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Объединенных Наций

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Naciones Unidas para la  
Alimentación y la Agricultura

منظمة  
الأغذية والزراعة  
للأمم المتحدة

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# FAO REGIONAL CONFERENCE FOR EUROPE

## Thirty-third Session

Łódź, Poland, 10-13 May 2022

## Information Note

### A. Conference Arrangements and Registration

1. The 33rd Session of the FAO Regional Conference for Europe (ERC) will be held in hybrid modality at the Conferencing Centre of the DoubleTree by Hilton Hotel in Łódź, Poland from 10 to 13 May 2022.
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 hybrid modality of the Regional Conference.
3. Special procedures for hybrid modality outlined in this Information Note will be confirmed by the Regional Conference during Item 2: *Adoption of the Agenda and Timetable* and said confirmation will be recorded in the Report of the 33rd Session of the ERC.
4. All session times indicated are those of the FAO Regional Office (CEST, UTC +2).
5. All conference participants are requested to register in advance online at the Cvent link provided on the [Regional Conference website](#) not later than 22 April 2022 for in-person participation and until 6 May 2022 for virtual attendance.
6. On-site check-in for in-person participants of the 33rd Session of the ERC will be continuously possible from 9 May 2022 at the registration desks in the DoubleTree by Hilton.
7. The virtual segment of the Regional Conference will be conducted through the Zoom videoconferencing platform. All registered and approved participants indicating virtual attendance during registration, 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 2 May 2022 and will last about an hour. Registered participants will be informed by email of 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 hybrid session of the Regional Conference.
8. Guidelines for the Zoom meetings are summarized in a separate document published on the [Regional Conference website](#). It is important that virtual participants read these before the Regional Conference.
9. 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

Documents can be consulted at [www.fao.org](http://www.fao.org)

[Regional Conference website](#) and will be circulated through online channels among registered participants.

### **B. Working languages**

10. 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**

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

12. Media accreditation/registration should be requested online by following the link found on the [Regional Conference website](#). As part of the accreditation/registration process, a letter of assignment from the journalist's editor or employer should be uploaded. Accreditation and registration of journalists will not be possible at the conference venue.

### **D. Documentation**

13. All pre-session documents are accessible on the [Regional Conference website](#). In an effort to achieve a paperless conference, printed copies of pre-session documents can be provided on the spot, but only upon request and in limited quantities. Participants are encouraged to carry personal electronic devices for accessing the documents online and thus reduce the need for printing hard copies. Complimentary Wi-Fi service will be available at the conference venue.

14. 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**

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

16. Participants wishing to distribute other written material related to the Regional Conference Agenda are requested to send their texts to the Conference Secretary by e-mail at [ERC-ECA-Secretari@fao.org](mailto:ERC-ECA-Secretari@fao.org) for distribution among participants.

### **F. Advance communication of statements and interventions**

17. In order to ensure accuracy of interpretation, delegates are requested to submit digital copies of their statements in advance to the Conference Secretary at [ERC-ECA-Secretariat@fao.org](mailto:ERC-ECA-Secretariat@fao.org), not later than Monday, 9 May 2022. Delegations are encouraged to limit their written statements for intervention to a maximum of 800 words (about 5 minutes intervention).

18. Members and Observers submitting their statements in advance to the ERC Secretariat (even in draft), as per the deadline outlined in paragraph 17, will be given the floor first, followed by any other participants raising their (physical or virtual) hand during the session (time permitting). Interventions should not exceed 5 minutes.

### **G. Advanced written correspondence procedure on selected Agenda items**

19. Given the decision to hold the 33rd Session of the Regional Conference for Europe in hybrid modality and the constraints related to the span of seven time zones in the 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 correspondence procedure will be implemented as the main method to address **selected items, as indicated in the Provisional Timetable** of the Session. The items to be addressed through written correspondence shall not be discussed during the sessions of the ERC.

