



IFAD
INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT
Executive Board – Seventy-Fourth Session
Rome, 5-6 December 2001

**ARRANGEMENTS FOR THE SEVENTY-FOURTH SESSION
OF THE EXECUTIVE BOARD**

Information for the Executive Board Directors

LOCATION

1. The Seventy-Fourth Session of the Executive Board will be held on Wednesday 5 and Thursday 6 December 2001 at the Fund's Headquarters at Via del Serafico 107, EUR, Rome. The switchboard telephone number is (0039)0654591.

HOTEL BOOKINGS

2. Executive Board Directors wishing to obtain hotel bookings may fax or e-mail their requests to the Summertime travel office at IFAD through fax number 065191332; e-mail: Summertime@ifad.org. They are reminded to request bookings well in advance and indicate hotel preference and/or location, single/double, etc.

REGISTRATION AND SECURITY ARRANGEMENTS

3. Executive Board Directors are kindly requested to register immediately upon arrival in the Reception Area (B-3 Lobby) where they will be issued a security badge. The security staff have been instructed to allow entry to the Executive Board Room only to persons wearing a security badge.

MEETING ROOMS AND HOURS

4. The meetings of the Executive Board will take place in Room 201 (second floor). It is expected that these meetings will be held between 09.30 and 13.00 hours and between 14.30 and 18.00 hours, except on the opening day of the Session, Wednesday, 5 December 2001, when the meeting will start at 10.00 hours.



LIST OF PARTICIPANTS

5. A Provisional List of Participants will be issued on Thursday, 6 December 2001. Executive Board Directors are requested to notify the Documents Desk of any amendments they wish to make to the list.

SCHEDULE OF WORK

6. The Schedule of Work will be tabled on the first morning of the Session.

DISTRIBUTION OF DOCUMENTS

7. The Documents Desk is located in front of the Executive Board Room. Executive Board Directors may collect the documents they need immediately after registration.

POST OFFICE

8. IFAD does not have a post office located on its premises. For assistance, please contact the Documents Desk.

INCOMING CORRESPONDENCE

9. Personal correspondence addressed to Executive Board Directors will be distributed either by the conference-room messenger or the registration assistant. Correspondence should be clearly marked "Executive Board Director" and addressed: International Fund for Agricultural Development, Via del Serafico 107, 00142 Rome, Italy; telegraphic address: IFAD Rome; telex: 06620330 IFAD; telefax: (0039)065043463; and e-mail address: IFAD@ifad.org.

TELEPHONES

10. Executive Board Directors are kindly requested to arrange to receive telephone calls on the following numbers: 0654592285/0654592275. The public telephone in front of the Documents Desk takes coins or telephone cards.

11. Delegates are kindly requested to turn off their portable telephones before entering the Board Room.

BANK

12. A branch office of the Banca Commerciale Italiana is located in the B-1 Lobby. The Bank is open for business Mondays through Fridays from 08.30 to 13.30 hours and from 14.45 to 15.45 hours.



DISBURSEMENTS

13. A Disbursement Officer will be available in the Reception Area (B-3 Lobby) from 08.30 to 09.45 hours on Wednesday, 5 December 2001, to handle travel-related expense claims and to disburse per diem. Executive Board Directors are kindly requested to contact the Disbursement Officer during the hours indicated.

TRAVEL ARRANGEMENTS

14. Assistance with travel arrangements may be obtained in the Summertime travel office located in the B-1 Lobby area. The office is open for business Mondays through Fridays from 09.00 to 12.30 hours and from 14.00 to 17.00 hours.

MEDICAL SERVICES

15. The IFAD nurse is available in the meeting area. In addition, arrangements have been made with FAO to provide other medical services if required. Such services should be requested through the IFAD nurse.

TAXIS

16. Taxis may be requested at the Documents Desk. Note should be taken that in the case of a taxi called but not used, the taxi driver is entitled to a tariff to be borne by the person requesting the service.

SNACK BAR

17. A snack bar is located in the Executive Board Directors' Lounge in front of the Board Room. In addition to coffee and light beverages, sandwiches and pastries will be available.

BREAKFAST AND BUFFET LUNCHEON

18. Executive Board Directors are invited by the President to breakfast and to a buffet luncheon on both days of the Board, in the Executive Dining Room on the first floor, opposite the cafeteria.

19. Breakfast will be served at 09.00 hours on the first day of the Session and at 08.30 hours on the second day, while the buffet luncheons will begin at the close of each morning meeting but normally not before 13.15 hours.