



## Guidance Note Pre-Summit of the UN Food Systems Summit 19 July 2021

### I. Context

**In the final days leading up to the Pre-Summit of the UN Food Systems Summit (26-28 July 2021), the Secretariat is pleased to share additional guidance to all Member States and Delegates that will be joining virtually or in person, at the headquarters of the UN Food & Agricultural Organization (FAO).**

The Pre-Summit is one of the first major hybrid events in the COVID-19 era, and the organizers have worked diligently across the UN, Rome-based Agencies, and with the Italian Government to best ensure an event that will be safe, inclusive, and effective in advancing the overall vision of the Food Systems Summit.

**This guidance note provides an overview of important information related to the program, health protocols, registration, ministerial statements, bilateral meetings, and logistics.** The latest public information and answers to frequently asked questions can always be found on the [Pre-Summit webpage](#), even as this note provides a summary of the most important final updates.

### II. Program

**The main program of the Pre-Summit is posted on the webpage, both as a summary overview of the sessions and as a detailed program with the names of confirmed and/or invited speakers.** Overall, it includes nearly 50 sessions that bring together and feature ideas from each of the workstreams and constituencies that have been part of the more than year-long process leading up to the Summit to date.

Stakeholders and delegates are encouraged to review the program, register on the Summit's virtual platform as guided below, and be sure to hold time on their calendars to engage in as many sessions of interest to them as possible.

**The Pre-Summit also features more than 100 affiliated sessions,** which play an essential complementary role in bringing out additional valuable ideas and offering a platform to convene actors around the world to ensure more voices and ideas are heard, and more actors are thinking about how to take action in their own contexts. The final schedule of affiliated sessions can be found [here](#). Affiliate session partners will organize these sessions on their own platforms and with their own capacity, all official affiliated sessions will be featured and linked from the Pre-Summit virtual platform.

### III. COVID-19 Protocol

**The Pre-Summit organizers have worked intensively to offer participants the best experience possible while ensuring that all precautionary measures to help prevent the spread of COVID-19 are taken to safeguard participants' health safety.**



**[Final COVID-19 Guidelines](#) for all official delegates attending the Pre-Summit event in person are now available** on the Pre-Summit webpage and have been circulated to all Member States through their New York and Rome missions. These have been developed with the aim of defining an effective, inclusive, simple, understandable, and non-discriminatory health protocol, based on the latest scientific information and best practice of what is safe and possible at the time of the event.

**The following features are important to note:**

- **The protocol does not require a mandatory COVID-19 vaccination.** The guidelines are based exclusively on a rigorous on-site COVID-19 testing for ALL delegates, staff, and crew. Detailed information on testing requirements and testing sites are included.
- **All delegates are strongly recommended to secure medical, accident and travel insurance,** as appropriate, for the period of participation in the Pre-Summit.
- **Official delegates are welcome from all UN Member States.** For Member-State Delegations where restrictions for entry in Italy apply, the Italian government will allow entry in the country for a delegation consisting of four (4) members (Head of delegation plus three (3) members), while the venue at FAO will allow entry of two (2) members (Head of delegation plus one (1)). For all other delegates coming from countries where restrictions for entry into Italy apply, the Italian government will allow entry in the country solely for the individual delegate herself or himself.

**Please note that while the virtual platform will be open and inclusive of all, the in-person component will be firmly governed by these COVID-19 Guidelines and capacity constraints.** Only those officially registered as in-person delegates for the event in alignment with the official invitation and the limits of this protocol will be able to participate in person.

## **IV. Final Registration**

**The Pre-Summit seeks to bring together thousands of food systems actors from all around the world,** including youth, food producers, Indigenous Peoples, civil society, researchers, private sector, policy leaders and ministers of agriculture, environment, health, nutrition and finance, among other participants.

**Ensuring inclusivity is essential, and the Pre-Summit approach is shaped accordingly.** Every main program session that has an in-person component will also have a virtual component to take full advantage of the hybrid approach. Those participating virtually will be as included in all main programmatic sessions and elements of the Pre-Summit as those participating in person.

