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Organización de las
Naciones Unidas para la
Alimentación y la Agricultura

منظمة
الأغذية والزراعة
للأمم المتحدة

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FAO REGIONAL CONFERENCE FOR AFRICA

Thirty-third Session

Rabat, the Kingdom of Morocco, 26-28 March 2024 and 18-20 April 2024

Information Note

Conference Arrangements

1. The 33rd Session of the FAO Regional Conference for Africa (ARC 33) will be held in two separate segments. The Senior Officers Meeting (SOM) will be convened in virtual modality **from 26 to 28 March 2024**. The Ministerial Session will be held **from 18 to 20 April 2024**, with physical presence in Rabat, Morocco, complemented with hybrid modality, using the Zoom videoconferencing platform. Sessions via Zoom will be broadcast on a large screen in the meeting room, so that all participants, in person or online, will be able to see each other. The Consultation of Civil Society Organizations (CSOs) has been held in Casablanca from 21 to 22 February 2024. **Times mentioned in this document refer to Rabat, Morocco (UTC/GMT+1).**
2. Unless otherwise decided by the Regional Conference, proceedings of the SOM will be held from 8.30 to 15.30 hours on the first day; from 8.30 to 16.00 hours on the second day; and from 9.00 to 15.30 hours on the third day. Proceedings of the Ministerial Session will be held from 8.30 to 15.30 hours on the first day, and from 8.30 to 17.00 hours on the remaining days.
3. A Programme of Meetings will be distributed daily and will contain detailed information on the work of the Regional Conference, the schedule of meetings, the items on the Agenda and other general information.
4. The Ministerial Session will be held in person and, simultaneously, on the Zoom videoconferencing platform. Delegates will be provided with the link to register for the Zoom session both for the SOM and Ministerial Session separately. A simulation of the online meeting will be organized in due course, before the start of the Regional Conference. We strongly recommend that delegations attend this simulation so that any questions or difficulties encountered can be resolved before the actual session.
5. The Secretary of the 33rd Session of the Regional Conference for Africa is Mr Kwami Dzifanu Nyarko-Badohu.

Working languages

6. Simultaneous interpretation will be provided in Arabic, English, French and Portuguese. Documentation will be published in Arabic, English, French and Spanish.

Documents can be consulted at www.fao.org

Press relations and information

7. An FAO Communication Officer, assisted by a Press Officer from the Government of Morocco, will oversee contacts with the press and will be responsible for matters concerning the dissemination of information to the public.
8. National and foreign journalists must be accredited to cover the 33rd Session of the Regional Conference for Africa. For arrangements with respect to accreditation, please write, as soon as possible, to the following email address: fz.nassik@agriculture.gov.ma

Documentation

9. Working documents will be made available, prior to the start of the Regional Conference for Africa, at: <https://www.fao.org/about/meetings/regional-conferences/arc33/documents/en/>.

Draft recommendations and amendments

10. Members wishing to submit draft recommendations or other documents requiring a decision by the Regional Conference are requested to draft them in one of the working languages and submit them in electronic format to the Secretary of the Regional Conference at ARC-Secretariat@fao.org.

Modality of delivery of speeches and statements

11. At the Regional Conference, Heads of Delegation wishing to intervene on items on the Agenda may i) make a request for intervention in Plenary, which will be on a first-come, first-served basis, or ii) submit a digital statement in text only or pre-recorded version ahead of the start of the Regional Conference.

Oral intervention in Plenary

12. Delegates are advised that the duration of each intervention should not exceed 4 minutes.
13. To ensure accuracy of interpretation, Delegates are invited to submit their statements by 21 March 2024, in one of the working languages, to ARC-Secretariat@fao.org.

Digital statements

14. Delegates wishing to submit a digital statement may provide either a text-only statement or a pre-recorded video statement.
15. For **text-only statements**, Delegates are encouraged to limit their written statements to a maximum of 800 words. Final versions of text-only statements should be submitted to ARC-Secretariat@fao.org by **10 April 2024**. The Secretariat will publish these statements on the Regional Conference webpage (<https://www.fao.org/events/detail/arc33/en>), once they have been delivered.
16. For **pre-recorded statements**, Delegates are advised that they should not exceed 4 minutes. Pre-recorded statements will be broadcast during the Regional Conference at the appropriate time. Delegates are kindly asked to submit the written text of their statement along with the video, to facilitate interpretation.
17. Final versions of pre-recorded statements in MP4 format should be submitted to ARC-Secretariat@fao.org, by **10 April 2024**, accompanied by a link to a commercial large file transfer service.

