

Information note for participation at COFO

Introduction

The 26th Session of the Committee will ensure the most efficient method of work for the Committee Members through physical participation, while benefitting from broad and inclusive participation of additional delegates through the Zoom virtual platform.

The information on the special procedures to be applied for the 26th Session of the Committee on Forestry, on an exceptional basis in light of the hybrid modality of the Session necessary to meet health and safety considerations arising from the COVID-19 pandemic, is presented in the [Note on Special Procedures for a hybrid meeting of the Committee on Forestry \(COFO/2022/INF/3\)](#).

Due to the restrictions in place for the containment of the COVID-19 pandemic, a limited number of delegates will attend the Session in-person. Three representatives per Member of the Committee, as well as the Chairperson and Vice-Chairpersons of the Committee, and the Chairpersons of the Statutory Bodies in Forestry, will be invited to attend the Session in physical modality in Plenary Hall, FAO headquarters.

One representative per Observer will be invited to attend the Session in physical modality in Plenary Hall, FAO headquarters. The Red and Green Rooms inside FAO headquarters will be available to additional delegates of Members as well as representatives of the Observers of the Committee, should they wish to follow the Session in-person.

All other participants may be able to attend through the Virtual Platform.

Countries' official registration to COFO: Members Gateway

Log into the Members Gateway to Register to the FAO Committee on Forestry. 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 the COFO Secretariat at COFO@fao.org . For clarifications or questions kindly, contact COFO@fao.org .

Organizations' registration to COFO: accreditation is only open to invited organizations, which should communicate the members of their delegations to the Secretariat at COFO@fao.org

Registration to Virtual Platform for sessions of COFO and the 8th World Forest Week

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

Participants registered to the FAO Committee on Forestry will receive an email containing the below access credentials before the start of the COFO Session.

Credentials submitted to registered participants via email:

- username

- password
- access link to the Virtual Platform

A few days before the session starts registered participants will also receive the connection details to each of the Special Events of the World Forest Week.

Collection of Delegates Badges to enter FAO Premises

Delegates participating in the Session in person may sign for and collect their badges at the Turkish Registration Centre, ground floor, Building A, FAO headquarters, Rome, from **10:00 hrs to 18:00 hrs on Sunday 2 October**. This will also be possible from Monday 3 October and throughout the week, from 08:00 hrs to 14:00 hrs.

Time and Place of the 26th Session of the FAO Committee on Forestry

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

The time zone applicable to the Committee's 26th Session Timetable will be Central European Summer Time (UTC +2).

The meetings of the 26th Session of the Committee will be scheduled as follows:

- from 09:30 hrs to 12:30 hrs and 14:30 hrs to 17:30 hrs on Monday, 3 October;
- from 10:00 hrs to 12:30 hrs and 14:30 hrs to 17:30 hrs on Tuesday, 4, Wednesday 5 and Thursday 6 October; and
- from 10:00 hrs to 12:45 hrs and 14:30 hrs to 17:30 hrs on Friday 7 October.

Accessing FAO headquarters for the 26th Session of the FAO Committee on Forestry

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.

While inside the premises, participants are required to use FFP2/N95 masks or equivalent during meetings. Participants are requested to observe a 1-metre interpersonal distance. 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 26th Session of the Committee on Forestry will be held in hybrid format in the same manner as its Plenary meetings on Wednesday, 5 October and Thursday, 6 October. 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 Committee's discussion of all items, the Drafting Committee members 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 26th Session of the Committee on Forestry.

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

Accessing COFO 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.

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.