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Продовольственная и  
сельскохозяйственная организация  
Объединенных Наций

Organización de las  
Naciones Unidas para la  
Alimentación y la Agricultura

منظمة  
الغذية والزراعة  
للأمم المتحدة

# ASIA AND PACIFIC COMMISSION ON AGRICULTURAL STATISTICS

## Twenty-ninth Session

**Ulaanbaatar, Mongolia**  
**22 – 25 November 2021**  
**(virtual meeting)**

## Information Note for Participants

### Session arrangements

1. The 29<sup>th</sup> Session of the Asia and Pacific Commission on Agricultural Statistics (APCAS29) will be held virtually on the Zoom platform, and hosted by the Government of Mongolia based in Ulaanbaatar, Mongolia from 22 – 25 November 2021.
2. Participants will be sent an Outlook invitation with a zoom link that should be used for the entire session. The invitation will include the APCAS29 zoom backdrop, and instructions for changing their user name, so their country or organization can be identified during discussions.
3. The normal working hours of the session will be 13.30 to 16.00 hours (GMT + 8, Ulaanbaatar time), unless otherwise decided by the Commission. Participants are encouraged to sign in at least 5 minutes before the start of the session.
4. The draft Provisional Agenda of APCAS29 was circulated with the invitation letter on October 2021. A revised Provisional Agenda, including an annotated version with detailed timetable, will be sent to participants the week of 15 November, and uploaded on the APCAS29 website at [www.apcas29.com](http://www.apcas29.com). The final Agenda will be adopted by the Commission during the Session.

## Working languages

5. The Session will be conducted in English and documentation issued in English. Simultaneous translation will be provided in Mongolian, the official language of the host government.

## Documentation

6. Working documents will be available on the APCAS29 website, [apcas29.com](http://apcas29.com), and an e-mail sent to all member countries and organizations invited containing the link. Documents drafted during the Session will be available on the APCAS29 website.

## Correspondence

7. All correspondences concerning the agenda, technical contribution to the session and logistic arrangements should be addressed to the APCAS29 Secretary and copied to the APCAS29 Liaison Officers at the addresses below.

<p><b>Ms Sangita Dubey</b></p>
<p>APCAS29 Secretary and Regional Statistician FAO Regional Office for Asia and the Pacific, Bangkok, Thailand Phone: +66 2 697 4250 E-mail: <a href="mailto:APCAS-Secretary@fao.org">APCAS-Secretary@fao.org</a></p>
<p><b>Ms Khulan Batkhuyag</b></p>
<p>Principal Advisor, National Statistics Office of Mongolia Phone: +976 8888 7399 E-mail: <a href="mailto:kb@nso.mn">kb@nso.mn</a></p>

## Guidance on the use of Zoom

8. A detailed guidance note on the use of Zoom is provided in <https://support.zoom.us/hc/en-us/articles/201362193>. Participants are encouraged to keep their microphone on mute and video off when not formally speaking, in order to avoid interference with official presentations and comments.
9. Participants are encouraged to check the stability of their internet connection, particularly if they are presenting, chairing a session, or offering an intervention. Speakers will be offered support to test their connectivity no later than the morning of their presentation. Technical checks are available from 12.30 to 13.15 hours (GMT + 8, Ulaanbaatar time) each day of the session, or can be arranged by contacting [info@exastudio.mn](mailto:info@exastudio.mn) or [apcas29@nso.mn](mailto:apcas29@nso.mn).
10. If you experience any technical issues with the Zoom platform, please contact the EXA and NSO's support team.
  - Ms Altanzul Gerelsaikhan (EXA)
    - E-mail: [info@exastudio.mn](mailto:info@exastudio.mn)
    - Phone: (+976) 9902 7117
  - NSO's support team
    - E-mail: [apcas29@nso.mn](mailto:apcas29@nso.mn)
    - WhatsApp: (+976) 9900 6637

## APCAS29 Secretariat

11. The FAO Regional Office for Asia and the Pacific provides secretariat services for APCAS. During APCAS29 you may contact the following persons in the secretariat:

- Ms Poranee Ngarmtab (APCAS Secretariat)
  - E-mail: Poranee.Ngarmtab@fao.org
  - WhatsApp: (+66) 94 418 1415
- Mr Jitendra Singh Tomar (International Consultant)
  - E-mail: JitendraSingh.Tomar@fao.org
  - WhatsApp: (+91) 9999 439 309
- Mr Anthony Burgard (APCAS Rapporteur) (after session hours)
  - E-mail: Anthony.Burgard@fao.org
  - WhatsApp: (+66) 86 096 5777
- Ms Sangita Dubey (APCAS29 Secretary and Regional Statistician) (after session hours)
  - E-mail: APCAS-Secretary@fao.org
  - WhatsApp: (+66) 61 447 5029
- Mr Batbayar Baldandagva (Foreign Relations Officer, National Statistics Office of Mongolia)
  - E-mail: batbayar@nso.mn
  - WhatsApp: (+976) 9900 6637
- Ms Uyangaa Burenduuren (Senior Statistician, National Statistics Office of Mongolia)
  - E-mail: uyangaa@nso.mn
  - WhatsApp: (+976) 8800 7426
- Ms Myagmarkhand Erdene-Ochir (Head of Agriculture, Environment and Industrial Statistics Division, National Statistics Office of Mongolia)
  - E-mail: myagmarkhand@nso.mn
  - WhatsApp: (+976) 8606 1926
- Ms Khulan Batkhuyag (Principal Advisor, National Statistics Office of Mongolia) (after session hours)
  - E-mail: kb@nso.mn
  - WhatsApp: (+976) 8888 7399
- Ms Erdenesan Eldev-Ochir (Director of the Integrated Statistics Department, National Statistics Office of Mongolia) (after session hours)
  - E-mail: erdenesan@nso.mn
  - WhatsApp: (+976) 9913 2929

## **Emergency**

12. In the event of an emergency that affects your ability to present/participate, please alert APCAS29 Liaison Officers (NSO Mongolia and EXA) and/or Ms Poranee Ngarmtab (APCAS Secretariat). Those officers will be available at the virtual meeting room at all times during the session.
  - Mr Batbayar Baldandagva (NSO Mongolia)
    - E-mail: batbayar@nso.mn
    - WhatsApp: (+976) 9900 6637
  - Ms Altanzul Gerelsaikhan (EXA)
    - E-mail: info@exastudio.mn
    - WhatsApp: (+976) 9902 7117
  - Ms Poranee Ngarmtab (APCAS Secretariat)
    - E-mail: Poranee.Ngarmtab@fao.org
    - WhatsApp: (+66) 94 418 1415

## **Local Time**

13. Ulaanbaatar, Mongolia is on GMT +8.

*We look forward to welcoming you to Ulaanbaatar, Mongolia for the 29th (virtual) Session of the Asia and Pacific Commission on Agricultural Statistics.*

**Annex A**

**Twenty-ninth Session of  
the Asia and Pacific Commission on Agricultural Statistics (APCAS29)**

Hosted by Government of Mongolia and FAO Regional Office for Asia and the Pacific

Ulaanbaatar, Mongolia (virtual meeting)  
22 – 25 November 2021

13.30 to 16.00 hours (GMT +8, Ulaanbaatar time)

**REGISTRATION FORM**

The information requested in this form will facilitate APCAS29 in secretariat servicing of the session.

Country:	
First name:	
Family name(block letters):	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Name of organization:	
Functional title/position:	
Attend as:	<input type="checkbox"/> Country/organization representative  <input type="checkbox"/> Observer
Office address:	
Office phone (with country code):	
E-mail address:	
Mobile phone number:	

\* Please send completed form to [APCAS-Secretary@fao.org](mailto:APCAS-Secretary@fao.org) with copy to [APCAS29@nso.mn](mailto:APCAS29@nso.mn) and [Uyangaa@nso.mn](mailto:Uyangaa@nso.mn)

\*\*After the registration form is received, APCAS Secretariat will contact shortly after with an Information Note and other relevant documents.