

INFORMATION FOR PARTICIPANTS OF THE 169th SESSION OF THE FAO COUNCIL

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Introduction

The 169th Session represents a milestone in terms of return to normality for meetings of the FAO Council. It is the first Session since the advent of the Covid-19 pandemic, which will consist of full physical participation of its Members at FAO headquarters, in Rome, in line with the established rules of the Organization.

Concomitantly, the meeting will also retain the innovations introduced by force majeure during the Covid-19 pandemic, especially the opportunity for additional delegates of Members to participate by remote audio-visual connection, alongside Observers of the Council.

This “new normal” approach to the meeting will ensure the most efficient method of work for the Council Members through physical participation, including to fulfil voting requirements that may arise at the Session, while benefitting from broad and inclusive participation of additional delegates through the Zoom virtual platform.

Up to two representatives of each Member of the Council, as well as the Chairpersons and Vice-Chairpersons of the Regional Groups, and the Chairpersons of the three Council committees will be in attendance physically in the Plenary Hall at FAO headquarters during the 169th Session. All other participants may be able to attend through the Virtual Platform.

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

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

One day before the start of the FAO Council registered delegates will receive an email containing the below access credentials:

- username
- password
- access link to the Virtual Platform

Time and Place of the 169th Session of the FAO Council

The 169th 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 Plenary Hall located on the Third Floor of Building A.

The time zone applicable to the Council's 169th Session Timetable will be Central European Time (UTC +2).

The meeting of the 169th Session of the Council is scheduled on 8 April 2022 from 9:00.

Accessing FAO Headquarters for the 169th Session of the FAO Council

Permanent Representatives 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.

Permanent Representatives enter the FAO building through the Main Entrance in building A.

In order to effectively fulfil its duty of care towards its personnel and prevent the spread of COVID-19, Permanent Representatives must show proof (in English, Italian or non-official translation) that they have either:

- i. been vaccinated against COVID-19 (nine [9]-month validity of primary cycle) or completed the cycle with booster dose — Any COVID-19 vaccine that is recognized by the WHO or under routine approved use by a Member national health authority is accepted; or
- ii. received a negative test result (in the previous 48 hours for rapid antigen tests and 72 hours for PCR tests);
- iii. unvaccinated recovered from COVID-19 (six [6]-month validity);
- iv. recovered from COVID-19 within 14 days of completing the 1st dose of vaccine (six [6]-month validity);
- v. recovered from COVID-19 after completing the primary vaccination cycle (nine [9]-month validity).

For more information please see the [Protocol to access headquarters premises](#) available on the Governing Servicing Bodies webpage.

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, follow the below steps to access meeting rooms and documents.

1. Click on the screen 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.
2. A link to all Council documents is provided on the side of the screen.



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.

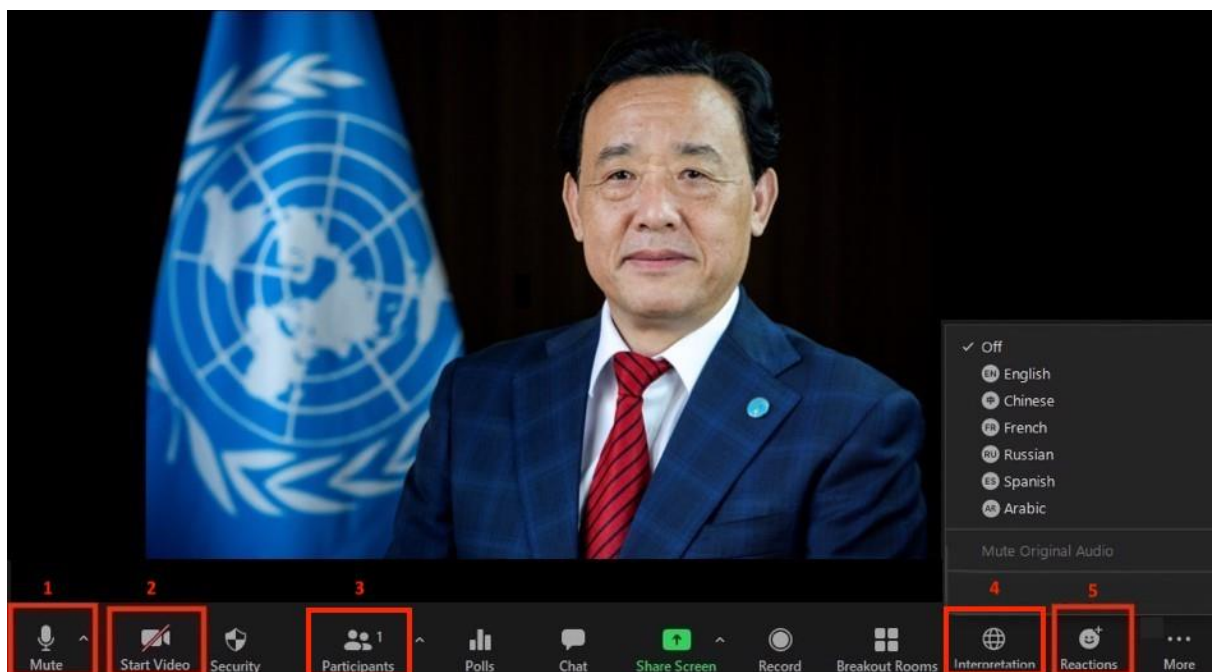
- Use a USB-headset with integrated microphone.
- If not available, cell phone earphones/mic are better than none, but only wired, not Bluetooth.
- If no headset/mic is available, an external USB-wired microphone is the next best solution.
- If participants are in a group and have to use one microphone, 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.

Interpretation and Statements

Simultaneous interpretation in all six languages of the Organization will be available for all meetings of the 169th Session of the Council.

Please submit statements to FAO-Council@fao.org. Statements will be published on the [website of the 169th Session of the Council](#), and become part of the record of the Session. Advance submission and publication of statements is appreciated.

Statements should be sent 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.

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 15 April 2022.