



## **Member States Guidance Note UN Food Systems Summit 1 September 2021**

### **I. About the Summit**

**Under the leadership of UN Secretary-General António Guterres, the UN Food Systems Summit will take place on Thursday, 23 September 2021. It will be a completely virtual event during the UN General Assembly High-level Week.**

The UN Food Systems Summit will serve as a historic opportunity to empower all people to leverage the power of food systems to drive our recovery from the COVID-19 pandemic and get us back on track to achieve all 17 Sustainable Development Goals (SDGs) by 2030.

Over the past 18 months, the Summit has brought together all UN Member States and constituencies around the world – including thousands of youth, food producers, Indigenous Peoples, civil society, researchers, private sector, and the UN system – to bring about tangible, positive changes to the world’s food systems. As a people’s summit and a solutions summit, it has recognized that everyone, everywhere must take action and work together to transform the way the world produces, consumes, and thinks about food.

The UN Food Systems Summit (FSS) is the culmination of this inclusive global process, offering a catalytic moment for public mobilization and actionable commitments by Heads of State and Government and other leaders to take this agenda forward.

This guidance note provides an overview of important information related to the programme, virtual registration and Member State engagement and statements. The latest public information and answers to frequently asked questions can always be found on the Summit website (<https://www.un.org/en/food-systems-summit>), even as this note provides a summary of the most important final updates.

### **II. Programme**

**The Summit will be held on Thursday, 23 September 2021, from 9:00 to 18:00 (New York EDT).**

The main programme of the Summit will be posted on the Summit website (<https://www.un.org/en/food-systems-summit>) as soon as possible and updated as needed as an overview of the meeting.

Space in the the Summit Programme will primarily be focused on Heads of State and Government-level statements, and they are invited to engage from all Member States around the world, virtually. They will join the Summit along with leaders from a diversity of other stakeholders, including youth, food producers, Indigenous Peoples, civil society, researchers, private sector, and finance leaders.

All delegates are encouraged to review the programme and register on the Summit’s virtual platform as guided below. Please note that the virtual platform will be open and inclusive of all.



### III. Member States Engagement and Statements

All Member States, observer States and the European Union are invited to have their Head of State or Government (or Head of Delegation) make a statement of up to 3 minutes in the virtual plenary.

In their statements, Member States are encouraged to speak about their national perspective on the contributions that food systems can make towards realizing the vision of the 2030 Agenda in their own country, particularly through their national pathways that have emerged from national dialogues. The statement is also an opportunity to speak to various initiatives that are emerging from the Summit process, such as coalitions for action or other multi-stakeholder initiatives and partnership-based efforts that will contribute to the 2030 Agenda, as well as any other related commitments and priorities for the Member State.

**Member States are requested to inscribe themselves to deliver a pre-recorded or live statement by writing to the Summit organizers at [FoodSystemsSummit@un.org](mailto:FoodSystemsSummit@un.org) as soon as possible and by no later than 10 September, 2021 in order to enable preparation of the final speaking order, registration, and all technical logistics.** In the inscription, Member States are requested to clearly specify the following details:

- 1) The name of the Head of State or Government (or Head of Delegation) that will be providing the statement;
- 2) Preference for a live virtual statement or a pre-recorded statement; and
- 3) The name and contact details of a technical focal point for the Summit.

The Summit organizers will follow up on that communication to ask that the technical focal point or another representative of the Member State use the following **Inscription** webpage (<https://unfoodsystms.org/apply.php>) to formally communicate the name and title of the speaker precisely as it should appear on the Summit’s virtual platform and to share an official photo that should be posted to the same.

**Member States statements will take place in the following schedule, which will be completed in accordance with normal practice of the UN General Assembly.** Among speakers of Member States, (1) Heads of State, (2) Vice-Presidents and Crown Princes or Princesses, and (3) Heads of Government, in that order, followed by the chairs of groups of Member States, speaking on behalf of the whole group (e.g., G77, NAM) and the EU.

