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منظمة
الأغذية والزراعة
للأمم المتحدة

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FAO REGIONAL CONFERENCE FOR ASIA AND THE PACIFIC

Thirty-seventh Session

Colombo, Sri Lanka
31 January-2 February 2024 and 19-22 February 2024

Note to Delegates

Conference Arrangements

1. The Ministerial Meeting of the 37th FAO Regional Conference for Asia and the Pacific (#APRC37) will be held, primarily in-person, with virtual participation facilities, from 19 to 22 February 2024, in Colombo, Sri Lanka. The inaugural ceremony will take place on 20 February 2024.
2. The Senior Officers Meeting (SOM) will convene in virtual modality from 31 January to 2 February 2024. Both the SOM and the Ministerial Meeting segments will be recorded, and translation/interpretation services will be provided for all Agenda Items.
3. The registration link for both delegations of the SOM (entirely virtual) and Ministerial Meeting (in-person or virtual) is below. It is customary for Senior Officials to also join the Ministerial Meeting. In all cases, participants can register here: <https://eur.cvent.me/4mv2O>
4. All session times indicated are those of Sri Lanka (GMT +5.5 hours).
5. The link to register for the virtual (Zoom) meetings will be distributed in a separate message after registration is confirmed. A dry run of the virtual SOM will be held closer to the date of the Regional Conference to ensure Members' connectivity. We strongly encourage delegations to attend this dry run, to ensure that any technical connection issues or challenges are addressed and resolved prior to the actual virtual session of the Regional Conference. More details will follow in due course.
6. During the Regional Conference, an "Order of the Day" will be issued daily on the Conference webpage giving detailed information on the Regional Conference business, timetable of meetings, items to be discussed and other general information for that day.
7. The Provisional Agenda, Provisional Timetable and Provisional List of Documents will be available in due course on the APRC website at: <https://www.fao.org/events/detail/aprc37/>

Working languages

8. The working languages of the Regional Conference are Chinese, English, French and Russian. Simultaneous interpretation will be provided for both SOM and the Ministerial Meeting, and documentation will be issued in these four languages.

Documents can be consulted at www.fao.org

Media liaison and public information

9. For the duration of the Regional Conference, the Conference Information Officer will ensure contact with media outlets and will be responsible for matters concerning information for the public.

Documentation

10. For the duration of the Regional Conference, the Conference Documents Officer will ensure up-to-date availability of all Regional Conference documents and the Order of the Day via the Regional Conference webpage, available at: <https://www.fao.org/events/detail/aprc37/>

11. Working documents will be made available to all participating Members and organizations, before the Regional Conference commences, as they are received by the Secretariat, at the following address: <https://www.fao.org/about/meetings/regional-conferences/aprc37/documents/en/>

12. A special Members-Only area is available for discussion and questions about Regional Conference documents and Agenda Items. In this regard, Members with questions and/or comments may be sent to APRC-Dialogue@fao.org. Passwords and usernames will be distributed to all Members. The questions, and Secretariat's replies, will be posted in the Members Dialogue area.

Advance communication of speeches and statements

13. Heads of Delegation for the Ministerial Meeting are encouraged to limit their written statements to a maximum of 800 words, consistent with a maximum of five minutes' speaking time. In order to ensure accuracy in interpretation, delegates are also kindly requested to submit digital copies of their statements in advance, in English, to the Secretariat of the Regional Conference at APRC-Dialogue@fao.org by Monday, 12 February 2024. FAO will post these statements on the Regional Conference webpage at: <https://www.fao.org/events/detail/aprc37/>

14. Interventions at the Regional Conference by Heads of Delegation during prioritization of country and regional needs will be scheduled in alphabetical order of country name.¹

Advance written correspondence on agenda items

15. Given constraints related to the wide span of time zones in Asia and the Pacific region, as a time saving measure and to streamline the proceedings of the Regional Conference, a written correspondence procedure will be the main mode to address the Agenda Items indicated on the Provisional Agenda.

16. Under this written correspondence procedure, Members are requested to submit any questions and comments by email to APRC-Dialogue@fao.org, two weeks in advance of the SOM (by

¹ Interventions may be either live or pre-recorded for delegates attending in virtual modality. In any case, the duration should not exceed four minutes (800 words). For Heads of Delegation joining the Ministerial Meeting virtually, in order to minimize the risk of connectivity problems for virtual participation, pre-recorded interventions are encouraged. If the intervention is pre-recorded, it will be played during the Conference at the appropriate time during the Ministerial Meeting. Both written and pre-recorded statement scripts should be emailed to the Secretariat by 12 February 2024 (for interpretation) to APRC-Dialogue@fao.org

If pre-recorded, the final video statement must be only in MP4 format and must reach the APRC Secretariat no later than 12 February 2024. Videos should be sent to APRC-Dialogue@fao.org via any commercial large file transfer service.

