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Enabling poor rural people
to overcome poverty

Arrangements for the 104th session of the Executive Board

Information for Executive Board representatives

Note to Executive Board representatives

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Executive Board — 104th Session
Rome, 12–14 December 2011

For: Information

Arrangements for the 104th session of the Executive Board

I. General information for delegates

Dates and location

1. The 104th session of the Executive Board will be held from Monday, 12 at 11 a.m. to Wednesday, 14 December 2011 at IFAD's headquarters, via Paolo di Dono 44 (EUR), Rome. The building is approximately a 15-minute drive from Leonardo da Vinci Airport (Fiumicino). The nearest metro station is Laurentina.
2. Delegates are informed that on Monday 12 December 2011 the Executive Board will be preceded by an informal seminar on IFAD's strategy for partnership and collaboration at IFAD, from 9 a.m. to 11 a.m.

Parking and transportation

3. Delegates may be dropped off in front of the headquarters' main entrance.
4. A limited number of parking spaces in the external parking lot at the rear of the building will be reserved for delegates from 12 to 14 December; a security guard will be available there for assistance until the session commences.
5. Delegates are informed that a shuttle bus service between Laurentina metro station and IFAD headquarters is available (a timetable will be provided in due course). The pick-up and drop-off point at Laurentina is via Luca Gaurico 9-11, on the main road behind the station, while the IFAD drop-off and pick-up point is the yellow bus stop adjacent to the main entrance of the guardhouse (between via Paolo di Dono 50 and 44).

Security

6. Strict security measures will be implemented at the entrance and inside the building. Security staff will allow building entry only to persons in possession of a security pass issued by IFAD. FAO and/or WFP security passes will be accepted as an alternative to an IFAD pass. Otherwise, a temporary security pass will be provided at the Main Guard House to allow delegates to proceed through the building to the Registration Desk in the Conference Area.
7. At the Registration Desk, located in the conference area on the lower ground floor, all delegates will receive a meeting badge that will allow them admittance to the Executive Board.
8. Delegates are reminded to wear both their security pass and meeting badge at all times and never to leave briefcases or any valuable items unattended at the meeting site. Delegates must display both badges to gain access to the meeting room.

II. Organization of the sessions

Meeting rooms and hours

9. The meetings of the Executive Board will be held in the Oval Room (S120) located on the lower ground floor. These meetings will take place 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 11 a.m.
10. It is essential that meetings start on time and that the schedule be respected. Delegates are therefore urged to be punctual.
11. Delegates are kindly reminded to turn off mobile telephones before entering meeting rooms.
12. The schedule of work will be dispatched two weeks before start of the session.

Distribution of documents

13. Documents will be posted as they become available at <https://webapps.ifad.org/members/sessions/85570-104th-session-of-the-executive-board>. Owing to 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. 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 the documents desk, which is located in the conference area on the lower ground floor. In accordance with the IFAD Policy on the Disclosure of Documents, as approved by the Executive Board at its eighty-ninth session, documents will also be made available on IFAD's public website in the official languages of the Fund. Delegates may pick up documents, if necessary, immediately after registration.
14. Delegates can contribute to the greening of the meeting by refraining from requesting additional copies of documents, printing documents in duplex mode and consulting documents online. Documents no longer in use should be disposed of in the recycling bins provided.

Interpretation and languages used in meetings

15. The official languages of IFAD are Arabic, English, French and Spanish. Simultaneous interpretation and relevant documentation will be provided in these four languages.
16. An audio-video link will be available in the salle d'écoute (Italian Conference Room - S105) for Member State representatives designated by the respective Executive Board representatives to observe the proceedings. The salle d'écoute will be equipped with interpretation facilities in IFAD's four official languages. Earphone sets with a language selector will allow representatives to follow the discussions. Delegates are kindly requested to leave earphones on their table at the end of each meeting.

III. Registration for the Executive Board

Notification of delegations

17. It would be appreciated if the names of all persons designated by a Member State to attend the Executive Board session could be submitted to the Office of the Secretary of IFAD not later than Friday, 2 December 2011. 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 Government at sessions until further notice, but their names should be included in the delegation submitted to the IFAD Office of the Secretary.

Registration

18. All members of official delegations are kindly requested to register and pick up their meeting badges immediately upon arrival, at the registration desk located in the conference area on the lower ground floor.
19. Registration will commence on Monday, 12 December at 8.30 a.m.

List of delegations

20. A list of delegations, based on registration as of Tuesday, 13 December will be available for consultation at the Registration Desk. The final list will be provided in the minutes of the session.
21. Executive Board representatives are kindly requested to notify the registration desk of any amendments they wish to make to the provisional list of delegations.

IV. Other facilities

Travel arrangements

22. 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 from 9 a.m. to 5 p.m.

Banking facilities

23. A branch of Banca Popolare di Sondrio is located on the ground floor, close to the main reception area. The bank is open from 8.30 a.m. to 1.30 p.m. and from 2.30 p.m. to 4 p.m.

Disbursements

24. 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 promptly. 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 Tuesday, 13 December from 12.30 p.m.

Medical services

25. 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.

Post office

26. IFAD does not have a post office on its premises. The nearest post office is located within a walking distance of 10 minutes, on via A. Del Sarto 12 (just off via BaldoVinetti) and is open from 8 a.m. to 7 p.m. from Monday to Friday.

Incoming correspondence

27. Personal correspondence for delegates will be distributed by either the conference room messenger or the registration assistant. Mail should clearly indicate "Executive Board representative" and be addressed: c/o International Fund for Agricultural Development (IFAD), via Paolo di Dono 44, 00142 Rome, Italy. Fax number: +39 06 5043463; e-mail: ifad@ifad.org.

Telephones

28. Delegates may receive telephone calls in the conference area at the following numbers: +39 06 5459 2285/2275 (documents desk); 2101 (registration desk); 2112 (disbursement); or 2193 (information desk).

Internet facilities

29. Wireless Fidelity (Wi-Fi) will be available in and around the plenary meeting room. Delegates may also make use of the computers provided in the Internet cafe, which is located near the bar in the conference area. Internet connection is also available in the cafeteria and atrium on the ground floor.

Cloakroom

30. A cloakroom is available to delegates and is located in the conference area.

Taxis

31. Taxis may be requested from the information desk. Please note, however, that any taxis called but not used are entitled to payment of a minimum fare.

Restaurants and cafeterias

32. Coffee, light beverages, sandwiches and pastries may be purchased at subsidized prices at the cafeteria on the ground floor and at the bar in the conference area on the lower ground floor.
33. IFAD's self-service cafeteria on the ground floor serves lunch from 12 noon until 2 p.m. In addition, a list of nearby restaurants and self-service cafeterias will be available at the information desk.

Luncheon

34. Delegates are invited to a buffet luncheon on the three 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

35. At the close of business on Monday, 12 December the President will host a reception for all delegates in the conference area.

Additional information

36. Delegates are kindly reminded to check the IFAD Member States Interactive Platform at <https://webapps.ifad.org/members> regularly for new information.