### **Virtual Engagement**

**[Virtual Platform Registration](#) is open, and all stakeholders are encouraged to register as soon as possible.** The virtual platform will serve as the primary Pre-Summit venue, offering engagement with all of the Summit's main program sessions in all official UN languages plus Italian, as well as session background resources, on demand content such as feature videos and highlights, and more.

**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 explainer video and/or written guidance on navigating the virtual platform will also be provided on the event webpage by Friday, 23 July to support delegates.

For representatives of Member State delegations that may be participating in sessions as part of official delegations, the Secretariat will require email addresses to share links with those delegates over the three days where appropriate. In these instances, where the capacity of speakers room is more limited than the virtual platform, delegations are requested to limit their participation to 1 or 2 delegates in any given session at a time and should not share speaker links. Other members of the delegation may engage with the proceedings on the virtual platform and would not need to join the speakers room.

Each session will be managed differently, and delegates should follow the guidance provided by the Chair of a given session in order to engage with any brief questions or interventions from the floor as time allows. In addition, delegates are encouraged to engage in the chat function associated with any session. These comments will be considered as part of the discussion and will be accounted for in the summary of a given session.

**In the virtual platform, delegates will have the ability to engage in several ways:**

- **Provide comments and questions** – The platform allows delegates to post comments and questions on every sessions. These may be directed to a particular speaker, or they may be directed to all speakers. The questions are not immediately made public, but instead will be moderated and only approved comments and questions will be made public. The name of the delegate who has submitted the question will be visible for all.
- **Respond to polls** – The platform allows each delegate to vote in different polls created by the session organizer(s). The delegate may choose only one option to vote for in the polls. The delegates name will not be shown in response to individual polls, but instead all results will be shown as percentages aggregated across respondents.
- **Create a personal calendar** – Within their profile on the virtual platform, each delegate will have a calendar icon available in the top right corner of their page. The calendar functionality provides the delegate with three options (1) to display the program with all available sessions through the Pre-Summit over the three days, (2) to develop their own “my plan” with their own agenda for the event where they can follow sessions of greatest interest to them by selecting either “going” or “interested” in a session on the program, which will add it to their “my plan”, and (3) to receive invitations from sessions they are invited to directly.

### **In-Person Engagement**

**In-Person delegates to the Pre-Summit are limited to those officially representing Member States, work streams, or constituencies in accordance with invitations from the Special Envoy.**

**The Secretariat will request a preferred email from all in-person participants, through which they will be required to complete their official in-person registration in the final week leading up to the Pre-Summit.** This process is required to complete the registration and accreditation process, and it will take no more than five minutes per individual, as long as information is readily on hand for the delegate’s travel to and from Italy, where travel is required.



In-person delegates will be able to pick up their badges (or badges for their Head of Delegation) at the accreditation tent at FAO headquarters on Friday, Saturday, and Sunday 23-25 July, between 09:00-16:00 hours.

## V. Ministerial Statements

Ministers (or Heads of Delegation) from *all* Member States are invited to deliver a maximum of 5-minute statement in a virtual plenary.

This is the opportunity for each Minister (or Head of Delegation) 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 the national pathways emerging from [Food Systems Summit Dialogues](#) (in countries where dialogues are taking place), as well as to make progress towards our common objectives.

The statement is also an opportunity to speak to the emerging coalitions for action coming out of the Summit that will contribute to the transformation of food systems, as well as to other related commitments and priorities for the Member State.

Member States are requested to inscribe themselves to a deliver a pre-recorded or live statement by writing to [sarah.hutton@un.org](mailto:sarah.hutton@un.org) by Thursday, 22 July. Ministerial Statements will take place in the following schedule, which will be completed on a first-come, first-served basis.

