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Forty-first session of the Governing Council: Procedures for Statements by Governors

Note to Governors

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Governing Council — Forty-first Session
Rome, 13-14 February 2018

For: Information

Forty-first session of the Governing Council: Procedures for Statements by Governors

I. Introduction

1. New procedures have been introduced as of the forty-first session of the Governing Council whereby general statements by Member States will no longer feature on the agenda of the Council. Under the new procedures, the Governor, head of delegation or other representative of a Member State will have the opportunity to submit a video recording of the statement or have the statement published in full in the Governing Council Report and/or posted on the IFAD website.
2. This document provides information on the three options available to Member States to submit statements to IFAD: (i) a pre-recorded statement on video; (ii) a statement recorded at the on-site studio during the week of the Governing Council session; or (iii) submission of a statement in text form.
3. The Governor, head of delegation or other representative of a Member State wishing to submit a written or video-recorded statement at the Governing Council session is requested to notify the Secretary of IFAD, via the Country Statements Desk (countrystatements@ifad.org), of his/her intention to do so by Friday, 9 February 2018 at the latest. IFAD cannot guarantee that requests received after this date will be accommodated.

Table 1

Options and key dates for delivery of Governors' statements

<i>Option</i>	<i>Key dates</i>
1. Pre-recorded video statements <ul style="list-style-type: none"> • Governors pre-record their video statements prior to the start of the Governing Council. • The video is submitted along with a transcript of the statement. 	15 January – 9 February Submission of pre-recorded Governors' videos. 13 February Video-recorded statements are posted on the IFAD website.
2. Video statements recorded at IFAD headquarters <ul style="list-style-type: none"> • Governors' offices contact the Country Statements Desk to schedule a recording session. • Time slots will be pre-assigned for each recording during the week of the Governing Council session in the studio located in IFAD's Conference Area (lower-ground floor). • A video transcript should be submitted at least one hour before the start of the recording session. 	15 January – 9 February Submission of request to schedule on-site recording (Country Statements Desk). 12-14 February: 10 a.m. and 5 p.m. daily Recording of Governors' statements at IFAD
3. Statements in printed form without video recording <ul style="list-style-type: none"> • Governors submit written statements. 	15 January – 9 February Submission of written statements by e-mail to Country Statements Desk. 13 – 14 February Statements posted on the IFAD website.

II. General guidelines for preparation of statements

Content

4. Statements should focus on economic and financial issues relating to the agenda of the Governing Council. This year, Member States are encouraged to address the theme of the forty-first session, "From fragility to long-term resilience: Investing in sustainable rural economies".

Length of statement

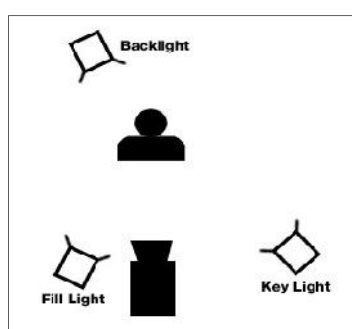
5. Single-country statements: Videos should not exceed three minutes; text length should not exceed two and a quarter pages (1,250 words).
6. Multi-country statements: Governors' video-recorded statements on behalf of groups of countries should not exceed six minutes; text length is limited to four pages (2,000 words). If multi-country statements are submitted in video format, the speaker should indicate that he or she represents a multi-country constituency view.

Broadcasting and publication

7. Governors' video statements will be made available to the public during the 2018 Governing Council. The statements will be posted on the IFAD website and broadcasted on screens throughout the Governing Council venues at IFAD headquarters.
8. To ensure consistency, videos should display only the image of the person presenting the statement. Videos should not contain PowerPoint presentations, video clips, pictures of events or any other visual content. Technical specifications and operational details are set out below. Videos not meeting these specifications may not be made available to the public.

Option 1: Specifications for pre-recorded video statements

9. Recordings should be of professional quality in high or standard broadcast definition and formatted as follows:
 - 16:9 aspect ratio, PAL standard.
 - Media File format – mov, mp4.
 - Native size (16:9) and frame rate (e.g. 1920 x 1080 or 1280 x 720 using PAL frame rates).
 - Web-type compressed video file formats cannot be used (wmv, flv, asf).
 - There should be no fade in or fade out at the beginning or end of the statement.
 - A lavalier clip-type microphone should be attached to the speaker's clothing. Speakers should be prompted to begin reading their message after a two-second video pre-roll.
 - Statements should be provided in a single media file with no editing required.
 - Standard three-point lighting is preferred (see diagram below):



- Background should be plain, medium blue (PMS 300).



