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Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

HIGH-LEVEL CONFERENCE ON WORLD FOOD SECURITY: THE CHALLENGES OF CLIMATE CHANGE AND BIOENERGY

Rome, 3 – 5 June 2008

ARRANGEMENTS FOR THE HIGH-LEVEL CONFERENCE AND INFORMATION FOR PARTICIPANTS

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Conference documents are available at www.fao.org/foodclimate/

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I. ARRANGEMENTS FOR THE HIGH-LEVEL CONFERENCE

A. BACKGROUND

1. The Thirty-fourth Session of the FAO Conference (Rome, 17-24 November 2007) was informed of the proposal to hold a High-Level Conference on World Food Security: the Challenges of Climate Change and Bioenergy at FAO Headquarters in Rome from 3 to 5 June 2008, in order to achieve:

- “A better understanding of the nexus between food security, climate change and bioenergy, based on science and current international policies and practices;
- Identification of a process for institutional action for the integration of food security safeguards into multilateral climate-related agreements, such as the Clean Development Mechanism and post-Kyoto Protocol;
- Identification of steps for the establishment of a Bioenergy Charter that simultaneously considers sustainable agriculture, rural development and food security;
- A definition of FAO’s response through field interventions, partnerships and multilateral and regional cooperation, including assistance for tapping financial mechanisms;
- A Statement on Food Security, Climate Change and Bioenergy.”¹

2. The Conference:

“Underlined the need to reconcile increasing levels of agricultural production, in order to feed a growing world population, with that of a sustainable use of our natural resource base and of preserving the provision of crucial environmental services. It expressed particular concern over the impact of climate change, especially on the poorest and most vulnerable countries and populations. It noted that agriculture while itself contributing to greenhouse gas emissions, was also likely to be one of the sectors most affected by climate change and could also offer possible solutions. In this regard, the Conference stressed the need for strategies to avert and mitigate the effects of climate change [...] The Conference recognized that, while biofuel development could present opportunities for agricultural producers in developing countries, it also risked having negative consequences on food security as a result of the competition with food production for land and natural resources and of increasing prices for food products. It requested the Secretariat to undertake analysis of the economic, environmental and food security implications of biofuel development. In this connection, support was expressed for the high-level conferences planned by FAO in 2008, particularly in relation to the impact of climate change and bioenergy.”²

3. The High-Level Conference is convened and organized by FAO, in collaboration with the Rome-based food agencies, the International Fund for Agricultural Development (IFAD) and the World Food Programme (WFP), as well as Bioversity International, representing the Consultative Group on International Agricultural Research. Generous support for the direct costs of the High-Level Conference has been provided by the Governments of Italy, Netherlands, Norway, Spain and Sweden.

4. The worrying context of soaring food prices is being seriously taken into consideration by the organizers, as it is provoking social unrest across the developing world. The world's Heads of State and Government will thus have a forum to discuss an issue that is currently affecting their populations directly and painfully and an opportunity to adopt the required policies, strategies and programmes to address this great challenge facing humanity.

¹ C 2007/INF/22, *High-Level Conferences on World Food Security and Global Challenges*, paragraph 16.

² C 2007/REP, *Report of the Thirty-fourth Session of the Conference of FAO (17-24 November 2007)*, paragraphs 44 and 45.

B. PARTICIPATION

5. The Organization has invited Heads of State and Government of FAO Members as well as Executive Heads of the United Nations and its Specialized Agencies, and of Regional Organizations.

6. All Members of FAO have been invited to participate in the High-Level Conference as well as non-Member Nations that are Member States of the United Nations, or of its Specialized Agencies and the International Atomic Energy Agency. A total of 194 countries, 1 FAO Member Organization (European Community) and 1 FAO Associate Member (Faroe Islands) have thus been invited, including ministries of foreign affairs, agriculture, livestock, forestry, fisheries, water, environment and energy.

7. Each participating country, Member Organization and Associate Member shall be represented by a head of delegation and such other representatives, alternate representatives and advisers as may be required. The head of delegation may designate an alternate representative or adviser to act as a representative. Country delegations can be as large as needed but seating in the Plenary Hall is limited to three places per country. The balance of the delegation could, however, follow proceedings in an overflow room (Red or Green Rooms).

C. OBSERVERS

8. Intergovernmental organizations outside the United Nations system that have formal relations with FAO and non-governmental organizations in consultative status with FAO have also been invited to participate in an observer capacity. They may participate in the deliberations on questions within the scope of their activities.

