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Investing in rural people

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

Organizational Aspects

Note to Governors

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Governing Council — Forty-fifth Session
Rome, 16 February 2022

For: Information

Forty-fifth Session of the Governing Council

Organizational Aspects

I. General information for delegates

- **Date:** Wednesday, 16 February 2022.
- The session will take place virtually using Zoom web-based videoconferencing tool.
- **Times:** the session will commence at 1 p.m. Central European Time (CET) and will not exceed four hours.

II. Organization of the session

Wednesday, 16 February 2022

- Inaugural ceremony during which prominent keynote speakers will address the plenary.
- IFAD Talk.
- In addition, a number of informal virtual events linked to the main theme of the Governing Council will take place on Tuesday, 15 February as a lead-up to the session.

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Unless otherwise specified, such credentials and notifications shall be considered valid for subsequent sessions until withdrawn by a notification to the President.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 28 January 2022.

Observers:

- Observers are also requested to confirm their participation by e-mail to gb@ifad.org not later than 28 January 2022.

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.

- The link to register to the session has been provided in the letter of the Secretary of IFAD. Upon completion of the registration process, delegates 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/45> 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 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 5.8.0 or higher). 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 reminded of the following important requirements:
 - 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. Delegates are invited to provide their statements - preferably relating to the overarching theme "Leveraging innovations and finance for climate-resilient and inclusive recovery" – 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.