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Arrangements for the 131st session of the Executive Board (virtual session)

Information for Executive Board participants

Note to Executive Board representatives

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Executive Board — 131st Session
Rome, 23 November 2020

For: Information

Arrangements for the 131st session of the Executive Board (virtual session)

- **Dates:** Monday, 23 November 2020.
- The session will take place virtually using Zoom web-based videoconferencing tool.
- **Times:** 1.00 to 5.00 p.m.

I. Registration

- The meeting will take place using the Zoom meeting application and Representatives should register online following the instructions provided on the invitation letter. Representatives are kindly requested to complete online registration by Monday, 16 November 2020. This will automatically serve as confirmation of attendance.
- Accredited Executive Board representatives do not require credentials specific to the session if they hold an accreditation stating that they have been nominated to represent their Government at sessions until further notice.

II. Documents and interpretation

- Documents will be posted in Arabic, English, French and Spanish, as applicable, on the **Member States Interactive Platform** at <https://webapps.ifad.org/members/eb/131> and **IFAD website:** www.ifad.org/web/guest/executive-board. Please check these regularly for new documentation.
- **The schedule of work** will be made available approximately two weeks before the start of the session.
- **Simultaneous interpretation** will be provided in Arabic, English, French and Spanish.

III. Procedures for virtual meetings

- Members and alternates shall be represented by a single representative with the right to speak. Additional representatives of members and alternates may attend the meeting as silent observers. During the meeting, should connectivity issues arise and/or in the event of a closed session, members and alternates will be requested to restrict participation to a single representative only.
- Participants will be responsible for the quality of their connection. Should a participant lose connectivity during the meeting, deliberations will continue as long as a quorum remains. Should a quorum be lost, the meeting will be suspended until such time as a quorum is re-established.
- In order to participate actively in the meeting, participants will need a computer with an Internet connection and a smartphone. Participants are kindly requested to install the Zoom application on their devices. Installation instructions and a quick guide on how to use Zoom – including instructions on how to register and join a Zoom meeting by telephone should connectivity issues hamper full participation – are available on the **Member States Interactive Platform** at <https://webapps.ifad.org/members/eb/131>.
- Participants that have already installed Zoom on their devices are kindly requested to update the client and mobile app to the latest available version (minimum required version is 5.2.3) to be able to follow proceedings of governing body meetings and access Arabic interpretation. It is important to note that Arabic interpretation will not be available to participants with a version lower than 5.2.3. Please use the following link to install the updated Zoom version on your devices:

<https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latestversion>.

- In particular, participants are kindly requested to:
 - speak at a reasonable pace to facilitate interpretation.
 - use a headset with a microphone to enhance audio quality.
 - turn-on the video when speaking.
- Participants unable to connect via Zoom are kindly requested to contact the Office of the Secretary (e-mail: gb@ifad.org) as soon as possible and prior to the meeting to identify an alternative solution.
- The Office of the Secretary would be pleased to organize one-on-one virtual training on technical requirements and procedures. Members may request a training session by sending an e-mail to gb@ifad.org.
- Participants are also invited to provide written comments or statements in advance of the meeting in order to streamline discussions, by sending an e-mail to gb@ifad.org.

IV. Guidelines to Prevent Harassment, Sexual Harassment and Discrimination at IFAD Events

In line with its zero tolerance policy on sexual harassment, sexual exploitation and abuse, IFAD has issued a set of Guidelines to Prevent Harassment, Sexual Harassment and Discrimination at IFAD Events. With the release of these guidelines, IFAD joins the broader United Nations efforts to clarify the standard of conduct expected from participants and provide information on reporting mechanisms. The guidelines are available [here](#).

V. Practical measures

- It is essential that meetings start on time. Please access the meeting waiting room approximately 15 minutes before the scheduled start time. The Secretariat will grant access to the meeting after validating the identity of the representative. To expedite this process, representatives are requested to abide by the following naming convention, when registering for the session:
 - Executive Board representatives: country name – surname; and
 - Additional participants: country name – surname – observer.
- Connect from a quiet location in order to avoid background noise.
- Microphones should be muted when delegates are not speaking.
- Turn off your video if another representative of your country intervenes during the meeting.
- Close any unnecessary applications, as these may drain your bandwidth and cause connectivity issues.