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Продовольственная и  
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Organización de las  
Naciones Unidas para la  
Alimentación y la Agricultura

منظمة  
الغذية والزراعة  
للأمم المتحدة

# COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE

## INTERGOVERNMENTAL TECHNICAL WORKING GROUP ON ANIMAL GENETIC RESOURCES FOR FOOD AND AGRICULTURE

### Eleventh Session

19 – 21 May 2021

### INFORMATION NOTE FOR PARTICIPANTS

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## I. INTRODUCTION

1. The Eleventh Session of the Intergovernmental Technical Working Group on Animal Genetic Resources for Food and Agriculture (Working Group) will be held from 19 to 21 May 2021 as a virtual meeting and will be conducted in Arabic, Chinese, English, French, Russian and Spanish; in accordance with confirmation of participation by the requested deadline.

## II. PRE-SESSION DOCUMENTS

2. The provisional agenda is available on the website of the Working Group Secretariat: <http://www.fao.org/animal-genetics/events/events-detail/en/c/1369166/>. Other documents may be downloaded as they become available.

## III. REGISTRATION

3. The Eleventh Session will be “open ended”. Therefore, in addition to representatives nominated by members of the Working Group, it will be open to delegations from all Commission Members and eligible observers, including representatives from international organizations.

4. Members of the Commission and Members and Associate Members that are not members of the Commission are kindly invited to inform the Director-General, by 31 March 2021, of the names, official titles, addresses and *email accounts* of representatives designated to participate in the Eleventh Session. Online registration for countries is available through the password-protected FAO Members Gateway at: <http://www.fao.org/members-gateway/en/>. Instructions for online registration can be downloaded from the Gateway. Online registration requires the insertion of respective contact information and email account in the form for accreditation. It is necessary to provide a unique email address for each member of the delegation. Upon receipt of the above information, representatives will automatically be registered for the Zoom virtual meeting by the Secretariat. Individualized links for representatives to access to the virtual meeting platform will be sent to the email addresses provided during the online registration in due time prior to the meeting.

5. Representatives from international organizations are requested to forward their names, official titles, addresses and *email accounts* by email to [ITWG-AnGR@fao.org](mailto:ITWG-AnGR@fao.org). The link to access the virtual meeting will be made available upon receipt of the above information and the same email address will have to be inserted in the Zoom registration form to grant representatives from international organizations access to the virtual meeting platform.

## IV. VIRTUAL PLATFORM

6. The Eleventh Session will be held using the platform Zoom. Participants can access Zoom from all devices, via web browser or the Zoom application. Procedures and guidelines applicable to the virtual meeting of the Working Group are contained in Annex 1 of this document.

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**ANNEX I**

**ZOOM MEETINGS**

**GUIDELINES FOR PARTICIPANTS**

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This Virtual Meeting will be held using the platform Zoom. Interpretation will be available.

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 platform.

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. Upon online registration through the password-protected FAO Members Gateway (<http://www.fao.org/members-gateway/en/>) **country representatives** will automatically be registered for the Zoom virtual meeting by the Secretariat. It is necessary to provide a unique email address for each member of the delegation. Upon receipt of the above information, representatives will automatically be registered for the Zoom virtual meeting by the Secretariat. Individualized links for representatives to access to the virtual meeting platform will be sent to the email addresses provided during the online registration in due time prior to the meeting.
2. **Representatives from international organizations** are requested to forward their names, official titles, addresses and email accounts by email to [ITWG-AnGR@fao.org](mailto:ITWG-AnGR@fao.org). For each representative a unique email address must be provided. Upon receipt of the official nomination, representatives will automatically be registered for the Zoom virtual meeting by the Secretariat. Individualized links for representatives from international organizations to access the virtual meeting platform will be sent to the email address provided to the Secretariat in due time prior to the meeting.
3. A **waiting room** to verify participants prior to entering the meeting will be enabled. Please join the meeting at least 30 minutes prior to the meeting start time to avoid delays in joining the meeting.
4. 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.
  - If participants are in a group and must share the same microphone, make sure whoever is speaking is close to the microphone.
5. 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.

6. Make sure you enter the virtual meeting room in **Mute mode** and click the Unmute button only when speaking ([1] in Figure 1).
7. Select the language you wish to listen to in the **Interpretation menu** [4].
8. If you wish to take the floor, use the **Raise Hand** function in the Participants menu [3].
9. Please have your video on when you take the floor [2]. You can switch the video off and must mute the microphone when you have completed your intervention. This may conserve bandwidth and facilitate a smoother conference experience. After your intervention please use the **Lower Hand** function in the Participants menu [3].
10. 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.
11. Please adjust your speech to the remote distance environment (speak slower and more clearly, avoid excessive use of acronyms, etc.)
12. 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.
13. In a virtual meeting, audio quality may deteriorate unexpectedly and become insufficient for interpretation purposes. Interpreters will indicate this verbally and resume interpretation as soon as the sound quality permits.

FIGURE 1. A screen shot of a Zoom virtual meeting featuring FAO Director General Qu Dongyu, indicating several of the key function buttons (1 = mute/unmute, 2 = video on/off, 3 = participants menu, 4 = interpretation menu)

