

INFORMATION FOR PARTICIPANTS OF THE VIRTUAL FAO COUNCIL MEETING

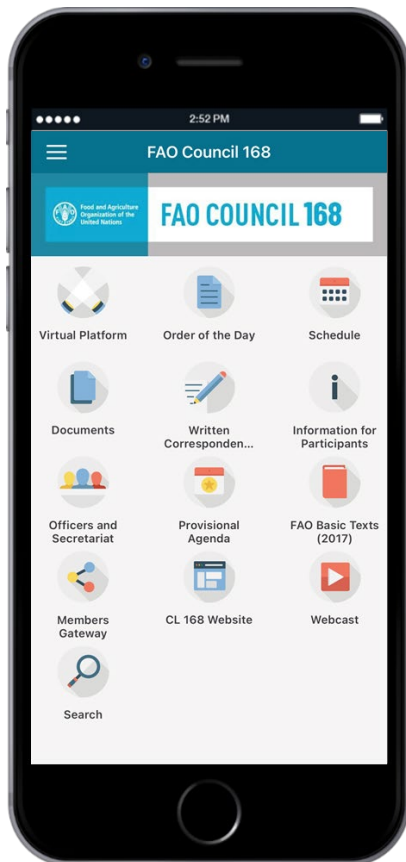
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[DOWNLOAD THE FAO COUNCIL APP](#)

Available in six languages the app will keep you up to date with
Council proceedings using real-time notifications!

Using your phone, scan the QR code below to download the App!



For more information on how to access and use the app see the

[FAO Council App Guide.](#)

Special Procedures for a Hybrid Meeting

The 168th Session of the FAO Council will be held in hybrid modality – in person at FAO Headquarters and through the Virtual Platform.

Details of special procedures for a hybrid meeting modality of the Council, exceptional to the 168th Session, may be found on the Council's website in Section II of document [CL 168/INF/5 - Methods of Work for the 168th Session of the Council](#).

Accessing FAO Headquarters for the 168th Session of the FAO Council

Permanent Representatives are requested to enter FAO headquarters from the Main Gate on Viale delle Terme di Caracalla. Upon entry, Permanent Representatives will be requested to show their building passes.

Parking is available on the premises directly in front of the FAO Main Entrance.

Permanent Representatives enter the FAO building through the Main Entrance. They will be requested to take a temperature check, sanitize their hands and present valid COVID-19 certification of one of the following three conditions:

- i. ***full vaccination against COVID-19***, completed within a period of at least nine months prior to entry. In this regard, any COVID-19 vaccine that is recognized by the World Health Organization, or is under routine approved use by an FAO Member national health authority is accepted; or
- ii. ***negative test result***, undertaken in a period of at least 48 hours prior to entry for rapid antigen tests, and 72 hours for Polymerase Chain Reaction (PCR) tests; or
- iii. ***recovery from COVID-19***, in a period of six months prior to entry.

For more information please see the ***Enhanced access to headquarters' premises for Permanent Representatives*** communicated on the Members Gateway on 29 October 2021.

Please note that the Council Meetings will take place in Plenary Hall located on the Third Floor of Building A. Please note that the Drafting Committee will take place in the Green Room located on the First Floor of Building A.

Interpretation and Statements

Simultaneous interpretation in all six languages of the Organization will be available for all meetings of the 168th Session of the Council. Please submit your Statement to FAO-Interpretation@fao.org, at least **one hour before delivery**, to ensure accuracy of interpretation. Interpreters will treat any statements as confidential and check on delivery.

Timetable and Schedule

The time zone applicable to the Council's 168th Session Timetable will be Central European Time (UTC +1).

The meetings of the 168th Session of the Council will be scheduled 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 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.

Order of the Day

An [Order of the Day](#) is circulated in all languages of the Organization. Using the FAO Council App, participants will receive a notification when the document is available, and can access the document directly on the App.

Drafting Committee

The meetings of the Drafting Committee of the 168th 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.

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.

A few days 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

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 *Council Meeting Room* button in the Lobby.



2. 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. A link to all Council documents is provided on 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. **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.**

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.

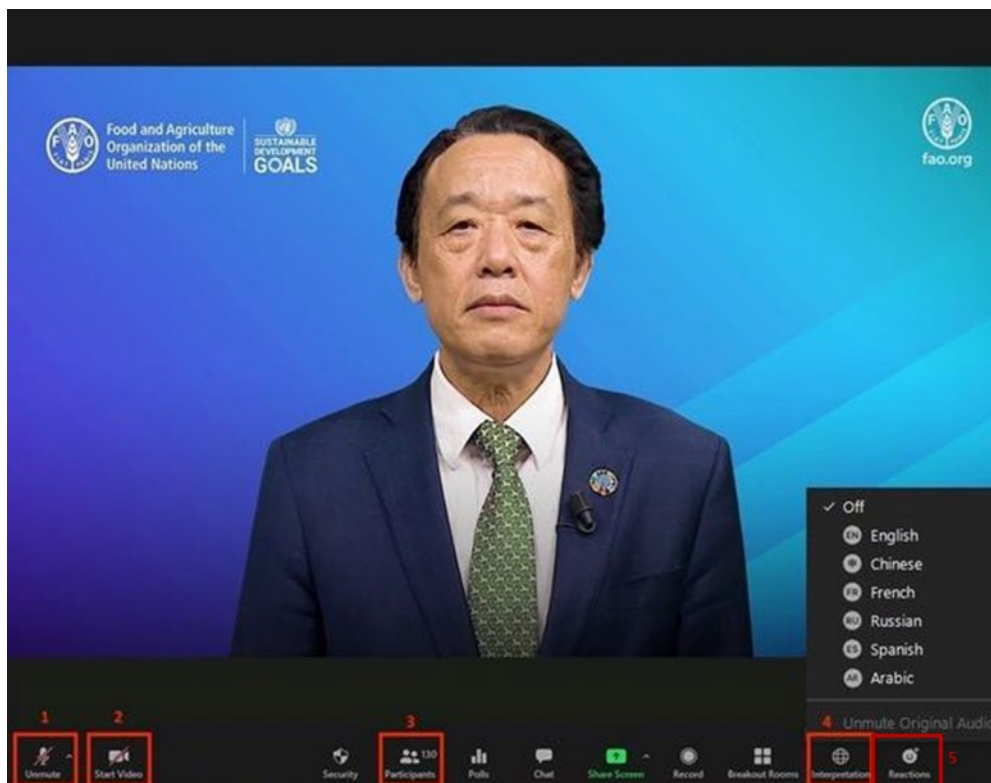
- If participants are in a group and have to use one microphone, make sure whoever is speaking is close to the microphone.

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.



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.

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 10 December 2021.

Using the FAO Council App, participants will receive notifications when Draft Verbatim Records are available.