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**IFAD**

**INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT**

**Executive Board – Eighty-Third Session**

Rome, 1-2 December 2004

**ARRANGEMENTS FOR THE EIGHTY-THIRD SESSION  
OF THE EXECUTIVE BOARD**

**Information for the Executive Board Directors**

LOCATION

1. The Eighty-Third Session of the Executive Board will be held on Wednesday and Thursday, 1-2 December 2004, 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 Member Relations office at IFAD through fax number (0039)065043463; e-mail [p.deleva@ifad.org](mailto:p.deleva@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. Executive Board Directors are kindly requested to register immediately upon arrival at the Reception (B-1 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 Board Room (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, 1 December 2004, when the meeting will start at 10.00 hours.

## LIST OF PARTICIPANTS

5. A Provisional List of Participants will be issued on Thursday, 2 December 2004. 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 near the Executive Board Room. 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 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; fax (0039)065043463; and e-mail address: [IFAD@ifad.org](mailto:IFAD@ifad.org).

## TELEPHONES

10. Directors are kindly requested to arrange to receive telephone calls on the following numbers: (0039)0654592285/0654592275. The public telephone in the Executive Board lounge takes coins.

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 is located in room B-203. It is open for business on Monday through Friday from 08.35 to 13.50 hours and from 15.00 to 16.30 hours.

## DISBURSEMENTS

13. A disbursement officer will be available at the Reception (B-1 Lobby) from 08.30 to 09.45 hours on Wednesday, 1 December 2004. Directors are kindly requested to submit their air ticket upon arrival to the disbursement officer for reimbursement purposes. The reimbursement of the air ticket and the payment of per diem will be ready for collection at the bank on Thursday, 2 December 2004.

## TRAVEL ARRANGEMENTS

14. Assistance with travel arrangements may be obtained from the Summertime travel office located in Room 706 in IFAD II, Via del Serafico 200. The office is open for business on Monday through Friday from 09.00 to 12.30 hours and from 14.00 to 17.00 hours.

## MEDICAL SERVICES

15. The IFAD nurse will be on the premises during the session. 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. It should be noted that should a taxi be called but not used, the taxi driver will be entitled to a tariff to be borne by the person requesting the service.

## SNACK BAR

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

## BUFFET LUNCHEON

18. On both days of the session, Executive Board Directors are invited to a buffet luncheon hosted by the President in the Executive Dining Room on the first floor, B-3 Entrance.

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