



Guidance Note for National Delegations

(Version as of 19 July 2023)

The UN Food Systems Summit + 2 Stocktaking Moment
24-26 July 2023, FAO headquarters, Rome

Website of the UNFSS+2:

<https://www.unfoodsystemshub.org/fs-stocktaking-moment/>

This document is intended for National Delegations, National Food Systems Convenors, and members of their teams as well as other government officials involved in preparing their national delegation's participation in the UN Food Systems Summit Stocktaking Moment (UNFSS+2).

This note contains an overview of the most frequently asked questions that are relevant to how national delegations can prepare for the UNFSS+2. It is meant to complement the "Information Note for Participants" that has been shared with a separate document. To this end, this note contains no information on logistic issues which is available in the "Information Note for Participant". This note will be updated periodically as additional questions surface and new information is available.

- A. National delegations are encouraged to check the [website of the UNFSS+2](https://www.unfoodsystemshub.org/fs-stocktaking-moment/) regularly for updates. The latest version (as indicated by the number of the version and date) replaces the previous version of this document. Modality of participation in the UNFSS+2**

Is the UNFSS+2 an in-person or hybrid event?

The UNFSS+2 is an in-person event, and active participation with interventions to all sessions will be open to those attending the event in-person. In exceptional circumstances, UNFSS+2 organizers may consider the possibility of facilitating remote interventions, but this cannot be guaranteed at this stage.

Member States that will not be able to attend the UNFSS+2 in-person, will have the opportunity to attend the entire event through the virtual campus. All sessions will be webstreamed.

[Register for the UNFSS+2 Virtual Campus](#)

Ministers who will not be able to attend the UNFSS+2 in person can send a short pre-recorded Ministerial Message to be featured on the Hub website. Please note that these pre-recorded messages will not be presented in the plenary sessions. If your Minister wants to submit a pre-recorded message please contact Mr Khaled Eltaweel (Khaled.Eltaweel@fao.org), and Ms Juana Giraldo Gonzalez (Juana.GiraldoGonzalez@fao.org) no later than Friday, 14 July. They will follow up with instructions for the pre-recorded messages.

Will Interpretation be available?

Yes. Interpretation will be available in seven languages as follows: Arabic, Chinese, English, French, Italian, Russian and Spanish. Interpretation will be available for all the three main streams of the UNFSS+2 programme i.e. Plenary Sessions, Leadership Dialogues and Special Events.

B. Composition and Registration of National Delegations

Who has received the invitation to attend?

Invitations have been sent from the UN Secretary-General to Heads of State and Governments of all UN Member States through their Permanent Representations in New York. If your Delegation wishes to receive a copy of this Invitation, please contact Ms Michelle Seck (Michelle.Seck@fao.org).

The invitation of the UN Secretary-General expects that national delegations will be “*at no lower than Ministerial level*” and invites to “*include the National Food Systems Convenors in the delegation*”.

What should the country delegation composition be?

Member States can determine the size and composition of their respective national delegations. Each participating country is expected to be represented by a delegation headed by the country’s Head of State or Government or a Minister. Food Systems National Convenors are expected to be part of each country delegation.

Funding is available to support the participation of National Convenors (or an alternative duly nominated representative) from low and low-middle-income countries and Small Island Developing States (for details on this support please see Annex A to this note).

Countries are encouraged to consider multi-sectoral (agriculture, climate and environment, health and nutrition, economy and finance, planning, etc.) and multi-stakeholder delegations.

Permanent Representatives accredited to FAO could be included as part of the national delegation and where applicable security officers and interpreters could also be included in official delegations.

If a Head of State and Government, or a Minister is unable to attend, can a National Convenor or other representative still participate in person?

Yes, as long as the National Convenor or other representative is officially registered for UNFSS+2 through the FAO Members Gateway.

How should Member States register their delegation?

The registration of National Delegations will be managed via the FAO Members Gateway at: <https://www.fao.org/members-gateway/login/en/>. Please note this site is only accessible by Permanent Representatives accredited to FAO.

All governmental representatives wishing to register but do not have access to the FAO Members Gateway are invited to liaise with their Missions accredited to FAO to ensure a unified list of participants is proposed for each Nation.

What is the deadline to register national delegations?

Notification of the details of the delegation should be **submitted preferably by Friday, 14 July 2023**. UNFSS+2 accreditation badges will only be issued to officially registered members of national delegations.

C. About the Programme and the different types of sessions

What are the opportunities for engagement in the UNFSS+2?



