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## **Arrangements for the 135<sup>th</sup> session of the Executive Board (hybrid meeting)**

### **Information for Executive Board Participants**

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

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Executive Board — 135<sup>th</sup> Session  
Rome, 25-27 April 2022

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**For: Information**

## Arrangements for the 135<sup>th</sup> session of the Executive Board (hybrid meeting)

- **Dates:** Monday, 25 to Wednesday, 27 April 2022.
- **Location:** Italian Conference Room (S-105), lower-ground floor, IFAD headquarters, Via Paolo di Dono 44, Rome.
- The session will be held in a hybrid format: in presence and virtually using the Zoom web-based videoconferencing tool.
- **Times:** 12.30 to 5.30 p.m. (CEST) each day.
- **Reception:** At the close of business on Monday, 25 April, the President will host a reception for delegates.

### I. Registration

- All Members are kindly requested to confirm participation, whether in person at IFAD headquarters or by virtual means, by close of business on **Tuesday, 19 April**, by e-mail to [gb@ifad.org](mailto:gb@ifad.org).
- Representatives wishing to attend the meeting virtually should register online following the instructions provided in the invitation letter by **Tuesday, 19 April**. This will automatically serve as confirmation of attendance.
- 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.

### II. Documents and interpretation

- Documents will be posted in Arabic, English, French and Spanish, as applicable, on the Member States Interactive Platform at <https://webapps.ifad.org/members/eb/135>, the IFAD Mango App, available at IFAD Mango for Android and IFAD Mango for iOS and IFAD website: [www.ifad.org/web/guest/executive-board](http://www.ifad.org/web/guest/executive-board). Please check these sites regularly for new documentation.
- **The schedule of work** will be made available approximately two weeks before the start of the session.
- **Simultaneous interpretation** will be provided in Arabic, English, French and Spanish.

### III. Procedures for hybrid meetings

#### In-person participation

- Due to the social distancing and sanitation measures currently in place, in-person participation will be limited to **a single representative** from each Member State on the Executive Board. Member States may rotate their chosen representative over the duration of the session on a daily basis, but not within the same day.
- Please note that health and safety measures, in line with Italian Government and IFAD's guidelines, will be in place at the meeting venue. In this regard, representatives planning to attend the meeting in person are required to fill out the [COVID-19 Personal Health Risk Assessment Form](#), for subsequent review and clearance by IFAD Medical Services. The COVID-19 Personal Health Risk Assessment Form, duly completed, should be submitted directly to [med@ifad.org](mailto:med@ifad.org) **at least five days before the meeting**. You will be notified by e-mail of your clearance to access the meeting venue.

- Access will be granted only to those participants who receive clearance of the risk assessment form from IFAD Medical Services.
- Representatives are kindly reminded of some key measures in place for IFAD's in-person participants:
  - Adopt all preventive measures on mask-wearing, hand hygiene, social and physical interpersonal distancing and respiratory etiquette.
  - Wear a mask at all times when indoors and not eating. When in the meeting room, the speaker may remove their mask, speak and put the mask back on after speaking. All other attendees in listening mode are required to keep their masks on.
- Additional updated information on requirements for in-person participation will be provided in due course.

### **Virtual participation**

- Representatives, including additional members of delegations, may participate in the meeting by virtual means.
- Participants **connected virtually** will be responsible for the quality of their connection. Should a participant lose connectivity during the meeting, deliberations will continue as long as a quorum remains. Should a quorum be lost, the meeting will be suspended until such time as a quorum is re-established.
- In order to participate actively in the meeting, participants will need a computer with an Internet connection. Participants are kindly requested to install the Zoom application on their devices. Installation instructions and a quick guide on how to use Zoom are available on the [meetings and events](#) section of the **Member States Interactive Platform**.
- Participants that have already installed Zoom on their devices are kindly requested to update the client and mobile app to the latest available version (minimum required version is **5.8.0 or higher**).

Please use the following link to install the updated Zoom version on your devices: <https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latestversion>.

