



Our Ref.: NCP GB-Sp1 Special procedures

21 October 2021

NOTIFICATION

Documentation and Special Procedures for the First Special Session of the Governing Body of ITPGRFA

Dear Sir/Dear Madam,

I have the honour to inform you that the documentation for the First Special Session of the Governing Body, to be held on 7 and 8 December 2021, is already online on the [meeting web page](#) in all FAO official languages.

I would like to draw your attention to the special procedures for the First Special Session, described in the Appendix to the Annotated Provisional Agenda ([IT/GB-Sp1/21/1.2](#)). In particular, Item 3 of the Provisional Agenda will be addressed through a correspondence procedure. Contracting Parties are invited to submit any comments and questions in writing to the Secretariat. The comments or questions to Item 3 can be sent through PGRFA-Treaty@fao.org no later than 17:00 hours (CET) on **19 November 2021**.

All inputs received will be posted on the meeting web page, under the “Other documents” section in the original language with a courtesy translation into English, when applicable. After the deadline, the Secretary will provide a written response in English, with courtesy translation into other official languages.

The Chairperson of the Governing Body, in consultation with the Bureau members and concerned Contracting Party or Parties, will make every effort, before the commencement of the Session, to resolve any outstanding or new issues arising from the correspondence procedure that cannot be addressed by a response from the Secretary.

The Chairperson will draft summary conclusions for the agenda item considered through the correspondence procedure on the basis of the written exchanges or the further consultations, if any, for the consideration of the Governing Body at the virtual meeting of the First Special Session.

All plenary meetings of the First Special Session will be conducted through the Zoom platform. Contracting Parties and observers will be granted equal accessibility and capability inside the Zoom platform, ensuring their ability to be seen, view who is in attendance in the virtual meeting, and address the Governing Body. Only Contracting Parties may intervene and address the Governing Body on the agenda item related to the Budget.

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At the beginning of the First Special Session, the Governing Body will be invited to declare any rules incompatible with the virtual modality not applicable. All other working methods of the Governing Body outlined in the Annotated Provisional Agenda, in relation to the agenda, timetable, documentation, written correspondence, and conduct of the Session, will be applied.

Contracting Parties and observers are reminded to register to participate in the meeting following the instructions provided in the [notification issued on 5 October](#). The Secretariat will organise a test session on 6 December to allow the participants to check their login credentials and connections or to resolve any technical issues they may have.

Any queries or requests for information should be addressed to the Secretariat of the International Treaty on Plant Genetic Resources for Food and Agriculture at PGRFA-Treaty@fao.org.

Please accept, Madam/Sir, the assurance of my highest consideration.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Kent Nnadozie
Secretary
International Treaty on Plant Genetic Resources
for Food and Agriculture