20. Members and Observers are requested to submit any inputs and statements on the selected items by email to [ERC-ECA-Secretariat@fao.org](mailto:ERC-ECA-Secretariat@fao.org) no later than **Monday, 25 April 2022**. The subject

line of the email has to clearly indicate to which agenda item the submitted input relates to. 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](#).

21. Items considered through the written correspondence 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 33rd Session of the ERC.

22. The Report of the 33rd Session of the ERC will record Members' consensus on the amended modalities for the Session, as outlined in this Information Note, including with regard to the written correspondence procedure for selected agenda items.

#### **H. Side events**

23. A number of side events will take place during the conference week. The schedule and details of the side events can be found on the [Regional Conference website](#).

#### **I. Field visit and spouse programme**

24. The Host Government invites all in-person participants to attend a field visit in the afternoon of Thursday, 12 May 2022. Participants wishing to take part are requested to inform the Secretariat through online registration no later than 22 April 2022 so the Host Government can make the necessary arrangements. More details will be made available upon arrival and relevant information will be included in the Order of the Day and on the [Regional Conference website](#) in due course.

#### **J. Social events**

25. On Tuesday, 10 May 2022, an evening reception with a cultural programme for the in-person ERC participants has been planned by His Excellency the Deputy Prime Minister and Minister for Agriculture and Rural Development of the Republic of Poland and His Excellency the Minister of Foreign Affairs of the Republic of Poland.

26. On Wednesday, 11 May 2022, the session will be accompanied by a presentation of Polish food from various regions, prepared by local associations and integrated within the menu of the reception on the day before.

#### **K. Hotel accommodation and catering**

27. A list of hotels where rooms can be reserved at special rates during the conference period is provided in *Annex A* to this Information Note. After completing the online registration on the [Regional Conference website](#), participants will receive additional information on the hotel booking formalities.

28. Catering services (lunch and coffee breaks), offered by the Government of Poland, will be provided throughout the Regional Conference.

#### **L. Formalities for entry into the Republic of Poland**

29. The need for a visa to enter Poland can be checked by [clicking here](#).

30. If a visa is needed to enter Poland, the visa application can be submitted to the Polish Embassy or Polish Consulate accredited in the country of residence. The list of embassies and consulates is provided in *Annex B*.

31. If the applicant lives in one of the countries listed in *Annex C*, the visa application can be submitted at one of the visa application centres listed for the place of residence, following the procedure described at [www.vfsglobal.com](http://www.vfsglobal.com).

32. If the applicant lives in one of the countries listed in *Annex D*, the application for a visa can be submitted at the Embassy or Consulate acting on behalf of the Republic of Poland as indicated in the Annex.

33. Applications **should** be submitted for a short-stay Schengen visa to Poland. Detailed information about the required documents can be found on [the website of the Ministry of Foreign Affairs of the Republic of Poland](#).

34. The visa application form must be submitted in person. Diplomatic missions do not accept application forms sent via fax, regular mail or e-mail. In order to apply for a visa, an appointment has to be booked via the **e-konsulat** system (<https://secure.e-konsulat.gov.pl/>), after selecting the right category according to the purpose of travel.
35. Applications for a visa must be submitted no later than two weeks before the planned date of departure.
36. **Applicants are required to show up exactly on time with all required documents:**
- 1) A visa application form filled via the e-konsulat system, printed and signed.
  - 2) A 3.5 x 4.5 cm colour photo. The photo must be:
    - sharp, taken against a white background and printed on high-quality paper,
    - taken within the last 6 months,
    - taken *en face*, clearly showing the eyes and face from both sides, from the top of the head to the top of the shoulders and with the face covering 70-80 percent of the photo. The photo must be taken without any headwear.
  - 3) **Passport issued within the last ten years, valid for at least three months from the expected return date, with at least two blank pages for visas.** If you have another valid passport, you should attach it to the visa application form.
  - 4) **A copy of the passport page** with personal data and a photo.
  - 5) **Copy of the flight ticket or flight reservation, including the return flight.**
  - 6) **Adequate and valid travel medical insurance** covering any expenses that may arise during the stay (s) in the territory relating to the need to return for medical reasons, the need for urgent medical care, emergency inpatient treatment or death. Multiple-entry visa applicants should demonstrate that they have adequate and valid travel medical insurance for the period of their first intended visit. The insurance must be valid throughout the territory of the Member States of the European Union and cover the entire period of the planned stay. The minimum amount of insurance is EUR 30 000.
  - 7) **Copy of an ID document to confirm the applicant's residence within the consular district of the application.**
  - 8) A document **to confirm participation in the Conference:**
    - the FAO official third-person invitation letter;
    - the official accreditation letter from the national government body or invited organizations/institutions nominating the designated representative to this event;
37. The Government of the Republic of Poland will not charge the registered participants to the Conference for the visa procedure.