The technical specifications for pre-recording interventions are as follows: 1. the recording/filming should be produced in full HD 1080 x 1920; and 2. the file, in MP4 format only (not .MOV), should be compressed into a lighter version for playback via Zoom; and 3. A maximum duration of 4 minutes 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 the APRC Secretariat; 4. The hard deadline of 12 February 2024 is required to give the Secretariat time to test the recordings on Zoom.

17 January 2024), 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 inputs relate.

17. The Regional Dialogue Area will be available to Members by password at: <https://www.fao.org/aprc37-dialogue/en>. Access will be limited to Member Delegations who will receive the username and password by separate email.

18. Where applicable, the Secretariat will provide written responses to inputs received. A consolidated response to comments received by 17 January 2024 will be prepared by the APRC Secretariat and will be posted in the Regional Dialogue Area by 24 January 2024.

19. To facilitate the proceedings, an introduction to each of the Agenda Items will be circulated to participants in the form of an illustrated PowerPoint presentation in the Regional Dialogue Area.

20. Items considered under the written correspondence procedure will form an integral part of the deliberations and Report of the 37th Session of the APRC.

21. All Plenary sessions will be webcast live and uploaded to the Regional Conference website at <https://www.fao.org/events/detail/aprc37/> and <http://www.fao.org/webcast/home/en/>

Online Registration

22. Participants are kindly informed that there is a two-step registration process. The first step is the Regional Conference online registration, available at: <https://eur.cvent.me/4mv20>

23. The second step is the Zoom registration (e.g. for SOM participants and Ministerial Meeting participants attending virtually). Registered participants will receive a Zoom link and helpful guidance on using Zoom after registering for the Regional Conference at the above link.

24. All delegates and observers for SOM are requested to register by 25 January 2024. All delegates and observers for the Ministerial Meeting are requested to register by 25 January 2024.

Registration upon arrival at venue

25. The venue for the #APRC37 is the Hilton Colombo Hotel. All delegates and observers attending the in-person Ministerial Meeting (19-22 February) are requested to confirm their registration/arrival at the venue to receive identification tags. The registration desk will be open on Sunday, 18 February 2024 from 09.00 to 20.00 hours and again daily during the Regional Conference from 07.00 to 18.00 hours. The Regional Conference Secretariat will issue a Provisional List of Participants on the first day of the Regional Conference. The Secretariat should be notified of any corrections or additions to this list. Only registered participants will be issued special badges, which will permit them to enter the conference meeting venues.

Formalities for entry into Sri Lanka

26. Participants must have the appropriate visa obtained from Sri Lanka. More information can be found here https://www.eta.gov.lk/slvisa/visainfo/center.jsp?locale=en_US

Regional Conference Venue

27. As indicated above, the **SOM is fully virtual**, with no on-site participation. The venue for the **Ministerial Meeting** of #APRC37 is the Hilton Colombo Hotel. Bookings may be made directly with the hotel and by quoting APRC37 to receive the special rate, which includes breakfast. There are other hotels nearby. To book at the Hilton Colombo Hotel, please follow this link to receive the Regional Conference rate: www.hilton.com/en/attend-my-event/colhitw-aprc37-1d77b4de-1c0b-4864-82a1-07461e5777e

28. We strongly recommend that online registration be completed at participants' earliest convenience due to the limited number of rooms at the Hilton Colombo Hotel.

29. At check-in, hotels may require guests to present a credit card or to make an advance cash payment. It should be noted that participants are required to settle their own hotel bills on departure, including meals, bar, tips, telephone, laundry, etc.
30. Sri Lanka's telephone country code is +94; and the country is 5.5 hours ahead of GMT (Standard Time).
31. In Sri Lanka the power plug sockets are of type D, M and G. The standard voltage is 230 V and the frequency is 50 Hz.

General Enquiries

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

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

Mr Sridhar Dharmapuri

Conference Secretary, 37th FAO Regional Conference for Asia and the Pacific

39 Phra Atit Road, Bangkok 10200 Thailand

Tel: +66 2 6974000; Fax: +66 2 6974445; E-mail: APRC@fao.org

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

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

Vimlendra Sharan, FAO Representative in Sri Lanka, FAO Representation, UN Compound, 202, Buddhaloka Mawatha, Colombo, Sri Lanka.

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