



**IFAD**  
**INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT**  
**Governing Council - Twenty-Third Session**  
Rome, 16-17 February 2000

**ARRANGEMENTS FOR THE TWENTY-THIRD SESSION**  
**OF THE GOVERNING COUNCIL**

**Information for Delegates**

LOCATION

1. The Twenty-Third Session of the Governing Council will be held on Wednesday, 16 and Thursday, 17 February 2000 at the Auditorium della Tecnica, Viale Umberto Tupini 65, EUR, Rome, located near the Palazzo della Civiltà del Lavoro. The nearest metro station is EUR Magliana.

NOMINATION OF DELEGATES

2. Rule 11.1 of the Rules of Procedure of the Governing Council provides that "The credentials of Governors and alternates shall be issued by, or on behalf of, the Head of State or of Government or by the Minister or Secretary of Foreign Affairs, or by another person notified by the Member having authority to do so. These credentials and the notifications of the names of advisers shall be submitted to the President at least one week before the opening of the first session the designated persons are to attend. Unless otherwise specified, such credentials and notifications shall be considered valid for subsequent sessions until withdrawn by a notification to the President". It would be greatly appreciated if this information could be provided to the Secretary of IFAD in Rome no later than 14 January 2000.



#### REGISTRATION

3. All members of delegations of Member States and Observers of Non-Member States and Organizations are kindly requested to register immediately upon arrival in the registration area of the conference centre.
4. Registration will begin on Tuesday, 15 February 2000, from 10.00 to 18.00 hours and will continue on Wednesday, 16 February 2000, from 08.00 to 10.00 hours.

#### SECURITY

5. The building security staff will have instructions to allow entry only to participants in possession of a security badge. Security badges will be issued upon registration and Governing Council participants are required to wear them at all times.

#### MEETING ROOMS AND HOURS

6. The plenary meetings of the Governing Council will be held in the Auditorium. It is expected that they will take place from 10.00 to 13.00 and from 15.00 to 18.00 hours.
7. List meetings, as necessary, can be held in an auxiliary meeting area located across the courtyard from the Auditorium.

#### LIST OF PARTICIPANTS

8. A Provisional List of Participants, based on replies received as of 11 February 2000, will be made available on Tuesday, 15 February 2000, at the Documents and Registration Desks. A revised Provisional List of Participants, based on registration only, will be issued on Thursday, 17 February 2000.
9. Participants are kindly requested to notify the Registration Desk of any amendments they may wish to make to these provisional lists of participants.

#### ORDER OF THE DAY AND SUMMARY RECORDS

10. An Order of the Day will be available each morning. Provisional Summary Records will be issued as soon as possible after the Session in accordance with the Rules of Procedure of the Governing Council.

#### DISTRIBUTION OF DOCUMENTS

11. The Documents Desk will be located in the main reception area on the ground floor. In order to help conserve the environment by saving paper, delegates are requested to bring with them the documents that have been dispatched. Delegates may pick up further documents, if needed, immediately after registration.

#### RECEPTION

12. On the occasion of the Governing Council Session, the President of IFAD will host a reception on Wednesday, 16 February 2000, from 18.30 to 20.30 hours. All delegates and observers are invited and will receive invitation cards upon registration at the conference centre.



#### STATEMENTS BY DELEGATES

13. Heads of delegation wishing to make a general statement during the plenary meetings of the Governing Council are requested to notify the Secretary of IFAD of their intention to do so by Friday, 4 February 2000, at the latest. A list of the order of speakers, based on the order of the receipt of requests, will be published and made available at the start of the Session. Requests to make a general statement received after the start of the Session will be added in the same manner and an updated list of the order of speakers will be published daily.

14. Statements should be limited to a maximum of five minutes. Delegates who are listed to make a statement and have already prepared it in writing should provide advance copies to the Secretariat in order to assist the interpreters and press.

15. As an alternative to statements delivered during the Session, which are reproduced in the Governing Council Report in a very summarized form, delegates may choose to submit the text of their statement to the Secretary of IFAD for publication, in full, in the Governing Council Report.

#### ENTRY VISAS TO ITALY

16. In order to ensure that visas are granted on time, participants are reminded that Italy is one of the countries adhering to the Schengen Agreement, and should therefore note the following:

- Participants may request their visa to Italy upon presentation of IFAD's letter of invitation to the Governing Council to the Italian Representation in their country of residence at least three weeks prior to the date of entry.
- Participants coming from countries that have no Italian Consulates should obtain their visa from related Schengen countries that have been authorized to represent Italy. Updated information can be requested from the IFAD Liaison and Visa Section, fax no 003906-54592134 or e.mail address: [v.dimajo@ifad.org](mailto:v.dimajo@ifad.org).
- In the event there is no Representation of countries adhering to the Schengen Agreement, an eight-day visa may be granted upon arrival in Rome. However, in such cases, it is essential that the participant communicate the following information to IFAD's Liaison and Visa Section (telex: 620330 and telefax: 0039-0654592134 or 0039-065043463) **at least one week** prior to the arrival date in Rome:

*NAME/SURNAME*

*PLACE AND DATE OF BIRTH*

*NATIONALITY*

*PASSPORT DETAILS: (Number, Issuance and Validity Dates)*

*FLIGHT DETAILS*

#### HOTEL BOOKINGS

17. Delegates are responsible for making their own hotel bookings. February is a very busy period for hotels in Rome and the year 2000 will be particularly busy in view of the celebrations for the Jubilee. Therefore, it is strongly recommended that bookings be made well in advance.

