



**FSC® General Assembly
2021-2022
09-14 October**

Frequently Asked Questions for FSC Members

Preparing for Bali and the GA

Proxies

Assigning proxies: If you cannot attend the GA – please assign a proxy (attending either in-person or virtually) to vote on your behalf so that we are able to reach quorum. See how to designate a Proxy in the [guidelines here](#).

Who can carry proxies: Any member in 'good standing' attending the GA in-person or virtually can carry proxies.

How many proxies can a Member represent: Members may be represented at any General Assembly by any other Member, designated in writing before two witnesses, on the understanding that at a specific General Assembly: (i) a Member can only represent a maximum of five organizational Members that could be part of any of the three chambers, and (ii) a Member can represent an unlimited number of individual Members who could be part of any of the three chambers.

A proxy cannot be given partially: Once a member assigns a proxy to vote on their behalf, that proxy will be responsible to vote on behalf of member for the entire General Assembly.

Deadline for nominating a proxy: 08 October 2022

Who should I choose as a proxy: Choose any member locally or globally. A proxy may also be given to a member from a different chamber.

How do I select another proxy of my organization: The other person from your organization must register. Once they do, you will see their name on the proxy list and can select them.

Pre-registration for sessions

Not a requirement: Pre-registration for sessions taking place during the GA is not a requirement for in-person or virtual participants.

Build your own agenda in the events portal: All GA participants will have the option to build their own agenda in the events portal under “Agenda and Sessions” through selecting the sessions they would like to participate in. Participants can also download the calendar entries of the selected sessions and add them directly to their preferred calendar (Google, Outlook, Yahoo).

Packing for Bali

Clothing: Although the temperatures in Bali are warm and humid outdoors, the conference centre and meeting rooms in the hotel will be air-conditioned, and we strongly advise that participants bring a sweater/pullover or jacket.

Electrical Connections: 230 volts, 50 Hz European plugs with two circular metal pins are used in Bali, Indonesia. Please do travel with your adapter if you need to.

Money/Currency: The local currency is Indonesian Rupiah IDP. Please check your country’s exchange rate. There are various money exchange counters and ATMs at the airport, which you can use to withdraw local currency. There is also an ATM located within the Westin Hotel that you can use to withdraw in local currency or use the bureau de change.

Arrival at the airport

At the airport – Visa's

Visa on arrival: Passport holders from over 86 Countries can apply for Visa on Arrival (VOA). Visa on Arrival (VOA) costs IDR 500.000 per person. Visa on Arrival is for a single entry into Bali/Indonesia, for a stay up to 30 days and can be extended for a maximum 1 time at the local Immigration Office (charges apply). Payment can be done by: VISA Card, Master Card or Debit Card. Cash in IDR or foreign currency USD, EURO, GBP, SGD, and others as per set exchange at the airport counter inside the terminal. View [here](#) for more information.

Ensure that you take copies of the following documents with you:

- Hotel reservation
- COVID Certificate/Vaccination Certificate
- Travel health insurance
- Visa fees
- Passport (valid for more than 6 months)

- Copy of your airfare ticket
- Download Peduli Lindungi APP on [Android](#) or [IOS](#)

E-VISA: E-visas are for countries or passport holders not included under Visa on Arrival (VOA). You are expected to apply and receive your e-visa before traveling to Bali. Learn more about e-visas [here](#).

Ensure that you take copies of the following documents with you:

- Copy of e-visa
- Hotel reservation
- Travel health insurance
- COVID Certificate/Vaccination certificate
- Copy of the airfare ticket
- Download Peduli Lindungi APP on [Android](#) or [IOS](#)

Visa Exemption: Visa Exemption Arrangement for tourism purposes for Passport holders from 9 ASEAN countries. [View more here](#).

Visa Conditions:

- Passport must have at least a minimum of 6 months validity
- RETURN air flight ticket (or one-way outward journey from Bali)
- Must be full vaccinated with WHO authorized vaccinations, and the 2nd vaccination must have been given at least 14 days prior to departure
- 1x COVID-19 vaccine, such as Johnson & Johnson, Sputnik V or Convidecia are accepted or provide COVID recovery certificate or medical exemption letter

COVID-19 entry requirements

Fully vaccinated: International travellers 18 years and above are required to be fully vaccinated. Vaccination proof can be presented as physical copy of EU or WHO Vaccination proof (fully vaccinated).

Health check on arrival: Upon arrival all international arrivals are required to undergo a health check for symptoms related to COVID-19 including checking body temperature.

If COVID-19 symptoms are detected: In the event the international arrival is detected to have symptoms related to COVID-19 and/or has a body temperature above 37.5 degrees Celsius, it is obligatory to undergo a RT-PCR re-examination at a cost to be borne by the government for Indonesian citizens and the costs to be borne independently for foreigners.

If no COVID-19 symptoms are detected: If no symptoms related to COVID-19 are detected and a body temperature below 37.5 degrees Celsius international arrivals can continue with their travel plans with the following conditions:

- International arrivals who have received the second or third dose of vaccine at least 14 days before departure, are allowed to continue the journey
- International arrivals with special health conditions or comorbid diseases that cause the traveller to have not and/or not be able to take part in the COVID-19 vaccination, they are allowed to continue the trip by being obliged to attach a doctor's certificate from the Government Hospital of the country of departure stating that the person concerned has not and /or unable to follow the COVID-19 vaccination.
- As of 11 July 2022, if you have been confirmed positive for COVID-19 a maximum of 30 days before departure and you have been declared inactive in transmitting COVID-1 and have a medical letter you must however show a vaccination of, a minimum of one dose.

For the latest COVID guidelines please visit this [page](#).

