
Arrangements for the 140th 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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Arrangements for the 140th session of the Executive Board (hybrid meeting)

Information for Executive Board participants

1. **Dates:** Monday, 11 to Tuesday, 12 December 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 are scheduled to take place on Monday, 11 December from 9.30 a.m. to 5.30 p.m., with a break for luncheon from 1 p.m. to 2.30 p.m., and Tuesday, 12 December from 9.30 a.m. to 1 p.m.
5. **Reception:** At the close of business on Monday, 11 December, 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 **Monday, 4 December**, by e-mail to igmr@ifad.org.
7. Representatives wishing to attend the meeting virtually should register online following the instructions provided in the invitation letter by **Monday, 4 December**. 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/140>, and the IFAD website: 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.
12. If you intend to deliver a statement, kindly provide an advance copy for interpretation purposes (e-mail: conferencestaff@ifad.org). Such statements may also be posted on the relevant Executive Board page of the Member States Interactive Platform at the request of representatives (e-mail: igmr@ifad.org).
13. Participants connected virtually are responsible for the quality of their connection and are required to use a headset with a microphone. Interpretation will be suspended if the audio quality is inadequate.

III. Procedures for hybrid meetings

In-person participation

14. 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]).
15. Please note that health and safety measures, in line with Italian Government and IFAD guidelines, will be in place at the meeting venue.
16. In this regard, all delegates are to take note of the following requirement:
 - Do not attend the meeting in person if you are suffering from a fever or flu-like illness or you have been in close contact with a positive case of COVID-19.

Virtual participation

17. Representatives, including additional members of delegations, may participate in the meeting by virtual means.
18. 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.
19. 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**.
20. 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.
21. 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.

22. 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.

IV. IFAD headquarters

Key rooms in IFAD headquarters for Executive Board sessions

<i>Location</i>	<i>Where</i>	<i>Information</i>
Main entrance		
• Security guardhouse	Via Paolo di Dono 44	Obtain temporary building entry pass here.
Ground floor		
• 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 and 14.30–16.00.
-1 floor/conference area (lower ground floor)		
• 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	-	Participants may register and pick up their badges at this desk on Monday, 11 and Tuesday, 12 December.

Arriving at IFAD headquarters

- The building is approximately a 35-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.

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 86, the external parking lot at the rear of the building.
- **Delegates with drivers:** Delegates may be dropped off in front of the headquarters' main entrance. No vehicles with drivers will be allowed to remain parked on the premises.

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. and from 2.30 p.m. to 4 p.m. (cash, payment and currency exchange transactions are carried out only in the morning). 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, and vending machine on the lower-ground floor, near the lifts.

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

23. 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

24. 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.
25. Only persons with a security badge issued by IFAD, FAO or WFP will be allowed directly into the building. Otherwise, a temporary security badge 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

26. 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.

VII. Travel arrangements and payments

27. 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.
28. **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.
29. 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. No DSA will be payable for the last calendar day of travel. The applicable DSA rate¹ for Rome is **US\$361** per day.
30. 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 and hotels as early as possible to avoid cost increases for late bookings close to the departure date.
31. 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

32. 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.

Entry into Italy

33. Travel documents – United Nations laissez-passer or national passport – should be valid for at least six months after expected date of departure from Italy.
34. **National Passport holders:** Delegates who require an entry visa should:
- Contact the Italian embassy/consulate in their country of residence to make an appointment at least 1 month before they intend to travel to Italy (visa application process may vary depending on each country);
 - Send a copy of their national passport, and dates of intended stay, to the IFAD Travel, Visa, Privileges and Immunities Section (visa-lp@ifad.org), copying the Secretariat at igmr@ifad.org. This information will be used as the basis for a note verbale that IFAD will send to the relevant Italian embassy/Consulate in support of the delegate's visa application.
35. Delegates from countries without an Italian embassy/consulate may be able to obtain a visa either from the representation of a Schengen country that has been authorized to represent Italy or from the Italian embassy/consulate nearest to the country of departure.

¹ 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/>.

36. **United Nations laissez-passer holders:** Holders of a United Nations laissez-passer, irrespective of their nationality, do not require a visa when travelling to Italy on official mission and for a stay of less than 90 days. The invitation letter to the Executive Board meeting provides sufficient reason for travel. Use the "Staff Only/Lasciapassare" line at passport control.
37. **Countries whose nationals are exempt from the requirement of short-stay visas:**
https://www.esteri.it/en/servizi-consolari-e-visti/ingressosoggiornoinitalia/visto_ingresso/paesi_esenti_visto/

VIII. Practicalities

38. 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.
39. Please turn off mobile telephones before entering meeting rooms.
40. Please be informed that due to environmental considerations, printed documents will not be made available during the session.