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منظمة
الغذية والزراعة
للأمم المتحدة

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FAO REGIONAL CONFERENCE FOR THE NEAR EAST

Thirty-sixth Session

10-13 January 2022 and 7-8 February 2022

Information Note

Executive Summary

The 36th Session of the FAO Regional Conference for the Near East (NERC36) is comprised of two separate segments. The Senior Officials Meeting of NERC36 was convened in virtual modality from 10 to 13 January 2022. The Ministerial Session of the Regional Conference will be conducted from 7 to 8 February 2022, in hybrid modality, with the physical presence of some participants at Royal Tulip Hotel (Al Rasheed hotel) in Baghdad, Green Zone (GZ), the Republic of Iraq.

Members and Observers attending the meeting virtually will be granted equal accessibility and capability inside the Zoom meeting platform, ensuring their ability to be seen, and to view who is in attendance in the virtual meeting, and to address the Conference.

Documentation may be accessed at <https://www.fao.org/about/meetings/regional-conferences/nerc36/documents/en/>

Members and Observers are invited to submit written statements to be posted on the Regional Conference webpage. Delegates are requested to submit digital copies of their statements in Arabic, English or French to the Secretariat of the Regional Conference at FAO-RNE-NERC@fao.org by Friday, 4 February 2022. Participants are also welcome to submit pre-recorded statements to be posted on the Regional Conference webpage.

Delegations are reminded that the meeting will be webcast.

A. Conference arrangements

1. The 36th Session of the FAO Regional Conference for the Near East (NERC36) is comprised of two separate segments. The Senior Officials Meeting of NERC36 was convened in virtual modality from 10 to 13 January 2022. The Ministerial Session of the Regional Conference will be conducted from 7 to 8 February 2022, in hybrid modality, with the physical presence of some participants at Royal Tulip Hotel (Al Rasheed hotel) in Baghdad, Green Zone (GZ), the Republic of Iraq, whilst other participants will engage in the deliberations of the Regional Conference through a virtual platform. The inaugural ceremony will take place in the Royal Tulip Hotel (Al Rasheed hotel) in Baghdad, Green Zone (GZ), commencing at 10.00 hours Baghdad time on Monday, 7 February 2022.

2. An “Order of the Day” will be issued daily by the Regional Conference Secretary, giving detailed information of the Regional Conference business, timetable of meetings, items to be discussed and other general information.

3. A copy of the Provisional Annotated Agenda (NERC/22/1) has been circulated to delegates with the invitation letter and this document, as well as the Provisional Timetable (NERC/22/INF/1) and Provisional List of Documents (NERC/22/INF/2), will also be available on the NERC website at <http://www.fao.org/about/meetings/regional-conferences/nerc36/documents/en/>.

4. The Secretary of the Regional Conference is Mr Serge Nakouzi, Deputy Regional Representative (DRR), FAO Regional Office for the Near East and North Africa (RNE). He will be assisted by a number of FAO staff, whose names and functions will be included in a list to be issued on the first day of the Regional Conference.

B. Working languages

5. The working languages of the Regional Conference are Arabic, English and French. Simultaneous interpretation will be provided and the Regional Conference documents will also be issued in these three languages.

C. Press liaison and information

6. For the duration of the Regional Conference, an FAO Information Officer, assisted by a Press Officer of the Government of the Republic of Iraq, will provide contacts with the press and be responsible for matters concerning information to the public.

7. Journalists will be accredited on presenting two passport size photographs and a letter of assignment from their editor or employer to the accreditation desk at the Regional Conference venue.

D. Special procedures for a hybrid Ministerial Session

8. The special procedures outlined in this section apply on an exceptional basis for the NERC36 Ministerial Session in light of the COVID-19 pandemic and the resulting hybrid modality, comprising both in-person and virtual elements, of this Regional Conference.

9. The Ministerial Session will be conducted in hybrid modality with both physical presence in Baghdad and participation through the Zoom videoconferencing platform. The Zoom meeting will be broadcast on a large screen inside the meeting room so that participants attending the meeting physically will be able to see the participants attending the meeting virtually, and vice-versa.

10. Members and Observers attending the meeting virtually will be granted equal accessibility and capability inside the Zoom meeting platform, ensuring their ability to be seen, and to view who is in

attendance in the virtual meeting, and to address the Regional Conference. These participants will be able to request the floor using the 'raise hand' function in the Zoom platform.