### M. Local Transportation

38. Transfers will be provided to all delegates between the Warsaw Chopin Airport and the city of Łódź upon arrival and departure, as well as between the hotels in *Annex A* and the conference venue. It is therefore very important for all in-person participants to include, during their registration (or updated before arrival), their exact flight details.

### N. Time and weather

39. The Regional Conference schedules and Order of the Day documents will be based on the UTC +2 time zone (Summertime zone of Budapest/Rome), taking into consideration the time differences within the region (from UTC+0 to UTC+6).
40. The normal daily temperature in Łódź in May is about 15 degrees Celsius.

### O. Webcasting

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

### P. Foreign exchange and banking

42. Information on the Poland's customs regulations can be found at <https://granica.gov.pl/przepisy.php?v=en>

43. The Polish currency is the zloty and its abbreviation is PLN.

44. Foreign currencies may be exchanged at authorized exchange offices or banks. International airports and larger hotels also offer currency exchange services. Exchange rates offered by the exchange offices at the airport are lower than the official rates. The indicative exchange rates for foreign currencies, valid on 17 March 2022, according to the Central Bank of the Republic of Poland (<https://www.nbp.pl/homen.aspx?f=/srodeken.htm>) are:

- one USD = 4.2403 PLN
- one EUR = 4.6876 PLN

45. ATM machines are available at main banks, airports, shopping centres and at the conference facilities. Major credit cards including MasterCard and Visa are commonly accepted at most shops, hotels and car rental companies.

### Q. Medical services and first aid

46. Medical and first aid services will be available on the conference premises.

### R. COVID-19 measures

47. Up-to-date information on the COVID-19 pandemic in the Republic of Poland and guidelines for travellers are available on the Government website at [www.gov.pl/web/coronavirus/travel](http://www.gov.pl/web/coronavirus/travel). All participants are requested to follow the guidelines provided by the national authorities.

48. More details on the COVID-19 measures applicable at the ERC venue will be provided in a separate COVID-19 guidelines paper published on the [Regional Conference website](#).

### S. Electricity

49. The electrical voltage in Poland is 220 V. Sockets allow use of standard continental European dual round-pronged plugs. A plug adaptor is required for non-European appliances.

### T. Communications

50. Internet, telephone and fax facilities will be available on the conference premises.

- *International dialling from the Republic of Poland: 00+country code+area code+telephone #*
- *International dial code to the Republic of Poland: 00+48+telephone number*

### U. Correspondence and inquiries

51. 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 and to the Government Liaison Officers in Poland, at the addresses below:

**Mr Nabil Gangi**

ERC Secretary  
FAO Regional Office for Europe and Central Asia  
Tel: +36 1 4612026  
Mobil: +20 122 322 1221  
E-mail: [ERC-ECA-Secretariat@fao.org](mailto:ERC-ECA-Secretariat@fao.org)

**Mr Konrad Kiedrzyński**

Plenipotentiary of the Minister of Foreign Affairs of the Republic of Poland for the organization of the 33rd Session of the FAO Regional Conference for Europe in 2022