18. The technical specifications of the pre-recorded statements are as follows:
- a. The video must be produced in high definition (**1080x1920**).
 - b. The file, in **MP4 format**, must be compressed into a lightweight version for broadcast on Zoom.
 - c. A **3- to 4-minute video** should be compressed to **80 MB**, at a compression rate of **3.5 megabytes** per second. Files larger than this may cause technical problems when broadcast.
 - d. Compression must be carried out before sending the file to the Regional Conference Secretariat.
 - e. Videos in .MOV format should be avoided.
 - f. The **deadline of 10 April 2024** must be respected, in order to allow enough time for the Secretariat to test the recordings on Zoom.

Webcasting

19. All plenary sessions will be webcasted live and can be viewed on the Regional Conference website (<https://www.fao.org/events/detail/arc33/en>), or on the FAO webcast portal (<https://www.fao.org/webcast/home/en/>).

Advance written correspondence on Agenda Items

20. To save time and streamline the work of the Regional Conference, a written correspondence procedure will be the principal means of examining the Agenda Items set out in the Provisional Agenda.
21. As part of this written correspondence procedure, Members are invited to submit their questions and comments by email to ARC-Dialogue@fao.org, by **10 April 2024**. A special Members-Only Regional Dialogue area is available for discussion and questions about Regional Conference documents and Agenda Items at <https://www.fao.org/arc33-dialogue/>. In this regard, Members' questions and/or comments may be sent to arc33@fao.org.
22. Please indicate clearly in the email subject and in the body of the message to which Agenda Item the comments or contributions relate.
23. Members' questions/comments and Secretariat's replies will be posted in the Members Dialogue area.
24. To facilitate the work of the Regional Conference, written introductions of the Agenda Items dealt with under the written correspondence procedure will be published, in advance of the Session, in the area dedicated to the Regional Dialogues.
25. Items considered under the written correspondence procedure will form an integral part of the deliberations and the Report of the 33rd Session of the Regional Conference for Africa.

General queries

26. All general queries concerning the 33rd Session of the Regional Conference for Africa should be addressed to the following two persons:

<p>The Conference Secretary</p> <p>Mr Kwami Dzifanu Nyarko-Badohu</p> <p>FAO Regional Office for Africa P.O. Box 1628, Accra, Ghana Tel: +233 302 610930 ext. 41110 E-mail address: ARC-Secretariat@fao.org</p> <p>With mandatory copy to: KwamiDzifanu.NyarkoBadohu@fao.org Francisca.Penuku@fao.org FAO-MA@fao.org</p>	<p>Government Liaison Officer</p> <p>Ms Fatima Zahra Nassik</p> <p>National Committee for the organization of the Conference Tel: +212 537 66 56 17 Cell phone: +212 613 79 28 49 E-mail address: fz.nassik@agriculture.gov.ma</p> <p>With mandatory copy to: Ms Lamiae Chtayti, Deputy Liaison Officer E-mail address: l.chtayti@agriculture.gov.ma</p>
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Online registration

27. Participants are kindly requested to note that the registration process is in two stages. The first step is the online registration for the Regional Conference, available at [ARC33 Morocco 2024](#).

28. The second step is to register for Zoom (e.g. for participants who will attend virtually the Senior Officers Meeting and the Ministerial Session). Registered participants will receive a Zoom link and useful tips on how to use Zoom after registering for the Regional Conference on the aforementioned link.

29. All delegates and observers to the Senior Officers Meeting are requested to register by **7 March 2024**. All delegates and observers to the Ministerial Session are requested to register by **31 March 2024**.

Registration on arrival at meeting venue

30. The ARC 33 venue is the **Sofitel Rabat Jardin des Roses hotel**. All delegates and observers attending the Ministerial Session in person (**18-20 April 2024**) are kindly requested to confirm their registration/arrival on site to receive identification badges.

31. The registration desk will be open on **17 April 2024 from 9.00 to 20.00 hours**, and every day thereafter, during the Regional Conference, from 7.00 to 17.00 hours.

32. Any corrections or additions must be notified to the Secretariat. Only registered participants will receive special badges allowing them to enter the conference venues.

