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粮食及
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Food and Agriculture
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Продовольственная и
сельскохозяйственная организация
Объединенных Наций

Organización de las
Naciones Unidas para la
Alimentación y la Agricultura

منظمة
الغذية والزراعة
للأمم المتحدة

COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE

INFORMAL OPEN-ENDED CONSULTATION ON THE FUTURE ORGANIZATION OF THE COMMISSION'S INTERSESSIONAL WORK

16 November 2022

INFORMATION NOTE FOR PARTICIPANTS

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I. INTRODUCTION

1. The informal open-ended consultation on the future organization of the Commission's intersessional work will be held online on 16 November 2022, between 12:30-15:00 CET (UTC+1) and interpretation will be provided in the six official FAO languages - Arabic, Chinese, English, French, Russian and Spanish.

II. DOCUMENTS

2. The provisional agenda and relevant documents for the consultation are available on the website: <https://www.fao.org/cgrfa/meetings/informal-open-ended-consultation/en/>

III. REGISTRATION

3. The consultation will be open-ended, open to all Commission Members and observers. Participants are requested to pre-register online via the following link: <https://fao.zoom.us/meeting/register/tJwkcOqqpzIqHNGd9J9KEcOcdbLx9aTjAObp> and are requested to provide their names, email address and country/organizational affiliations. A confirmation email with the link for attendees to access the virtual meeting room will be sent to the email address provided during the online registration. The link is unique to each attendee therefore registration is encouraged.

IV. VIRTUAL PLATFORM

4. The consultation will be held using the platform Zoom. Participants can access Zoom from all devices, via the web browser or using the Zoom application. Guidelines for participants applicable to Zoom are contained in Annex I of this document.

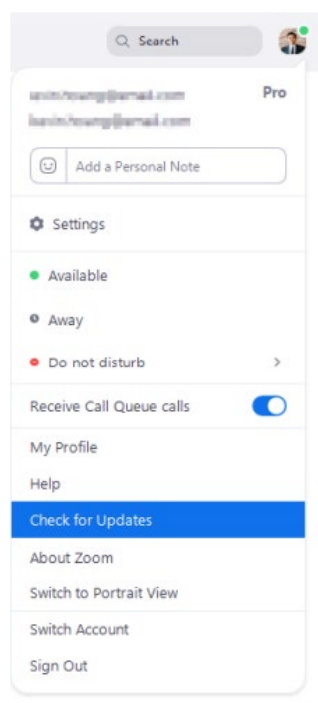
ANNEX I

ZOOM WEBINAR GUIDELINES FOR PARTICIPANTS

The Informal open-ended consultation will be held as a webinar using the platform Zoom. Interpretation will be available in all official FAO languages.

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

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 App. To do so, open the App and click on your profile picture in the top right of the Zoom window, then click Check for Updates. If there is a newer version, Zoom will download and install it.



We strongly recommend connecting your computer via an Ethernet (land wire) cable to your router, rather than using Wi-Fi. Disconnect all other devices from your network, if possible, when using Wi-Fi.

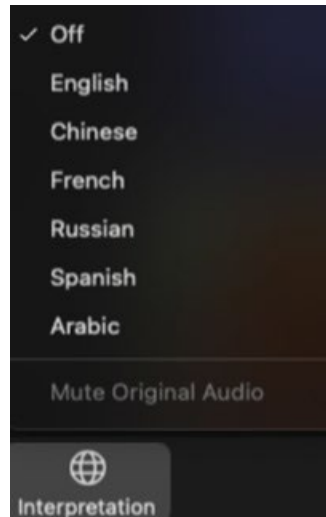
Please pay specific attention to the following information:

1. The consultation will be conducted via the Zoom platform. A confirmation email with the link for participants to access the virtual meeting platform as an attendee will be sent to the email address provided during the online registration. The link is unique to each attendee therefore registration is encouraged.

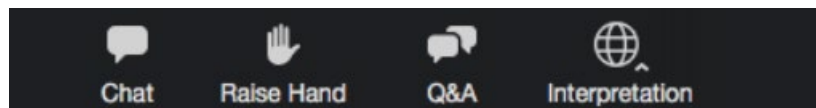
2. Participants are asked to make sure to enter the virtual meeting room in Mute mode and click the Unmute button only when speaking.



3. Interpretations will be available, and languages can be selected in the Interpretation menu at the bottom bar of the Zoom window.



4. The Raise Hand function, when activated, will allow attendees to request the floor by clicking on the Raise Hand icon, which can be found in the bottom bar.



5. Please have your video camera on when you take the floor. You can switch the camera off and please mute the microphone when you have completed your intervention. This may conserve bandwidth and facilitate a smoother meeting experience. After your intervention, please use the Lower Hand function in the Participants menu.

6. Please note that the biggest impediment to interpretation is poor sound quality. In this regard, 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/microphones 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.
- 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.

7. Turn off all sound notifications (Skype, Whatsapp, emails, etc.), while making verbal interventions and ensure you are in a place with no background noise or echo.

8. 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.

9. Please adjust your speech to the remote distance environment (speak slower and more clearly)

10. 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.

11. Please bear in mind that in a virtual meeting room, audio quality may deteriorate unexpectedly and become insufficient for interpretation purposes. Our interpreters will indicate this verbally and resume interpretation as soon as the sound