

Document: EB 2018/124/INF.1  
Date: 1 August 2018  
Distribution: Public  
Original: English

E



Investing in rural people

## Arrangements for the 124<sup>th</sup> session of the Executive Board

### Information for Executive Board participants

#### Note to Executive Board representatives

##### Focal points:

##### Technical questions:

Christine Shantz  
Officer-in-Charge  
Conference and Language Services  
Tel.: +39 06 5459 2974  
e-mail: c.shantz@ifad.org

Maria Elena Chavez Hertig  
Chief  
Member States Liaison and Protocol  
Tel.: +39 06 5459 2919  
e-mail: m.chavezhertig@ifad.org

##### Dispatch of documentation:

Deirdre Mc Grenra  
Chief  
Governing Bodies  
Tel.: +39 06 5459 2374  
e-mail: gb@ifad.org

Executive Board — 124<sup>th</sup> Session  
Rome, 11-13 September 2018

---

For: Information

## Arrangements for the 124<sup>th</sup> session of the Executive Board

- Dates: Tuesday, 11 September, 2.30 p.m. to Thursday, 13 September 2018.
- Location: Oval Room (S-120), lower-ground floor, IFAD headquarters, Via Paolo di Dono 44, Rome.
- Times: 9 a.m. to 1.30 p.m. and 3 p.m. to 7 p.m., except on the opening day when the session will start at 2.30 p.m.
- Lunch: 1.30 p.m. on Wednesday and Thursday.
- Post-Board reception: At the close of business on Tuesday, 11 September, the President will host a reception for all delegates in the conference area.

### I. Registration

- Delegations: 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 (e-mail: [mslp@ifad.org](mailto:mslp@ifad.org)) not later than Tuesday, 4 September 2018. Further information on delegations can be found at the registration desk.
- 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.
- To register: Register and pick up meeting badges, immediately upon arrival, at the registration desk located in the conference area on the lower-ground floor. Registration will be available on Tuesday, 11 September, at 1 p.m. until the end of the session.
- Meeting badges must be displayed to gain access to the meeting room. Under no circumstances can the meeting badge be lent to another participant.

### II. Documents and interpretation

- Documents will be posted in Arabic, English, French and Spanish, as applicable, on the Member States Interactive Platform <https://webapps.ifad.org/members/eb/124> and IFAD website [www.ifad.org/web/guest/executive-board](http://www.ifad.org/web/guest/executive-board). Please check these regularly for new documentation.
- The schedule of work will be made available two weeks before the start of the session.
- Documents 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 (conference area, lower-ground floor).
- Please download all documents on personal electronic devices, print on both sides of the paper and dispose of documents in the recycling bins provided.
- Simultaneous interpretation will be provided in Arabic, English, French and Spanish.
- An audio-video link will be available in the salle d'écoute (Italian Conference Room [S-105]) for authorized observers.

### III. IFAD headquarters

#### Key rooms in IFAD headquarters for Executive Board sessions

<i>Location</i>	<i>Where</i>	<i>Information</i>
<b>Main entrance</b>		
• Security guardhouse	Via Paolo di Dono 44.	Obtain temporary building entry pass here.
<b>Ground floor</b>		
• Foyer	Inside main entrance to building.	Lifts and stairs to conference area here.
• Cafeteria	Entrance on right side of main foyer.	Lunch served from 12 noon until 2 p.m.; coffee and snacks served all day.
<b>-1 floor/conference area</b>		
• Oval Room S-120	-	Session discussions held here. Meeting badges <u>must</u> be worn to gain access.
• Italian Conference Room S-105	-	<i>Salle d'écoute</i> for authorized observers. Audio-video link of session.
• Documents desk	-	Hard copies of documents available here.
• Registration desk	-	Register and pick up meeting badges here. Registration will be available on Tuesday, 11 September, at 1 p.m. until the end of the session.

#### Arriving at IFAD headquarters

- The building is approximately a 25-minute drive from Leonardo da Vinci Airport (Fiumicino).
- The nearest metro station is Laurentina (B Line).

#### IFAD-Laurentina metro station shuttle bus schedule

- Pick-up and drop-off points  
IFAD headquarters – across the road from the guardhouse at the main entrance, between Via Paolo di Dono 50 and 44; Laurentina metro station – Viale Luca Gaurico 9-11.
- Laurentina metro station – IFAD  
Times: 7.40, 7.55, 8.10, 8.25, 8.40, 8.55, 9.10 and 9.25 a.m.
- IFAD – Laurentina metro station  
Times: 4.45, 5.05, 5.20, 5.35, 5.50, 6.05, 6.20, 6.35, 6.50 p.m.

#### Taxis

- May be requested from the guardhouse at the main entrance.

#### Parking

- Delegates without drivers: A limited number of parking spaces (to be used on a first-come, first-served basis) are available at Via Paolo di Dono 44, and Via Paolo di Dono 86, the external parking lot at the rear of the building.
- Delegates with drivers: may be dropped off in front of the headquarters' main entrance. No vehicles will be allowed to remain parked, apart from in the reserved parking spaces mentioned above.

#### Services

- Banking: Banca Popolare di Sondrio, ground floor, close to the main reception area. Opening hours, 8.30 a.m. to 1.30 p.m. and from 2.30 p.m. to 4.00 p.m. Two cash dispensers (ATMs) are located in front of the bank.
- Medical services: 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. In case of medical emergencies, arrangements will

be made for an ambulance. Such services would be arranged through the IFAD medical team.

- Telephone calls: Delegates may receive telephone calls in the conference area at the following numbers: +39 06 5459 2285/2275 (documents desk); 2101/2112 (registration desk).
- Wi-Fi: Log on as ifad\_guest; password ifadguest.
- Internet café: Near the bar in the conference area, on the lower-ground floor.
- Cloakroom: Conference area.
- Snacks and coffee: Coffee, light beverages, sandwiches and pastries are available from the cafeteria on the ground floor and the bar in the conference area on the lower-ground floor. The cafeteria serves lunch from 12 noon until 2 p.m.

## IV. Security and accessibility

### Security

- Strict security measures are in place, including metal detectors and X-ray machines for baggage scanning. Participants with implanted electronic devices such as pacemakers should not go through the metal detectors but notify the security guards of their condition.
- Only persons with a security pass issued by IFAD, FAO or WFP will be allowed into the building. 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.

### Accessibility

- IFAD headquarters is fully wheelchair accessible and equipped with accessible restrooms on each floor. Delegates needing further accommodations may request them at [conferencestaff@ifad.org](mailto:conferencestaff@ifad.org) or [mstp@ifad.org](mailto:mstp@ifad.org).

## V. Travel arrangements and reimbursements

- Purchase of tickets: Executive Board representatives are responsible for purchasing their own travel tickets and arranging their own hotel accommodation.
- Reimbursement amounts: IFAD will cover actual travel and subsistence expenses exclusively on a reimbursement basis up to IFAD's maximum reimbursable amount, which will be communicated to representatives in advance of each session.
- Reimbursement claims/payments: Representatives should submit a copy of travel tickets and boarding passes or proof of travel, together with receipts/invoices for subsistence costs and personal bank account information to the IFAD registration desk or by e-mail to [sec\\_budgetoffice@ifad.org](mailto:sec_budgetoffice@ifad.org). Reimbursements will be made following each Executive Board session.

## VI. Practicalities

- It is essential that meetings start on time. Please be punctual.
- Please turn off mobile telephones before entering meeting rooms.
- Please speak at a reasonable pace to facilitate interpretation.