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Enabling poor rural people  
to overcome poverty

## **Arrangements for the 107<sup>th</sup> session of the Executive Board**

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

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

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Executive Board — 107<sup>th</sup> Session  
Rome, 12–13 December 2012

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**For: Information**

# Arrangements for the 107<sup>th</sup> session of the Executive Board

## I. General information for delegates

### Dates and location

1. The 107<sup>th</sup> session of the Executive Board will be held from Wednesday, 12 December at 9.30 a.m. to Thursday, 13 December 2012 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.

### Parking and transportation

2. A limited number of parking spaces will be reserved for delegates, on a first-come first-served basis: 5 parking spaces will be reserved at Via Paolo di Dono, 44 and 11 parking spaces at via Paolo di Dono 86, the external parking lot at the rear of the building; a security guard will be available for assistance throughout the meeting.
3. Delegates may be dropped off in front of the headquarters' main entrance. The drivers are required to leave the premises once the drop off is completed in order to keep the drop off area clear. No vehicles will be allowed to remain parked outside the reserved parking spaces mentioned above.
4. Delegates are informed that a shuttle bus service between Laurentina metro station and IFAD headquarters is available. The pick-up and drop-off point at Laurentina is viale 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

5. 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. 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.
6. 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.
7. 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

8. 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 3 p.m. to 7 p.m., except on the opening day of the session when the meeting will start at 9.30 a.m.
9. It is essential that meetings start on time and that the schedule be respected. Delegates are therefore urged to be punctual.
10. Delegates are kindly reminded to turn off mobile telephones before entering meeting rooms.

11. The schedule of work will be dispatched two weeks before start of the session.

#### **Distribution of documents**

12. Documents will be posted as they become available at <https://webapps.ifad.org/members/eb/107>. 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.
13. 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**

14. The official languages of IFAD are Arabic, English, French and Spanish. Simultaneous interpretation and relevant documentation will be provided in these four languages. Delegates are reminded of the need to speak at a reasonable pace to enable the interpreters to convey their ideas as accurately and clearly as possible.
15. 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**

16. 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 Monday, 3 December 2012. 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**

17. 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.
18. Registration will commence on Wednesday, 12 December at 8.30 a.m.

#### **List of delegations**

19. A list of delegations, based on registration as of Wednesday, 12 December will be available for consultation at the Registration Desk. The final list will be provided in the minutes of the session.

20. 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**

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

### **Banking facilities**

22. 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**

23. 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 Wednesday, 12 December from 12.30 p.m.

### **Medical services**

24. 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**

25. 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**

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

### **Telephones**

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

### **Internet facilities**

28. 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**

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

**Taxis**

30. Taxis may be requested from the guardhouse at the main entrance. Please note, however, that any taxis called but not used are entitled to payment of a minimum fare.

**Restaurants and cafeterias**

31. 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.
32. 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**

33. Arrangements have been made for delegates attending Executive Board sessions to use the catering facilities in the main cafeteria on a self-paying basis. The break for lunch is scheduled to begin each day at 1.30 p.m.

**Reception**

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

**Additional information**

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