

# Practical Information for Delegates

## I. Registration

Registration to participate in the Joint Session of the ECE Committee on Forests and the Forest Industry and the FAO European Forestry Commission:

- Country delegations: Online registration for countries is available through the password-protected FAO Members Gateway: <http://www.fao.org/members-gateway/en/>. First-time users can register by sending an e-mail to: [CSGS-web@FAO.org](mailto:CSGS-web@FAO.org). If you have problems registering to the FAO Members Gateway, please contact [Alessio.Picone@fao.org](mailto:Alessio.Picone@fao.org). Online registration requires the insertion of an email account in the form for accreditation.
- IGO-NGO delegations and Observers: [please](#) register via the following link: : <https://uncdb.unece.org/app/ext/meeting-registration?id=W4nzUy>.

The link to access the virtual meeting will be made available upon receipt of the above information and the same email address will have to be inserted in the Zoom registration form to grant observers access to the virtual meeting platform.

For more information please contact [leonie.meier@un.org](mailto:leonie.meier@un.org)

## II. Meeting sessions and services

### Duration of Meetings

The programme of the Joint Session will run over four days with morning sessions from 10:00 to 13:00 hours and afternoon sessions from 15:00 to 18:00 hours, with a break from 13:00 to 15:00.

In light of the COVID-19 pandemic situation, the resulting virtual modality of the Joint COFFI/EFC Session and the inconsistent audio quality related to virtual meetings, **interpretation for meetings of Governing and Statutory Bodies are limited to 2.5 hours per session**. Should the Committee/Commission decide to proceed its work after this time limit, the session will continue in English only.

It is essential that meetings start on time and that the schedule be respected, particularly in light of the time constraints of a virtual Session. Delegates are urged to log into the virtual meeting platform in good time, and preferably 30 minutes before the meeting is due to begin.

### Languages used in Meetings

The languages of the Commission are English, French, Russian and Spanish, and simultaneous interpretation is provided in these languages during the first 2.5 hours of the sessions of the

Joint session (from 10:00-12:30 and from 15:00-17:30). Interpretation in these languages is provided on the Zoom videoconference platform.

### Oral Statements in Plenary

Delegates are advised that statements should strictly be no longer than 5 minutes for Heads of Delegation and 4 minutes for observers. To facilitate time keeping, a timer will be visible on the Zoom meeting platform. To ensure accurate interpretation, delegations are kindly requested to submit the electronic version of their statement to: [FAO-Interpretation@fao.org](mailto:FAO-Interpretation@fao.org) at least one hour before delivery. The name of the country and speaker should be indicated at the top of the first page in one of the following languages: English, French, Russian or Spanish.

### Documents

The Joint Session Documents can be downloaded at:

<https://unece.org/info/Forests/events/357375> and <https://www.fao.org/forestry/efc/en/>

Zoom guidelines for participants to meetings: EN, FR, RU, SP:

<https://unece.org/forestry-timber/documents/2021/11/informal-documents/zoom-guidelines-participants-meetings>

## III. FAO Headquarters

### Access to FAO

The meeting will take place in the **Red Room** at FAO Headquarters in Rome, which is located on the first floor. Please note that external visitors will have to be accompanied at all moments by FAO staff.

Please refer to **Annex I** for any information regarding safe access to FAO premises **for in person attendance**, with regards to COVID-19 safety procedures and regulations.

### Facilities for disabled persons

The FAO buildings correspond to European Community and Italian disabled facility building codes. All entrances at FAO headquarters are accessible for disabled persons in wheelchairs. An elevator is provided in Building A and a ramp is provided in Building D. Accessible restroom facilities are located in Building A on the ground, first and third floors.

### Services at FAO Headquarters

**Banks:** You can carry out all banking operations within FAO, at the branches of Banca Intesa (ground floor, Building B) and Banca di Sondrio (ground floor, Building D). Opening hours are Monday-Friday, 8.40 to 16.30. Next to either Bank you will find cash dispensers accepting international bank cards, at your disposal 24 hours.

**Bookshop:** The ground floor of Building B hosts a bookshop selling English and French publications, stationary and postcards.

**Lost and found:** If you have lost or found something, please contact the Entrance Reception on the ground floor, Building A or the Guard Service, extension 54427.

**Meditation room:** A meditation area is available in Building A, second floor, room A 250.

**Post Office:** Also located on the ground floor of Building B. Opening hours: Monday-Friday, 8.30 to 15.00. Mail boxes are next to the Post Office.

**Medical Services and Emergencies:** A medical unit is permanently on duty Monday-Friday, 8.30 to 17 hours, in Building B first floor, office 162, tel: 53400. For a serious emergency outside FAO, call 118.

**Telephone:** FAO's telephone number for a call made in Italy is 06 570 51; for a call made from abroad it is (0039 06) 570 51. All extensions can be reached by dialing 06 570 (not necessary if calling from one of the phones located within FAO) followed by the 5-figure extension required. For telephone information or long distance calls, please call Extension 11. To reach a number in Rome, first dial 0 and then digit the number 06 ...

**Travel Agency:** You may call upon *Carlson Wagonlit Travel agency* located on the ground floor of FAO. The Agency is open Monday-Friday between 9.00 to 12.45 and 14 to 17. A small commission may be applied to travel operations.