Formalities for entering Morocco

33. All visitors to Morocco must be in possession of a valid passport and have obtained, where necessary, the corresponding entry visa from the consular or diplomatic representation of the Kingdom of Morocco in their country of residence. Participants are advised to contact the Consular service at the Embassy or Consulate of the Kingdom of Morocco in their country to ascertain the visa requirements. In exceptional circumstances, and subject to prior notification to the Moroccan organizing team, visas upon arrival may be arranged. More information can be found at: www.consulat.ma.

34. Participants from countries in which Morocco does not have an embassy or consulate must apply for a visa in advance to receive it on arrival at the port of entry.

35. Participants who need further assistance or have other queries about the visa procedure can write to ARC-Secretariat@fao.org.

Health requirements for travel to Morocco

36. Travellers from yellow fever-endemic areas must present a valid international vaccination certificate (“Yellow Card”).

Arrival at the airport

37. Participants are advised to provide the name of their airline, flight number, arrival time and any other useful information in advance, so that they can be welcomed in good conditions at International Mohammed V Airport of Casablanca or Rabat–Salé Airport.

38. Delegations and special guests travelling to Morocco by private aircraft are requested to provide the National Committee with the following information in advance to receive the relevant flight and landing authorizations: a) aircraft characteristics; b) registration; c) call sign; d) name of captain; e) crew composition; and f) date, place and time of arrival. This information must be sent at least four weeks before arrival to the following email addresses: ARC-Secretariat@fao.org and FAO-MA@fao.org; Telephone: +212 537 654776 /+212 678552510.

39. Protocol Office staff will be available at the international airports (Casablanca and Rabat) to welcome Regional Conference participants and transfer them to their respective hotels.

40. The authorities of the Kingdom of Morocco will make special arrangements to help participants at the end of the Regional Conference to complete departure formalities like those on arrival.

Transport and other services

41. Transport from the airport to the hotel and vice versa will be provided by the Government of Morocco.

42. Foreign exchange and banking services, communications media, and travel and tourism agencies are available.

43. Currencies that may be introduced into Morocco, and the amounts authorized, are subject to regulations. Information on this subject will be made available to delegates, upon request, through the Government Liaison Officer.

Medical services and first aid

44. The Government of Morocco will provide all delegations with first aid and emergency medical services. For further information and in case of need, please use the following means of contact:

Telephone: +212 537654776 /+212 678552510;

email: ARC-Secretariat@fao.org, with copy to FAO-MA@fao.org

Accommodation

45. Hotel reservations are the responsibility of each participant. Please find below a list of recommended hotels. To facilitate logistical support, participants are requested to send confirmation of their booking to the Regional Conference Secretariat and the National Organizing Committee for Event Planning, preferably by **10 April 2024**, by emailing ARC-Secretariat@fao.org, with copy to FAO-MA@fao.org

Hotel	Single Room BB	Double Room BB
Sofitel 5*	2,650	3,000
Fairmont 5*	2,600	3,040
Marriott 5*	2,600	2,980
The Views 5*	2,500	2,980
Barcelo 5*	1,190	1 420
Rihab 4*	970	1,200
Onomo 4*	1,160	1,420
Le Rive 4*	1,020	1,250
Atlantic Agdal 4*	1,020	1,240
GARDENIA / Agdal 3*	1,213	1,326
Sofitel Junior suite: 5450		
Sofitel Ambassador suite: 7500		

Note: BB stands for “Bed and Breakfast”. The prices are standard rates in Moroccan Dirhams.

Contact information:

GSM 1 : +212 6 66 87 68 04

Chaimae GSM 2: +212 6 61 43 93 74 - Sanaa

email: resadaniatravel@gmail.com

46. Upon check-in, hoteliers usually ask guests to present a credit card or pay a cash deposit. Please note that all hotel bills (including meals, bar consumption, tips, telephone, laundry, etc.) must be paid upon departure.

Weather

47. Located in the heart of spring, the month of April in Rabat offers an ideal [climate](#) for travellers. With temperatures ranging from 14° C to 21° C, the weather is generally mild throughout the month, with only a few days of rain.

Time zone

48. The time zone of Morocco is UTC/GMT +1.

Electrical network

49. Electrical current in Morocco is 220 V, 50 Hz. Electrical outlets are Type C/E.