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## **Forty-fourth Session of the Governing Council: Procedures for Statements by Governors**

### **Note to Governors**

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

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**For: Information**

# Forty-fourth Session of the Governing Council: Procedures for Statements by Governors

## I. Introduction

1. At the forty-first session of the Governing Council, new procedures were introduced with regard to general statements by Member States. Under the new procedures, general statements are no longer included in the agenda of the session, and the Governor, head of delegation or other representatives of a Member State may opt to submit a written and/or video-recorded statement and have it posted on IFAD's corporate website and the dedicated broadcasting platform for the Governing Council. A link to the general statement page on the IFAD website will be provided in the Governing Council Report.
2. This document provides information on the two options available to Member States for submission of their statements in view of the virtual format of the forthcoming forty-fourth Governing Council session: (i) a pre-recorded statement on video; and/or (ii) 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 and/or video-recorded statement is kindly requested to inform the Secretariat by sending an e-mail to Conference Services ([conferencestaff@ifad.org](mailto:conferencestaff@ifad.org)) and by providing the statement no later than Monday, 8 February 2021 according to the modalities specified in the following paragraphs. IFAD cannot guarantee that requests received after this date will be accommodated.

Table

**Options and key dates for delivery of Governors' statements**

| <i>Option</i>  | <i>Key dates</i>  |
|--|---|
| <b>1. Pre-recorded video statements</b> <ul style="list-style-type: none"> <li>• Governors record their video statements prior to the start of the Governing Council.</li> <li>• The video is submitted along with a transcript of the statement.</li> </ul> | <b>Up to 8 February</b><br>Submission of pre-recorded Governors' videos.<br><br><b>17 – 18 February</b><br>Video-recorded statements are posted on the IFAD corporate website and Governing Council platform.   |
| <b>2. Statements in text form</b> <ul style="list-style-type: none"> <li>• Governors submit written statements.</li> </ul>   | <b>Up to 8 February</b><br>Submission of written statements by e-mail to Conference Services ( <a href="mailto:conferencestaff@ifad.org">conferencestaff@ifad.org</a> )<br><br><b>17 – 18 February</b><br>Statements posted on the IFAD corporate website and Governing Council platform. |

## II. General guidelines for preparation of statements

### Content

4. This year Member States are encouraged to address the theme of the forty-fourth session: *Rural development: a prerequisite for global resilience*. Statements should focus on how supporting the transformation of rural areas and the empowerment of rural women and youth can build the foundation for global resilience, also in the context of the COVID-19 pandemic, and contribute to the Sustainable Development Goals.

### Length of statement

5. **Single-country statements.** Governors' video-recorded statements 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,

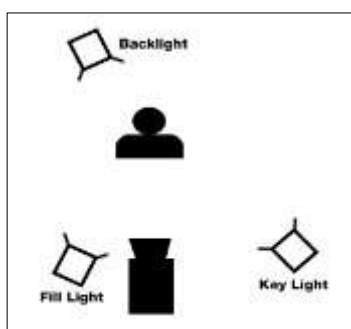
the speaker should indicate that he or she represents a multi-country constituency view.

### **Broadcasting and publication**

7. Governors' video statements will be made available to the public during the 2021 Governing Council. The statements will be posted on IFAD's corporate website and the Governing Council broadcasting platform.
8. To ensure consistency, videos should display only the image of the person delivering 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):



Should the above not be possible please make sure you position yourself with daylight or a light in front of you (not behind you); for example, looking towards a window or light.

- 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 transcripts should be submitted either through:

- The IFAD file-hosting service (IFADbox). Please send an e-mail to [conferencestaff@ifad.org](mailto:conferencestaff@ifad.org) for instructions on how to upload recordings (a sample e-mail is provided in annex I); **this is the preferred means due to the current virtual working modality**; or
- A courier service, such as DHL or FedEx, addressed to:
 

Alessandra Zusi Bergés /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. (Central European Time) on Monday, 8 February in order to ensure timely broadcasting.
- 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: Specifications for statements in text form**

11. 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 IFAD's corporate website and the Governing Council broadcasting platform.

#### **Preparation of written statements**

12. 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 e-mail to [conferencestaff@ifad.org](mailto:conferencestaff@ifad.org)
- In the e-mail message, upload the Word file of the final statement and a .jpeg/.jpg file with the photograph of the Governor or Alternate Governor.

13. Statements must be submitted no later than 5 p.m. (Central European Time) on Monday, 8 February 2021.
14. Conference Services receive and keep a record of all statements submitted, in video and text format.

#### **Availability of final statements**

15. Statements will be posted on IFAD's corporate website and the Governing Council broadcasting platform. Conference Services staff will be available to assist with

locating the statements online. Delegates may contact them via e-mail at [conferencestaff@ifad.org](mailto:conferencestaff@ifad.org)

**Contact points**

16. For questions on submission procedures, please contact one of the following:
- Alessandra Zusi Bergés ([a.zusi@ifad.org](mailto:a.zusi@ifad.org))
  - Victoria Chiartano ([v.chiartano@ifad.org](mailto:v.chiartano@ifad.org))
  - Conference Services ([conferencestaff@ifad.org](mailto:conferencestaff@ifad.org))

## **SAMPLE E-MAIL**

To: [conferencestaff@ifad.org](mailto:conferencestaff@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 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*].