INFORMATION FOR PARTICIPANTS OF THE 172nd SESSION OF THE FAO COUNCIL

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Introduction

The 172nd Session will be held from 24 to 28 April 2023 in hybrid physical-virtual modality, and this note offers practical guidance for Members and Observers, including on registration, physical participation at FAO headquarters in Rome, online participation through the dedicated platform, and access to information resources such as the dedicated website of the Council and the FAO Conference and Council App.

The arrangements to be applied at the Council Session are outlined in documents CL 172/INF/5, Special Procedures for the 172nd Session of the Council and CL 172/INF/5 Corr.1 - Special Procedures for the 172nd Session of the Council -Corrigendum.

Official Registration to FAO Council: Members Gateway

Log into the Members Gateway to Register to the FAO Council.

Please note that each participant will need to register with his/her own email. Each email will grant the participant access to the virtual meeting.

Delegates who have registered without providing their email are kindly requested to send their email address to FAO Council at FAO-Council@fao.org. For clarifications or questions kindly contact FAO-Council@fao.org.

Registration to Virtual Platform for FAO Council Meetings

Participants accredited to the Council are registered on the Virtual Platform by the Secretariat with the email address provided during the accreditation phase.

Registered participants to the FAO Council will receive an email containing the below access credentials before the start of the Council Session.

Credentials submitted to registered participants via email:
- username
- password
- access link to the Virtual Platform

Time and Place of the 172nd Session of the FAO Council

The 172nd Session of the FAO Council will be held in person at FAO Headquarters and through the Virtual Platform.

Please note that the Council Meeting will take place in the Plenary Hall located on the Third Floor of Building A.

The time zone applicable to the Council's 172nd Session Timetable will be Central European (UTC +2).

The meetings of the 172nd Session of the Council are scheduled from 24 to 28 April 2023. Meetings take place from 9.30 to 12.00 in the morning, from 14.00 to 16.30 in the afternoon, and from 17.00 to 19.30 in the evening.

Using the FAO Conference and Council App participants will receive notifications when meetings begin, end, are on a break and if there are changes to the timetable of the Council.

Accessing FAO Headquarters for the 172nd Session of the FAO Council

Participants enter FAO headquarters from the Main Gate on Viale delle Terme di Caracalla. Parking is available on the premises directly in front of the FAO Main Entrance.

Participants enter the FAO building through the Main Entrance in building A.

For more information, please see the Protocol to access headquarters premises available on the Governing Servicing Bodies webpage.

Drafting Committee

The meetings of the Drafting Committee of the 172nd Session of the Council will be held in hybrid format in the same manner as its Plenary meetings. The 'share screen' function on the Zoom platform will be used to facilitate any adjustments to the conclusions considered necessary.

After the conclusion of the Council's discussion of all items, the Drafting Committee will meet virtually in a separate Zoom meeting and physically in the Green Room at FAO Headquarters.

Interpretation and Statements

Simultaneous interpretation in all six languages of the Organization will be available for all meetings of the 172nd Session of the Council.

Please submit statements to FAO-Interpretation@fao.org at least one hour before delivery, to ensure accuracy of interpretation.

Order of the Day

An Order of the Day is circulated in all languages of the Organization.

Using the FAO Conference and Council App, participants will receive a notification when the document is available, and can access the document directly on the App.

Verbatim Records

Draft Verbatim Records will be made available in the [Members Gateway](#).

Please note that corrections to Verbatim Records may be submitted to the Verbatim Team at [Verbatim-Team@fao.org](#) by 12 May 2023.

Accessing Council Meetings through the Virtual Platform

Download Zoom
Participants can download [Zoom](#) on all devices. FAO strongly recommends downloading the Zoom App 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 App.

Accessing Meeting Rooms
FAO recommends logging into the Meeting Room in the Virtual Platform at least 30 minutes before the start of a Meeting.

