

Document:	<u>EB 2008/94/INF.1</u>
Date:	<u>30 July 2008</u>
Distribution:	<u>Public</u>
Original:	<u>English</u>

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Enabling poor rural people  
to overcome poverty

## **Arrangements for the ninety-fourth session of the Executive Board**

### **Information for Executive Board Directors**

Executive Board — Ninety-fourth Session  
Rome, 10-11 September 2008

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For: **Information**



**Location**

1. The ninety-fourth session of the Executive Board will convene on Wednesday, 10 and Thursday, 11 September 2008, at the Fund's new headquarters on Via Paolo di Dono 44, Rome (telephone: +39 06 54591).

**Registration**

2. Registration will commence on 10 September at 8.30 a.m. Directors are kindly requested to register immediately upon arrival at the registration desk (located in the conference area), where they will be issued with a security badge.

**Security**

3. Strict measures will be observed by security staff. Delegates will not be admitted to the Executive Board Room without a security badge.

**Meeting room and hours**

4. The meetings of the Executive Board will take place in the Executive Board Room (S-120 Oval Room, conference area). 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, when the meeting will start at 10 a.m. Meeting proceedings may be followed from outside the conference room through a video link.

**List of delegations**

5. A provisional list of delegations based on replies received as at 8 September 2008 will be posted on <http://www.ifad.org/gbdocs/eb/index.htm>. The final list will be provided in the minutes of the session.
6. Directors are requested to notify the documents desk of any amendments they wish to make to the list.

**Schedule of work**

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

**Distribution of documents**

8. Documents will be posted as they become available at <http://www.ifad.org/gbdocs/eb/index.htm>. Owing to resource constraints and environmental concerns, documents will be printed in limited quantities. Executive Directors are therefore kindly requested to bring their documents to the meeting. However, if necessary, documents may also be collected after registration. The documents desk is located in the conference area near the Executive Board Room.

**Post office**

9. IFAD does not have a post office on its premises. For assistance in such matters, please contact the documents desk.

**Incoming correspondence**

10. Personal correspondence addressed to delegates will be distributed by either the conference room messenger or the registration assistant. Correspondence should be clearly marked "Executive Board Director" and addressed to: International Fund for Agricultural Development, Via Paolo di Dono 44, 00142 Rome, Italy. Alternatively, the fax number is: +39 06 504 3463 and the e-mail address is: [ifad@ifad.org](mailto:ifad@ifad.org).

**Internet access**

11. Wireless Fidelity (Wi-Fi) will be available in and around the Executive Board Room. Delegates may also make use of the computers provided in the Internet café, which is located near the bar in the conference area.

**Telephones**

12. Directors may receive telephone calls in the conference area on the following numbers: +39 06 5459 2285/2275 (documents desk); 2101 (registration desk); 2112 (disbursement); or 2193 (information desk/cloakroom).
13. Delegates are kindly requested to turn off the sound on portable telephones before entering the Executive Board Room.

**Banking facilities**

14. A branch of Banca Popolare di Sondrio is located on the ground floor, close to the main reception. It is open for business Monday through Friday, 8.30 a.m. to 1.30 p.m. and 2.30 p.m. to 4.00 p.m.

**Disbursements**

15. 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 disbursement desk (located in the conference area) 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 Thursday, 11 September from 12.30 p.m.

**Travel arrangements**

16. Assistance with travel arrangements may be obtained from the IFAD travel agent, Carlson Wagonlit Travel, located on the ground floor in room B-011. The office is open Monday through Friday from 9 a.m. to 5 p.m.

**Medical services**

17. 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 to provide other medical services if required. Such services should be requested through the IFAD nurse.

**Taxis**

18. Taxis may be requested at the documents desk. It should be noted that, if a taxi is called but not used, the taxi driver is entitled to a fare, which must be paid by the person requesting the service.

**Snack bar**

19. A snack bar is located in the delegates' lounge near the Executive Board Room. Coffee, light beverages, sandwiches and pastries will be available at subsidized prices.

**Buffet luncheon**

20. On both days of the session, delegates are invited to a buffet luncheon hosted by the President in the Executive Dining Room, which is located in the conference area.
21. The buffet is scheduled to begin at 1 p.m.

**Reception**

22. At close of business on Wednesday, 10 September, the President will host a reception for all delegates in the Executive Dining Room.

