

Ministerial Meeting on Forest Landscape Restoration and the ECCA30/Bonn Challenge in Eastern and South-East Europe

Information Note for Delegates

12 October 2021, 10h00 -13h00 CEST
Virtual Meeting



MINISTERIAL MEETING ON FOREST LANDSCAPE RESTORATION

and the ECCA30/Bonn Challenge
in Eastern and South East Europe

Contents

Meeting Format and Documents	3
Meeting Date and Time.....	3
Meeting Participation.....	4
Ministerial Declaration	4
Connecting to the Virtual Meeting Platform.....	4
Guidance for Statements to be Made Online via Live Interventions.....	6
Guidance for Recorded Video Interventions.....	7
Technical Support During the Ministerial Meeting.....	7
Communication and Dissemination.....	7
Contact Information.....	7

Meeting Format and Documents

The meeting will be held in virtual format using a virtual meeting platform (Zoom) with English and Russian language interpretation.

All meeting documents, including the Draft Ministerial Declaration and the Meeting Agenda, are attached to this note and their updated versions will be available on the [webpage](#).

Meeting Date and Time

The Ministerial Meeting will begin promptly at 10h00 CEST on 12 October 2021 and conclude at 13h00 CEST.

The virtual platform for the meeting will be open to speakers beginning at 9h00 CEST to allow time to test audio and video connections.

Other participants (without a speaking role) are strongly encouraged to connect to the virtual platform at 9h45 CEST, to allow time to resolve any technical issues.

Once participants successfully join the platform, they will enter a waiting room. At 10h00 CEST, participants in the waiting room will be allowed to enter the meeting.

Meeting Participation

Participation in the Ministerial Meeting is by invitation only. All registered speakers will receive an access a unique link for the speakers. National focal points will receive connection instructions that can be shared with other members of their delegation (not speakers).

In addition to the Minister or Head of Delegation, delegations may designate an optional speaker, if required:

1. The **Minister or Head of Delegation** is invited to intervene live or via recorded video for not more than 5 minutes.
2. **Optionally**, a second Nationally Designated Representative can be designated to intervene live, immediately following the intervention by the Minister or Deputy Minister for not more than 2 minutes.

Ministerial Declaration

Adoption of the Declaration of the Ministerial Meeting on Forest Landscape Restoration and the ECCA30/Bonn Challenge in Eastern and South-East Europe

12 October 2021

The Ministerial Declaration is expected to be adopted by Ministers and Heads of Delegation on 12 October 2021 at approximately 12h30 - 13h00 CEST. Representatives of member States are invited to be present during the adoption of the Ministerial Declaration.

Logistics:

National Focal points must send to the UNECE/FAO Meeting Secretariat the full names and titles of designated speaker(s) **no later than 5 October 2021**. Speakers nominated after this date may not be included in the final meeting agenda.

Interventions by recorded video must be provided to the UNECE/FAO Meeting Secretariat **no later than 5 October 2021**. Recorded video statements received after this date may not be included in the final agenda. Instructions for the preparation of videos were provided to the national focal points on 20 September 2021. For any additional questions please contact Ms. Mariana Melnykovich mariana.melnykovich@un.org.

Connecting to the Virtual Meeting Platform

Connection instructions for speakers

Ministers and other officially registered speakers from each country will receive a unique access link to join the event. **This personal link cannot be shared** with other members of national delegations, **as only one device (e.g. computer or phone) may connect using this link**. This link will grant the speaker permission to turn on their video and unmute their microphone.

Kindly note: Speakers will receive invitations to two separate events:

1. A **Rehearsal Meeting**, to test audio and video connection, on **October 11**.
2. The **Ministerial Meeting** on **October 12**, during which each country will intervene and the Ministerial Declaration is expected to be adopted

Please note that the connection instructions for the **Rehearsal Meeting cannot be used** to access the **Ministerial Meeting**. Similarly, the connection instructions for the Ministerial Meeting cannot be used to access the Rehearsal Meeting.

Connection instructions for all other participants:

All other invited participants will receive a participant access link and connection instructions for the **Ministerial Meeting** only. This link will allow participants to listen to the Meeting, but it will not be possible to take the floor.

Guidance for Statements by countries to be made online via live interventions

Ministerial Meeting

Focal points will receive information on the planned time slot for national statement. Please note that unexpected circumstances like technical difficulties might change the designated time slots. If a speaker is not connected to the meeting when it is his or her turn to intervene, the UNECE/FAO Secretariat may reschedule the intervention.

Speakers are requested to connect to the platform by 9h30 CEST on the day of the event to confirm that the audio and video connection is working correctly.

Focal points are requested to provide the liaison email address and telephone to contact each speaker who will intervene live during the meeting **no later than 6 October 2021**. This will allow the Secretariat to quickly get in touch in case of technical difficulties during the meeting.

- **Instructions when taking the floor:** When speakers are invited by the Chair to take the floor, they are requested to unmute their microphone and turn on their video. All interventions should be verbal statements in English or Russian; it will not be possible to share PowerPoint or similar presentations.
- **Instructions at all other times:** Speakers are requested to mute microphones and turn off their video immediately following their intervention and at all other times.

In addition to testing their connection on the day of the event (12 October 2021) between 9h00 and 10h00 CEST, speakers are invited to test their connection during the rehearsal meeting planned one day before the Ministerial (11 October 2021)

Rehearsal Meeting

A **Rehearsal Meeting** will be held on 11 October 2021, from 10h00 to 11h00 CEST. This is the day before the **Ministerial Meeting**. Speakers are invited to connect to the rehearsal meeting to test their audio and video connection to the virtual meeting platform.

Testing should take less than 15 minutes and speakers are invited to connect at any time during the rehearsal meeting. It is not necessary to attend the entire hour. Information on connecting to the rehearsal will be sent to national focal points ahead of time.

Guidance for Recorded Video Interventions

If your delegation will be submitting a recorded video statement of not more than 5 minutes, please submit the video to the UNECE/FAO Secretariat no later than 5 October 2021.

Video will be played during the meeting by the moderator following the order assigned in the agenda. Member States using this option can also assign another person as speaker with the right to take the floor after the video for up to 2 minutes and be present during the adoption of the declaration. Speakers' link will be sent to that person ahead of the meeting.

Technical Support During the Ministerial Meeting

Speakers requiring technical assistance can submit a request for technical assistance through the meeting chat. Messages submitted through the chat are only visible to the UNECE/FAO Secretariat and the Technical Support Team. Other speakers and participants will not be able to view messages sent through the chat.

Please note that the chat function is disabled for participants who are not speakers.

Communication and Dissemination

Information on the meeting will be disseminated through the UNECE social media channels, including LinkedIn, Twitter and Facebook.

After the Ministerial Meeting a promotional video of the meeting will be produced and made available on the meeting [webpage](#).

Contact Information

For any questions or inquiries, kindly contact:

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