



Organisational information

Registration:

To register the core delegation (minister, deputy head of delegation, up to 2 delegates and - where necessary - one interpreter) for the GFFA and the 12th Berlin Conference of Agriculture Minister please contact the **GFFA Conference Office by e-mail under delegations@gffa-berlin.de**. You will then be provided with access to the online registration portal with the registration form and more information. The registration form will also provide information on hotel reservations and shuttle services. At the online registration portal, additional delegation members can also be registered collectively for the GFFA's public events.

Please note that the draft version of the **final communiqué** will only be sent for comment **after the online registration has been completed**.

If possible, please register before the end of this year, **but no later than 10/01/2020**.

Important dates for the participation of ministers:

Thursday 16/01/2020:

- 14:00-15:30 hrs: GFFA kick-off event (public event at the CityCube Berlin)
- from 18:00 hrs: IGW opening ceremony (non-public event at the CityCube Berlin)
- from 20:00 hrs: BMEL reception for foreign guests of honour (non-public event at the Berlin exhibition grounds, hall 23a)

Friday 17/01/2020:

- 13:30-15:00 hrs: High Level Panel of the WTO/FAO (public event at the CityCube Berlin)
- 15:30-17:00 hrs: High Level Panel of the EU Commission (public event at the CityCube Berlin)

Saturday 18/01/2020

- 08:15 hrs: Start of the shuttle service from the Conference Hotel Grand Hyatt Berlin hotel to the Federal Foreign Office
- from 08:20 hrs: Personal welcome of the ministers as they arrive by Federal Minister Klöckner (with joint photo)
- 09:00 hrs: Start of the 12th Berlin Agriculture Ministers' Conference
- 10:15-11:30 hrs: Break-out sessions: Discussion on priority areas of the theme in working groups of about 15 to 20 ministers chaired by a minister selected by the BMEL
- 11:30-12:15 hrs: Group photo of ministers and coffee break
- Followed by: Reports from the break-out sessions and open plenary with the adoption and handover of the final communiqué
- from 13:45 hrs: Lunchtime reception and opportunity for bilateral talks (**in parallel with the Federal Minister's press conference**)

Senior Officials' Meeting:

On Thursday, 16/01/2020, a Senior Officials' Meeting (SOM) will be held at the CityCube Berlin from 9:00 to 13:00 hrs. This English-language SOM serves to finalise the final communiqué at higher working level.

Overnight costs:

For the ministers who attend the Berlin Agriculture Ministers' Conference and their deputy heads of delegation, the Federal Ministry of Food and Agriculture (BMEL) will cover the costs for a maximum of four overnight stays incl. breakfast from 15 to 19 January 2020. Rooms for the ministers and their deputy heads of delegation are available at the Grand Hyatt Berlin and can only be booked using the online **registration form**.

The BMEL is not able to bear costs of travel or any other expenses.

Accommodation expenses for additional delegates will not be covered by the BMEL either.