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IFAD

INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT

Executive Board – Eightieth Session

Rome, 17-18 December 2003

**ARRANGEMENTS FOR THE EIGHTIETH SESSION
OF THE EXECUTIVE BOARD**

Information for the Executive Board Directors

LOCATION

1. The Eightieth Session of the Executive Board will be held on Wednesday 17 and Thursday 18 December 2003 at the headquarters building of the World Food Programme (WFP), located at via Cesare Giulio Viola 68, Parco de' Medici, Rome. The switchboard telephone number is (+39) 06-65131.

HOTEL BOOKINGS

2. Executive Board Directors wishing to obtain hotel bookings may fax or e-mail their requests to the Member Relations Office at IFAD through fax number (+39) 06-5459-3096 or e-mail address h.terry@ifad.org. Directors are reminded to request bookings well in advance and indicate hotel preference and/or location, single/double, etc.

REGISTRATION AND SECURITY ARRANGEMENTS

3. Directors are kindly requested to register immediately upon arrival at the registration desk in the entrance 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 the WFP Executive Board Room (ground 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 17 December 2003, when the meeting will start at 10.00 hours.

LIST OF PARTICIPANTS

5. A provisional list of participants will be issued on Thursday 18 December 2003. Directors are requested to notify the document distribution 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 document distribution desk is located on the ground floor, adjacent to the entrance to the Executive Board Room. Directors may pick up the documents they need immediately after registering.

POST OFFICE

8. The post office is located on the ground floor and is open from 08.25 to 13.50 hours.

INCOMING CORRESPONDENCE

9. Personal correspondence addressed to Directors will be distributed either by the conference room messenger or the registration assistant. Correspondence should be clearly marked "Executive Board Director" and addressed to the International Fund for Agricultural Development, via del Serafico 107, 00142 Rome, Italy; fax number: (+39) 06-504-3463; e-mail address: IFAD@ifad.org.

TELEPHONES

10. Public telephones, from which local and international calls may be made using coins or telephone cards, are located near the entrance lobby on the ground floor. Telephone cards are on sale at the post office and the newsstand. Change for public telephones may be obtained from a money-changing machine located in the public telephone area.

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

BANK

12. A branch office of the Banca Intesa bank is located on the first floor, Yellow Tower. It is open for business Monday through Friday from 08.40 to 13.35 hours and from 14.45 to 16.00 hours.

DISBURSEMENTS

13. A disbursement officer will be available at the registration desk in the entrance lobby from 08.30 to 09.45 hours on Wednesday 17 December 2003, to handle travel-related expense claims and to disburse per diems. Directors are kindly requested to contact the disbursement officer during the hours indicated.

TRAVEL ARRANGEMENTS

14. Carlson Wagonlit Travel is located on the first floor of the Yellow Tower, Room 1 Y02; its business hours are from 09.00 to 13.00 hours and from 14.00 to 17.00 hours.

MEDICAL SERVICES

15. The WFP nurse will be on the premises during the session and an ambulance will be available.

TAXIS

16. Taxis may be requested at the document distribution desk. Note should be taken that if a taxi is called but not used, the taxi driver is entitled to a fare to be borne by the person requesting the service.

TRANSPORTATION

17. Shuttle bus service will be available between WFP and the Muratella train station and between WFP and IFAD. Schedules for the above services will be available at the document distribution desk.

PARKING

18. Limited parking space will be available on the WFP premises.

LOUNGE, BAR AND CAFETERIA

19. The delegates' lounge and bar are located on the ground floor of the building. The bar will be open daily from 08.30 hours until adjournment of the meeting.

20. A cafeteria and bar are also located on the ground floor, near the entrance. The bar is open from 07.30 to 16.45 hours, and the cafeteria from 12.00 to 14.30 hours.

COMPUTER FACILITIES AND INTERNET CONNECTION

21. Four computer workstations with Internet access are located in the delegates' lounge. Delegates wishing to use the Internet or access their e-mail are welcome to use the facilities.

BUFFET LUNCHEON

22. The Directors are invited to a buffet luncheon offered by the President of IFAD in the gazebo on both days of the session.

23. The buffet will open upon the adjournment of each morning meeting, normally not before 13.00 hours.