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Organización de las
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Alimentación y la Agricultura

منظمة
الأغذية والزراعة
للأمم المتحدة

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FAO REGIONAL CONFERENCE FOR EUROPE

Thirty-second Session

2-4 November 2020¹

Information Note

A. Conference Arrangements and Registration

1. The 32nd Session of the FAO Regional Conference for Europe (ERC) will be held in virtual modality from 2 to 4 November 2020.
2. This decision follows consultations by the Director-General with the Host Government, and the FAO Europe Regional Group (ERG), 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 32nd Session of the ERC.
4. All session times indicated are those of the FAO Regional Office (UTC +1).
5. All conference participants are requested to register in advance online at the Cvent link provided on the [Regional Conference website](#) not later than 28 October 2020.
6. The virtual Regional Conference will be conducted through the Zoom videoconferencing platform. All registered and approved participants from Cvent, will automatically be registered by the Secretariat in the Zoom platform and will receive the unique link to enter the virtual meeting room. A dry run of the virtual conference will be scheduled in the week of 26 October 2020 and will last about an hour. Registered participants will be informed by email on the exact date and time of the dry run. Participants are strongly encouraged to attend this session, using the same devices and internet connection that they plan to use during the actual virtual conference, in order to ensure that any technical issues are addressed and resolved prior to the actual virtual session of the Regional Conference.
7. Guidelines for the Zoom meeting are summarized in a separate document published on the [Regional Conference website](#). It is important you read these before the Regional Conference.

¹ Rescheduled from 5-7 May 2020, Tashkent, Uzbekistan

8. An Order of the Day with detailed information on conference business, the schedule and items to be discussed, as well as other information of general interest, will be made available on the [Regional Conference website](#) and will be circulated through online channels among registered participants.

B. Working languages

9. Simultaneous interpretation will be provided in English, French, Russian and Spanish and meeting documentation will be available in the same languages.

C. Media accreditation, public information

10. For the duration of the conference, the FAO Communication Officer for Europe and Central Asia, will be responsible for media relations and public information.

D. Documentation

11. All pre-session documents are accessible on the [Regional Conference website](#).

12. In-session documents are grouped into three categories: LIM documents, statements and daily journals (Order of the Day), and will be published on the [Regional Conference website](#) and circulated through online channels among registered participants.

E. Draft recommendations and amendments

13. Participants wishing to submit draft recommendations or other documents requiring a decision by the Regional Conference are requested to send their texts to the Conference Secretary in either English, French, Russian or Spanish by e-mail to: ERC-ECA-Secretariat@fao.org.

F. Advance communication of the texts of statements and interventions

14. In order to ensure accuracy of interpretation, delegates are requested to submit digital copies of their statements to be delivered live at the virtual meeting, to the Conference Secretary in advance at ERC-ECA-Secretariat@fao.org, not later than Friday, 30 October 2020. Delegations are encouraged to limit their written statements for intervention to a maximum of 800 words (about 5 minutes intervention).

15. During the registration process, participants will have the possibility to express their interest to intervene on behalf of the Delegation/Observer for the agenda items available on 2 and 3 November 2020. Interventions should not exceed 5 minutes. Those who expressed interest for interventions will be given the floor first, followed by any other participants raising their hand during the virtual session (time permitting).

G. Advance written consultation on selected agenda items

16. Given the decision to hold the 32nd Session of the Regional Conference for Europe in virtual mode and the constraints related to the span of seven time zones in Europe and Central Asia region, the programme of live plenary meetings of the Session shall be condensed. In order to streamline the proceedings of the Regional Conference, a written consultation procedure will be implemented as the main method to address **selected items indicated in the Provisional Timetable** of the Session. These items to be addressed through written consultation shall not be discussed live at the virtual session of the ERC.

17. Members and Observers are requested to submit any inputs and statements on the selected documents by email to ERC-ECA-Secretariat@fao.org no later than **Sunday, 25 October 2020**. The subject line of the email has to indicate clearly, to which agenda item the submitted input relate. Where applicable, the Secretariat will provide written responses to the inputs received. All inputs received and

the FAO Secretariat responses, will be translated in all languages of the Regional Conference, and posted by the ERC Secretariat on a dedicated page within the [Regional Conference website](#).

18. Items considered through the written consultation procedure will be taken into account by the rapporteurs of the Regional Conference, and will therefore form an integral part of the deliberations and of the Report of the 32nd Session of the ERC.

19. The Report of the 32nd Session of the ERC will record Members' consensus on the amended modalities for the Session outlined in this Information Note, including with regard to the written consultation on selected agenda items

H. ERC events

20. On the last day of the Regional Conference, a special event on Innovation and Digitalization and a CFS event will take place. A schedule and details on these events can be found on the [Regional Conference website](#).

I. Time

21. The Regional Conference schedules and Order of the Day documents will be based on the UTC+1h time zone (Winter time zone of Budapest/Rome), taking into consideration the time differences within the region (from UTC+0 to UTC+6).

J. Webcasting

22. All Plenary sessions will be webcast live and uploaded to the [Regional Conference website](#).

K. Correspondence and inquiries

23. All correspondence concerning the Regional Conference for Europe should be addressed to the Conference Secretariat at the FAO Regional Office for Europe and Central Asia at the addresses below:

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