- In particular, participants are kindly reminded of the following important requirements:
  - Speak at a reasonable pace to facilitate interpretation.
  - Use a headset with a microphone to enhance audio quality.
  - Turn on the video when speaking.

These measures are **essential** to ensure quality interpretation services.

- Participants unable to connect via Zoom are kindly requested to contact the Office of the Secretary (e-mail [gb@ifad.org](mailto:gb@ifad.org)) as soon as possible and prior to the meeting to identify an alternative solution.
- The Office of the Secretary would be pleased to organize one-on-one virtual training on technical requirements and procedures. Members may request a training session by sending an e-mail to [gb@ifad.org](mailto:gb@ifad.org).

## 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	Opening hours: 8.00 – 17.00.
• Bank	End of foyer, on the left	Banca Popolare di Sondrio, opening hours 8.30 –13.30.
<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.
• Governance/Registration desk	-	Registered participants may pick up their badges at this desk from Monday, 25 to Wednesday, 27 April.

### 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).

### Shuttle bus

#### 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.

#### Morning shuttle service: Laurentina metro station to IFAD

Times: 7.40, 7.55, 8.10, 8.25, 8.40, 8.55, 9.10 and 9.25 a.m.

**Evening shuttle service: IFAD to Laurentina metro station** Times: 4.45, 5.05, 5.20, 5.35, 5.50, 6.05, 6.20, 6.35, 6.50 p.m.

Please note that a Green Pass or an IFAD Medical Clearance is required to use the IFAD shuttle. In addition, the use of masks on the IFAD shuttle remains mandatory.

### 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:** Delegates may be dropped off in front of the main entrance. No vehicles will be allowed to remain parked, apart from in the parking spaces mentioned above.

### Services

**Banking services:** Banca Popolare di Sondrio is located on the ground floor, close to the main reception area. Opening hours are from 8.30 a.m. to 1.30 p.m. Two cash dispensers (ATMs) are located in front of the bank.

Important: please note that the Bank will be closed on Monday, 25 April, which is a public holiday in Italy.

**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.

**Wi-Fi:** Log on as **ifad\_guest**; password **ifadguest**.

**Internet cafe:** 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.

## V. Guidelines to Prevent Harassment, Sexual Harassment and Discrimination at IFAD Events

In line with its zero-tolerance policy on sexual harassment, sexual exploitation and abuse, IFAD has issued a set of Guidelines to Prevent Harassment, Sexual Harassment and Discrimination at IFAD Events. With the release of these guidelines, IFAD joins the broader United Nations efforts to clarify the standard of conduct expected from participants and provide information on reporting mechanisms. The guidelines are available [here](#).

## VI. 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 governance/registration desk in the conference area.

### Accessibility

- IFAD headquarters is fully wheelchair accessible. Restroom facilities for visitors with disabilities are available on each floor. For any further assistance, delegates are invited to write to [conferencestaff@ifad.org](mailto:conferencestaff@ifad.org).

## VII. 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.
- **Reimbursement amounts:** IFAD will cover actual travel and subsistence expenses for a representative of a member or alternate member of the Executive Board exclusively on a reimbursement basis up to IFAD's maximum reimbursable amount. Representatives wishing to avail themselves of such reimbursement are requested to contact the secretariat at [gb@ifad.org](mailto:gb@ifad.org) by **31 March** in order to obtain information regarding IFAD's liability for reimbursement of their travel costs.
- **COVID-19 restrictions:** Subject to the evolution of the COVID-19 pandemic, additional travel/medical restrictions may be enacted or updated. Further details will be communicated to Board representatives as soon as possible.

## **VIII. Practicalities**

- It is essential that meetings start on time. Please be punctual. Representatives attending virtually are kindly requested to connect to the Zoom link 15 minutes before the meeting starts.
- Please turn off mobile telephones before entering meeting rooms.
- Participants are also invited to provide written comments or statements in advance of the meeting in order to ensure correct interpretation and streamline discussions, by sending an e-mail to [gb@ifad.org](mailto:gb@ifad.org).
- Please be informed that due to COVID-related measures no printed documents will be made available during the session.