇒ Once you are already in the Zoom meeting room, you will need to click the **Join Audio** found at the lower-left side of your screen then click the **Call Over Internet** or **Call In Via Device** button so your microphone and speaker will be activated.



After clicking that, the button will turn into a **Mute/Unmute** button, which you can use to mute or unmute your microphone. Make sure that your microphone is muted when you are not speaking and that it is unmuted when you are speaking. **Remember that the buttons now signify what you can do and NOT what you are currently doing.** So, if the button says Mute that means you are already unmuted and if you press it, you will then be muted. Inversely, if the button says Unmute, that means you are muted and if you press it, you will then be unmuted.



- ⇒ Meanwhile, click the Start/Stop Video button to share your video (in case you want to) so others can see you. Similar to the Audio buttons, clicking the Stop button again will stop sharing your video, and clicking the Start Video will start sharing your video. **Tip: If you have a slow internet connection, stop sharing your video to avoid disconnection.**



## Program Schedule

For this webinar series, the following topics will be covered based on the training needs analysis conducted during the initial phase of this project:

- Going Online and Participating in Webinars
- How to Take Notes During Meetings
- Map Reading and Analysis
- Policy Analysis and Formulation
- Indigenous Peoples Rights Act
- Free, Prior, and Informed Consent
- Laws on Forest, Deforestation, and Forest-Wildlife Protection
- Expanded National Integrated Protected Area System
- Writing Project Proposals
- Understanding Financial Statements
- Community Royalty
- Payment for Ecological Services
- Public Speaking
- Preparing for Radio and TV Interviews
- Facing the Media
- How to Conduct Meetings
- Basics of A Meeting and Setting the Agenda
- Parliamentary Procedures

As for each training session, the program design is as follows:

- Opening Program
- Training Proper: Lecture Discussion
- Q&A with the Resource Person
- Evaluation of Training Session

After each webinar session, the participants will then evaluate the training session on its content and delivery. These assessments will then inform the conduct of future webinars so that there will be improvements after each session.

At the end of the webinar series, an overall assessment will be conducted to properly document participants' feedback on the program, which will then inform the delivery of the series to different participants in the future. □

### Tips for Webinar Participation

Here are some tips when you prepare and/or participate during webinars:

- Always charge the tablet, speaker, and powerbank prior to the webinar session, preferably, the day or night before.
- During session breaks, charge the tablet and accessories if needed.
- If possible, minimize the noises in the surrounding.

### Other Online Resources

Here are other online resources which you might find useful as we shift to online modalities:

- Facebook & Messenger
- Skype and Skype Web
- Google Hangouts
- WhatsApp
- Viber

This learning material was prepared by James Israel Alim for the project "Recognizing the Indigenous Communities behind the Conservation of Nature: A Project Pursuing the Full and Effective Participation of Indigenous Communities in the Implementation of the Expanded National Integrated Protected Areas System" jointly implemented by ANGOC, Bukluran, and PAFID, this initiative is supported through the Sudden Opportunity Grant Facility of VOICE, an initiative by the Netherlands Ministry of Foreign Affairs executed in a consortium between OXFAM Novib, and Hivos.

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The Asian NGO Coalition for Agrarian Reform and Rural Development (ANGOC) a regional association of national and regional networks of civil society organizations (CSOs) in Asia actively engaged in promoting food sovereignty, land rights and agrarian reform, sustainable agriculture, participatory governance, and rural development. ANGOC member networks and partners work in 10 Asian countries together with some 3,000 CSOs and community-based organizations (CBOs). ANGOC actively engages in joint field programs and policy discussions with national governments, intergovernmental organizations (IGOs), and international financial institutions (IFIs).

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The formation of Bukluran Para sa Pangangalaga ng Kalikasan ng Pilipinas (BUKLURAN, Inc.) or the Philippine Indigenous Peoples Community Conserved Territories and Areas Consortium (Philippine ICCA Consortium) is a nationwide network of community membership-based indigenous peoples' organizations (IPOs) of all ethnographic types. It is premised on bringing together indigenous peoples who assert and utilize traditional governance to protect community-conserved areas. Common to its members is the shared view that indigenous peoples' survival depends on the protection of valuable knowledge systems and the ancestral lands on which we thrive and persist. Our community-conserved areas can become the ultimate driving force in the conservation of biodiversity when our rights to our land and resources are respected and recognized.

Our main purpose is to carry out and realize the full recognition and respect for the rights, governance and self-management of our ancestral lands.

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Philippine Association for Intercultural Development, Inc. (PAFID) is a social development organization which has been assisting Philippine indigenous communities to secure or recover traditional lands and waters since 1967. It forms institutional partnerships with indigenous communities to secure legal ownership over ancestral domains and to shape government policy over indigenous peoples' issues. PAFID works exclusively with the indigenous peoples' sector, specifically upon written or signed requests for assistance from indigenous communities or their representatives. PAFID envisions indigenous communities as responsible stewards of their resources.

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