9. In addition, in keeping with the approach followed on the occasion of the *World Food Summit: five years later*, and pursuant to the General Rules of the Organization concerning attendance by the general public to plenary meetings of the Conference, other international non-governmental and civil society organizations (INGOs/ICSOs) may request to be accredited, provided that they are representatives of major FAO constituencies, in particular food producers and consumers, or have knowledge and experience in areas related to food security, climate change and bioenergy.

10. INGOs/ICSOs applying for accreditation will need to be well-established organizations, with an international scope of work. They will need to be prepared to provide a copy of the legal documents establishing the organization and any other information considered appropriate.

11. National NGOs/CSOs (non-profit and private sector) could attend the High-Level Conference, either as part of an INGO/ICSO, or as part of the respective official government delegation.

D. APPLICABLE RULES OF PROCEDURE

12. The High-Level Conference will be governed by the General Rules of FAO.

E. DOCUMENTS OF THE HIGH-LEVEL CONFERENCE

13. The documents of the Conference will be posted, as they become available, at <http://www.fao.org/foodclimate/conference>. A very limited quantity will also be available during the High-Level Conference at the Documents Desk in the Korean Conference Service Centre, located on the first floor of Building A (at the entrance of the Red and Green Rooms).

F. AGENDA AND TIMETABLE

14. The Provisional Agenda (document HLC/08/1 Rev.2) and Provisional Annotated Agenda and Timetable (document HLC/08/2-Rev.4) are posted at the above internet address.

15. The High-Level Conference comprises two parts: the Plenary and a High-Level Segment, from 3 to 5 June 2008.

G. ORGANIZATION OF THE PLENARY

16. Attention is drawn to the proposal under Item 3 of the *Provisional Agenda* that, following the adoption of the agenda and timetable on 3 June 2008, the Plenary reconvene as a Committee of the Whole to:

- review the draft text of the Declaration of the High-Level Conference;
- consider substantive items related to the draft Declaration in four roundtables.

17. The Plenary would then reconvene in the afternoon of 5 June to adopt its Report.

18. In the light of the heavy agenda of the High-Level Conference and the limited time available in Plenary for the debate, Members are requested, wherever possible, to coordinate at the level of regions, and to make single regional statements, through a regional spokesperson.

19. At the discretion of the Chairperson, representatives of intergovernmental organizations, and of non-governmental organizations, may also make statements under the various items of the agenda.

H. ORGANIZATION OF THE HIGH-LEVEL SEGMENT

20. The High-Level Segment constitutes a forum for statements at the highest political level. The concluding Plenary Session of the High-Level Conference will adopt the Declaration of the High-Level Conference, which will be appended to the Report of the High-Level Conference.

21. Due to the limited availability of speaking time, statements will be limited to five minutes for heads of delegation and four minutes in the case of representatives of UN system agencies and intergovernmental organizations. When a representative or observer has spoken for his/her allotted time, the Chairperson may call him/her to order. Requests for speaking time should be made using the Request for Speaking Time form, which has been distributed to all invitees to the High-Level Conference and can also be downloaded at <http://www.fao.org/foodclimate/conference>.

22. INGOs and ICSOs invited to the High-Level Conference may designate representatives to sit as observers at the High-Level Segment. The Chairperson shall invite such organizations to form themselves into a limited number of constituencies. Upon invitation of the Chairperson, and subject to the approval of the meeting, such constituencies may, through spokespersons, make oral statements of up to four minutes.

23. The above arrangements will not preclude the distribution of more extensive texts by the speakers. Participants' statements may be sent in advance by e-mail to the Secretariat (Conference-statements@fao.org) in one of the languages of the High-Level Conference for distribution to interpreters prior to the sessions.

24. Written statements submitted by the designated representatives of States and the Member Organization participating in the High-Level Conference will be made available in the quantities and in the languages in which they are provided to the Secretariat.

I. LANGUAGES AND RECORDS

25. Arabic, Chinese, English, French and Spanish shall be the languages of the High-Level Conference. Speeches made in a language of the High-Level Conference shall be interpreted into the other languages of the High-Level Conference. Representatives may speak in a language other than a language of the High-Level Conference if they provide for interpretation into a language of the High-Level Conference.

26. Working and information documents of the High-Level Conference will be made available in the languages of the High-Level Conference. Background documents prepared in the lead-up to the High-Level Conference will be available in the original language through the dedicated website of the High-Level Conference.

27. There shall be neither verbatim nor summary records of meetings. Sound recordings of meetings of the High-Level Conference will be made for archive purposes.