- Framing: medium close-up (waist-to-head) as shown above.
- Speaker should address the camera, without looking down at prepared notes.
- No photos, flags or other decor should appear in the video background.
- No captioning, subtitles, graphics or text should be used.

Submission

10. Governors' pre-recorded videos and accompanying transcript should be submitted either through:

- The IFAD file-hosting service (IFADbox). Please send an e-mail to countrystatements@ifad.org for instructions on how to upload recordings (a sample e-mail is provided in annex I); or
- A courier service, such as DHL or FedEx, addressed to:

Andreina Mauro/Victoria Chiartano
Conference and Language Services
Office of the Secretary
International Fund for Agricultural Development
Via Paolo di Dono 44
00142 Rome, Italy

Solid state media devices – such as USB memory sticks, flash drives, memory cards – should be used to minimize the chance of damage during shipping.

- Videos and transcripts must arrive no later than 5 p.m. on Friday, 9 February in order to ensure broadcasting on Tuesday, 13 February.
- For statements delivered in Arabic, French or Spanish, the speaker must provide the transcripts both in the language of delivery and in English.
- Governors should provide a passport sized photograph (portrait) in .jpeg format to post with their statements.

Option 2: Recording video statements in Rome

11. The Governor, head of delegation or other representative of a Member State should notify the Secretary of IFAD, via the Country Statements Desk (countrystatements@ifad.org) of his/her intention to record a general statement during the Governing Council session and book a recording time by Friday, 9 February 2018 at the latest (see form in annex II). The date and time of the video recording will be confirmed by e-mail.
12. Recording of statements will be scheduled daily between 10 a.m. and 5.p.m. from Monday to Wednesday, 12-14 February 2018. The duration of each recording session is 30 minutes.

13. Prior to the scheduled recording, please provide the Country Statements Desk, by e-mail to countrystatements@ifad.org, with:
- The text of the statement, in Microsoft Word format, at least one hour before the scheduled recording session;
 - For statements delivered in Arabic, French or Spanish, the speaker must provide the transcripts both in the language of delivery and in English.
 - A passport size photograph (portrait) in .jpeg format which will be posted on the website along with the video and transcript.

Option 3: Statements without video recording

14. The Governor, head of delegation or other representative of a Member State may opt to submit his/her statement in written form only. These statements will be posted on the IFAD website, beginning on Tuesday, 13 February 2018.

Preparation of written statements

15. Statements for posting on the IFAD website should be submitted in Word, using single line spacing, in Times New Roman, 12 point font, and be accompanied by a .jpeg/.jpg file containing a passport-sized photo of the Governor or Alternate Governor.

Submission for web posting

- Send the final statement via email to countrystatements@ifad.org.
 - In the email message, upload the Word file of the final statement and a .jpeg/.jpg file with the photograph of the Governor or Alternate Governor.
16. Statements must be submitted to the Country Statements Desk by 5.00 p.m., Rome, time on Friday, 9 February.
17. The Country Statements Desk receives and keeps a record of all statements submitted, in video and text format.
18. The Desk will seek speakers' approval for statements to be posted on IFAD's website.

Availability of final statements

19. Statements will be posted on the IFAD website, the Member States Interactive Platform and on monitors throughout the session's venues. Staff at the Country Statements Desk will be available to assist with locating the statements online. You can contact them via e-mail at countrystatements@ifad.org.

Contact points

20. For questions on submission procedures, please contact one of the following:
- Andreina Mauro (a.mauro@ifad.org)
 - Victoria Chiartano (v.chiartano@ifad.org)
 - Country Statements Desk (countrystatements@ifad.org)

SAMPLE E-MAIL

To: countrystatements@ifad.org

From: [Name, phone number and official e-mail address]

Subject: Request to use IFADbox for submission of video recording of Governor's statement

The office of Ms/Mr [Name] wishes to receive relevant instructions on how to upload the video-recorded statement of the Governor for [Name of Country] on IFADbox together with the accompanying written statement.

The Governor will deliver his/her statement in [Language].



Investing in rural people

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Reservation request for video recording of Governors' statements at IFAD headquarters

Head of Delegation:

Name:

Official title:

The Head of Delegation will be delivering his/her statement in: [Language]

The Head of Delegation would like to request that a recording session be scheduled for one of the following dates and times (see para. 12), sorted by preference:

Option 1: [Provide preferred date/time]

Option 2: [Provide next preferred date/time]

Option 3: [Provide next preferred date/time]

Please e-mail the completed form no later than Friday, 9 February 2018 to countrystatements@ifad.org.