Once you have logged into the Virtual Platform, you will be in the Lobby of the Virtual Platform. From here, you can access meeting rooms and documents for the purpose of the Council. Scan the QR code to download the [FAO Conference and Council App](#).

The Help Desk is available to assist participants with any questions or queries they may have.

Use the Virtual Platform Guide or follow the below steps to access the Council Meeting on Zoom.

1. Click on the "*Council Meeting Room*" in the Lobby.

2. Click on "*Plenary Hall Zoom Meeting*" to enter the Zoom meeting. A pop-up will appear requesting you to "*Launch the Zoom Meeting*". Please ensure you have disabled the "*Pop-Up Blocker*" on your web browser or mobile device.
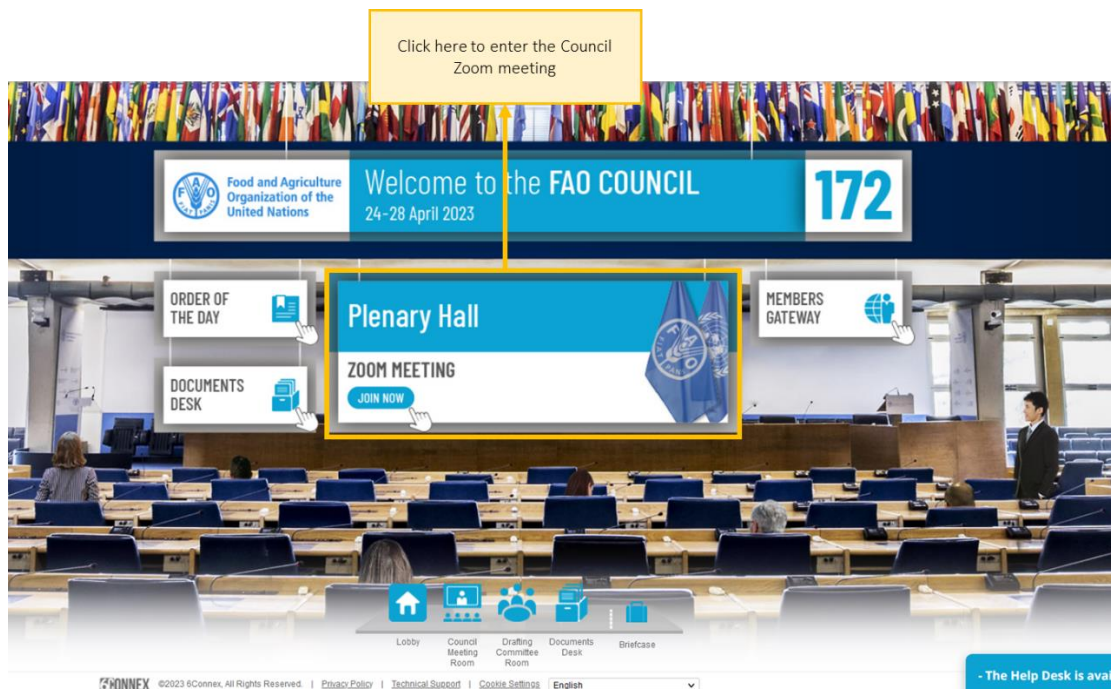
Guidance on using Zoom

Following security alerts in the media related to vulnerabilities when using Zoom, please find below some recommendations to make your Zoom experience as successful and secure as possible. Zoom regularly provides new versions of the App.

Quality of Sound

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, cell phone earphones/mic are better than none, but only wired, not Bluetooth.
- If no headset/mic 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.

Please 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.

Please adjust your speech to the remote distance environment (speak slower and more clearly, avoid excessive use of acronyms, etc.).

