January 2022

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
FIFTH MEETING OF THE STANDING COMMITTEE ON THE FUNDING STRATEGY AND RESOURCE MOBILIZATION
15 – 17 February 2022
NOTE FOR PARTICIPANTS

I.   MEETING INFORMATION

1.   The meeting will opened on **Tuesday, 15 February 2022**, **at 12.00 hrs Central European Time (CET)**, through a Zoom video conferencing platform, and will be held in English, through three sessions of two-hours each, from 15 to 17 February 2022.

2.   The sessions will commence at **12.00 hrs** and conclude at **14.00 hrs CET** each day.

3.   Pre-registration for the meeting **is required** and has been enabled to ensure that participation in the meeting is limited to Members of the Committee, pre-approved observers and relevant members of the Secretariat.

4.   To register for the meeting, you will need to take the following steps:

   a)   Click on the below pre-registration link:
         https://fao.zoom.us/meeting/register/tJwrf-qurD0tE9MJ0xLHjJIfeolNKAs_zAkS
   b)   Enter your name, country and preferred email address in the required fields.
   c)   If you do not have a Zoom account linked to your email address, a message will appear providing a link to where you may sign up for free. You may unsubscribe at any time.
   d)   Once approved you will receive an email providing you with a link and password to use in order to access the virtual meeting room. Please do not to share these details with anyone else. The same link is valid for the 3 days of the meeting.

5.   The draft provisional agenda for the meeting is available on the Treaty's website via the following link: https://www.fao.org/3/cb8332en/cb8332en.pdf . Other meeting documents are published on the Treaty's website, here: https://www.fao.org/plant-treaty/meetings/meetings-detail/en/c/1445728/.

6.   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

II.   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.   The **Host** may set all participants to mute upon entry, however all participants may mute/unmute their own audio. It is requested that participants keep the microphone on mute, unless when needing to speak, to allow a better audio quality for all. Silent observers should keep their microphone set to mute throughout the course of the meeting.

9.   Participants are requested to keep their **video** on, where possible, to help facilitate the work of the Co-Chairs. It is advised to display your full name and Region on your video or profile screen (depending on the device you are using this may be modified by clicking on your display name or the three dots appearing on your video image and selecting *Rename*).

10.   The Co-Chairs will provide information on the protocol for requesting the floor at the beginning of the meeting.

11.   **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.

12.   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.

III.   SYSTEM REQUIREMENTS TO JOIN IN A ZOOM 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 Audiovisual-Services using the private chat function.