J. FORUMS

28. Forums will be held during the lunch breaks of Tuesday 3 and Wednesday 4 June (13:30-15:00 hours).

K. MEETING ROOMS

29. The following meeting rooms will be used:

Opening Plenary Meeting (3 June, am)	Plenary Hall (Third floor, Building A)
Closing Plenary Meeting (5 June, pm)	Plenary Hall (Third floor, Building A)
High-Level Segment (3 June, am – 5 June, am)	Plenary Hall (Third floor, Building A)
Committee of the Whole (3 June, pm – 5 June, pm)	Red Room (First floor, Building A)

30. Provision will be made for a video link in the Green and Red Rooms (first floor, Building A) so that those unable to enter the Plenary Hall on 3 June am and 5 June pm may follow the proceedings. Such video link will also be made in the Green Room for those unable to enter the Red Room on 3 June pm, 4 June and 5 June.

L. REGIONAL AND BILATERAL CONSULTATIONS

31. Meeting rooms for regional groups and bilateral meetings of delegations will be assigned on a daily and hourly basis. Interpretation will not be provided.

M. OTHER ARRANGEMENTS

32. Arrangements will be made to facilitate the possibility for Heads of State and Government participating in the High-Level Conference to meet journalists and give press conferences.

II. INFORMATION FOR PARTICIPANTS

A. PROVISIONS REGARDING ENTRY INTO ITALY

33. Attention is drawn to the strict provisions in force regarding entry into Italy, including the refusal of entry to persons not having the required visas. Participants requiring entry visas must obtain these from the Italian Consulate or competent Diplomatic Mission in their country before leaving for Rome. Visa applications must be filed well in advance of the day of departure, as the issuance of an Italian entry visa may require up to three weeks. Only those participants travelling from a country where there is no Italian Consulate or other competent Diplomatic Mission may obtain a visa on arrival in Rome, provided that they advise the Protocol Branch (FAO-Conference@fao.org, telephone +39 0657054830 or fax +39 0657055171) of their arrival in Rome. Participants must provide their full name, date of birth, nationality, passport number, issue and expiry dates, flight number, date and hour of arrival and their full travel itinerary, which must not include any other Schengen country. This information must reach FAO at least three weeks before the arrival of participants to permit the Protocol Branch to request the issue of an entry visa at Rome airport. Participants failing to comply with the above will not be allowed by the Italian authorities to enter Italy.

34. Hotel bookings for participants can be made through the official FAO travel agent: Carlson Wagonlit Travel: tel +39 0657055970; e-mail: faotravel@cwtravel.it; fax: +39 0657053619. The Secretariat is not in a position to make hotel bookings or other travel arrangements.

B. REGISTRATION AND ACCREDITATION

35. Building passes will be issued only to officially registered members of delegations of countries or organizations invited to the High-Level Conference. Registration of participants will be processed only after receipt of a completed Registration Form, available on the High-Level Conference Website. The forms, duly completed and with a recent passport-size photograph attached, should be sent to FAO by 23 May 2008. Countries and organizations are requested to send the forms to the Director, Conference, Council and Protocol Affairs Division, KCC, FAO, Viale delle Terme di Caracalla, 00153 Rome; e-mail: FAO-Conference@fao.org; fax: +39 0657056099.

36. Media Accreditation: A copy of the form for representatives of the mass media to apply for accreditation to cover the High-Level Conference is available on the Conference Website. Applications for accreditation must be received and verified at FAO Headquarters in order for representatives of the mass media to be eligible to receive a Media pass.

37. The individual passes will be available for collection at the Registration Centre upon presentation of a valid identity document. The Registration Centre will be located in via San Teodoro, 74 (nearby FAO headquarters).

A valid identity document is required.
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C. ASSISTANCE TO DELEGATES FROM LEAST DEVELOPED COUNTRIES

38. With funds made available by donors, one delegate from each of the Least-Developed Countries will be provided with a round-trip to Rome and daily subsistence allowance while in Rome. For this purpose, a pre-paid return ticket to Rome will be provided. The daily subsistence allowance may be collected from the Banca Intesa, Building B, ground floor. A special counter for delegates will open on: Tuesday, 3 June, 09:30 – 13:00 and 15:30 – 16:30 hrs; and on Wednesday, 4 June, 9:30 – 10:30.

39. Least Developed Countries who wish to benefit from this support should communicate the names of the members of their delegation, indicating for which delegate the support may be given, to the FAO Representation responsible for their country, no later than 9 May 2008. They should provide the full name and contact details (full postal address, telephone and fax numbers, and e-mail address) of the delegate to be supported and precise travel itineraries. Delegates benefitting from support are responsible for arranging their own visas and hotel bookings.