11. The draft report of the Regional Conference will be displayed to all Members and Observers of the NERC36 through the 'share screen' function on the Zoom videoconferencing platform. The report will also be visible on the large screen in the meeting room for participants attending the meeting in-person. Any adjustments to the report will be made on the screen in real time.

E. Documentation

12. The working documents will be made available to all governments and organizations invited through the dedicated webpage, before the Regional Conference opens. Delegates and observers are requested to bring their own copies of documents to the meetings and to refrain from requesting additional copies. Documents drafted during the Regional Conference will be available at the documents distribution desk, outside the Regional Conference hall as well as online for those connected virtually. The webpage of NERC36 and its documentation may be accessed at: <http://www.fao.org/about/meetings/regional-conferences/nerc36/documents/en/>

F. Draft recommendations and amendments

13. Delegates who wish to submit draft recommendations, or other documents related to the Agenda of the Regional Conference, are requested to provide an electronic version of their text in English, Arabic and French to the Regional Conference Secretary at FAO-RNE-NERC@fao.org, as well as deliver 15 copies in Arabic, 15 copies in English and 15 copies in French to the Secretariat for distribution.

G. Advance communication of speeches and statements

14. Members and Observers are invited to submit written statements to be posted on the Regional Conference webpage. Delegates are requested to submit digital copies of their statements in Arabic, English or French to the Secretariat of the Regional Conference at FAO-RNE-NERC@fao.org by Friday, 4 February 2022. Delegations are encouraged to limit their written statements to a maximum of 800 words.

15. Participants are also welcome to submit pre-recorded statements to be posted on the Regional Conference webpage.

16. Video statements must reach the NERC Secretariat in MP4 format by Friday, 4 February 2022. Videos should be sent to FAO-RNE-NERC@fao.org with a link to any commercial large file transfer service.

17. The technical specifications for pre-recording interventions are as follows:

- a) The recording/filming should be produced in full HD 1080 x 1920.
- b) The file, in MP4 format, should be compressed into a lighter version for playback via Zoom.
- c) A 3-4 minute video should be compressed to 80 MB in size at a compression rate of 3.5 mbps (megabyte per seconds). Files exceeding this size may create technical problems to play and view. The compression should be done prior to sending to NERC Secretariat.
- d) Videos in .MOV format should be avoided.

H. Correspondence

18. All correspondence concerning the Regional Conference should be addressed to:

Mr Serge Nakouzi

Conference Secretary, 36th Session of the FAO Regional Conference for the Near East
FAO Regional Office for the Near East and North Africa

P. O Box 2223, Cairo, Egypt

Tel: +202 33316000

Fax: +202 37495981, or 33373419

E-mail: FAO-RNE-NERC@fao.org

and copied to:

The Conference Affairs Officer in Iraq, Mr Salah Elhajj Hassan

Telephone: (+964) 1 432686

Fax: (+964) 1 432681

E-mail: FAO-Iraq@fao.org; Salah.ElHajjHassan@fao.org

During the Regional Conference, the contact details of the Conference Secretariat are:

Title: RNE-DRR

E-mail: RNE-DRR@fao.org; RNE-ADG@fao.org; FAO-RNE-NERC@fao.org

Tel.: +20233316000

I. Ministerial Session venue

19. The main Regional Conference venue is Royal Tulip (GZ) AL Rasheed Hotel
Phone number: +964-7700133370
Email: <http://www.royaltulipalrasheed.com>
Location:
International Zone, Baghdad, Baghdad 10001

J. Formalities for entry into the Republic of Iraq

20. Travellers to the Republic of Iraq requiring an entry visa are advised to obtain one from a diplomatic mission or consulate of the Republic of Iraq prior to the date of travel. In the event that no diplomatic mission or consulate exists in a particular country, travellers should inform the Government Liaison Officer and the Conference Secretary at the addresses indicated in paragraph 12 above, providing full name as in the travel document, date and place of birth, nationality, passport number, date and place of issue, validity, port of entry and expected duration of stay in the Republic of Iraq, in order to ensure that a visa will be granted on arrival.
21. Participants are advised to provide, at least five days prior to arrival, the name of carrier, flight number, time of arrival and other related information to the Government Liaison Officer in the Republic of Iraq, to ensure that they are properly met on arrival at the international airport of Baghdad. Participants are advised to mark their luggage clearly in order to facilitate identification.
22. The authorities of the Republic of Iraq will make special arrangements for participants upon their arrival, assist them with formalities regarding immigration, visas, customs, collection of luggage and provide them with transport to their respective hotels. Similar arrangements will be made at the end of the Regional Conference.
23. All participants in the Regional Conference are advised to finalize, at an early date, return travel arrangements. Immediately upon arrival in Iraq, participants are advised to contact the travel desk at the Regional Conference premises for the reconfirmation of their departure date and time.