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Tel. +48 22 523 93 67  
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## ANNEX A

## ACCOMMODATION

Name and address of Hotels	Room category	Price including breakfast and VAT (PLN/night/person)
<b>Double Tree by Hilton Łódź (5*)</b> - ERC Venue - <a href="https://www.doubletreelodz.pl/">https://www.doubletreelodz.pl/</a>	Single	666
	Double	733
<b>Novotel Łódź Centrum (4*)</b> - 1.5 km from ERC venue - Special price is valid until 5 days before the conference upon availability - <a href="https://all.accor.com/hotel/7830/index.pl.shtml">https://all.accor.com/hotel/7830/index.pl.shtml</a>	Single	440
	Double	480
<b>Ambassador Centrum (4*)</b> - 1.7 km from ERC venue - Special price valid until 30 April and upon availability - <a href="https://www.hotelambassador.eu/centrum/hotel">https://www.hotelambassador.eu/centrum/hotel</a>	Single	290
	Double	340

The above special fixed prices comprise all taxes and fees.

Participants will be able to book their rooms directly with the hotels as per the booking procedure that will be provided by e-mail after registering for the ERC.

More details on the cancellation policy and booking procedure will be provided to the registered participants.

## ANNEX B

**EMBASSIES AND CONSULATES OF THE REPUBLIC OF POLAND IN THE EUROPE  
AND CENTRAL ASIA REGION**

## ALBANIA

[Embassy of the Republic of Poland in Tirana](#)

## ANDORRA

[Embajada de la República de Polonia en Madrid](#)

## ARMENIA

[Embassy of the Republic of Poland in Yerevan](#)

## AUSTRIA

[Botschaft der Republik Polen in der Republik Österreich](#)

## AZERBAIJAN

[Polşa Respublikasının Bakıdakı Səfirliyi](#)

## BELARUS

[Пасольства Рэспублікі Польшча ў Мінску](#)[Генеральнае консульства Рэспублікі Польшча ў г. Брэсце](#)[Генеральнае консульства Рэспублікі Польшча ў г. Гродна](#)

## BELGIUM

[Embassy of the Republic of Poland in Brussels](#)

## BOSNIA AND HERZEGOVINA

[Ambasada Republike Poljske u Sarajevu](#)

## BULGARIA

[Посолство на Република Полша в София](#)

## CROATIA

[Veleposlanstvo Republike Poljske u Zagrebu](#)

## CYPRUS

[Embassy of the Republic of Poland in Nicosia](#)

## CZECH REPUBLIC

[Velvyslanectví Polské republiky v Praze](#)[Generální konzulát v Ostravě](#)

## DENMARK

[Embassy of the Republic of Poland in Copenhagen](#)

## ESTONIA

[Embassy of the Republic of Poland in Tallinn](#)

## FINLAND

[Puolan Tasavallan suurlähetystö Helsingissä](#)

## FRANCE

[Ambassade de la République de Pologne à Paris](#)[Consulat général de la République de Pologne à Lyon](#)

## GREECE

[Embassy of the Republic of Poland in Athens](#)

## GEORGIA

[Embassy of the Republic of Poland in Tbilisi](#)

## GERMANY

[Botschaft der Republik Polen in Berlin](#)[Generalkonsulat der Republik Polen in Hamburg](#)[Generalkonsulat der Republik Polen in Köln](#)[Generalkonsulat der Republik Polen in München](#)

## HUNGARY

[Lengyel Köztársaság Nagykövetsége Budapestén](#)

## IRELAND

[Embassy of the Republic of Poland in Dublin](#)

## ISRAEL

[Embassy of the Republic of Poland in Tel Aviv](#)

## ITALY

[Ambasciata a Roma](#)[Consolato Generale a Milano](#)

## KAZAKHSTAN

[Посольство Республики Польша в Нур-Султане](#)[Генеральное Консульство Республики Польша в Алматы](#)

## KYRGYZSTAN

[Посольство Республики Польша в Нур-Султане](#)



