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Объединенных Наций

Organización de las
Naciones Unidas para la
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منظمة
الأغذية والزراعة
للأمم المتحدة

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FAO REGIONAL CONFERENCE FOR ASIA AND THE PACIFIC

Thirty-fifth Session

1-4 September 2020¹

Information Note

Conference arrangements

1. The 35th Session of the FAO Regional Conference for Asia and the Pacific (APRC) will be held in virtual modality from 1 to 4 September 2020.
2. This decision follows consultations by the Director-General with the Chairperson of the APRC, and the FAO Regional Groups for Asia and the Southwest Pacific, including on special procedures to be applied for the virtual modality of the Regional Conference.
3. Special procedures for virtual modality outlined in this Information Note will be confirmed by the Regional Conference during Item 2 *Adoption of the Annotated Agenda and Timetable*, and said confirmation will be recorded in the Report of the 35th Session of the APRC.
4. The inaugural ceremony of the Ministerial Session will take place online at 11.30 GMT+7 hours on Thursday, 3 September 2020. Heads of Delegations are kindly requested to be present at this time.
5. All session times indicated are those of the FAO Regional Office (GMT +7).
6. All meetings of the Regional Conference will be conducted through the Zoom videoconferencing platform. The link to register for the Zoom meeting will be distributed in a separate message. A dry-run of the virtual modality will be held on 26 August 2020 at 14:00 GMT +7 and will last about an hour. We strongly encourage delegations to attend this session in order to ensure that any issues or challenges are addressed and resolved prior to the actual virtual session of the Regional Conference. More details will follow in due course.
7. An “Order of the Day” will be issued daily by email giving detailed information of the Regional Conference business, timetable of meetings, items to be discussed and other general information.
8. The Provisional Annotated Agenda (APRC/20/1 Rev.2), Provisional Timetable (APRC/20/INF/1 Rev.2) and Provisional List of Documents (APRC/20/INF/2 Rev.2) were circulated to delegates with the invitation letter and are also available on the APRC website at: <http://www.fao.org/about/meetings/aprc35>.

¹ Rescheduled from 17-20 February 2020, Thimphu, Bhutan

Working languages

9. Simultaneous interpretation will be provided and documentation issued in Chinese, English, French and Russian.

Press liaison and information

10. For the duration of the Regional Conference, the Conference Information Officer will ensure contact with the press and be responsible for matters concerning information to the public.

Documentation

11. The Regional Conference webpage is available at: <http://www.fao.org/about/meetings/aprc35>.

12. Working documents will be made available to all participating governments and organizations, before the Regional Conference commences, at the following address:
<http://www.fao.org/about/meetings/aprc35/documents/en>.

Draft recommendations and amendments

13. Delegates who wish to submit draft recommendations, or other documents requiring decision by the Regional Conference, are requested to provide an electronic version of their text in English to the Regional Conference Secretary at: APRC@fao.org.

Advance communication of speeches and statements

14. Delegations are encouraged to limit their written statements to a maximum of 800 words. In order to ensure accuracy in interpretation, delegates are kindly requested to submit digital copies of their statements, in English, to the Secretariat of the Regional Conference at APRC@fao.org by Thursday, 21 August 2020.

15. FAO will post these statements on the Regional Conference webpage at:
<http://www.fao.org/about/meetings/aprc35>.

16. Interventions at the Regional Conference by Heads of Delegations during Item 11 (Prioritization of Country and Regional Needs) will be scheduled in alphabetical order of country name. Interventions may be either live or pre-recorded. In any case the duration should not exceed 4 minutes. In order to minimize the risk of connectivity problems, pre-recorded interventions for Item 11 are encouraged. If the intervention is pre-recorded, it will be played during the Conference at the appropriate time during the Ministerial Session and will later be posted on the webpage:
<http://www.fao.org/about/meetings/aprc35>.

17. Participants who choose pre-recorded statements are kindly asked to submit the written text of the statement along with the video, to assist in the interpretation of the recorded statements.

18. If pre-recorded, the final video statement in MP4 format must reach the APRC Secretariat no later than 21 August 2020. Videos should be sent to APRC-Dialogue@fao.org with a link to any commercial large file transfer service.