The most up-to-date version of the UNFSS+2 Stocktaking Moment programme can be found [here](#). The programme contains three types of sessions i.e. Plenary Sessions, Leadership Dialogues and Special Events. Side events will also be organized but are not considered an official part of the Programme.

National Delegations participating in-person will have several opportunities to engage in the UNFSS+2 such as:

- Intervening in the Plenary Interactive Sessions, Leadership Dialogues, and Special Events; (see more details below).
- Participating and intervening in side events.
- Holding bilateral meetings with other national delegations, Principals of UN Agencies or other high-level participants.
- Engaging with other National Delegations and the broader global ecosystem of support.

How to prepare for the Plenary Interactive Sessions?

These sessions provide a space for countries and selected non-state actors to share success, challenges and the way forward on their pathways and/or actions for food systems transformation.

On Monday, 24 July, the [High-Level Plenary Sessions](#) will feature Heads of States/Governments together with other Non-State-Actor Leaders, in a panel discussion format followed by Q&As. They will last 90 minutes and are flexibly structured to allow for interaction.

On 25 and 26 July, in the four plenaries, participants will voluntarily share their perspectives and provide updates on:

- 1) Progress on food systems transformation at the country-level identifying good practices, solutions and opportunities for acceleration as well as enduring bottlenecks and challenges.
- 2) Achieving long-term resilience.
- 3) Using effectively and efficiently “Means of Implementation”.
- 4) How countries and stakeholders are looking ahead to the future, and the links to the SDGs Summit, COP28 and other Milestone events.

Each Plenary Session on 25 and 26 July day will include high-level multi-stakeholder panels (governments represented at Minister Level) and provide opportunities for interventions from Countries and Stakeholders from the floor. All Plenary Interactive Sessions will accommodate interventions by National Delegations. The list of speakers for each session will be established on a “*first-requests-first-served*” basis, with the customary protocol that ensures that Heads of States/Governments and Minister level delegates speak first, followed by other heads of delegations.

Delegates are expected to interact throughout the programme, taking the floor to share targeted interventions relevant to the topics and questions discussed rather than reading pre-prepared statements. They will be invited to reflect on their experience, progress, challenges and needs to advance food systems transformation in their country.

There is no expectation for the delivery of “statements” in the Plenary Sessions. It is expected that interventions from the floor will respond to the theme of each plenary session.

In preparing their interventions for the Plenary Interactive Sessions national delegations are kindly encouraged to consider the following questions for each session.

Plenary 1:

- What are some food systems transformation successes that have occurred in your country since the Food Systems Summit 2021 and how these can be scaled up and shared?
- What are some food systems transformation challenges and bottlenecks that are disrupting progress and how these can be overcome to accelerate the transformation to sustainable food systems?

Plenary 2:

- How have the country's food systems transformation pathways/actions adapted to continue delivering food security and nutrition in the face of increasing shocks and stresses?
- What are the main calls for action deriving from successes, challenges and bottlenecks experienced so far- needed to advance the agenda to 2030?

Plenary 3:

- What action your country has taken to accelerate the Means of Implementation for supporting food systems transformation at national level, through: financing; data and statistics; science and innovation; governance; and trade?
- Do you have an estimate of the financial resources your country has allocated, received, or donated for food systems transformation after the UN FSS 2021?

Plenary 4:

- How is your country utilizing food systems transformation for the acceleration of the Sustainable Development Goals (SDGs)?
- What should be the main priorities for transformation in the next two years and how action at scale can be achieved?

How do I request an intervention at the Plenary Session?

Ministers that are interested to deliver interventions from the floor during the UNFSS+2 Stocktaking Moment Plenary Sessions are kindly invited to register for a specific Plenary. Interventions will be prioritized for Ministers that are not involved in any panels and do not have speaking slots in any other session (Leadership Dialogues, Special Events, High-Level Session, and panels of Plenary Sessions). Please note that due to the large number of Ministerial level Delegates one registration per country will be considered in a first-come first-served basis.

[Read more here.](#)

What is the format of the Leadership Dialogues?

These are 90-minute multi-stakeholder sessions with high-level participants (Ministers and Senior Government Officials and executives from public and private actors) to promote peer-exchange on specific areas of the UN FSS 2021 follow up and the links with the 2030 agenda and the SDGs. Their focus will be on stimulating global learning with a focus on levers of change to accelerate the pace of food systems transformation that contribute to better and more sustainable outcomes for people, the planet and prosperity, leaving no one behind. The Leadership Dialogues will also reflect on nexuses, the role of science, the power of partnership and multi-stakeholders' initiatives, as well as learning and insights from the work of the FSS Coalitions of actions. They will include high-level panels with a structured Q&A session after the panel discussion.

