

Document: EB 2018/125/INF.1  
Date: 31 October 2018  
Distribution: Public  
Original: English

E



Investing in rural people

## Arrangements for the 125<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](mailto: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](mailto:m.chavezhertig@ifad.org)

##### Dispatch of documentation:

Deirdre McGrenra  
Chief  
Governing Bodies  
Tel.: +39 06 5459 2374  
e-mail: [gb@ifad.org](mailto:gb@ifad.org)

Executive Board — 125<sup>th</sup> Session  
Rome, 12-14 December 2018

---

For: Information

## Arrangements for the 125<sup>th</sup> session of the Executive Board

- Dates: Wednesday, 12 December to Friday, 14 December 2018.
- Location: Italian Conference Room (S-105), lower-ground floor, IFAD headquarters, Via Paolo di Dono 44, Rome.
- Times: 9.30 a.m. to 1 p.m. and 2 p.m. to 6.30 p.m.
- Lunch: a light luncheon will be offered in the Executive Dining Room (S-134) on each day.
- Post-Board reception: At the close of business on Wednesday, 12 December, 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 Wednesday, 5 December 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 Wednesday, 12 December, at 8.30 a.m. until the beginning of the afternoon session on Friday, 14 December.
- 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/125> 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 (Oval Room [S-120]) for authorized observers.

### III. Seating arrangements and speaking procedures

#### Seating arrangements

- In the Italian Conference Room, where the session will be held, one seat at the conference table and one seat behind it are provided for each delegation to accommodate the Board representative and his/her advisor. Additional delegates may follow the proceedings from the *salle d'écoute* (Oval Room [S-120]).

#### Speaking procedures

- A new speaking-request system will be in place. Interventions will be limited to five minutes.

### IV. 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.
• Bank	End of foyer, on the left.	Banca Popolare di Sondrio, opening hours 8.30-13.30 and 14.30-16.00
<b>-1 floor/conference area</b>		
• Italian Conference Room	S-105	Session discussions held here. Meeting badges <u>must</u> be worn to gain access.
• Oval Room	S-120	<i>Salle d'écoute</i> for authorized observers. Audio-video link of session.
• Documents desk	-	Schedule of work and other documents available here.
• Registration desk	-	Register and pick up meeting badges here. Registration will be available on Wednesday, 12 December and until the beginning of the afternoon session of 14 December.
• Executive Dining Room	S-134	-

#### 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.

## V. 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).

## VI. Travel arrangements and reimbursements

- Purchase of tickets and hotel bookings: Executive Board representatives are responsible for purchasing their own travel tickets and arranging their own hotel accommodation. Representatives requiring assistance are kindly requested to contact the Office of the Secretary at [mstp@ifad.org](mailto:mstp@ifad.org).
- 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 procedure
  - (a) In cash: Representatives should submit, either on the first day of the session to the IFAD registration desk or in advance by e-mail to [sec\\_budgetoffice@ifad.org](mailto:sec_budgetoffice@ifad.org): a copy of air tickets/boarding passes or other proof of travel, together with travel or hotel receipts/invoices and, if applicable, documentation showing bank charges on reimbursements from the previous Board session. If invoices are submitted on the first day, cash reimbursement will be made at the bank on IFAD premises on the following day.
  - (b) By bank transfer: As above, but representatives must include personal bank account information when submitting receipts. Reimbursements will be made following the session.

## VII. 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.