19. The technical specifications for pre-recording interventions for Item 11 are as follows:

- a. the recording/filming should be produced in full HD 1080 x 1920;
- b. the file, in MP4 format, should be compressed into a lighter version for playback via Zoom;
- c. a 3-4 minute video should be compressed to 80 MB in size at a compression rate of 3.5 mbps (megabyte per seconds). Files exceeding this size may create technical problems to play and view; the compression should be done prior to sending to APRC Secretariat;
- d. videos in .MOV format should be avoided; and

- e. the hard deadline of 21 August 2020 is required to give the Secretariat time to test the recordings on Zoom.

Advance written correspondence on agenda items

20. Given the decision to hold the 35th Session of the Conference in virtual mode and constraints related to the wide span of time zones in the Asia-Pacific region, the programme of the Senior Officers Meeting (SOM) will be condensed. The virtual deliberation will focus on a few substantive agenda items (15, 20, 21). For other agenda items from the SOM (16 to 19, 22 and 24, listed below), there will be limited time for interactive discussion. In order to streamline the proceedings of the Regional Conference, a written correspondence procedure will be the main mode to address the following agenda items:

- a. Item 16. [State of Food and Agriculture in Asia and the Pacific Region, including Future Prospects and Emerging Issues.](#)
APRC/20/2 Rev.1
- b. Item 17. [Setting regional priorities to manage water for agriculture under conditions of water scarcity](#)
APRC/20/3
- c. Item 18. [Building resilience of small-scale fisheries to ensure food security and nutrition in the Pacific](#)
APRC/20/4
- d. Item 19. [Building sustainable and resilient food systems in Asia and the Pacific](#)
APRC/20/5
- e. Item 22. [Multi-year Programme of Work \(MYPOW\) 2020-2023 for the FAO Regional Conference for Asia and the Pacific](#)
APRC/20/8
- f. Item 24. Any other business

21. Under the written correspondence procedure, Members are requested to submit any questions and comments by email to APRC-Dialogue@fao.org by 21 August 2020 if possible. These inputs will then be posted on the Regional Dialogue Area as they are received. Please indicate clearly in the email subject line and in its body to which agenda item the comments or input relate.

22. The Regional Dialogue Area will be available by password at: <http://www.fao.org/about/meetings/aprc35/rap-dialogue/en/>. Registered participants will receive the username and password by separate email after registration.

23. Where applicable, the Secretariat will provide written responses to inputs received. A consolidated response to comments received by 21 August 2020 will be prepared by the APRC Secretariat and will be posted in the Regional Dialogue Area by 28 August 2020.

24. To facilitate the proceedings, an introduction to agenda items 16 to 19 and 22 will be circulated to participants through the Regional Dialogue Area.

25. Items considered under the written correspondence procedure will form an integral part of the deliberations and report of the 35th Session of the APRC.

General enquiries

26. All general correspondence concerning the Regional Conference should be addressed to:

Conference Secretary at the FAO Regional Office for Asia and the Pacific

Mr David Dawe

Conference Secretary

35th FAO Regional Conference for Asia and the Pacific

39 Phra Atit Road

Bangkok10200

Thailand

Tel: +66 2 6974000

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Please copy all correspondence to the Government Liaison Officer at the addresses below.

Liaison Officer (FAO Regional Conference for Asia and the Pacific)

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Email: karmat@moaf.gov.bt or aprc2020liasion@moaf.gov.bt

Webcasting

27. All Plenary sessions will be webcast live and uploaded to the Regional Conference website at: <http://www.fao.org/about/meetings/aprc35> and at <http://www.fao.org/webcast/home/en/>.

Online registration

28. Participants are kindly informed that there is a two-step registration process. The first step is the Regional Conference online registration, available at: <https://event-services.fao.org/35thAPRC>. The second step is the Zoom registration. Registered participants will receive a Zoom link and helpful guidance on using Zoom after registering for the Conference at the above link.

29. All delegates and observers are requested to register by 21 August 2020 at <https://event-services.fao.org/35thAPRC>. Please note that all participants are kindly requested to register for the virtual meeting even if a previous registration had been submitted for the originally scheduled in-person meeting. For those participants who registered for the Regional Conference in February 2020, please re-register, using the “Already registered” function in the registration site.