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## **JAWATANKUASA PEGUAM PULAU PINANG PENANG BAR COMMITTEE**

Circular 25/20

19 Nov 2020

To Members of the Penang Bar,

### **Video Conferencing Facilities for Online Hearings**

Kindly be informed that upon an initiative of the Bar Council, the Penang Bar Committee has set up Video Conferencing Facilities in a dedicated room at the Penang Bar Library for Members who do not have the necessary IT infrastructure or required internet connectivity at their offices or homes to take part in online Hearings.

The Video Conferencing Facilities will be available for use during standard working hours i.e. Mon to Fri, 8:30 am to 5:30 pm with prior appointment. The Facilities encompass a computer, web-cam, microphone, internet connectivity and the relevant software needed to conduct online Hearings. For hygiene purposes, Members are required to bring and use their own headphones.

The brief summary of Terms and Conditions for Use of the Video Conferencing Facilities at the Penang Bar Library are as follows:

- Members are required to make appointments with the Penang Bar Secretariat at least 3 days in advance via e-mail ([secretariat@penangbar.org](mailto:secretariat@penangbar.org)) and indicate the date, time and duration of intended use. Bookings will be allocated on a first-come, first-served basis. Cancellation of or change in bookings must also be notified to the Secretariat in writing as early as possible.
- Any Member conducting an online Hearing may be accompanied by 1 other lawyer or pupil only.
- Members must manage their own online Hearings without any involvement or assistance of the Secretariat staff.
- Members must use the Video Conferencing Facilities responsibly at all times for online Hearings only.
- Members must ensure the cleanliness of the Video Conferencing room and the related facilities and restore them to their original condition after use.
- Only plain drinking water is permitted in the Video Conferencing room. No other food or drinks are allowed.
- All users of the Video Conferencing Facilities must comply with the Terms and Conditions of Use determined by the Penang Bar Committee and which may be revised from time to time. Any misuse, breach or non-compliance may result in future requests to use the facilities being denied.

Due to the ongoing Conditional Movement Control Order (CMCO), Members are required to comply with the relevant Standard Operating Procedures (SOP) put in place at the Penang Bar Library, namely wearing face masks, undergoing temperature checks, recording personal details and observing social distancing.

**Lee Guan Tong**  
Chairman