

Information for Participants at Meetings at FAO Headquarters

Governing Bodies Servicing Division, CSG

I. Introductory information

Registration:

Online registration is accessible through the password-protected FAO Members Gateway at <http://www.fao.org/members-gateway/en/>. Instructions for online registration can be found on the same website. Members of delegations will receive the link for accessing the virtual meeting platform directly on the email account indicated at registration.

II. Meeting sessions and services

Duration of Meetings:

In light of the COVID-19 pandemic situation and the resulting virtual modality of the 42nd Session of the Conference, the schedule of meetings has been extended to allow the Conference to conclude all items on its Agenda in a timely manner.

Morning meetings of the 42nd Session of the Conference are scheduled from 08.30 to 13.00 hours (except for the opening Session which will begin at 9.30 hours), and afternoon meetings are scheduled from 14.30 to 19.30 hours, or later if required. The Daily Journal provides updated information on the schedule of the meetings.

It is essential that meetings start on time and that the schedule be respected, particularly in light of the time constraints of a virtual Session. Delegates are urged to log into the virtual meeting platform in good time, and preferably 30 minutes before the meeting is due to begin.

Languages used in Meetings:

The languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish, and simultaneous interpretation is provided in these languages during sessions of the Conference. Interpretation in all languages of the Organization is provided on the Zoom videoconference platform.

General Debate of the Conference:

Heads of delegations and observers wishing to intervene under the General Debate, Item 9 on the Provisional Agenda of the 42nd Session of the Conference, *Review of the State of Food and Agriculture*, may (i) request speaking time in Plenary or (ii) submit a digital statement in text-only or video format ahead of the Conference Session.

i. Oral Statements in Plenary

Requests for speaking time during the General Debate in Plenary are made through the password-protected area of the [FAO Members Gateway](#). Reservations are made on a first-come, first-served basis.

Delegates are advised that statements should strictly be no longer than 5 minutes for Heads of Delegation and 4 minutes for observers. To facilitate time keeping, a timer will be visible on the Zoom meeting platform.

To ensure accurate interpretation, delegations are kindly requested to submit the electronic version of their statement (preferably in **WORD format**) to: Conference-Statements@fao.org **at least one hour before delivery**. The name of the country and speaker should be indicated at the top of the first page in one of the following languages: English, French or Spanish.

ii. Digital Statements

Heads of delegations and observers wishing to submit a digital statement under the General Debate of the Conference may provide either a text-only statement or a pre-recorded video statement. All digital statements received will be made available on a dedicated webpage on the website of the 42nd Session of the Conference in all FAO Official languages.

For **text-only statements**, delegates are advised that single-Member statements should not exceed 1 250 words in length and multi-Member statements should not exceed 2 000 words in length. Delegates must submit the statement to Conference-Statements@fao.org three weeks in advance of the Conference Session, and by 7 June 2021 at the latest.

For **pre-recorded video statements**, delegates are advised that single-Member statements should not exceed three minutes in length while multi-Member statements should not exceed five minutes in length. Delegates must submit these video statements to Conference-Statements@fao.org three weeks in advance of the Conference Session, and by 7 June 2021 at the latest.

Delegates are invited to refer to the Audio-Visual Requirements outlined in *Annex I*.

Plenary Meetings during Conference Sessions:

At its first Plenary meeting, the Conference elects its Chairperson and three Vice-Chairpersons, and appoints the seven members of the General Committee and the nine members of the Credentials Committee. These appointments are followed by the McDougall Memorial Lecture. This meeting includes the Director-General's Statement to the Conference on the work of the Organization, followed by the Statement of the Independent Chairperson of the Council. The Plenary meeting then adjourns to enable the General Committee to hold its first meeting.

At its second Plenary meeting in the afternoon, the Conference, acting on the first report of the General Committee, shall be invited to adopt the special procedures to be implemented on an exceptional basis for the 42nd Session of the Conference, in light of the virtual modality of the Session as a consequence of the COVID-19 pandemic. At this meeting, the Conference shall then adopt the Agenda, establish the Commissions and deal with the admission of observers and other procedural matters. The Conference will also adopt the first report of the

Credentials Committee. As applicable, a vote on the admission of new Member(s) takes place and is followed by the ceremony of admission.

The General Debate by Heads of Delegation under the item “Review of the State of Food and Agriculture” takes place from the Monday to the Wednesday Plenary meetings. Friday morning is set aside for the vote on Budgetary Appropriations (Programme of Work and Budget 2022-23), the election of the Independent Chairperson and Members of the Council.

The remaining Plenary meetings are used to conclude other items on the Agenda and to adopt the report of the Conference.