What are the Special Events?

These are 60-minute deep-dives into "opportunity spaces" that are identified as important components of, and potential accelerators for, food systems transformation and SDGs acceleration. They can focus on global, regional or national level practices and they are spaces for cross-fertilization of ideas and solutions. The format of Special Events is flexible and can be built around panel discussions followed by Q&A, roundtables or interactive participatory sessions with a key-note intervention leading to an open dialogue.

Is there a Bilateral Room for National Convenors?

The Lebanon room- Building D, D209 is reserved for all National Convenors have been organized to rest, network and work.

Will there be coffee breaks in between sessions?

From 24 to 26 July in front of the Green and Red Rooms and in front of the Plenary mornings (from 8.15 to 11:30 hours) and afternoons (from 14:00 to 16.30): Hot drinks assorted + Biscuits + Vegan and Gluten free biscuits will be served.

D. Contact points

Who can I contact if I have additional questions?

Please contact Khaled Eltaweel Khaled.Eltaweel@fao.org, Michelle Seck Michelle.Seck@fao.org, and Juana Giraldo Gonzalez, Juana.GiraldoGonzalez@fao.org.

ANNEX A: INFORMATION FOR FINANCIALLY SUPPORTED PARTICIPANTS

Who is eligible to receive financial support?

With the generous support of the Government of Italy, the Hub will be providing financial support for the participation of National Convenors from low-income and low-middle-income countries and Small Islands Developing States. The support will cover travel expenses of the National Convenor or an alternative duly nominated representative. This funding is limited to one person per country.

Funding for National Convenors or an alternative/representative from middle-income countries is still to be confirmed and will be subject to the availability of additional funding.

No financial support will be provided to National Convenors or an alternative/representative from high incomes countries.

All other participants are expected to fund their participation and make their own arrangements.

To check eligibility, the income classification of countries can be found here:

<https://datatopics.worldbank.org/world-development-indicators/the-world-by-income-and-region.html>

How eligible participants for support, should apply for funding, and who will organize their travel?

Travel arrangements are managed by the FAO Regional Offices. Eligible participants should contact **the regional focal point(s)** as soon as possible to arrange travel to Rome. Contact details of the respective focal point can be found in the table below.

REGION	FOCAL PERSONS	
AFRICA	Priscilla Ako Priscilla.Ako@fao.org	Edith Tetteh Edith.Tetteh@fao.org
ASIA AND THE PACIFIC	Sridhar Dharmapuri Sridhar.Dharmapuri@fao.org	Maria Tuazon MariaAntonia.Tuazon@fao.org
EUROPE AND CENTRAL ASIA	Krisztina Cseh Krisztina.Cseh@fao.org	
LATIN AMERICA AND CARIBBEAN	Agustin Zimmermann Agustin.Zimmermann@fao.org	Diana Rosero Diana.Rosero@fao.org
NEAR EAST AND NORTH AFRICA	Maryam Rezaei Maryam.Rezaei@fao.org	Hebatallah Fahmy Hebatallah.Fahmy@fao.org

What does the funding cover?

- **Flights:** The most economic flight, subject to prevailing FAO rules.
 - **Daily Subsistence Allowance (DSA) including terminals (transfer from airport to hotel), meals and incidentals:** This will be provided to each traveler subject to rates and prevailing rules (<https://icsc.un.org/>). Your DSA should be collected at your local FAO office in your home country (except in countries with no FAO representation where your DSA should be collected upon arrival at FAO headquarters in Rome). DSA will exclude the accommodation part which will be covered directly.
 - **Accommodation:** The Hub has arranged accommodation for supported participants at the Sheraton Hotel, Parco de Medici, (Via Salvatore Rebecchini, 39, 00148 Roma RM). Please note that a reduced DSA will therefore be given as accommodation has already been paid for by the Hub.
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- **Dates of Travel:** The date of travel should be 23-27 July (4 nights/5 days). For travelers having multiple stops and layovers, an exception can be granted for 1 or 2 more nights.
 - **Shuttle service:** A shuttle service, departing in the morning and returning in the late afternoon, will be provided between the hotel and FAO headquarters for the duration of the event, 24-26 July.
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