

Document: EB 2010/100/INF.1
Date: 2 August 2010
Distribution: Public
Original: English

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Arrangements for the 100th session of the Executive Board

Information for Executive Board representatives

Note to Executive Board representatives

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Executive Board — 100th Session
Rome, 15–17 September 2010

For: Information

Arrangements for the 100th session of the Executive Board

Location

1. The 100th session of the Executive Board will convene from Wednesday, 15 September at 9.30 a.m. to Friday, 17 September 2010, at the Fund's headquarters, Via Paolo di Dono 44, Rome (telephone: +39 06 54591).
2. Delegates are informed that on Tuesday 14 September 2010 the Executive Board will be preceded by informal seminars on the: (i) IFAD Strategic Framework, from 9.30 a.m. to 11.30 a.m.; (ii) IFAD Policy on Engagement with Middle-Income Countries, from 11.30 a.m. to 1.30 p.m.; and (iii) Financing Policies and Criteria, from 3 p.m. to 5 p.m.

Parking

3. Delegates are reminded that they may be dropped off in the internal parking lot in front of the headquarters' main entrance. A limited number of parking spaces in the external parking lot at the rear of the building will be reserved for delegates from 14 to 17 September; a security guard will be available there for assistance until the session commences.

Registration

4. Registration will commence on 15 September at 8 a.m. Representatives are kindly requested to register immediately upon arrival at the registration desk (located in the conference area), where they will be issued with a meeting pass.

Security

5. Strict security measures will be observed by security staff. Delegates will not be admitted to the Executive Board Room without a meeting pass, and they are required to wear their pass at all times.

Meeting room and hours

6. The meetings of the Executive Board will take place in the Executive Board Room (S-120 Oval Room, conference area). These meetings will be held from 9 a.m. to 1.30 p.m. and from 2.30 p.m. to 7 p.m., except on the opening day of the session when the meeting will start at 9.30 a.m. and on Friday 17 September when the meeting will close at 1 p.m. An audio-video link will be available in the Italian Conference Room for Member State representatives designated by the respective Executive Board representatives to observe the proceedings.

List of delegations

7. A provisional list of delegations based on registration as of Wednesday, 15 September at noon will be made available at the registration desk. The final list will be provided in the minutes of the session.
8. Executive Board representatives are requested to notify the registration desk of any amendments they wish to make to the list.

Schedule of work

9. The schedule of work will be dispatched two weeks before the session starts.

Distribution of documents

10. Documents will be posted as they become available at <http://www.ifad.org/gbdocs/eb/index.htm>. Owing to resource constraints and environmental concerns, documents will be printed in limited quantities. Executive Board representatives are therefore kindly requested to bring their documents to the meeting and, when printing, to ensure that both sides of the page are used.

However, if necessary, documents may also be collected after registration. The documents desk is located in the conference area near the registration desk.

Post office

11. IFAD does not have a post office on its premises. For assistance in such matters, please contact the documents desk.

Incoming correspondence

12. Personal correspondence addressed to delegates will be distributed by either the conference room messenger or the registration assistant. Correspondence should be clearly marked "Executive Board representative" and addressed to: International Fund for Agricultural Development, Via Paolo di Dono 44, 00142 Rome, Italy. Alternatively, the fax number is: +39 06 504 3463 and the e-mail address is: ifad@ifad.org.

Internet access

13. Wireless Fidelity (Wi-Fi) will be available in and around the Executive Board Room. Delegates may also make use of the computers provided in the Internet cafe, which is located near the bar in the conference area. An internet connection is also available in the cafeteria and atrium on the ground floor.

Telephones

14. Executive Board representatives may receive telephone calls in the conference area on the following numbers: +39 06 5459 2285/2275 (documents desk); 2101 (registration desk); 2112 (disbursement); or 2193 (information desk/cloakroom).
15. Delegates are kindly requested to turn off the sound on portable telephones before entering the Executive Board Room.

Banking facilities

16. A branch of Banca Popolare di Sondrio is located on the ground floor, close to the main reception area. It is open for business Monday through Friday, 8.30 a.m. to 1.30 p.m. and 2.30 p.m. to 4 p.m.

Disbursements

17. Executive Board representatives are kindly requested to submit a copy of their air tickets with boarding passes and/or ticket stubs, together with the travel agency receipt/invoice, to the disbursement desk (located in the conference area) upon arrival, so that reimbursements can be processed in a timely fashion. In accordance with the By-laws for the Conduct of the Business of IFAD, Executive Board representatives are entitled to receive "actual expenses incurred for travel by the most direct route to and from the place of the meeting. In the case of air travel, reimbursement shall be for economy class airfare." Air ticket reimbursements and per diem payments will be ready for collection at the bank on 16 September from 12.30 p.m.

Travel arrangements

18. Assistance with travel arrangements may be obtained from the IFAD travel agent, Carlson Wagonlit Travel, located on the ground floor in room B-011. The office is open Monday through Friday from 9 a.m. to 5 p.m.

Medical services

19. The IFAD nurse will be on the premises during the session. In addition, arrangements have been made with the Food and Agriculture Organization of the United Nations to provide other medical services if required. Such services should be requested through the IFAD nurse.

Taxis

20. Taxis may be requested at the documents desk. It should be noted that if a taxi is called but not used, the taxi driver is entitled to a fare, which must be paid by the person requesting the service.

Snack bar

21. A snack bar is located in the delegates' lounge near the Executive Board Room. Coffee, light beverages, sandwiches and pastries will be available at subsidized prices.

Luncheon

22. Delegates are invited to a buffet luncheon on the days of the meeting. This will be hosted by the President in the Executive Dining Room, located in the conference area, and is scheduled to begin each day at 1.30 p.m.

Reception

23. At the close of business on Wednesday, 15 September, the President will host a reception for all delegates in the conference area.