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Forty-fifth Session of the Governing Council: Procedures for General Statements

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: Procedures for General Statements

I. Introduction

1. At the forty-first session of the Governing Council, new procedures were introduced with regard to general statements. Under the new procedures, general statements are no longer included in the agenda of the session, and the Governor or the Head of delegation may opt to submit a written and/or video-recorded statement and have it posted on IFAD's corporate website. A link to the general statements 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 and observers for submission of their statements in view of the virtual format of the forthcoming forty-fifth session: (i) a pre-recorded statement on video; and/or (ii) a statement in text form.
3. The Governor or the Head of delegation 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) and provide the statement no later than Wednesday, 9 February 2022 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 general statements

<i>Option</i>	<i>Key dates</i>
1. Pre-recorded video statements	
<ul style="list-style-type: none"> • Governors/Heads of delegation record their video statements prior to the start of the Governing Council. • The video is submitted along with a transcript of the statement. For statements delivered in Arabic, French or Spanish, transcripts should be provided both in the language of delivery and in English. 	<p>Up to 9 February Submission of pre-recorded videos.</p> <p>14 – 16 February Video-recorded statements are posted on IFAD's corporate website.</p>
2. Statements in text form	
<ul style="list-style-type: none"> • Governors/Heads of delegation submit written statements. • Written statements in Arabic, French or Spanish should be submitted together with a translation into English. 	<p>Up to 9 February Submission of written statements by e-mail to Conference Services (conferencestaff@ifad.org).</p> <p>14 – 16 February Statements posted on IFAD's corporate website.</p>

II. General guidelines for preparation of statements

Content

4. Delegates are encouraged to address the theme of the forty-fifth session: *Leveraging innovations and finance for climate-resilient and inclusive recovery*. Statements should focus on initiatives by your country/organization to foster green and climate-resilient recovery; support low-carbon agriculture; build safe and healthy food systems; create more inclusive value chains; shape a digital rural world through innovation and technology; ensure productive social protection measures; and leverage private sector partnerships to maximize impact.

Length of statement

5. **Single-country/observer statements.** General statements should not exceed the following limits:
 - **Video-recorded statements:** maximum three minutes, with a transcription not exceeding two and a quarter pages (1,250 words).
 - **Written statements:** maximum two and a quarter pages (1,250 words).

6. **Multi-country statements.** General statements on behalf of a group of countries should not exceed the following limits:
- **Video-recorded statements:** maximum six minutes with a transcription not exceeding four pages (2,000 words).
 - **Written statements:** maximum four pages (2,000 words).
7. Multi-country statements should identify who is delivering the statement and indicate that it represents a multi-constituency view.

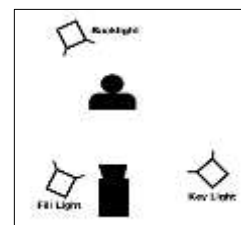
Broadcasting and publication

8. General statements will be made available to the public during the Governing Council session on the IFAD's corporate website.
9. 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

10. Recordings should be of professional quality in high or standard broadcast definition and formatted as follows:
- Format: *.mov or *.mp4
 - Resolution: 1920x1080, preferably @25fps
 - Bit rates: video H.264 @10Mbps, audio AAC @192kbps
 - Standard three-point lighting is preferred ----->

If this is not 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.



- Preferable framing: medium close-up (waist-to-head) as shown in the pictures below. Avoid cluttered, distracting backgrounds in favour of neutral ones. Speaker should address the camera.



Submission

11. 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 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

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 Wednesday, 9 February 2022 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.
- Statements should be provided with a passport-sized photograph (portrait) of the representative delivering the general statement in .jpeg/.jpg format.

Option 2: Specifications for statements in text form

12. A Governor or Head of delegation may opt to submit their statement in written form only. These statements will be posted on IFAD's corporate website.

Preparation of written statements

13. Statements for posting on the IFAD website should be submitted in Word and PDF form, using single line spacing and 12-point Times New Roman font.

Submission for web posting

- Send the final statement via e-mail to conferencestaff@ifad.org.
- The e-mail message should contain:
 - (a) The Word and PDF files of the final statement;
 - (b) The translation into English in the case of statements in Arabic, French or Spanish; and
 - (c) A .jpeg/.jpg file with the photograph of the representative delivering the general statement.

14. Statements must be submitted no later than 5 p.m. (Central European Time) on Wednesday, 9 February 2022.
15. Conference Services receive and keep a record of all statements submitted, in video and text format.

Availability of final statements

16. Statements will be posted on IFAD's corporate website during the Governing Council session and a link to the general statements page will be provided in the Governing Council Report.

Contact points

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

SAMPLE E-MAIL

To: 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/Head of delegation's statement**

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

The Governor/Head of delegation will deliver his/her statement in [*Language*].