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Arrangements for the 112th session of the Executive Board

Information for Executive Board representatives

Note to Executive Board representatives

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Executive Board — 112th Session
Rome, 17-18 September 2014

For: Information

Arrangements for the 112th session of the Executive Board

I. General information for delegates

Dates and location

1. The 112th session of the Executive Board will be held from Wednesday, 17 September at 9.30 a.m. to Thursday, 18 September 2014, 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, 8 September an informal seminar on "Code of Conduct for Executive Board Representatives" open to all Membership will be held from 3 p.m. to 5 p.m. in the Italian Conference room.

Parking and transportation

3. A limited number of parking spaces will be reserved for delegates without drivers, to be used on a first-come first-served basis, at via Paolo di Dono, 44 and 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.
4. Delegates with drivers 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 parking area clear. No vehicles will be allowed to remain parked outside the reserved parking spaces mentioned above.
5. 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

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. 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 their meeting badge 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. The meeting will take place from 9.30 a.m. to 1.30 p.m. and from 3 p.m. to 7 p.m. on Wednesday, 17 September and from 9 a.m. to 1.30 p.m. and from 3 p.m. to 7 p.m. on Thursday, 18 September 2014.
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 the start of the session.

Distribution of documents/PaperSmart/Meeting Interface

13. In accordance with the IFAD Policy on the Disclosure of Documents, as approved by the Executive Board at its 100th session, documents will be posted as they become available at <https://webapps.ifad.org/members/eb/112> and on the IFAD website www.ifad.org in the official languages of the Fund. Documents that have been finalized and posted after the last working day of the week prior to the Executive Board session will be tabled and made available in limited quantities at the documents desk, which is located in the conference area on the lower ground floor.
14. Delegates can contribute to the greening of the meeting by downloading all documents to their personal electronic devices, or print the documents on both sides of the paper. Documents no longer in use should be disposed of in the recycling bins provided.
15. The Office of the Secretary will provide a new web-based application to facilitate the proceedings of the sessions of the Executive Board. This application will increase the efficiency and effectiveness of the session and will limit the amount of printed documents produced, in line with the United Nations PaperSmart initiative. Delegates will be able to use this application to access meeting documents in IFAD's official languages or request the floor, among other functions. Delegates are encouraged to bring their own devices (laptops, tablets, etc.), as the application can readily be used on non-IFAD equipment – staff will be on hand to provide support in this regard. A limited number of tablets will also be made available to delegates on a first-come first-served basis.

Interpretation and languages used in meetings

16. 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.
17. 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

18. 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, 8 September 2014. 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

19. 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.
20. Registration will commence on Wednesday, 17 September at 8.30 a.m.

List of delegations

21. A provisional list of delegations, based on registration as of Wednesday, 17 September will be made available for consultation at the Registration Desk. The final list will be provided in the minutes of the session.
22. 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 and disbursements**

23. Executive Board representatives requiring assistance from IFAD in booking their flights and hotel accommodation are kindly requested to contact the Office of the Secretary at least 20 days prior to the meeting dates at tel: +39 06 5459 2277 or email MS-Liaison@ifad.org. Booking and advance payment of flights and hotels within the Preferred Hotel Programme (PHP) will be made through the travel agency at IFAD headquarters (Carlson Wagonlit Travel).
24. Representatives making their own travel arrangements will be reimbursed for the cost of the flight and the *per diem* for meals and miscellaneous expenses upon presentation of the airline ticket and a receipt showing the itinerary details and costs incurred. IFAD will not reimburse hotel expenses when the Preferred Hotel Programme is not used.
25. 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 and lodging reimbursements and *per diem* payments, in line with the new travel procedures approved by Management, will be ready for collection at the bank on Thursday, 18 September 2014 from 10.30 a.m.

Banking facilities

26. 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.
27. Two cash dispensers (ATMs) are located on the ground floor, in front of Banca Popolare di Sondrio.

Medical services

28. 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

29. 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

30. 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

31. 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).

Internet facilities

32. A new wireless fidelity (Wi-Fi) network is available at Headquarters. The new network provides complete, seamless and secure coverage throughout the entire building. Delegates can access Internet from anywhere in the building using the wireless network connection **ifad_guest** and the password **ifadguest**.

Cloakroom

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

Taxis

34. Taxis may be requested from the guard house 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

35. 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.
36. 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

37. 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

38. At the close of business on Wednesday, 17 September, the President will host a reception for all delegates in the conference area.

Additional information

39. Delegates are kindly reminded to check the IFAD Member States Interactive Platform at <https://webapps.ifad.org/members/eb/112> regularly for new information.