**Wireless internet:** Available in the Atrium and in some meeting rooms. Login information: username: guest\_internet, and password: wifi2internet.

### **FAO Restaurants and Bars**

Within the FAO buildings there are three coffee shops, a cafeteria and a restaurant. These facilities only accept Euro cash. No credit cards are accepted.

- **Polish Bar:** Coffee shop located on the ground floor of Building A. Serves coffee, tea, drinks, cakes and sandwiches all day, with cold meals for lunch. Hours from 7.30–17.00.
- **Blue Bar:** Coffee shop located on the 8<sup>th</sup> floor of Building C. They serve snacks and sandwiches all day, with cold meals for lunch. Hours from 7.30–13.00.
- **Casa Bar:** Building D ground floor. Salads and light meals, with cold and hot meals for lunch.

# ANNEX I

## COVID-19: Protocol for access to FAO headquarters and related safety measures

On the basis of both WHO and Host Government health authorities' guidance, the following protocol must be observed for all persons who access FAO headquarters from 1 November 2021.

### General Safety Rules

1. FAO visitors who have COVID-19 or flu symptoms, even if mild (e.g. temperature of more than 37.5 °C, general body aches and pains, cough, runny nose or sore throat) or who have a sick family member at home with COVID-19 are requested to stay at home.

### Entering the premises

2. In order to effectively fulfil its duty of care towards its personnel and prevent the spread of COVID- 19, FAO requires personnel and visitors entering the premises to show proof (in English, Italian or non-official translation) that they have either:
  - i. been vaccinated against COVID-19 (nine [9]-month validity) – Any COVID-19 vaccine that is recognized by the WHO or under routine approved use by a Member national health authority is accepted; or
  - ii. received a negative test result (in the previous 48 hours for rapid antigen tests and 72 hours for PCR tests); or
  - iii. recovered from COVID-19 (six [6]-month validity).
3. Verification of the proof required for personnel and visitors entering FAO premises will be carried out strictly by FAO Security and Red Cross personnel. When undertaking this verification, no personal data will be transferred to or stored by the Organization.
4. Mandatory body temperature checks are conducted for personnel and visitors entering FAO premises, at the Atrium entrance and at Building B entry point from 07:30 to 17:00 hours.
5. Two headquarters vehicular entrances are open: Ramp 1 for cars; Ramp 2 for trucks (concessionaries) and motorbikes or bicycles. Pedestrians can access headquarters through turnstiles located at the metro (underground) station entrance and those in proximity of Ramps 1, 2 and Ramp D (the petrol station vehicular entry/exit point will remain closed). Personnel may enter the premises either through the Atrium or through Building B, the latter being also accessible for concessionaries. Thermoscanners are installed in both entrances.
6. Parking is restricted momentarily to facilitate maintenance works. Parking will be made available as and when possible. Any inconvenience is regretted.
7. The Atrium remains the principle entrance to the premises. The entrance in Building A will be reserved for ceremonial events.

### Measures to be observed inside the premises

8. While inside the premises, FAO personnel and visitors shall strictly adhere to the following precautionary measures at all times:
  - i. Use of surgical masks – only surgical medical masks should be used and should not be replaced by cloth face covering;
  - ii. Frequent hand washing with soap and water or rubbing with alcohol hand sanitizer;
  - iii. Observance of respiratory etiquette when coughing or sneezing (covering one's mouth and nose);
  - iv. Observance of a 2 meters interpersonal distance;
  - v. Opening of office/room windows, at least for a few minutes in the morning and afternoons, and always in the presence of any short face-to-face meetings;
  - vi. displayed signage to be respected, in particular directional floor signage, to ensure “one way” or “alternate way” movement in the corridors.
9. Protective equipment (including masks and other sanitary/hygiene items) is available for FAO personnel and visitors in CSLH (first floor of Building B) and at the Security Desk (ground floor).
10. For tracking purposes, participants in internal meetings will be requested to fill the attendance sheet placed on the meeting room table.

#### Travel related measures

11. For travel from Italy and countries adhering to the European Union (EU) Digital certificate: no quarantine is required. Persons may enter the FAO premises according to the established entry requirements as per the above (i.e. either vaccination certification, COVID-19 recovery certificate or negative PCR/Antigen test).
12. For travel from any country other than the ones adhering to the EU Digital Certificate, except those addressed in paragraph 12 below: persons may enter the premises after five (5) days self- quarantine following standard FAO building entry requirements as per paragraph 9 above.
13. For travel from high risk countries (as defined in List E” [HERE](#) of the Host Government travel measures), individuals must adhere to one of two options:
  - i. ten (10) days self-quarantine can be observed after the travel. To enter FAO headquarters after the quarantine period, a negative test (either molecular or antigenic) must be completed, and the standard FAO building entry requirements as per paragraph 9 above will also apply; OR
  - ii. fourteen (14) days self-quarantine can be observed. The standard FAO requirements as per paragraph 9 above will apply for entry into headquarters after completion of the quarantine period.
14. Notwithstanding the aforementioned paragraphs, which refer to access to headquarters premises, with respect to entry into Italy, persons must comply with all restrictions imposed by the Host Government. The link [HERE](#) should be consulted on the standing travel measures from/for all countries/territories