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Arrangements for the tenth special session of the Executive Board

Information for Executive Board representatives

Note to Executive Board representatives

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Executive Board — Tenth Special Session
Rome, 30 October 2017

For: Information

Arrangements for the tenth special session of the Executive Board

I. General information for delegates

Dates and location

1. The tenth special session of the Executive Board will be held on 30 October 2017, at IFAD headquarters, Via Paolo di Dono 44, Rome. The building is approximately a 20-minute drive from Leonardo da Vinci Airport (Fiumicino). The nearest metro station is Laurentina (B Line).
2. The special session will be held in the Oval Room (S-120), located on the lower ground floor, from 3.30 p.m. to 6.30 p.m.

Parking and transportation

3. A limited number of parking spaces will be reserved for delegates without drivers, to be used on a first-come, first-served basis, at Via Paolo di Dono 44, and Via Paolo di Dono 86, the external parking lot at the rear of the building. A security guard will be available for assistance throughout the session.
4. Delegates with drivers may be dropped off in front of the headquarters' main entrance. Drivers are required to leave the premises once the drop-off is completed to keep the parking area clear. No vehicles will be allowed to remain parked, apart from in the reserved parking spaces mentioned above.
5. Delegates are informed that a shuttle bus service between Laurentina metro station and IFAD headquarters is available (departing from Laurentina to IFAD at 7:40, 7:55, 8:10, 8:25, 8:40, 8:55, 9:10 and 9:25 a.m. and departing from IFAD to the Laurentina metro station at 4:45, 5:05, 5:20, 5:35, 5:50, 6:05, 6:20, 6:35, 6:50 p.m.). The pick-up and drop-off point at Laurentina metro station is Viale Luca Gaurico 9-11, on the main road behind the station, while the IFAD drop-off and pick-up point is the bus stop across the road from the guardhouse at the main entrance (between Via Paolo di Dono 50 and 44).

Security

6. A security perimeter will be established around the meeting site. Strict security measures will be implemented at the entrance and inside the building. Metal detectors and x-ray machines for baggage scanning will be in operation at all entrances to the meeting site. Participants with implanted electronic devices such as pacemakers should not go through the metal detectors as these may cause their devices to malfunction. They should ask for assistance and notify the security guards of their condition.
7. Security staff will allow building entry only to persons in possession of a security pass issued by IFAD, FAO and/or WFP. Otherwise, a temporary security pass will be provided at the guardhouse at the main entrance to allow delegates to proceed through the building to the registration desk in the conference area.
8. At the registration desk, located in the conference area on the lower ground floor, all delegates will receive a meeting badge, which must be displayed to gain access to the meeting room. Please consult the "registration procedures" section for more details.
9. To ensure the safety of all participants, meeting badges must be displayed at all times in the venues. Under no circumstances should your meeting badge be lent to another participant. Delegates are reminded never to leave briefcases or any valuable items unattended at the meeting site.

Distribution of documents/PaperSmart

10. In accordance with the IFAD Policy on the Disclosure of Documents (2010), as approved by the Executive Board at its 100th session, documents will be posted as they become available at <https://webapps.ifad.org/members/eb/EB/2017-10S> and on the [IFAD website](#), in the official languages of the Fund. Documents that have been finalized and posted after the last working day of the week prior to the Executive Board session will be tabled and made available in limited quantities at the documents desk, which is located in the conference area on the lower ground floor.
11. Delegates can contribute to the greening of the meeting by downloading all documents to their personal electronic devices, by printing documents on both sides of the paper and by disposing of documents in the recycling bins provided.
12. Delegates are kindly reminded to check the IFAD website at www.ifad.org and the Member States Interactive Platform at <https://webapps.ifad.org/members> regularly for new information.

Interpretation and languages used in meetings

13. The official languages of IFAD are Arabic, English, French and Spanish. Simultaneous interpretation and relevant documentation will be provided in these four languages. Delegates are reminded of the need to speak at a reasonable pace to enable interpreters to convey their ideas as accurately and clearly as possible.

II. Registration procedures

Notification of delegations

14. It would be appreciated if the names of all persons designated by a Member State to attend the Executive Board session could be submitted to the Office of the Secretary (e-mail: mslp@ifad.org) not later than Friday, 27 October. Accredited Executive Board representatives do not require credentials specific to the session if they hold an accreditation stating that they have been nominated to represent their Government at sessions until further notice. However, their names should be included in the delegation list submitted to the Office of the Secretary.

Registration

15. All members of official delegations are kindly requested to register and pick up their meeting badges, immediately upon arrival, at the registration desk located in the conference area on the lower ground floor.
16. Registration will begin on Monday, 30 October, at 2.30 p.m. and will continue until the end of the session.

List of delegations

17. A provisional list of delegations, based on registrations received as of Friday, 27 October, will be made available for consultation at the registration desk. The final list will be provided in the minutes of the session.
18. Executive Board representatives are kindly requested to notify the registration desk of any amendments they wish to make to the provisional list of delegations.

III. Other facilities

Travel arrangements and disbursements

19. Executive Board representatives requiring assistance from IFAD in booking their flights and hotel accommodation are kindly requested to contact the Office of the Secretary as early as possible. Booking and advance payment of flights and hotels will be made through the travel agency at IFAD headquarters (Carlson Wagonlit Travel). Call +39 06 5459 2203 or e-mail mslp@ifad.org.
20. Delegates making their own travel arrangements will be reimbursed for the cost of the flight up to the IFAD liability and the per diem for meals and miscellaneous

expenses upon presentation of the airline ticket and a receipt showing the itinerary details and costs incurred.

21. Delegates are kindly requested to submit a copy of their air tickets with boarding passes and/or ticket stubs, together with the travel agency receipt/invoice, to the registration desk (located in the conference area on the lower ground floor) upon arrival, so that reimbursements can be processed promptly. Air ticket and lodging reimbursements and per diem payments for this session will be made exclusively via bank transfer to the traveller's bank account.

Banking facilities

22. A branch of Banca Popolare di Sondrio is located on the ground floor, close to the main reception area. The bank is open from 8.30 a.m. to 1.30 p.m. and from 2.30 p.m. to 4.00 p.m.
23. Two cash dispensers (ATMs) are located on the ground floor, in front of the bank.

Medical services

24. The IFAD Medical Advisor and Nurse will be on the premises during the session and first-aid facilities are available at IFAD's headquarters with medical staff (ground floor in rooms B033, B034, B035, B036).
25. In case of medical emergencies, arrangements will be made for an ambulance. Such services would be arranged through the IFAD medical team.

Internet facilities

26. Wi-Fi is available throughout the building. Delegates can access the internet from anywhere by logging on as ifad_guest and entering the password ifadguest.

Internet cafe

27. An Internet cafe is located near the bar in the conference area, on the lower ground floor. The computers can be used to access the Internet and the Member States Interactive Platform.

Cloakroom

28. A cloakroom is available to delegates and is located in the conference area.

Taxis

29. Taxis may be requested from the guardhouse at the main entrance. Please note, however, that any taxis called but not used are entitled to payment of a minimum fare.

Bar and cafeteria

30. Coffee, light beverages, sandwiches and pastries may be purchased at subsidized prices at the cafeteria on the ground floor and at the bar in the conference area on the lower ground floor.

Additional information

31. Delegates are kindly reminded to check the IFAD Member States Interactive Platform regularly at <https://webapps.ifad.org/members/eb/EB/2017-10S> for further information.