**It should be noted that that the two modes of delivery (“live statement” and “pre-recorded statement”) will be treated equally in terms of the order of statements – priority will not be given to live statements in light of current constraints due to COVID-19.**

#### Thursday, 23 September - Statements Schedule:

<b>13:00 – 14:45</b>	<b>Live and Pre-Recorded</b>
<b>15:00 – 16:45</b>	<b>Live and Pre-Recorded</b>
<b>17:00 – 18:00</b>	<b>Live and Pre-Recorded</b>
<b>Beyond 18:00</b>	<b>Pre-Recorded</b>

**Once the speaking slots for the Summit program between 13:00-18:00 New York EDT have been fully occupied, all other Member State Statements will need to be delivered as Pre-Recorded Statements and will be shown after 18:00 New York EDT and posted on the Summit’s virtual**



**platform.** Depending on the availability of interpretation services, interpreted video files may only be available for these statements in the week following the Summit.

### **Interpretation**

Statements should be made in any of the six official languages of the United Nations and interpretation into the other official languages will be available until 18:00 New York EDT.

## **IV. Submission of pre-recorded video statements**

For those delegations submitting a pre-recorded video, files will be requested no later than 17 September, 2021, according to the modalities specified in the following paragraphs, to ensure interpretation and technical arrangements are completed to upload the statement to the virtual platform by the start of the Summit.

**Video files received must adhere to the time limit of 3 minutes or they will not be able to be used. When submitting the pre-recorded statement, provide a copy of the text of the statement as delivered for the interpretation services.**

### **General guidance on audiovisual file submission**

For file submission, video quality 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.
- Speakers should be prompted to begin reading their message after a two-second video pre-roll. A lavalier clip-type microphone should be attached to the speaker's clothing.
- Statements should be provided in a single media file with no editing required.
- Standard three-point lighting is preferred: Should 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).
- Speaker should ideally address the camera, without looking down at prepared notes.
- No captioning, subtitles, graphics or text should be used.
- To reduce ambient noise, reverb and help enhance sound quality, a plug-in microphone is recommended.

Due to the current virtual working modality, pre-recorded videos and accompanying transcripts should be submitted through the FSS Secretariat **File-hosting** webpage (<https://unfoodsystems.org/apply.php>). Please send an e-mail to [FoodSystemsSummit@un.org](mailto:FoodSystemsSummit@un.org) if instructions are needed on how to upload recordings.

For statements delivered in Arabic, Chinese, French, Russian or Spanish, the Member State is requested to provide the transcripts both in the language of delivery and in English.



## V. Virtual Participation

The Summit is looking to maximize leadership from Member States across the breadth of their food systems. The process has been built on the recognition that food systems are multi-sectoral in nature, and that many Member States are therefore actively engaging many ministries, agencies, embassies, other government entities, and non-state actors in their efforts around transforming food systems nationally, regionally, and around the globe.

In this spirit, every Member State is welcome to determine their own virtual delegation. At the same time, Member States are encouraged to have their delegations reflect the breadth of food systems leadership at country level. Where Member States have appointed a National Convenor for the Food Systems Summit Dialogues, they are also encouraged to ensure their National Convenor is part of their virtual delegation.

**To enable maximum engagement, the Virtual Platform will serve as the primary Summit venue,** offering engagement with all of the Summit's main program sessions in all official UN languages, as well as session background resources, videos and highlights, and more. **Virtual Platform Registration ( <https://www.unfoodsystems.org/registration/>) is open, and the Summit organizers encourage every Member State to ensure that Members of their delegation register on the virtual platform as soon as possible.**

**In the virtual platform, delegates will also have the ability to hold bilateral networking meetings.** Once the platform is open, all delegates will have the opportunity to engage with other delegates in a networking lounge. The lounge allows for 1:1 video calls between people registered as delegates in the platform.

Please note that upon registration for the virtual platform, delegates will receive a short message thanking them for registering. A link to the platform will then be shared with all registered delegates shortly in advance of the event. Once the platform link has been shared, an explained video and/or written guidance on navigating the virtual platform will also be provided on the event webpage a few days in advance of the event.

**More information on the UN Food Systems Summit is available on the Summit's website:**  
<https://www.un.org/en/food-systems-summit>

**For any questions, please contact the Food Systems Summit Secretariat at**  
[FoodSystemsSummit@un.org](mailto:FoodSystemsSummit@un.org).