### Ministerial Statement Schedule:

| DAY                | SESSION (CEST) | FORMAT       |
|--------------------|----------------|--------------|
| Monday, 26 July    | 11:30-12:30    | Live         |
|                    | 12:30-13:30    | Live         |
|                    | 18:30-19:30    | Pre-Recorded |
| Tuesday, 27 July   | 9:00-10:00     | Pre-Recorded |
|                    | 11:30-12:30    | Live         |
|                    | 12:30-13:30    | Live         |
|                    | 15:00-16:00    | Pre-Recorded |
|                    | 16:00-17:00    | Pre-Recorded |
|                    | 17:30-18:30    | Live         |
|                    | 18:30-19:30    | Live         |
| Wednesday, 28 July | 9:00-10:00     | Pre-Recorded |
|                    | 10:00-11:00    | Pre-Recorded |

A more detailed Guidance Note for Ministerial Statements can be found on the Pre-Summit webpage, including details on pre-recorded and live sessions, the process for inscription by Member States, where and how to submit a pre-recorded statement by no later than Thursday, 22 July if that is preferred, as well as other frequently asked questions.

Video statements must adhere to the time limit of 5 minutes or they will not be able to be used.

## VI. Bilateral Meetings and Networking

### Virtual

On the Pre-Summit virtual platform, all delegates will have the opportunity to engage with other delegates in a networking lounge.



The Networking Lounge allows for 1:1 video calls between people registered as delegates in the Pre-Summit virtual platform. In order to engage, delegates need to be within the networking lounge and they need to initiate a call with another person by clicking on their profile picture, and then on the green headphone. The other delegate needs to be within the networking lounge as well.

If both delegates are not yet "connections" on virtual platform, the meeting they are participating in will have an initial time limitation of 5 minutes. Once the meeting ends, participants will be prompted to become connections, and by doing so they will be able to have further video calls within the networking lounge without any time limitations.

### In Person

**For those participating in-person, a limited number of bilateral meeting rooms are available for use by delegations on an hourly basis on first come, first served basis.**

Rooms can be booked by sending a request email to [Meeting-Services@fao.org](mailto:Meeting-Services@fao.org) specifying the following information:

- Date and time of the meeting;
- Name and surname of participants;
- Specify if any participant will connect remotely via Zoom, to allow adequate IT support;
- Name and telephone number of contact point

Meeting-Services will assign the most suitable meeting room for each request and coordinate relevant services (sanitization procedures and on-site support).

All bilateral meeting rooms are equipped with a computer with camera and microphone and access to Zoom.

On-site support will be provided when participants indicate in their requests that remote participation is foreseen. A phone number to request support will also be available in the meeting room in case of last-minute requests.

To ensure the safety and wellbeing of all participants, all meeting rooms will be sanitized before/after each meeting.

## **VII. External Engagement Events**

The Pre-Summit will include two significant events outside of FAO. **Participation will be possible only for in-person delegates.** These are thematic and public outreach events linked to the themes of the Food System Summit, organized by the Secretariat in partnership with key Italian entities, such as RAI, the national public Italian TV broadcaster, and Host Broadcaster and Media Partner of the Pre-Summit, and Coldiretti, an Italian association representing Italian farmers and agricultural entrepreneurs.

**A Pre-Summit outreach televised event will take place on Monday, 26 July, 20:30-22:00 CEST (GMT+2) at Circo Massimo in the setting of the Teatro del Opera open-air summer stage.**

This event is organized by the Secretariat in collaboration with RAI (Radio Televisione Italiana) and the Teatro dell'Opera di Roma. It will be broadcasted live on the RAI 3 national TV channel and will be conducted by renowned Italian TV host, Ms. Milly Carlucci. The main guest performer will be



Italian star Mr. Andrea Bocelli, who will sing several songs live on stage. The UN Deputy Secretary-General and some Food Systems Heroes will be the thematic guests of the event. Tickets are available to all in-person delegates to the Pre-Summit, but all delegates must register if interested and seating will be individual only on a first-come, first-served basis. The event is part of the main program of the Pre-Summit and will be live-streamed online for all virtual delegates. A link for registration and for access to named tickets will be provided shortly.

## VIII. Logistical Information

Travel and Accommodation: Pre-Summit organizers are working closely with the Italian Government on the logistics approach and health protocol to facilitate visas and COVID-tests on arrival at Rome's Fiumicino International Airport, for all official delegates where required. All other travel, visa, hotel arrangements, and logistics will be the responsibility of the delegates themselves.

Insurance Disclaimer: The Food Systems Summit Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

**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).