

August 2021



Food and Agriculture  
Organization of the  
United Nations



**The International Treaty**  
ON PLANT GENETIC RESOURCES  
FOR FOOD AND AGRICULTURE

**INTERNATIONAL TREATY ON PLANT GENETIC RESOURCES  
FOR FOOD AND AGRICULTURE**

**FOURTH MEETING OF THE STANDING COMMITTEE ON THE  
FUNDING STRATEGY AND RESOURCE MOBILIZATION**

**20 – 22 September 2021**

**NOTE FOR PARTICIPANTS**

**I. MEETING INFORMATION**

1. The meeting will be opened on **Monday, 20 September 2021, at 13.00 hrs Central European Time (CET)**, through a Zoom video conferencing platform, and will be held in English, through three sessions of two-hours each, from 20 to 22 September 2021.
2. The sessions will commence at **13.00 hrs** and conclude at **15.00 hrs CET** each day.
3. Pre-registration for the meeting **is not required**. Members of the Committee may access the meeting using the link and password contained in the email invitation they received. Observers wishing to participate in the meeting may request to do so by sending an e-mail to [pgrfa-treaty@fao.org](mailto:pgrfa-treaty@fao.org).
4. The draft provisional agenda for the meeting is available on the Treaty's website via the following link: <http://www.fao.org/3/cb6576en/cb6576en.pdf>. Other meeting documents are published on the Treaty's website, here: <http://www.fao.org/plant-treaty/meetings/meetings-detail/en/c/1307120/>.
5. Should you need any assistance in relation to participation in this meeting from the International Treaty Secretariat, please contact +39 57055430 or +39 57053554 or send an e-mail to [pgrfa-treaty@fao.org](mailto:pgrfa-treaty@fao.org).

**II. ZOOM FEATURES**

6. The Secretariat will act as “host” of the virtual meeting, together with the Co-Chairs, and will be responsible for checking and admitting participants through a virtual **waiting room**. The host and co-hosts will be able to monitor all participants' activities and enable/disable access to the meeting as appropriate.
7. The **Host** may set all participants to mute upon entry, however all participants may mute/unmute their own audio. It is requested that participants keep the microphone on mute, unless when needing to speak, to allow a better audio quality for all. Silent observers should keep their microphone set to mute throughout the course of the meeting.

8. Participants are requested to keep their **video** on, where possible, to help facilitate the work of the Co-Chairs. It is advised to display your full name and Region on your video or profile screen (depending on the device you are using this may be modified by clicking on your display name or the three dots appearing on your video image and selecting *Rename*).

9. The Co-Chairs will provide information on the protocol for requesting the floor at the beginning of the meeting.

10. **International dial-in numbers.** If you do not have access to a desktop, laptop or smartphone Zoom App, it is possible to use a **dial in** number followed by the meeting ID and pound key to join the meeting. In this case, please inform the Secretariat prior to the meeting so that a separate instruction on “how to connect” using **dial in** can be sent to you. Kindly note that your participation would be limited to audio only.

11. Participants can access Zoom from all devices, via web browser or App. It is strongly recommended downloading the App on your device for a better user experience and using a PC/laptop with ethernet (land wire) connection rather than Wi-Fi.

### III. SYSTEM REQUIREMENTS TO JOIN IN A ZOOM MEETING

- PC or laptop with a good, stable internet connection. Smartphone is also possible.
- Speakers and a microphone, built-in or USB plug-in or wireless Bluetooth.
- A webcam or HD camcorder, built-in or USB plug-in.
- Dial in Phone numbers with international access (less preferred mode) as it would not allow you to see the other features or Zoom meeting, limited to audio only.
- Any technical matters should be referred to Audiovisual-Services using the private chat function.

### IV. GENERAL TIPS FOR PARTICIPANTS

- Mute your microphone, to help keep background noise to a minimum and ensure you mute your microphone when you are not speaking.
- Be mindful of background noise, when your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
- Position your camera properly, if you choose to use a web camera and be sure it is in a stable position and focused at eye level, if possible.
- Limit distractions, by turning off notifications, closing or minimizing running apps, and muting your smartphone.
- Refrain from replying to emails or text messages, during the meeting.