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## **Arrangements for the 138<sup>th</sup> session of the Executive Board (hybrid meeting)**

### **Information for Executive Board participants**

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**Action:** The Executive Board is invited to take note of the information provided in this document regarding the arrangements for the session.

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**Technical questions:**

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# Arrangements for the 138<sup>th</sup> session of the Executive Board (hybrid meeting)

## Information for Executive Board participants

1. **Dates:** Wednesday, 10 to Thursday, 11 May 2023.
2. **Location:** Italian Conference Room (S-105), lower-ground floor, IFAD headquarters, Via Paolo di Dono 44, Rome.
3. The session will be held in a hybrid format: in presence and virtually using the Zoom web-based videoconferencing tool.
4. **Timing:** The meetings will take place from 9.30 a.m. to 5.30 p.m. each day, with a break for luncheon from 1 to 2.30 p.m.
5. **Reception:** At the close of business on Wednesday, 10 May, the President will host a reception for delegates.

### I. Registration

6. All members are kindly requested to confirm participation, whether in person at IFAD headquarters or by virtual means, by close of business on **Wednesday, 3 May**, by e-mail to [igmr@ifad.org](mailto:igmr@ifad.org).
7. Representatives wishing to attend the meeting virtually should register online following the instructions provided in the invitation letter by **Wednesday, 3 May**. This will automatically serve as confirmation of attendance.
8. 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

9. 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/138>, the IFAD Mango App (available at [IFAD Mango for Android](#) and [IFAD Mango for iOS](#)) and the 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.
10. **The schedule of work** will be made available approximately two weeks before the start of the session.
11. **Simultaneous interpretation** will be provided in Arabic, English, French and Spanish.

### III. Procedures for hybrid meetings

#### In-person participation

12. 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 their adviser. Additional delegates may follow the proceedings from the *salle d'écoute* (Oval Room [S-120]).
13. Please note that health and safety measures, in line with Italian Government and IFAD guidelines, will be in place at the meeting venue.

14. Representatives are kindly reminded of some key measures in place for IFAD's in-person participants:
  - Mask-wearing and self-administered rapid antigen testing (24 hours before the event) are highly advisable but no longer mandatory.
  - Please refrain from attending the session in person if you have a fever or any other flu-like symptoms (runny nose, cough, sore throat, etc.) or have had close contact with a positive case of COVID-19.
  - Adopt all preventive measures on mask-wearing, hand hygiene, social and physical interpersonal distancing and respiratory etiquette.
15. Additional updated information on requirements for in-person participation will be provided in due course.

#### **Virtual participation**

16. Representatives, including additional members of delegations, may participate in the meeting by virtual means.
17. 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.
18. 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**.
19. Participants having already installed Zoom on their devices are kindly requested to update the client and mobile app to the latest available version, in order to follow the proceedings and access Arabic interpretation. Please use the following [link](#) for instructions on how to install the updated Zoom version on your devices.
20. 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.

21. 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 [igmr@ifad.org](mailto:igmr@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 (lower ground floor)</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>
• Governance/registration desk	-	Registered participants may pick up their badges at this desk on Wednesday, 10 and Thursday, 11 May.

### 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 the use of masks on the IFAD shuttle is recommended.**

### 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.

**Medical services:** The IFAD medical team 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 after an initial assessment and stabilization. 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

22. 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

23. 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.
24. 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

25. 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 payments

26. A representative of a member or a representative of an alternate member of the Executive Board shall be entitled to payment of travel expenses to attend a Board session, unless such right is waived by the member concerned.
27. **Purchase of tickets and hotel bookings:** Executive Board representatives are responsible for purchasing their own travel tickets and arranging their own hotel accommodation. IFAD will pay the cost of a full fare economy air ticket to and from the place of the meeting as per the fixed quote in table 1, and a daily subsistence allowance (DSA) for the days of the meetings.
28. Payment of travel costs will be exclusively through a post-travel **lump sum** including:
- (i) Fixed air ticket costs to and from the place of the meeting in full fare economy as indicated in table 1, irrespective of the actual ticket cost; and
  - (ii) DSA paid from the day of arrival at the destination to the day before departure, irrespective of time differences.<sup>1</sup> No DSA will be payable for the

<sup>1</sup> IFAD will cover hotel costs for the night of 8 May for representatives attending the Executive Board retreat.

last calendar day of travel. The applicable DSA rate<sup>2</sup> for Rome is **US\$288** per day.

29. The lump-sum amount will be paid by bank transfer only, and at the conclusion of the meeting in order to properly calculate the days for which travel expenses may be paid. No invoices for accommodation or air tickets will be requested by IFAD. Members are encouraged to book air tickets as early as possible to avoid cost increases for late bookings close to the departure date.
30. Table 1 below details the fixed air ticket cost in full fare economy for the destinations from which accredited representatives of Executive Board members and accredited representatives of Executive Board alternates based in capitals may travel.

Table 1  
**Fixed air ticket cost in full fare economy**

<i>Itinerary</i>	<i>(United States dollars)</i>
Algiers-Rome-Algiers	956
Vienna-Rome-Vienna	1 700
Brasilia-Rome-Brasilia	4 107
Delhi-Rome-Delhi	1 969
Jakarta-Rome-Jakarta	3 590
Dublin-Rome-Dublin	1 756
Kuwait City-Rome-Kuwait City	2 471
Dubai-Rome-Dubai	1 743
Washington, D.C.-Rome-Washington, D.C.	4 663
Caracas-Rome-Caracas	3 503
Paris-Rome-Paris	1 429

31. Representatives wishing to avail themselves of lump-sum payments, as indicated above, are requested to complete the banking instructions form provided as an addendum to this document, and forward it to the secretariat at [igmr@ifad.org](mailto:igmr@ifad.org).
32. **COVID-19 restrictions:** Subject to the evolution of the COVID-19 pandemic, additional travel/medical restrictions may be enacted. Further details will be communicated to Executive Board representatives as soon as possible.

## VIII. Practicalities

33. It is essential that meetings start on time, therefore please be punctual. Representatives attending virtually are kindly requested to connect to the Zoom link 15 minutes before the meeting starts.
34. Please turn off mobile telephones before entering meeting rooms.
35. Participants are also invited to provide written comments or statements in advance of the meeting to facilitate interpretation and streamline discussions, by sending an e-mail to [igmr@ifad.org](mailto:igmr@ifad.org).
36. Please be informed that due to COVID-related measures and environmental considerations, printed documents will not be made available during the session.

<sup>2</sup> DSA rates may be recalculated at the time of the Executive Board session in accordance with updates provided from time to time by ICSC at <https://icsc.un.org/>.