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Продовольственная и  
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Объединенных Наций

Organización de las  
Naciones Unidas para la  
Alimentación y la Agricultura

منظمة  
الأغذية والزراعة  
للأمم المتحدة

# FAO REGIONAL CONFERENCE FOR THE NEAR EAST

## Thirty-seventh Session

Amman, Jordan, 5-8 February 2024 and 4-5 March 2024

## Information Note

### Conference arrangements

1. The 37th Session of the FAO Regional Conference for the Near East (NERC 37) will be held in two separate segments. The Senior Officers Meeting (SOM) of NERC 37 will be convened in virtual modality from 5 to 8 February 2024. The Ministerial-Session will be conducted from 4 to 5 March 2024, in hybrid modality, with the physical presence of some participants at The St. Regis Amman hotel, the Hashemite Kingdom of Jordan, whilst other participants will engage in the deliberations of the Regional Conference through a virtual platform. The inaugural ceremony will take place in The St. Regis Amman, commencing at 09.00 hours (GMT+3) on Monday, 4 March 2024.
2. The normal working hours of the Ministerial Session will be from 09.00 to 16.00 hours (GMT+3) on the first day of the session, and from 11.00 to 17.30 hours on the second day, unless otherwise decided by the Regional Conference.
3. An "Order of the Day" will be issued daily by the Regional Conference Secretary, giving detailed information about the Regional Conference business, timetable of meetings, items to be discussed and other general information.
4. A copy of the Provisional Annotated Agenda (NERC/24/1) was dispatched to delegates, together with the invitation letter, as well as the Provisional Timetable (NERC/24/INF/2) and Provisional List of Documents (NERC/24/INF/3), which are also available on the NERC website at <http://www.fao.org/about/meetings/regional-conferences/nerc37/documents/en/>.
5. The Secretary of the Regional Conference is Mr Ahmad Mukhtar, Senior Economist, FAO Regional Office for the Near East and North Africa (RNE). He will be assisted by a number of FAO staff, whose names and functions will be included in a list to be issued on the first day of the Conference.

### Working languages

6. The working languages of the Regional Conference are Arabic, English and French. Simultaneous interpretation will be provided for both SOM and the Ministerial Session, and the Conference documents will also be issued in these three languages.

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

### **Press liaison and information**

7. For the duration of the Regional Conference, an FAO Information Officer, assisted by a Press Officer of the Government of the Hashemite Kingdom of Jordan, will provide contacts with the press and be responsible for matters concerning information to the public.

8. Journalists will be accredited upon presenting two passport-size photographs and a letter of assignment from their editor or employer to the accreditation desk at the Regional Conference venue.

### **Documentation**

9. The working documents will be made available to all governments and organizations invited through the dedicated webpage before the opening of the Regional Conference, at the following link: <https://www.fao.org/about/meetings/regional-conferences/nerc37/documents/en/>.

### **Draft recommendations and amendments**

10. 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 [FAO-RNE-NEERC@fao.org](mailto:FAO-RNE-NEERC@fao.org).

### **Advance communication of speeches and statements**

11. In order to ensure accuracy of interpretation, Members are invited to submit their statements in advance at [FAO-RNE-NEERC@fao.org](mailto:FAO-RNE-NEERC@fao.org)

### **Correspondence**

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

**Mr Ahmad Mukhtar**

Senior Economist

Conference Secretary, 37th Session of the FAO Regional Conference for the Near East

FAO Regional Office for the Near East and North Africa

P. O Box 2223, Cairo, Egypt

Telephone: +202 33316000

Fax: +202 37495981, or 33373419

E-mail: [FAO-RNE-NEERC@fao.org](mailto:FAO-RNE-NEERC@fao.org)

and copied to:

**Mr Nabil Assaf**

FAO Representative in Jordan

Conference Affairs Officer in the Hashemite Kingdom of Jordan

FAO Representation in Jordan

267, Alshaab Str. Dabouq, Amman, Jordan

P.O. Box: 941631

Telephone: +962 770119990

Fax: +962 65562556

E-mail: [FAO-Jordan@fao.org](mailto:FAO-Jordan@fao.org); [Nabil.Assaf@fao.org](mailto:Nabil.Assaf@fao.org)

13. During the Regional Conference, the contact details of the Conference Secretariat are:

Telephone: +20233316000

E-mail: [RNE-DRR@fao.org](mailto:RNE-DRR@fao.org); [RNE-ADG@fao.org](mailto:RNE-ADG@fao.org); [FAO-RNE-NEERC@fao.org](mailto:FAO-RNE-NEERC@fao.org)

### **Conference venue**

14. The main Regional Conference venue is The St. Regis Amman - Hotel

Telephone: +962 (6) 400 0500

Website: <https://thestregis.com-amman.com/en/>

Location: 5th Circle, Shafiq Al-Hayek St., Amman 11185, Jordan

### **Formalities for entry into the Hashemite Kingdom of Jordan**

15. Travellers requiring an entry visa are advised to obtain one from a diplomatic mission or consulate of the Hashemite Kingdom of Jordan prior to the date of travel. In the event that no diplomatic mission or consulate exists in a particular country, travellers should inform the Government Liaison Officer and the Regional Conference Secretary, at the addresses indicated in paragraph 13, providing their full name as it appears in the travel document, date and place of birth, nationality, passport number, date and place of issue, validity, port of entry and expected duration of stay, in order to ensure that a visa will be granted on arrival. Participants who carry a United Nations Laissez-Passer (UNLP) do not require an entry visa.

