

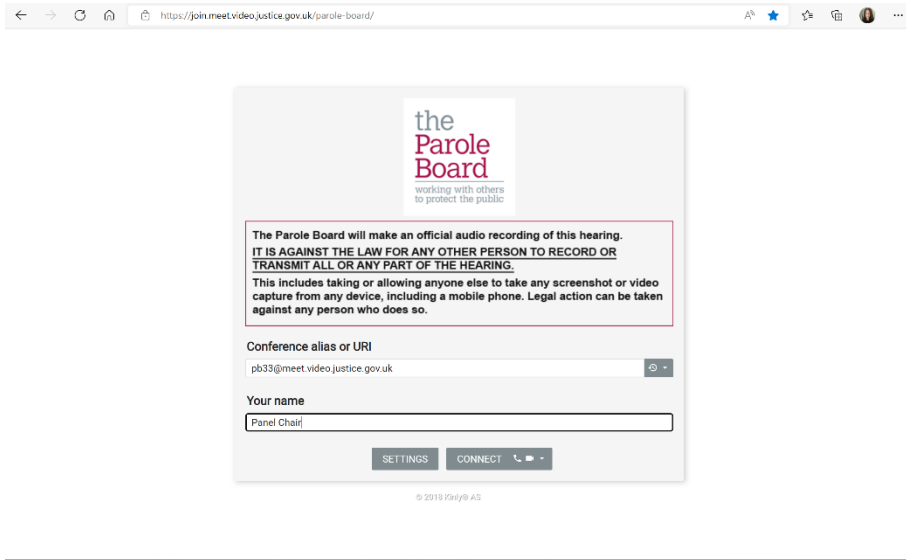
Appendix II Victim Observers (March 2024)

Technical Information on Managing the Live Stream

Logging in to CVP

Panel chairs should log into CVP in the normal way, but bear in mind that the name entered (usually pre-populated) will be displayed and streamed.

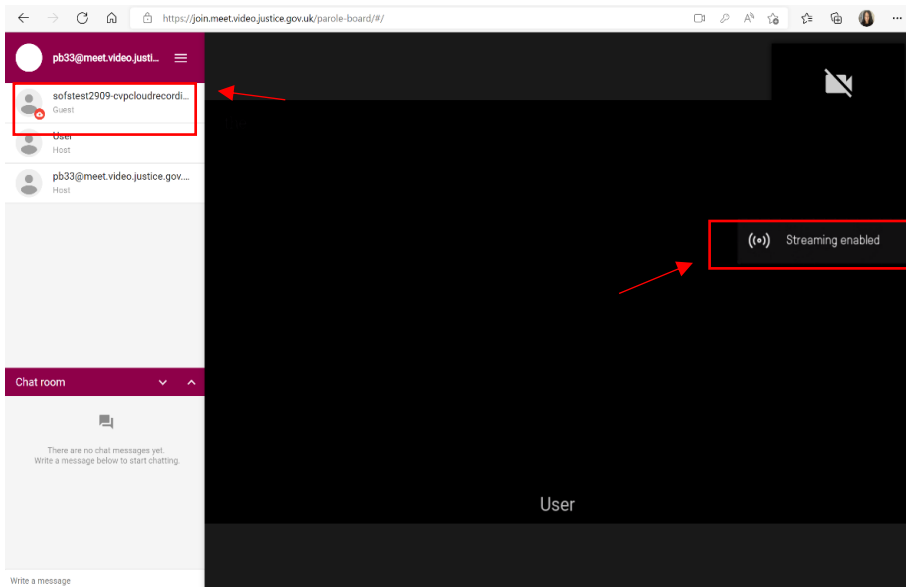
This may need to be amended depending on the naming protocols agreed for the hearing.



Stream Activation

The stream will not commence until the panel chair instructs the Streaming Administrator to start it.

There are visual indicators in the room which display the hearing is being streamed - '*streaming enabled*' will appear (visible on the right of the screen). The words will eventually disappear, but the streaming symbol will remain to show the stream is still live.



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The streaming participant (the victim observer) can be identified by the suffix, which follows the same convention each time. It will start with the prisoner's name followed by the suffix, for example:

MrJones-cvpcloudrecording-ukso1.channel.media.azure.net

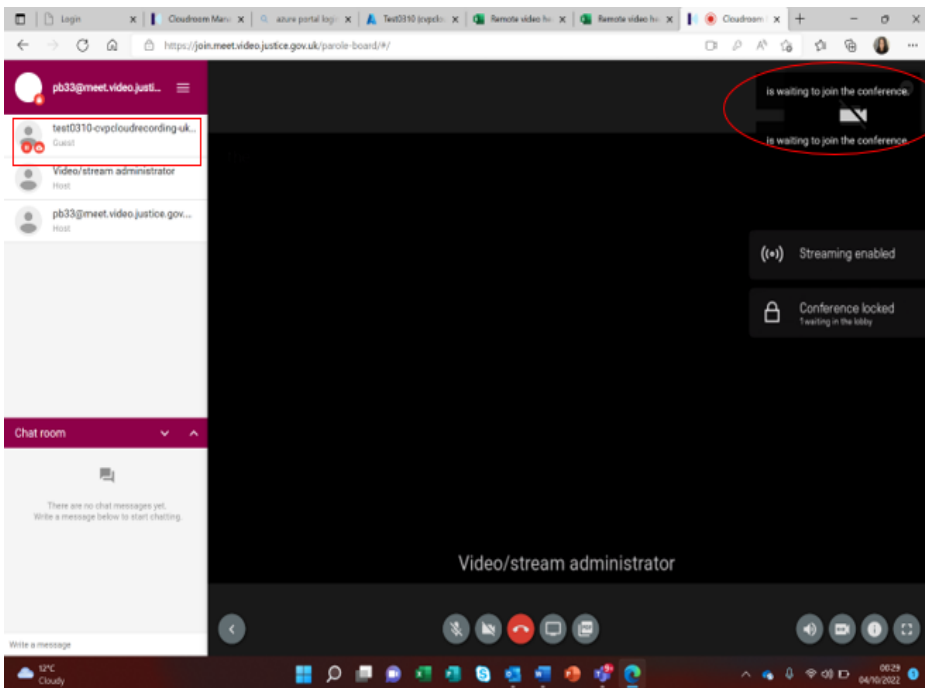
The streaming participant joining the room will be visible on the left-hand side of the screen.