Customs declaration

Complete online or manually: e-CD ([Electronic Custom Declaration](#)) 3 days before travel and have the QR code ready for scanning (alternatively you can fill out a form at the airport on arrival).

Airport to Hotel Transfers

Complimentary FSC shuttle service: A shuttle service from the airport to the Westin Hotel will be available for Members arriving on 07 and 08 October. Once you exit the customs area, please look out for the Green FSC Banner to find the complimentary shuttle.

Airport Taxi services: Taxi counters can also be found after customs on the arrivals level and outside of the terminal. Depending on the route taken, it can take between 17-21 minutes to get to the venue. Payment can be made with cash or credit card. Taxi rates are approx. IDR 200.000 – IDR 250.000 (approx. 13 – 16 EUR).

Arrival at your hotel

Check-in

Please visit the hotel reception area to check-in to your room. Breakfast is included in the room rate. The GA registration fee includes lunch, coffee breaks and GA social events taking place at the Westin Hotel. Dinners, beverages, and additional extras (outside of the FSC events) are not included or covered by FSC and must be settled prior to departure by each participant (for their own account).

GA Registration

Opening times: The registration counters which are located within the Westin Conference Centre will be open from Saturday 08 October to Monday 10 October between 08:00-18:00.

Use your QR Code to register: Please have the QR code that you would have received via email ready to scan at the registration kiosk to print your name badge. You can also find this QR code on the events portal under “My Registrations”. During registration you will also receive your participant pack.

Collect your accreditation pack: Members with voting power should proceed to the accreditation desk located at the registration area to receive their accreditation packs and other materials.

Access to supporting materials available online: Please note that supporting materials (GA Rules of Procedure, Statutes, GA Agenda, Voting guide, Code of Conduct etc for members will not be provided in hard copies and will be available in an online Member Pack through [this link](#).

COVID-19 Protocol

Mandatory self-test: All participants are required to take a mandatory COVID-19 test on either 08 or 09 October 2022.

Health and safety kit: A health and safety kit will be included in the registration pack which will contain three face masks, 3 COVID-19 swab self-tests and 1 hand sanitizer.

Watch for symptoms: Please take a self-test if you feel unwell and present any COVID-19 symptoms. This also applies if you have symptoms, but the self-test result is negative. You can request additional self-tests from the helpdesk.

Wear a mask: Wearing a mask significantly reduces the risk of contracting COVID-19 and seems to have a positive impact on the severity of an infection. It is highly recommended to wear a mask when participating in sessions, workshops, plenary sessions, when moving between different locations, when waiting in lines. etc. If you feel more comfortable doing so, please wear a mask whenever you like.

[Please familiarize yourself with the COVID-19 Protocol here.](#)

Contact us: In the case of a positive test or cold-like symptoms please send an email to gahealth@fsc.org. We will then initiate, guide, and support you through the next steps.

Helpdesk

Directly next to the reception desk (at the Westin), you will find a helpdesk for GA participants.

During the FSC General Assembly

Voting

Who can vote: All members in good standing are invited to vote.

Download the voting application: Voting will take place through the FSC Voting App, whether you are joining in person or virtually. You can access the app on your laptop, tablet, or mobile phone. Please find the instructions on how to download and use the [voting app here](#).

The voting application can also be downloaded through the following links:

- [Web app](#)
- [Android / Google Play](#)
- [iOS / Appstore](#)

How the voting process will work

- Following the close of the debate of each motion, the Presiding Officer shall call for the vote.
- At that time, all members eligible shall be invited to vote according to the voting procedure described in the approved GA Rules of Procedure which you can find on the FSC Members' Portal [here](#).
- When a motion is put to vote, the Presiding Officer will invite members to vote to indicate support (Yes) or opposition (No) to a motion, or their abstention.
- The motion up for vote will be displayed on screen in English and Spanish.
- Voting will remain open for **30 minutes**. If after **30 minutes**, we do not reach quorum, Members' will be informed, and the voting period will be extended for **16 hours**.
- Five minutes will be allowed in-between the announcement of motions opened for voting. This time will be for participants to prepare their voting applications to get ready for voting. A limited number of laptops will also be available in the room for those Members' who do not have a personal device or who may experience issues with using their own devices to vote.
- Once the five minutes is over, the next motion up for voting will be announced and the process will be repeated until the end of the Members' Assembly session of that day.

Announcement of voting results

Once the voting period closes and quorum is reached, the Secretariat will gather and maintain evidence of the electronic votes and will determine, with the assent of the Electoral Committee if the motions are, or not, approved.

Motion voting results will be announced:

- **At the end of the Members' Assembly Session** - For motions that reach quorum during the Members' Assembly
- **At the beginning of the Members' Assembly Session** - For motions where voting was extended from the previous day
- The results for each motion will be displayed on the screen prior to being uploaded to the [GA website Motion Outcomes page](#), and [Members' Motions Platform](#).

How quorum and voting power works:

Quorum: Is calculated on the number of votes cast. Therefore, you must vote For, Against, or Abstain

A quorum is: 50% + 1 of the members in good standing of each chamber

An Affirmative Vote is a vote of: A simple majority of each chamber who voted plus 2/3 of all members who voted

Abstentions count towards Quorum, but not in the calculation of a 'yes' or 'no' overall vote

Social Media #FSCGA22

We invite all our participants to share their participation in the General Assembly on social media through sharing photo's videos and comments including the hashtag **#FSCGA22**

GA 2022 Zoom Background Images

If you will be joining virtually, please download and use your digital zoom background [here](#).

Contact us

If you have any other questions, please reach out to ga2021@fsc.org

We look forward to welcoming you in Bali!