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Arrangements for the 122nd session of the Executive Board

Information for Executive Board representatives

Note to Executive Board representatives

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Executive Board — 122nd Session
Rome, 11-12 December 2017

For: Information

Arrangements for the 122nd session of the Executive Board

I. General information for delegates

Dates and location

1. The 122nd session of the Executive Board will be held on 11 and 12 December 2017, at IFAD headquarters, Via Paolo di Dono 44, Rome. The building is approximately a 20-minute drive from Leonardo da Vinci Airport (Fiumicino). The nearest metro station is Laurentina (B Line).

Parking and transportation

2. 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 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 session.
3. Delegates with drivers may be dropped off in front of the headquarters' main entrance. Drivers are required to leave the premises once the drop-off is completed to keep the parking area clear. No vehicles will be allowed to remain parked, apart from in the reserved parking spaces mentioned above.
4. Delegates are informed that a shuttle bus service between Laurentina metro station and IFAD headquarters is available (departing from Laurentina to IFAD at 7.40, 7.55, 8.10, 8.25, 8.40, 8.55, 9.10 and 9.25 a.m. and departing from IFAD to the Laurentina metro station at 4.45, 5.05, 5.20, 5.35, 5.50, 6.05, 6.20, 6.35, 6.50 p.m.). The pick-up and drop-off point at Laurentina metro station is Viale Luca Gaurico 9-11, on the main road behind the station, while the IFAD drop-off and pick-up point is the bus stop across the road from the guardhouse at the main entrance (between Via Paolo di Dono 50 and 44).

Security

5. A security perimeter will be established around the meeting site. Strict security measures will be implemented at the entrance and inside the building. Metal detectors and x-ray machines for baggage scanning will be in operation at all entrances to the meeting site. Participants with implanted electronic devices such as pacemakers should not go through the metal detectors as these may cause their devices to malfunction. They should ask for assistance and notify the security guards of their condition.
6. Security staff will allow building entry only to persons in possession of a security pass issued by IFAD, FAO or WFP). Otherwise, a temporary security pass will be provided at the guardhouse at the main entrance 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, which must be displayed to gain access to the meeting room. Please consult the "Registration procedures" section for more details.
8. To ensure the safety of all participants, meeting badges must be displayed at all times in the venues. Under no circumstances should your meeting badge be lent to another participant. Delegates are reminded never to leave briefcases or any valuable items unattended at the meeting site.

II. Organization of the sessions

Meeting rooms and hours

9. The meetings of the Executive Board will be held in the Oval Room (S-120), located on the lower ground floor. On Monday, 11 December they will take place from 9.30

a.m. to 1 p.m. and from 3 p.m. to 7 p.m.; and on Tuesday, 12 December 2017 from 9 a.m. to 1 p.m. and from 3 p.m. to 7 p.m.

10. It is essential that meetings start on time and that the schedule be respected. Delegates are 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 made available two weeks before the start of the session.

Distribution of documents/PaperSmart

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/122> and on the [IFAD website](#), 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, by printing documents on both sides of the paper and by disposing of documents in the recycling bins provided.
15. Delegates are reminded to check the IFAD website at www.ifad.org and the Member States Interactive Platform at <https://webapps.ifad.org/members> regularly for new documentation.

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 interpreters to convey their ideas as accurately and clearly as possible.
17. The meeting rooms are equipped with interpretation facilities in the official languages. Headsets will be made available to allow participants to select the language in which they will follow the discussions. Delegates are asked to leave the headsets on the table at the end of each meeting.
18. An audio-video link will be available in the salle d'écoute (Italian Conference Room [S-105]) for authorized observers.

III. Registration procedures

Notification of delegations

19. 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 (e-mail: mslp@ifad.org) not later than Monday, 4 December 2017. 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. However, their names should be included in the delegation list submitted to the Office of the Secretary.

Registration

20. 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.
21. Registration will begin on Monday, 11 December, at 8.30 a.m. to 6 p.m., and will continue on Tuesday, 12 December 2017, from 8.30 a.m. until the end of the session.

List of delegations

22. A provisional list of delegations, based on registration as of Monday, 11 December, will be made available for consultation at the registration desk. The final list will be provided in the minutes of the session.
23. 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

24. 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. Booking and advance payment of flights and hotels will be made through the travel agency at IFAD headquarters (Carlson Wagonlit Travel). Call +39 06 5459 2203 or e-mail mstp@ifad.org.
25. Delegates making their own travel arrangements will be reimbursed for the cost of the flight up to the IFAD liability 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.
26. Delegates 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 registration desk (located in the conference area on the lower ground floor) upon arrival, so that reimbursements can be processed promptly. Air ticket and lodging reimbursements and per diem payments, in line with the IFAD Travel Guidelines and Procedures approved by Management, will be ready for collection at the bank (see below) on Tuesday, 12 December 2017, from 12 noon.
27. Delegates who do not provide the requested documentation on the first day will be reimbursed via bank transfer.

Banking facilities

28. 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 4.00 p.m.
29. Two cash dispensers (ATMs) are located on the ground floor, in front of the bank.

Medical services

30. The IFAD Medical Advisor and Nurse will be on the premises during the session and first-aid facilities are available on the ground floor in rooms B-033, B-034, B-035 and B-036.
31. In case of medical emergencies, arrangements will be made for an ambulance. Such services would be arranged through the IFAD medical team.

Post office

32. IFAD does not have a post office on its premises. The nearest post office is located within 10-minutes' walking distance, on Via A. Del Sarto, 12 (just off Via Baldovinetti), and is open from 8.00 a.m. to 7.00 p.m. Monday to Friday.

Telecommunications

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

Internet facilities

34. Wi-Fi is available throughout the building. Delegates can access the Internet from anywhere logging on as ifad_guest and entering the password ifadguest.

Internet cafe

35. An Internet cafe is located near the bar in the conference area, on the lower ground floor. The computers can be used to access the Internet and the Member States Interactive Platform.

Cloakroom

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

Taxis

37. 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.

Bar and cafeteria

38. 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.
39. IFAD's self-service cafeteria on the ground floor serves lunch from 12 noon until 2 p.m.

Luncheon

40. 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 on Monday, 11 December and Tuesday, 12 December is scheduled to begin at 1 p.m.

Reception

41. At the close of business on Monday, 11 December, the President will host a reception for all delegates in the conference area.

Additional information

42. Delegates are kindly reminded to check the IFAD Member States Interactive Platform regularly at <https://webapps.ifad.org/members/eb/122> for new information.