April 2021

Food and Agriculture Organization of the United Nations

The International Treaty ON PLANT GENETIC RESOURCES FOR FOOD AND AGRICULTURE

INTERNATIONAL TREATY ON PLANT GENETIC RESOURCES FOR FOOD AND AGRICULTURE
FOURTH MEETING OF THE SCIENTIFIC ADVISORY COMMITTEE ON THE GLOBAL INFORMATION SYSTEM
20–21 April 2021
NOTE FOR PARTICIPANTS

I.   MEETING INFORMATION

1.   The fourth meeting of the Scientific Advisory Committee on the Global Information System will be held virtually on 20 and 21 April 2021through two three-hour sessions. The opening of the meeting will be on Tuesday 20 April at 12.00 CEST (Rome time). The meeting will be conducted in English.

2.   Information about the mandate and composition of the Committee can be found online at http://www.fao.org/plant-treaty/overview/governing-body/committees/sac-glis

II.   PARTICIPATION AND IDENTIFICATION

3.   The experts appointed by the Regions and the experts nominated by the Secretariat have received an electronic invitation to participate in the meeting. The meeting is also opened to the participation of observers. Registration can be requested at PGRFA-Treaty@fao.org For the fourth meeting, the Secretariat has received requests for the participation of observers from Contracting Parties and relevant international organizations.

4.   To facilitate the conduct of the meeting, participants are invited to identify themselves by specifiying name, surname, country or organization.

5.   Should you need any assistance in relation to participation in this meeting from the International Treaty Secretariat, please contact +39 57055430 or +39 57053554 or send an e-mail to pgrfa-treaty@fao.org

III.   PRE-SESSION DOCUMENTS

6.   The draft provisional agenda for the meeting is available on the International Treaty's website at: http://www.fao.org/3/cb4220en/cb4220en.pdf together with the provisional annotated agenda http://www.fao.org/3/cb4372en/cb4372en.pdf. Other meeting documents are published on the Treaty's website, at: http://www.fao.org/plant-treaty/meetings/meetings-detail/en/c/1259559/

IV.   ZOOM FEATURES

7.   The Secretariat will act as "host" of the virtual meeting, together with the Co-Chairs, and will be responsible for checking and admitting participants through a virtual waiting room. The host and co-hosts will be able to monitor all participants' activities and enable/disable access to the meeting as appropriate.

8.   It is requested that participants keep the microphone on *Mute*, unless when needing to speak, to allow a better audio quality for all.

9.   The Co-Chairs will provide information on the protocol for requesting the floor at the beginning of the meeting. If you wish to take the floor, use the *Raise Hand* function in the Participants menu. All participants may mute/unmute their own audio when indicated by the Co-Chairpersons. After your intervention please use the *Lower Hand* function in the *Participants* menu.

10.   If you are planning to read a statement, send it to: PGRFA-Treaty@fao.org, prior to delivery if possible.

11.   Participants are requested to keep their video on, where possible, to help facilitate the work of the Co-Chairs. Please indicate your name, surname and country/organization. Depending on the device you are using, the *Rename* function is available by clicking on your display name or the three dots appearing on your video image.

12.   International dial-in numbers: If you do not have access to a desktop, laptop or smartphone Zoom App, it is possible to use a dial in number followed by the meeting ID and pound key to join the meeting. In this case, please inform the Secretariat prior to the meeting so that a separate instruction on "how to connect" using dial in can be sent to you. Kindly note that your participation would be limited to audio only.

13.   Participants can access Zoom from all devices, via web browser or App. It is strongly recommended downloading the App on your device for a better user experience and using a PC/laptop with ethernet (land wire) connection rather than Wi-Fi.

V.   SYSTEM REQUIREMENTS TO JOIN IN A ZOOM MEETING

14.   Please note the IT system requirements to join the meeting:

•   PC or laptop with a good, stable internet connection. Smartphone is also possible.

•   Speakers and a microphone, built-in or USB plug-in or wireless Bluetooth.

•   A webcam or HD camcorder, built-in or USB plug-in.

•   Dial in Phone numbers with international access (less preferred mode) as it would not allow you to see the other features or Zoom meeting, limited to audio only.

•   Any technical matters should be referred to the Secretariat.