

No.	Process	Conditions
1	Verify identity of the attendees before the meeting starts	The organizer may adopt a traditional approach, such as asking one attendee to verify another, or use identity verification technology such as usernames and passwords or SMS one time passwords (which are common in Thailand, and known as OTPs).
2	Facilitate communication by audio or both audio and video	<p>The organizer must provide attendees with sufficient bandwidth and sufficiently clear and continuous audio, or audio and video, to allow them to interact and exchange ideas in the meeting.</p> <p>The chairman of the meeting must be able to control and restrict participation of the attendees, e.g. by using a function to temporarily and immediately suspend any attendee's audio and video feed or stop interaction between them in case of emergency.</p>
3	Provide attendees access to meeting documents	Attendees must be able to access documents and data presented during the meeting.
4	Facilitate voting	<p>Attendees must be able to vote at the electronic meeting whether the meeting selects general vote or secret vote. The organizer shall accommodate the following mechanism of each voting manner:</p> <ol style="list-style-type: none"> a. General vote. Open voting conducted in any manner that permits the attendees to vote and express opinions openly (e.g. verbally). b. Secret vote. Closed voting where only the number of votes is collected and counted without disclosing the identity of the voter (e.g. by online questionnaire).
5	Store meeting data and evidence	<p>The organizer must store all data, including:</p> <ol style="list-style-type: none"> a. The method used to verify identity of attendees, including the total number and names of attendees recorded in the minutes; b. The method and results of voting, recorded in the minutes; c. Recording of audio or both audio and video of meeting, (except confidential meetings—see below); d. Any disruptions during the meeting; and, e. Attendees' electronic traffic data, e.g. usernames, date and time of login and logout.
6	Report disruptions and errors	The attendees must be able to report disruptions and errors during the meeting, and the organizer must arrange for proper solutions and preventive measures.

Special Security Standards for Confidential Electronic Meetings

If an electronic meeting is held for confidential matters, the following additional requirements apply:

- The meeting organizer must set up security measures to prevent unauthorized access to the meeting, data, and documents;
- Each individual attendee must affirm to the meeting that no unauthorized person has access to meeting and the attendee is attending the meeting from an access-controlled place; and,
- Recording audio or video during the confidential electronic meeting is prohibited.

IT Security Standards

The notification sets five principles of IT security standards for electronic meetings:

1. Confidentiality—IT mechanisms to prevent unauthorized access.
2. Integrity—IT mechanisms to prevent modifications, loss, and damage.
3. Availability—IT mechanisms to ensure functionality and access.
4. Privacy and protection of personal data.
5. Other IT measures, such as authenticity, accountability, non-repudiation, and reliability.

The Electronic Transactions Development Agency (ETDA) is empowered to set forth additional IT security standards for meeting control systems. In addition, the ETDA, or another agency designated by the ETDA, may provide services for verification and certification of qualifying meeting control systems, which should be announced soon.

Any electronic meetings which were already arranged prior to the notification coming into effect (on May 27, 2020), but which have not yet been held, can be held in accordance with the previous security standards for electronic meetings issued in 2014, provided they are held within 60 days of May 27.

For more information on this development, or on any aspect of doing business in Thailand, please contact Supasit Saypan at supasit.s@tilleke.com or +66 2056 5994.

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