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Enabling poor rural people  
to overcome poverty

## **Arrangements for the 101<sup>st</sup> session of the Executive Board**

### **Information for Executive Board representatives**

#### **Note to Executive Board representatives**

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Executive Board — 101<sup>st</sup> Session  
Rome, 14–16 December 2010

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**For: Information**

## **Arrangements for the 101<sup>st</sup> session of the Executive Board**

### **Location**

1. The 101<sup>st</sup> session of the Executive Board will convene from Tuesday, 14 December at 9.30 a.m. to Thursday, 16 December 2010, at the Fund's headquarters, Via Paolo di Dono 44, Rome (telephone: +39 06 54591).
2. Delegates are informed that on Monday, 13 December the Executive Board will be preceded by informal seminars on the following topics: (i) Guidelines for Rapid Disaster Response , from 9 a.m. to 11 a.m.; (ii) Environment and Natural Resources Policy, from 11 a.m. to 1 p.m.; (iii) IFAD's Country Presence: Self-assessment and Proposed Strategy, from 2 p.m. to 4 p.m.; and (iv) Corporate-level Evaluation of IFAD's Performance with regard to Gender Equality and Women's Empowerment, from 4 p.m. to 6 p.m.

### **Parking**

3. Five parking places will be reserved at the main entrance from 14 to 16 December and will be available on a first-come, first-served basis for Executive Board representatives without drivers. Executive Board representatives who have drivers may be dropped off inside the main entrance, after which the drivers are to park in the back parking area reserved for their vehicles.
4. Delegates holding an IFAD, FAO or WFP badge may enter through the back entrance (turnstile from outside parking lot). Delegates without an IFAD, FAO or WFP badge are invited to contact the Member Relations and Protocol Office in advance ([mrp@ifad.org](mailto:mrp@ifad.org)) to request a badge.

### **Notification of delegation**

5. The names of all persons designated by a Member State to attend the Executive Board session should be submitted to the Office of the Secretary not later than 3 December. Accredited Executive Board representatives do not require credentials specific to the session if they hold an accreditation stating that they have been nominated to represent their governments at sessions until further notice, but their names should be included in the delegation submitted to the IFAD Office of the Secretary.

### **Registration**

6. In addition to the IFAD, FAO or WFP building pass, delegates will receive a meeting pass to attend the deliberations of the Executive Board.
7. Registration will commence on 14 December at 8.30 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.
8. Delegates are required to wear both building pass and meeting pass at all times. Without both badges, delegates will not be allowed into the meeting rooms.

### **Meeting room and hours**

9. 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. An audio-video link will be available in the Salle d'écoute (Italian Conference Room) for Member State representatives designated by the respective Executive Board representatives to observe the proceedings.

**List of delegations**

10. A provisional list of delegations based on registration as of Tuesday, 14 December at noon will be made available at the registration desk. The final list will be provided in the minutes of the session.
11. Executive Board representatives are requested to notify the registration desk of any amendments they wish to make to the list.

**Schedule of work**

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

**Distribution of documents**

13. Documents will be posted as they become available at <http://www.ifad.org/governance/representatives/index.htm>. Owing to resource constraints and environmental concerns, Executive Board representatives are kindly requested to bring their documents to the meeting and, when printing, to ensure that both sides of the page are used. However, documents that have been finalized and posted after lunchtime on the last working day of the week prior to the Executive Board session will be tabled and available in limited quantities at documents desk. The documents desk is located in the conference area near the registration desk.

**Post office**

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

**Incoming correspondence**

15. 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](mailto:ifad@ifad.org).

**Internet access**

16. 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**

17. 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).
18. Delegates are kindly requested to turn off the sound on portable telephones before entering the Executive Board Room.

**Banking facilities**

19. 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**

20. 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 15 December from 12.30 p.m.

**Travel arrangements**

21. 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**

22. 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**

23. 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**

24. 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**

25. 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**

26. At the close of business on Tuesday, 14 December, the President will host a reception for all delegates in the conference area.