Zoom Features

Upon entrance to the Zoom meeting, the below features will contribute to a successful meeting experience. Features highlighted in the image are provided below.
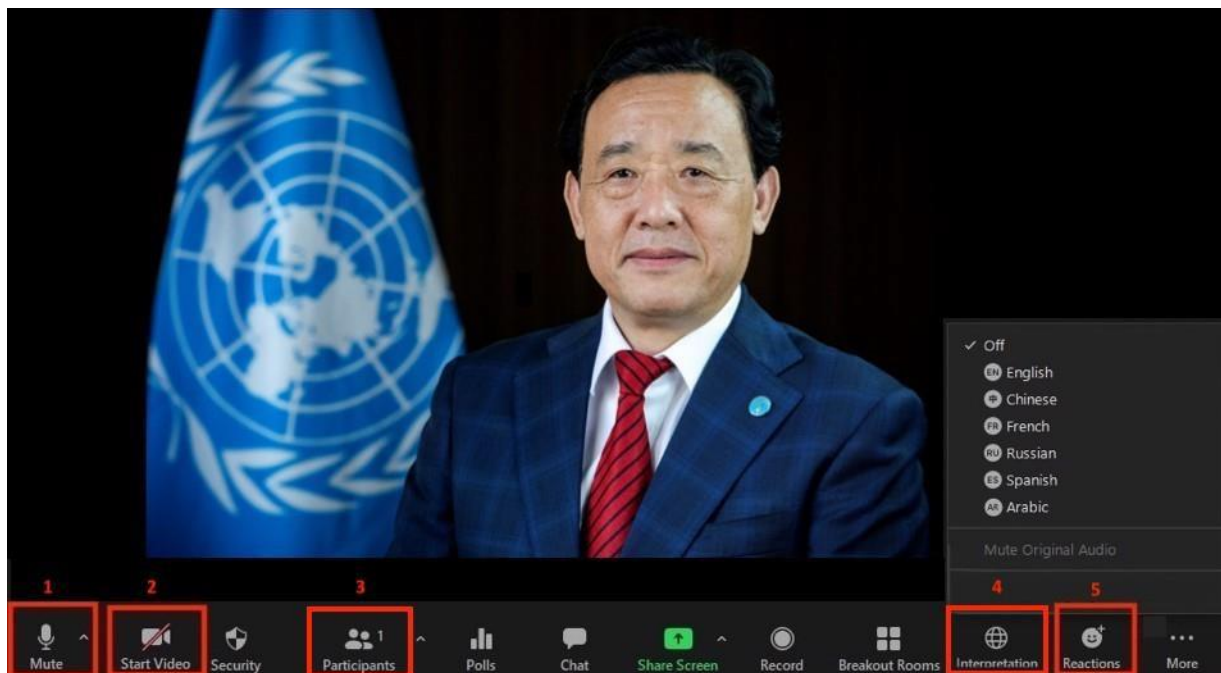
1. Mute/Unmute Button: Once you have entered the virtual meeting room, please ensure that your

microphone is muted. Should you wish to make an intervention, unmute your microphone by clicking the Mute/Unmute button.

2. Video Button: Click this button to turn your computer camera on or off.

3. Participants Button: Click on this button to see the list of all participants attending the meeting.

4. Interpretation Button: Click on this button to select the interpretation channel of choice. Interpretation is available in Arabic, Chinese, English, French, Russian and Spanish.

5. Reactions Button: The button has a menu where will find the Raise Hand Button, used when you wish to request the floor. Once you have delivered your intervention, please click on the button again.

Download the NEW Conference and Council App!

FAO CONFERENCE AND COUNCIL APP

One App for Conference and Council Sessions

Receive alerts and messages on the work of the Conference and Council in real-time. Access the timetable, documents and more!

Available in Arabic, Chinese, English, French, Russian and Spanish.

SCAN OR CLICK ON THE QR CODE TO DOWNLOAD THE APP

DOWNLOAD ON iOS DEVICE

DOWNLOAD ON ANDROID DEVICE

https://www.fao.org/about/meetings/council/cl172/cl172-app/en/