



联合国
粮食及
农业组织

Food and Agriculture
Organization of the
United Nations

Organisation des Nations
Unies pour l'alimentation
et l'agriculture

Продовольственная и
сельскохозяйственная организация
Объединенных Наций

Organización de las
Naciones Unidas para la
Alimentación y la Agricultura

منظمة
الأغذية والزراعة
للأمم المتحدة

COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE

GROUP OF NATIONAL FOCAL POINTS FOR BIODIVERSITY FOR FOOD AND AGRICULTURE

Second Part of the Second Meeting

25–27 May 2021

INFORMATION NOTE FOR PARTICIPANTS

TABLE OF CONTENTS

	<i>Paragraphs</i>
I. Introduction	1
II. Pre-session documents	2
III. Registration	3–5
IV. Virtual platform	6
<i>Annex I: Zoom Meetings - Guidelines for Participants</i>	

I. INTRODUCTION

1. The Second Part of the Second Meeting of the Group of National Focal Points for Biodiversity for Food and Agriculture will be held from 25 to 27 May 2021 as a virtual meeting and will be conducted in Arabic, Chinese, English, French, Russian and Spanish.

II. PRE-SESSION DOCUMENTS

2. The provisional agenda is available on the Commission's website at: <http://www.fao.org/cgrfa/meetings/detail/en/c/1390763/>. Other documents may be downloaded, as they become available.

III. REGISTRATION

3. The Second Meeting will be "open ended". In addition to National Focal Points nominated by the regions, it will thus be open to delegations from all Commission Members and observers, including representatives from international organizations.

4. Members of the Commission, and Members and Associate Members that are not members of the Commission are kindly invited to inform the Director-General, as early as possible, of the names, official titles, addresses and *email accounts* of representatives designated to participate in the Second Meeting.

5. Representatives from international organizations are requested to forward their names, official titles, addresses and *email accounts* by email to cgrfa@fao.org.

IV. VIRTUAL PLATFORM

6. The Second Part of the Second Meeting will be held using the platform Zoom. Participants can access Zoom from all devices, via web browser or App. Procedures and guidelines applicable to the virtual meeting of the Group of National Focal Points for Biodiversity for Food and Agriculture are contained in *Annex 1* to this document.

ANNEX I

ZOOM MEETINGS

GUIDELINES FOR PARTICIPANTS

This Virtual Meeting will be held using the platform Zoom. Interpretation will be available.

Participants can access Zoom from all devices, via the Zoom desktop client (installed on the computer) or using the mobile app.

We strongly recommend downloading the latest version of Zoom on your device for a better user experience and connecting your computer via an Ethernet (land wire) cable to your router, rather than using Wi-Fi. Disconnect all other devices from your network.

Zoom regularly provides new versions of the app. It is strongly recommended to check for updates frequently to ensure that the new features will work and to enhance the security of the platform.

Please pay specific attention to the following information:

1. Upon online registration through the password-protected FAO Members Gateway (<http://www.fao.org/members-gateway/en/>) **country representatives** will automatically be registered for the Zoom virtual meeting by the Secretariat. It is necessary to provide a unique email address for each member of the delegation. Upon receipt of the above information, representatives will automatically be registered for the Zoom virtual meeting by the Secretariat. Individualized links for representatives to access to the virtual meeting platform will be sent to the email addresses provided during the online registration in due time prior to the meeting.
2. **Representatives from international organizations** are requested to forward their names, official titles, addresses and email accounts by email to cgrfa@fao.org. For each representative a unique email address should to be provided. Upon receipt of the official nomination, representatives will automatically be registered for the Zoom virtual meeting by the Secretariat. Individualized links for representatives from international organizations to access the virtual meeting platform will be sent to the email address provided to the Secretariat in due time prior to the meeting.
3. A **waiting room** to verify participants prior to entering the meeting will be enabled. Please join the meeting at least 30 minutes prior to the meeting start time to avoid delays in joining the meeting.
4. Please do not use your built-in computer microphone, as it will not provide sufficient sound quality.
 - Use a USB-headset with integrated microphone.
 - If not available, cellphone earphones/ microphone are better than none, but only wired, not Bluetooth.
 - If no headset/ microphone is available, an external USB-wired microphone is the next best solution.
 - If participants are in a group and have to use one microphone, make sure whoever is speaking is close to the microphone.
5. Turn off all sound notifications (Skype, WhatsApp, emails, etc.) while attending the meeting and ensure you are in a place with no background noise or echo.
6. Make sure you enter the virtual meeting room in **Mute mode** and click the Unmute button only when speaking [1].

7. Select the language you wish to listen to in the **Interpretation menu** [4].
8. If you wish to take the floor, use the **Raise Hand** function in the Participants menu [3].
9. Please have your video on when you take the floor [2]. You can switch the video off and mute the microphone when you have completed your intervention. This may conserve bandwidth and facilitate a smoother conference experience. After your intervention please use the **Lower Hand** function in the Participants menu [3].
10. Please note that if you make an intervention in another language than the one that you are listening to, you need to turn interpretation off by selecting Off in the Interpretation menu.
11. Please adjust your speech to the remote distance environment (speak slower and more clearly, avoid excessive use of acronyms, etc.)
12. If you are planning to read a statement, send it to: **FAO-Interpretation@fao.org** prior to delivery and read it slowly. The interpreters will always treat the text as confidential and check against delivery.
13. In a virtual meeting, audio quality may deteriorate unexpectedly and become insufficient for interpretation purposes. Interpreters will indicate this verbally and resume interpretation as soon as the sound quality permits.

