

Document: EB 2008/93/INF.1
Date: 7 March 2008
Distribution: Public
Original: English

E



Arrangements for the ninety-third session of the Executive Board

Information for Executive Board Directors

Executive Board — Ninety-third Session
Rome, 24-25 April 2008

For: **Information**

Location

1. The ninety-third session of the Executive Board will convene on Thursday, 24 and Friday, 25 April 2008, at the Fund's headquarters, located at Via del Serafico 107 (EUR), Rome. The switchboard telephone number is +39 06 54591.

Registration and security arrangements

2. 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

3. 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, Thursday, 24 April, when the meeting will start at 10 a.m.

List of delegations

4. A provisional list of delegations will be issued on Friday, 25 April. Directors are requested to notify the Documents Desk of any amendments they wish to make to the list.

Schedule of work

5. The schedule of work will be tabled on the first day of the session.

Distribution of documents

6. 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

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

Incoming correspondence

8. 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

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

Telephones

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

Bank

12. A branch office of Intesa Sanpaolo is located in room B-203, close to the main reception. It is normally 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. However, since Friday, 25 April, is an Italian national holiday, the bank will be closed on that day. Directors are therefore requested to conclude all business with the bank on Thursday, 24 April.

Disbursements

13. 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." Since Friday, 25 April, is an Italian national holiday, travel expense reimbursements and per diem payments will be made by bank transfer. Accordingly, Directors are kindly requested to provide their bank instructions by Friday, 18 April 2008 (see attached form).

Travel arrangements

14. Assistance with travel arrangements may be obtained from the IFAD travel agent 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

15. 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

16. 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

17. 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

18. On the days of the session, starting from Thursday, 24 April, 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.
19. The buffet will normally open at 1 p.m.

Reception

20. At close of business on Thursday, 24 April, the President will host a reception for all delegates in the Executive Dining Room.