LATVIA

[Polijas Republikas vēstniecība Rīgā](#)

LITHUANIA

[Lenkijos Respublikos ambasada Vilniuje](#)

LUXEMBOURG

[Ambassade de la République de Pologne](#)

MALTA

[Embassy of the Republic of Poland in Valletta](#)

MOLDOVA

[Ambasada Republicii Polone la Chişinău](#)

MONACO

[Ambassade de la République de Pologne à Paris](#)

MONTENEGRO

[Ambasada Republike Poljske u Podgorici](#)

NETHERLANDS

[Embassy of the Republic of Poland in The Hague](#)

NORTH MACEDONIA

[Амбасада на Република Полска во Скопје](#)

NORWAY

[Republikken Polens Ambassade i Oslo](#)

PORTUGAL

[Embaixada da República da Polónia em Lisboa](#)

ROMANIA

[Embassy of the Republic of Poland in Bucharest](#)

RUSSIAN FEDERATION

[Посольство Республики Польша в Москве](#)

[Генеральное консульство Республики Польша в Иркутске](#)

[Генеральное консульство Республики Польша в Калининграде](#)

[Генеральное консульство Республики Польша в Санкт-Петербурге](#)

[Консульское Агентство в Смоленске](#)

SAN MARINO

[Ambasciata a Roma](#)

SERBIA

[Ambasada Poljske u Beogradu](#)

SLOVAKIA

[Veľvyslanectvo Poľskej republiky v Bratislave](#)

SLOVENIA

[Veleposlaništvo Republike Poljske v Ljubljani](#)

SPAIN

[Embajada de la República de Polonia en Madrid](#)

[Consulado General en Barcelona](#)

SWEDEN

[Embassy of the Republic of Poland in Stockholm](#)

SWITZERLAND

[Botschaft der Republik Polen in der Schweiz](#)

TAJKISTAN

[Посольство Республики Польша в Ташкенте](#)

TURKEY

[Polonya Cumhuriyeti Ankara Büyükelçiliği](#)

[Polonya Cumhuriyeti İstanbul Başkonsolosluğu](#)

TURKMENISTAN

[Polşa Respublikasının Bakıdaki Səfirliyi](#)

UKRAINE

[Посольство Республіки Польща в Києві](#)

[Генеральне Консульство Республіки Польща у Харкові](#)

[Генеральне Консульство Республіки Польща у Львові](#)

[Генеральне Консульство Республіки Польща в Луцьку](#)

[Генеральне Консульство Республіки Польща в Одесі](#)

[Генеральне консульство Республіки Польща у Вінниці](#)

## UNITED KINGDOM

[Polish Embassy in London](#)

[Consulate General of the Republic of Poland in Belfast](#)

[Consulate General of the Republic of Poland in Edinburgh](#)

[Consulate General of the Republic of Poland in Manchester](#)

## UZBEKISTAN

[Посольство Республики Польша в Ташкенте](#)

## VATICAN

[Ambasciata della Repubblica di Polonia presso la Santa Sede](#)

## ANNEX C

**VISA APPLICATION CENTERS OF THE REPUBLIC OF POLAND IN THE EUROPE AND  
CENTRAL ASIA REGION**

List of countries where you can submit a visa application to one of the Visa Application Centers run by a private company who is a service provider for the Polish consulate:

Belarus

<https://visa.vfsglobal.com/blr/en/pol/attend-centre>

Russian Federation

<https://www.vfsglobal.com/poland/russia/English/index.html>

Turkey

<https://visa.vfsglobal.com/tur/en/pol/attend-centre>

**ANNEX D****VISA REPRESENTATIONS OF THE REPUBLIC OF POLAND IN THE EUROPE AND  
CENTRAL ASIA REGION****(as of January 14, 2022)**

<b>Country</b>	<b>Submit visa application to the Consular Office of:</b>
<b>Kyrgyzstan</b> (Bishkek)	Switzerland