Meetings of Commission I and Commission II during Conference Sessions:

In light of the decision of the 165th Session of the Council to improve the working methods of the Conference, Commission I and Commission II meetings are scheduled consecutively, to the extent possible, and in parallel with Plenary meetings. The schedule of meetings of the Conference is outlined in the Timetable of the Session. Each of the Commissions has its own Chairperson, two Vice-Chairpersons, Drafting Committee and Secretariat.

The Commissions commence on Monday afternoon, and adopt their reports in Commission on Friday morning. Their Reports are then forwarded to Plenary for final adoption on Friday afternoon.

Documents:

Conference Documents can be downloaded at:

<http://www.fao.org/about/meetings/conference/c2021/list-of-documents/en/>

Journal of the Conference:

During Sessions of the Conference, a daily programme of meetings, events and announcements is presented in the form of the Journal. The Journal of the Conference is available on the website of the 42nd Session of the Conference, on the dedicated webpage, in all languages. The Journal will also be made available on the mobile application dedicated to the 42nd Session of the Conference.

Verbatim Records of Meetings:

Verbatim Records are produced for all sessions of Plenary deliberations during sessions of the Conference. Copies of interventions delivered in Arabic are transcribed in either English or French, and those delivered in Chinese and Russian are transcribed in English.

Verbatim Records are made available in English, French and Spanish within 24 hours of completion of a meeting and are posted on the FAO Members Gateway. Corrections may be submitted by delegates by sending an email to: Verbatim-Team@fao.org.

The complete Verbatim Records will be published within one month of the conclusion of the sessions.

Annex 1: Audio-Video Requirements for Pre-recorded Statements

Delegations wishing to submit video statements recorded in advance are kindly requested to take into consideration the following:

GENERAL

- Speeches should be delivered in one of the six FAO languages.
- Speak at a moderate pace, allowing for natural pauses at the end of phrases and ideas.
- Speak directly into the microphone, placing it between 30-50 centimetres away.
- Avoid tapping or blowing into the microphone.
- Avoid including moving images alongside the speaker.
- Kindly submit a text of the statement with the video.
- Provide the pre-recorded video file in MP4 format

When submitting a *pre-recorded statement in a non-FAO language*,

- Provide a video file with the audio recording of the interpretation into one of the FAO languages as a voice-over. The voice of the original speaker must be completely muted.
- Provide the corresponding written translation of the statement into one of the FAO languages.

Statements accompanied by subtitles only or just a written translation in an FAO language will not be interpreted.

AUDIO

Please use a microphone with the following characteristics¹:

- Directional (cardioid) or lapel
- Suitable for speech recognition
- Noise and echo cancelling
- Correctly reproduces audio frequencies between 125 Hz and 15 000 Hz

The audio must contain natural pauses and avoid abrupt transitions. Surround and Stereo audio must be appropriately balanced and free from phase differences. Audio quality must be steady and free from fluctuations.

Please note that microphones integrated into a computer or mobile device, mobile phone earpieces, and Bluetooth headsets do not provide requisite sound quality and should not be used.

VIDEO

- Record in a quiet room, free of any noise (e.g. clicking, humming, paper ruffling).
- Use an HD camera (720p or higher)
- Place the camera at head-height and face it when recording.
- Close any drapes/curtains to avoid backlighting.
- Use artificial light to illuminate the speaker indirectly (with a single light source pointing up), or from three different angles, if multiple light sources are available.

¹ Please see below a list of recommended suitable microphones.

Recommended microphones and headsets

Table Microphones (suggested examples):

- RODE STUDIO USB MICROPHONE
- RODE NT-USB MINI USB MICROPHONE
- BLUE YETI USB MICROPHONE
- FIFINE GOOSENECK USB MICROPHONE

Lapel Microphones (suggested examples):

- FIFINE K053 (PATTERN: CARDIOID; FR: 50HZ-16KHZ; CONNECTION: USB)
- FIFINE K031 LAPEL MICROPHONE FOR PC (PATTERN: CARDIOID; FR: 50HZ-16KHZ; CONNECTION: USB)
- MOVO M1 USB LAVALIER MICROPHONE (PATTERN: OMNIDIRECTIONAL; FR: 35HZ-18KHZ; CONNECTION: USB)

Headsets (suggested examples):

Manufacturer	Series	Model	Over-ear	Microphone frequency	Headphone frequency
Cyber Acoustics	AC	6012	YES	100 - 16.000 Hz	20 - 29.000 Hz
HAMA	AH	100	YES	30 - 16.000Hz	20 - 18.000 Hz
HAMA	Black	Desire	YES	30 - 15.000 Hz	20 - 20.000 Hz
HAMA	Urage Soundz	113737	YES	20 - 20.000 Hz	20 - 20.000 Hz
Logitech	G	332	YES	100 - 20.000 Hz	20 - 20.000 Hz
Logitech	Zone	Wired	YES	20 - 16.000 Hz	20 - 16.000 Hz
Sennheiser	GSP	350	YES	10 - 24.000 Hz	15 - 26.000 Hz