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Investing in rural people

Forty-fourth Session of the Governing Council (virtual session)

Organizational Aspects

Note to Governors

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Governing Council — Forty-fourth Session
Rome, 17-18 February 2021

For: Information

Forty-fourth Session of the Governing Council

Organizational Aspects

I. General information for delegates

- **Dates:** Wednesday, 17 and Thursday, 18 February 2021.
- The session will take place virtually using Zoom web-based videoconferencing tool.
- **Times:** the session will commence at 1 p.m. and will not exceed four hours on either of the two scheduled days.

II. Organization of the session

Wednesday, 17 February

- Inaugural ceremony during which prominent keynote speakers will address the plenary
- IFAD Talk – Mr Frank Mars, Chair of the Board of Director of Mars, Incorporated, will share his insights with Member States.
- Synthesis of the deliberations of the Fifth Global Meeting of the Indigenous Peoples' Forum – this year focusing on resilience in the context of COVID-19 of the pandemic.
- Appointment of the President – private meeting (closed session) accessible by a single designated representative per Member State.

Thursday, 18 February

- Interactive session on the overarching theme of the session: "Rural development: a prerequisite for global resilience".
- Additional details on the virtual programme and available features will be shared in due course on the Member States Interactive Platform.

III. Registration

Nomination of delegations

Member States:

- Credentials and notifications of the names of advisers shall be submitted to the President at least two weeks before the opening of the Governing Council session. Unless otherwise specified, such credentials and notifications shall be considered valid for subsequent sessions until withdrawn by a notification to the President.
- This information should be provided to the Secretary of IFAD by e-mail to gb@ifad.org not later than 29 January 2021.

Observers:

- Observers are also requested to confirm their participation by e-mail to gb@ifad.org not later than 29 January 2021.

Registration

- Three representatives for each Member State, four representatives for Member States on the Board composition and one representative for Observers will be allowed access to the virtual meeting room. These delegates are required to register for the virtual meeting, by providing the following information:

For Member States : COUNTRY NAME (in capital letters) followed by Surname (first letter capitalized).

For Observers : COUNTRY/ORGANIZATION NAME (in capital letters)
followed by OBSERVER – Surname.

- Delegates will receive the link to register to the session in due course. Upon completion of the registration process, they will receive the Zoom meeting link. Additional representatives are invited to follow the proceedings through the webstreaming, which will be accessible through the IFAD website.
- Journalists are requested to send an e-mail to IFADnewsroom@ifad.org, to obtain an accreditation form.

IV. 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/gc/44> and **IFAD website:** www.ifad.org/en/governing-council. Please check these regularly for new documentation.

Schedule of work and summary records

- The schedule of work will be available on the first day of the session. Provisional summary records will be issued as soon as possible after the session.

Simultaneous interpretation

- Provided in Arabic, English, French and Spanish.

V. Procedures for virtual meetings

- Member States shall be represented by a single representative with the right to speak. Additional representatives from the delegation may attend the meeting as silent observers. During the meeting, should connectivity issues arise and/or in the event of a closed session, delegations will be requested to restrict participation to a single representative only.
- As per Rule 43 of the Rules of Procedure of the Governing Council, observers may participate in the proceedings at the invitation of the Chairperson.
- 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 session, participants will need a computer and/or a mobile device (i.e. tablet or smartphone) with a reliable Internet connection. Participants are kindly requested to install the latest Zoom application on their devices. Installation instructions and a quick guide on how to use Zoom – including instructions on how to register to the meeting and join a Zoom meeting by telephone should connectivity issues hamper full participation – will be made available on the Member States Interactive Platform.
- 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 5.3.2) 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 5.3.2. Please use the following link for instructions on how 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.

VI. Statements by delegates

- Under the procedures introduced in 2018, general statements are no longer included in the agenda of the session. The Governor, head of delegation or other representatives of a Member State are invited to provide their statements - preferably relating to the overarching theme "Rural development: a prerequisite for global resilience" - before the session in either written or audiovisual form. The statements will be made available on the IFAD website both in video and in text format.
- Details of the procedure for submission will be shared in due course on the Member States Interactive Platform.

VII. 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: (https://www.ifad.org/documents/38711624/41372004/guidelines_conduct_events.pdf/ef9100f1-21f2-832b-1756-0d7678c4f81f).

VIII. Practical measures

- It is essential that meetings start on time. Please access the meeting waiting room approximately 30 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 naming convention explained in the relevant paragraph on registration. 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.