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Arrangements for the ninety-second session of the Executive Board

Information for Executive Board Directors

Executive Board — Ninety-second Session
Rome, 11-13 December 2007

For: **Information**

Location

1. The ninety-second session of the Executive Board will convene on Tuesday, Wednesday and Thursday, 11-13 December 2007, at the Fund's headquarters, located at Via del Serafico 107 (EUR), Rome. The switchboard telephone number is +39 06 54591.

Hotel bookings

2. Executive Board Directors wishing to obtain hotel bookings may forward their requests by fax to IFAD's Member Relations and Protocol Office on number +39 06 504 3463 or by e-mail to Ms Paola de Leva, Member Relations Assistant, at p.deleva@ifad.org. Directors are reminded to request bookings well in advance and indicate any preferences for a specific hotel, location, single/double accommodation, etc.

Registration and security arrangements

3. Directors are kindly requested to register immediately upon arrival at the reception desk (located in the B-1 lobby), where they will be issued a security badge. Security staff are authorized to allow entry to the Executive Board Room only to persons wearing a security badge.

Meeting room and hours

4. The meetings of the Executive Board will take place in the Executive Board Room (Building B, second floor). It is expected that these meetings will be held between 9.30 a.m. and 1 p.m. and between 2.30 p.m. and 6 p.m., except on the opening day of the session, Tuesday, 11 December, when the meeting will start at 2.30 p.m.

List of delegations

5. A provisional list of delegations will be issued on Wednesday, 12 December. 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 day of the session.

Distribution of documents

7. The Documents Desk is located in the Delegates' Lounge near the entrance to the Executive Board Room. Directors may collect any documents they need immediately after registration.

Post office

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

Incoming correspondence

9. Personal correspondence addressed to Directors will be distributed by either 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. The fax number is: +39 06 504 3463. The e-mail address is: IFAD@ifad.org.

Internet access

10. A number of computers with Internet connections are available in the Delegates' Lounge for use by members of official delegations.

Telephones

11. Directors are kindly requested to arrange to receive telephone calls on the following numbers: +39 06 5459 2285/2275.
12. Delegates are kindly requested to turn off the sound on portable telephones before entering the Executive Board Room.

Bank

13. A branch office of Intesa Sanpaolo is located in room B-203, close to the main reception. It is open for business Monday through Friday from 8.35 a.m. to 1.50 p.m. and from 3 p.m. to 4.30 p.m.

Disbursements

14. Directors are kindly requested to submit a copy of their air tickets with the boarding passes and/or ticket stubs, together with the travel agency receipt/invoice, to the Registration Desk upon arrival so that reimbursements can be processed in a timely fashion. In accordance with the By-laws for the Conduct of the Business of IFAD, Directors are entitled to receive "actual expenses incurred for travel by the most direct route to and from the place of the meeting. In the case of air travel, reimbursement shall be for economy class airfare." Air ticket reimbursements and per diem payments will be ready for collection at the bank on Wednesday, 12 December, as of 12.30 p.m.

Travel arrangements

15. Assistance with travel arrangements may be obtained from the Summertime travel office located in room 815 in the IFAD 2 Building, Via del Serafico 200. The office is open for business Monday through Friday from 9 a.m. to 12.30 p.m. and from 2 p.m. to 5 p.m.

Medical services

16. The IFAD nurse will be on the premises during the session. In addition, arrangements have been made with the Food and Agriculture Organization of the United Nations (FAO) to provide other medical services if required. Such services should be requested through the IFAD nurse.

Taxis

17. Taxis may be requested at the Documents Desk. It should be noted that, if a taxi is called but not used, the taxi driver will be entitled to a fare to be borne by the person requesting the service.

Snack bar

18. A snack bar is located in the Delegates' Lounge near the entrance to the Executive Board Room. Coffee, light beverages, sandwiches and pastries will be available at subsidized prices.

Buffet luncheon

19. On the days of the session, starting from Tuesday, 11 December, Executive Board Directors are invited to a buffet luncheon hosted by the President in the Executive Dining Room located on the first floor near the B-3 entrance.
20. The buffet will normally open at 1 p.m.

Reception

21. At close of business on Wednesday, 12 December, the President will host a reception for all delegates in the Executive Dining Room