18. The Sheraton Roma Hotel, which is close to the Auditorium della Tecnica, has reserved a limited number of rooms exclusively for IFAD delegates at a special conference rate. To request a booking at the Sheraton, delegates must complete, in full, the form attached to this document and send it, by telefax, **directly** to the Sheraton Roma Hotel, no later than 15 January 2000. All contact details for the Sheraton Roma Hotel are listed on the form.



19. The Hotel dei Congressi is also located near the Auditorium della Tecnica in Viale Shakespeare 29 (telephone: 0039-065921264 or 0039-065926021).

#### BANKING FACILITIES

20. The Banca Nazionale dell'Agricoltura will have limited banking facilities available in the reception area on the ground floor. It will follow regular Italian banking hours from 08.30 to 13.30 hours and from 14.30 to 15.30 hours.

#### TRAVEL ARRANGEMENTS

21. IFAD's travel agent, Summertime, will have staff available at the conference centre to assist delegates with travel arrangements.

#### MEDICAL SERVICES

22. First aid facilities are available in the meeting area, and for emergencies there is an ambulance service.

#### POST OFFICE

23. The Auditorium della Tecnica does not have a post office on its premises. The nearest Italian post office is located within ten minutes' walking distance on Viale Beethoven, near Piazzale Asia.

#### INCOMING MAIL

24. Personal mail for delegates will be placed in their pigeon-holes at the Documents Desk. Mail should indicate "Delegate Governing Council" and be addressed c/o the International Fund for Agricultural Development, Via del Serafico 107, 00142 Rome, Italy. Telegraphic address: IFAD Rome; Telex: 620330 IFAD; Telefax: 0039-065043463; e.mail address: IFAD@IFAD.ORG.

#### TELEPHONES

25. The switchboard of the Auditorium della Tecnica can be reached by dialing the following numbers: 0039-065918344, 0039-065918345, 0039-065918898, 0039-065923701. Additional telephone numbers of the Auditorium and the extension numbers of various Conference and Secretariat offices will be available at the Information Desk.

26. Delegates are kindly requested to turn off portable telephones before entering the meeting rooms.

#### INTERPRETATION

27. All meeting rooms will be equipped with interpretation facilities. Earphone sets with a language selector will allow delegates to follow the discussions. Delegates are kindly requested to leave earphones on their table at the end of each meeting.



#### TAXIS

28. Taxis may be ordered from the Information Desk. Note should be taken that taxis called but not used are entitled to a tariff to be borne by the person requesting the taxi services.

#### SNACK BAR

29. Coffee and light beverages, sandwiches and pastries may be purchased at a snack bar located on the ground floor.

#### RESTAURANTS AND CAFETERIAS

30. The Auditorium della Tecnica does not have restaurant facilities. A list of restaurants and self-service cafeterias within a short distance will be available at the Information Desk.

IFAD BLOCK BOOKING  
Sheraton Roma Hotel, Rome, Italy

**Please make your reservation by 15 January 2000**  
**Reservations received after this date cannot be guaranteed**

**Note:** A stamped version of this form will be returned to you as a confirmation of your reservation

---

Hotel Sheraton Roma  
Viale del Pattinaggio, 100  
00144 Rome, Italy

Arrival Date : \_\_\_\_\_

Departure Date: \_\_\_\_\_

Telephone: 0039-065453

Telefax: 0039-065940813

Last Name: \_\_\_\_\_  
(please print)

Telex: 626074 SHEROM I

E-mail: infosheraton@flashnet.it

Initials: \_\_\_\_\_

Special Rates for IFAD GOVERNING COUNCIL

- Single: Italian Lire 293 000
- Double: Italian Lire 358 000

Country Name: \_\_\_\_\_

City: \_\_\_\_\_

**Rates include VAT (taxes) and buffet breakfast**

Telephone No.: \_\_\_\_\_

Telefax No.: \_\_\_\_\_

Credit Card:

- /\_/\_ Master Card/Eurocard
- /\_/\_ Diners Club
- /\_/\_ Visa/Carte Bleu
- /\_/\_ Amex
- /\_/\_ Others

Estimated Time of Arrival:

\_\_\_\_\_

Estimated Time of Departure:

\_\_\_\_\_

Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Signature: \_\_\_\_\_

---

**N.B. A credit card number is necessary to guarantee hotel reservations. One night's room charge will be billed to your credit card if you do not cancel your reservation by 16:00 hours on the date of arrival or do not arrive on the date indicated.**