K. Foreign exchange and banking

24. Participants may bring with them to Iraq, USD, EUR or other currencies. The foreign exchange and banks will provide the necessary information and measures of exchange rates and transfer. A bank/foreign exchange desk will be available on the conference premises. The monetary unit is the Iraqi Dinars (IQD). At the time of going to press the exchange rate is approximately USD 1 to IQD -1470

L. Medical services and first aid

25. Medical and first aid services will be available at the Regional Conference premises. Medical services may also be provided by hotels.

M. COVID-19 precautionary measures

26. All arrivals in Iraq, including foreigners, are to present a COVID-19 vaccine card (QR code) to verify that they have received at least two doses of a COVID-19 vaccine. This requirement is in addition to a printed negative PCR test taken maximum 72 hours prior to entering Iraq.

Those excluded from vaccination on medical grounds will have to present proof of exemption.

27. Members and Observers will be required to wear masks and observe physical distancing measures especially while indoors.

N. Hotel accommodation

28. Requests for hotel reservations should be made on the printed form appearing in Annex 9-A, as soon as possible, by sending the original to the Government Liaison Officer at FAO-Iraq@fao.org and a copy to the Conference Secretary at FAO-RNE-NERC@fao.org, no later than 1 February 2022.

29. Accommodation will be available for participants at Royal Tulip Hotel (Al Rasheed hotel) in Baghdad, Green Zone (GZ).

30. At check-in, hotels may require guests to present a credit card or to make an advance cash payment. It should be noted that participants are required to settle their own hotel bills on departure, including meals, bar, tips, telephone, laundry, etc.

O. Registration

31. For the Ministerial Session, all delegates and observers are requested to register online at the following link: <https://fao.zoom.us/meeting/register/tJltfuisrDMrE9Q1K99hD8IJ1Tc2pfadjfF>. Delegates and observers attending in person are requested to register soon after arrival, at the Regional Conference hall at Royal Tulip Hotel (Al Rasheed hotel) in Baghdad, Green Zone (GZ), so that they can be provided with identification tags. The registration desk will be open on 6 February 2022 from 14:00 to 18:00 hours and on 7 February from 09:00 hours. The Conference secretariat will issue a Provisional List of Participants on the first day of the Regional Conference. The secretariat should be notified of any corrections or additions to this list. Only registered participants will be issued special badges, which will permit them to enter the Regional Conference meeting venues.

P. Weather and time

32. Iraq is located 33.2 degrees north of the equator. It is bordered to the north by Turkey, to the east by Iran, to the west by Syria and Jordan, and to the south by Saudi Arabia and Kuwait. During the month of February, the weather in Baghdad is between 9 to 19 degrees Celsius. It is advisable to bring warm clothing.

33. The country is on GMT +3 (Time).

Q. Electricity

34. The voltage in the Republic of Iraq is 220 V and the frequency is 50 Hz. Plugs and sockets used are type –D and G-.

R. Webcasting

35. All Plenary sessions will be webcast live and uploaded to the Regional Conference website.

APPENDIX A

HOTEL RESERVATION AND NOTIFICATION OF ARRIVAL FORM

1. Name: _____
Family name Given name
2. Country/Organization: _____
3. Title and position: _____
4. Address (e-mail): _____
5. Attending as: // Delegate // Observer // Secretariat
6. Accompanied by spouse: // Yes // No
- Name of spouse: _____
7. Dates of anticipated stay : _____ to _____
8. Arrival information: Date: _____ Hour: _____
- Airline and flight No.: _____ From (city): _____
9. Hotel accommodation desired: // Single // Double

NOTE: Each participant is required to complete the above form in duplicate and send one copy to each of the addresses below as soon as possible, preferably one month before the Regional Conference, even if complete flight information is unavailable. You may communicate flight information details at a later date.

(a)

The Conference Affairs Officer in Iraq

Telephone: (+964) 1 432686

Fax: (+964) 1 432681

E-mail: FAO-Iraq@fao.org; Salah.ElHajjHassan@fao.org

(b)

Conference Secretary, 36th Session of the FAO Regional Conference for the Near East

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