D. MULTI-MEDIA EXHIBIT

40. The High-Level Conference will host a Poster Exhibition contributed by invited participants in the FAO Atrium, from 3 to 5 June 2008. Conference participants are invited to participate in the Poster Exhibition by submitting a 300-words abstract to the Secretariat before 30 April 2008. These should be submitted to Claudia Hiepe, tel. +39 0657053470, cccb-secretariat@fao.org. Posters should showcase knowledge and lessons learned related to climate change, bioenergy and food security. The Secretariat will select Posters on the basis of the abstracts, the relevance of the topic proposed, and geographical balance. Acceptance of Posters for the Exhibition will be notified by 10 May 2008. Only these posters may be exhibited.

41. Conference participants planning to display publications, flyers and other printed documents should request permission from the Secretariat by 26 May 2008, indicating name, institution of affiliation, date of estimated arrival of material at FAO Headquarters, approximate quantity (e.g. weight, boxes), name of carrier and plate number of transporting vehicle. Documents sent in advance to FAO should be properly labelled with the name of the owner and addressed to Claudia Hiepe, NRC, Viale delle Terme di Caracalla, 00153 Rome, Italy.

42. No documents or posters may be displayed on FAO premises without the approval of the High-Level Conference Secretariat. Any unauthorized material will be removed by FAO Security. Documents and posters should be removed from FAO premises by Thursday 5 June, 18:00 hours.

43. To obtain permission to display material, please contact Claudia Hiepe, tel. +39 0657053470, cccb-secretariat@fao.org.

E. TELEPHONE, FAX, PRINTING AND INTERNET FACILITIES

44. The Slovak Business Centre (ground floor, Building B, extension 57090) will be available throughout the period for Internet, printing, telephone, fax and photocopying services. Internet facilities are also available in the Atrium on the ground floor, from 08:30 to 17:00 hrs.

45. Free Wireless Internet Service (WiFi) for High-Level Conference participants will be available in and around the Plenary Hall, the Atrium, the Red and Green Rooms, and in other meeting rooms. In order to use the service, a laptop or PDA that has Wireless LAN capabilities, conforming to 802.11b or 802.11g standards, is needed. There will be a prompt for username and password. The username is "visitor". For the current password, please consult the High-Level Conference Journal.

F. CATERING FACILITIES

46. FAO Headquarters offers meals, snacks and beverages facilities including a restaurant and self-service cafeteria on the eighth floor of Building B, a salad bar on the ground floor of Building D and a snack bar on the ground floor of Building A. Several vending machines with assorted refreshments are located throughout the premises.

G. MEDICAL EMERGENCIES

47. The Medical Service provides emergency medical assistance to participants. For medical emergencies, participants may dial 30 from in-house telephones or 06-57053400 from outside FAO. For other medical services, delegates may call extension 53577 from in-house telephones

(+39 0657053577 from outside FAO). They may also go directly to the Medical Service (first floor, Building B) during working hours.

H. OTHER SERVICES

48. Several services are located on the ground floor of Buildings B and D, including: banks (open from 08:40 to 16:30 hours); automated teller machines that accept international bank cards; a post office (open from 08:30 to 15:00 hours); a travel agency (open from 09:00-12:45 and 14:00-18:30 hours); a newspaper stand which also sells city bus/metro tickets; and a bookshop.

I. SECRETARIAT

49. The Secretary of the High-Level Conference is Alexander Mueller, Assistant Director-General, Natural Resources Management and Environment Department (NRD); tel: +39 0657055731; fax: +39 065703064; e-mail: cccb-secretariat@fao.org.

50. For registration and speaking time requests please contact: The Director, Conference, Council and Protocol Affairs Division, KCC, FAO, Viale delle Terme di Caracalla, 00153 Rome; e-mail: FAO-Conference@fao.org; fax: +39 0657056099).

51. Unless otherwise indicated above, communications prior to the High-Level Conference should be addressed to Nadia Scialabba, Senior Officer, NRD, tel: +39 0657056729; fax: +39 0657053064; e-mail: cccb-secretariat@fao.org

52. During the High-Level Conference, the Secretariat can be reached at:
Building A, Room A117 (tel: 57007; 57008 or 57009)
Food and Agriculture Organization of the United Nations
Viale delle Terme di Caracalla
00153 Rome, Italy
www.fao.org/foodclimate