



COUNCIL

Hundred and Seventieth Session

13-17 June 2022

Special Procedures for the 170th Session of the Council

Executive Summary

This document outlines the special procedures to be applied to the 170th Session of the Council on an exceptional basis in light of the hybrid modality of the Session, necessary to meet health and safety considerations arising from the Covid-19 pandemic.

These special procedures are the result of consensus arising from informal consultations undertaken with the Membership by the Independent Chairperson of the Council for the 170th Session, and build upon special procedures enacted for the virtual 164th to 167th sessions of the Council, as well as the hybrid 168th and 169th sessions.

A Written Correspondence Procedure will be implemented for six agenda items, in order to streamline the time management of the proceedings. In addition, introductory presentations on all agenda items shall be made available ahead of the Session.

Members of the Council will be invited to endorse these special procedures under item 1 of the Provisional Agenda of the 170th Session of the Council. The Report of the Session will record the Council's endorsement of these procedures in order to ensure the integrity of the Report of the Session and all recommendations and decisions contained therein.

Queries on the substantive content of this document may be addressed to:

Rakesh Muthoo
Secretary-General of the Conference and Council
Tel: +39 06570 55987
E-mail: CSG-Director @fao.org

I. Introduction

1. The Independent Chairperson of the Council has consulted with Members on the modalities of the 170th Session of the Council. The outcome of these consultations are reflected in the special procedures outlined in this document. Members of the Council will be invited to endorse these special procedures under item 1 of the Provisional Agenda of the 170th Session of the Council.

2. These special procedures apply on an exceptional basis for the 170th Session of the Council in light of the Covid-19 pandemic and the resulting hybrid modality, comprising both in-person and virtual dimensions of this Council session. The adoption of such procedures shall not create a precedent for the working methods of the Council for its future sessions.

II. Conduct of Debate

3. All meetings of the 170th Session of the Council will be conducted in hybrid modality with both physical presence in FAO headquarters and participation through the Zoom videoconferencing platform. The Zoom meeting will be broadcast on large screens inside the meeting room so that participants attending the Session physically will be able to see the participants attending the meeting virtually, and vice-versa.

4. Due to the restrictions in place for the containment of the Covid-19 pandemic, a limited number of individuals will attend the meeting in-person. Three representatives per Member of the Council, as well as the Chairpersons and Vice-Chairpersons of the Regional Groups and the Chairpersons of the Council Committees will be invited to attend the meeting in physical modality in Plenary Hall, FAO headquarters.

5. The Red and Green Rooms inside FAO headquarters will be available to additional delegates of Members as well as representatives of the Observers of the Council should they wish to follow the meeting in-person.

6. Any further refinements to the modality for physical participation for the 170th Session of the Council will be communicated immediately before the start of the session.

7. Members and Observers of the Council attending the meeting virtually will be granted equal accessibility and capability inside the Zoom meeting platform and will be able to address the Council by requesting the floor using the 'raise hand' function in the Zoom platform.

8. The draft conclusions of agenda items will be displayed to all Members and Observers of the 170th Session of the Council through the 'share screen' function on the Zoom videoconferencing platform. The conclusions will also be visible on dedicated screens in the meeting room for participants attending the meeting in-person. Any adjustments to the draft conclusions will be made on the screens in real time.

9. The meetings of the Drafting Committee of the 170th Session of the Council will be held in hybrid format in the same manner as its Plenary meetings.

III. Written Correspondence Procedure

10. The following items on the Agenda of the 170th Session of the Council shall be addressed through a Written Correspondence Procedure:

- **Item 7** – Update on FAO's Response to COVID-19: Building to transform
- **Item 14** – Dates for submission of nominations for the Office of Director-General
- **Item 16** – Status of implementation of decisions taken at the 168th Session of the Council (29 November-4 December 2021)
- **Item 18** – Calendar of FAO Governing Bodies and other Main Sessions 2022-2023
- **Item 19** - Tentative Agenda for the 171st Session of the Council
- **Item 20** - Developments in fora of importance for the mandate of FAO

11. The Written Correspondence Procedure aims to allow more time during the discussions of the Council in Plenary and to allow the Council to address all items on its Agenda in a timely manner.
12. Under this procedure, Members will be asked to submit any comments and questions in writing to the Secretariat; and will be provided with written responses where applicable.
13. Members are invited to submit written inputs by Monday 30 May 2022, to FAO-Council@fao.org. All inputs received will be published on the website of the 170th Session of the Council. The Secretariat will provide written responses, where necessary, which will be made available ahead of the Council's discussion in Plenary.
14. Any items for which the relevant documentation has not been published by the statutory deadline of 16 May 2022, in all languages, shall not be considered under the Written Correspondence Procedure.
15. The Independent Chairperson of the Council will draft summary conclusions for the agenda items considered through the Written Correspondence Procedure on the basis of this written exchange. The Council will address these draft conclusions at a Plenary meeting of the Council as indicated in the Timetable, and in line with the procedure described in paragraph 8 of this Note. As per established practice of the Written Correspondence Procedure, the sovereign right of Members to discuss agenda items in Plenary meetings is not strained.
16. The Council will be invited to endorse this procedure under Item 1 of the Provisional Agenda of the 170th Session of the Council.

IV. Reports and Records

17. The Draft Report for Adoption will be prepared by the Drafting Committee of the 170th Session of the Council, and will be circulated to the Members of the Council as soon as possible before the Adoption of the Report, in accordance with established practice.
18. The Report of the 170th Session of the Council will be communicated in accordance with Rule VI.2 of the Rules of Procedure of the Council.
19. The Report of the 170th Session of the Council will record the Council's consensus on the amended modalities for the Session outlined in this Note.
20. The Report of the 170th Session of the Council will record the Council's agreement that participation by virtual means constituted attendance at the Session, which is convened at the seat of the Organization in accordance with Rule II.3 of the Rules of Procedure of the Council.
21. The verbatim records of the 170th Session of the Council shall be made available in line with Rule VI.1 of the Rules of the Procedure of the Council.

V. Other Matters

22. All documents for the session are prepared and disseminated by the Secretariat as per established practice, in all six languages of the Organization. An Order of the Day will be circulated, in all languages of the Organization.
23. In order to streamline the proceedings of the 170th Session of the Council, introductions to agenda items are circulated in writing in advance of the Session.
24. In addition, interventions by Members will be limited to a maximum of three minutes and multi-Member statements will be limited to a maximum of five minutes.
25. The time zone applicable to the Council's 170th Session Timetable will be Central European Summer Time (UTC +2).
26. The meetings of the 170th 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.
27. The Independent Chairperson of the Council may call for a short break of up to ten minutes at any time during the meeting.

28. The Drafting Committee of the 170th Session of the Council will convene its meeting after the conclusion of the Council's consideration of all agenda items.
29. Simultaneous interpretation in all six languages of the Organization will be provided for all Plenary meetings of the 170th Session of the Council.
30. A mobile application for the 170th Session of the Council will be made available and will communicate any changes to the schedule of items for discussion.