16. Participants are advised to provide advance notice, at least three weeks prior to arrival, of the name of carrier, flight number, time of arrival and other related information to the Government Liaison Officer in the Hashemite Kingdom of Jordan, to ensure that they are properly met upon arrival at the international airport of Amman. Participants are advised to mark their luggage clearly in order to facilitate identification.

17. The authorities of the Hashemite Kingdom of Jordan will make special arrangements for participants upon their arrival, assist them with formalities regarding immigration, visas, customs, collection of luggage, and provide them with transport to their respective hotels. Similar arrangements will be made at the end of the Regional Conference.

18. All participants are advised to finalize, at an early date, return travel arrangements. Immediately upon arrival, participants are advised to contact the travel desk at the Conference premises for special internal visits for spouses (if applicable) and for the reconfirmation of their departure date and time.

### **Foreign exchange and banking**

19. Participants may bring with them USD, EUR or other currencies. The foreign exchange desk and banks will provide the necessary information and measures of exchange rates and transfer. A bank/foreign exchange desk will be available on the Conference premises. The monetary unit of the Hashemite Kingdom of Jordan is the Jordanian Dinar. At the time of going to press, the exchange rate is approximately USD 1 to JOD 0.71.

20. Internationally recognized credit cards are accepted in hotels, big shops and restaurants.

### **Medical services and first aid**

21. Medical and first aid services will be available at the Conference premises. Medical services are also provided by the hotel 24/7. In case of emergency, the nearest hospital is the Arab Medical Centre, which is a three-minute walk from the hotel.

### **Hotel accommodation**

22. Requests for hotel reservations should be made by filling in the form in Appendix -A, as soon as possible, and sending a scanned copy to the Government Liaison Officer, [Talal.Alfayez@fao.org](mailto:Talal.Alfayez@fao.org), copying [FAO-Jordan@fao.org](mailto:FAO-Jordan@fao.org) and the Conference Secretary at [FAO-RNE-NERC@fao.org](mailto:FAO-RNE-NERC@fao.org) (see paragraph 13 above), no later than 31 January 2024.

23. Accommodation will be made available for participants at the St. Regis Amman hotel.

24. 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.

### **Registration**

25. All delegates and observers are requested to register, soon after arrival, at the Conference Hall at the St. Regis Amman hotel, so that they can be provided with identification tags. The registration desk will be open on 3 March from 14.00 to 18.00 hours and on 4 March from 9.00 hours. The Conference Secretariat will issue a Provisional List of Participants on the first day of the Conference. Members are kindly requested to notify the Secretariat of any corrections or additions to this list.

### **Weather and time**

26. The Hashemite Kingdom of Jordan is a country in West Asia. It is situated at the crossroads of Asia, Africa, and Europe, within the Levant region, on the East Bank of the Jordan River. Jordan is bordered by Saudi Arabia to the south and east, Iraq to the northeast, Syria to the north, and the Palestinian West Bank to the west. During the month of March the weather in Amman is between 17 to 6 degrees Celsius. It is advisable to bring warm clothing.

27. The country is 3 hours ahead of GMT(Standard Time).

### **Electricity**

28. The voltage in The St. Regis Amman hotel is 220 V and the frequency is 50 Hz. Plugs and sockets used are type D and G.

## APPENDIX A

**HOTEL RESERVATION AND NOTIFICATION OF ARRIVAL FORM<sup>1</sup>**

1. Full Name: \_\_\_\_\_

Family name

Given name

2. Country/Organization: \_\_\_\_\_

3. Title and position: \_\_\_\_\_

4. Email address: \_\_\_\_\_

5. Attending as: // Delegate // Observer // Secretariat

6. Accompanied by spouse: // Yes // No

Name of spouse: \_\_\_\_\_

7. Dates of anticipated stay: from \_\_\_\_\_ to \_\_\_\_\_

8. Arrival information:

Date: \_\_\_\_\_

Hour: \_\_\_\_\_

Airline and flight No.: \_\_\_\_\_ From (city): \_\_\_\_\_

9. Hotel accommodation desired: // Single // Double

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<sup>1</sup> Each participant is required to complete the above form in duplicate and send one copy to each of the addresses below as soon as possible, preferably one month before the Conference, even if complete flight information is unavailable. You may communicate flight information details at a later date.

- a. The Conference Affairs Officer: Nabil Assaf  
Telephone: +962 770119990  
Fax: +962 65562556  
E-mail: [FAO-Jordan@fao.org](mailto:FAO-Jordan@fao.org); [nabil.assaf@fao.org](mailto:nabil.assaf@fao.org)
- b. Conference Secretary: Ahmad Mukhtar  
37th Session of the FAO Regional Conference for the Near East  
FAO Regional Office for the Near East and North Africa  
P. O Box 2223, Cairo, Egypt  
Tel: +202 33316000  
Fax: +202 37495981, or 33373419  
E-mail: [FAO-RNE-NERC@fao.org](mailto:FAO-RNE-NERC@fao.org)