Before commencing the hearing, the panel chair should wait for confirmation from the Streaming Administrator that the victim can see and hear the stream. The Streaming Administrator will be in contact with the Victim Representative who will confirm this.

Taking Breaks

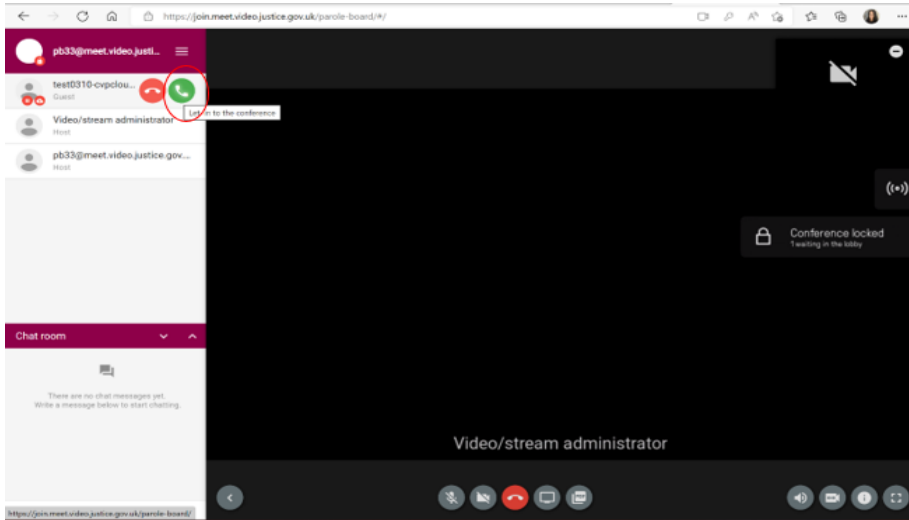
The panel chair should notify the Streaming Administrator when they are taking breaks and when they are returning so that the stream can be re-started.

Note that the panel chair may need to allow the streaming participant time to re-join the room (eg if you have left the CVP and re-joined with the room locked, or if the streaming participant has been disconnected). A notification on the top right hand side of the room will say that a participant is waiting to join and would need to be allowed entry.



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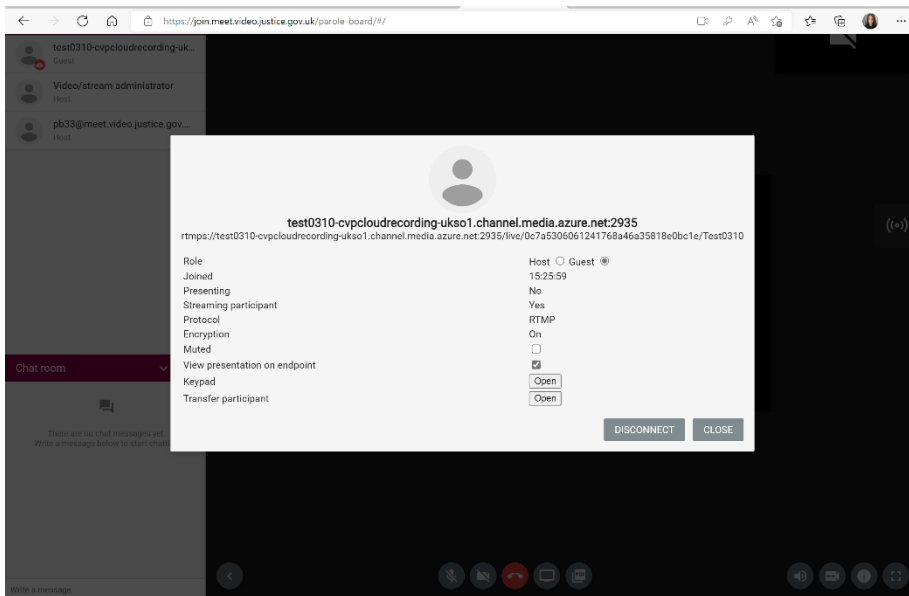
The stream can only be resumed by the Streaming Administrator once the streaming participant has been granted entry. This can either be achieved by unlocking the room, or by simply pressing the green telephone button against the participant on the side panel (see above).



Ending the Stream

If at any point the panel chair determines that the live stream must be ended urgently this can be done by directly by removing the link from the room. Clicking on the streaming participant on the side panel will bring up a box which enables the stream to be disconnected.

As the stream is on a 30 second delay, it will continue to run up until the point "disconnect" is pressed.



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Points to Note

- Never under any circumstances allow the legal rep to use the CVP room for private consultations with their clients. This exposes the Parole Board to the risk of these private meetings being streamed.
- Remember that the victim is unable to communicate with the stream. Should the panel chair wish to introduce themselves to the victim before the stream, a video conference would need to be set up separately.
- Any VPS will be read within a video conferencing package (MS Teams or CVP) prior to the stream of the formal proceedings.