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IFAD
INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT
Governing Council – Twenty-Eighth Session
Rome, 16-17 February 2005

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

Information for Delegates

LOCATION

1. The Twenty-Eighth Session of the Governing Council will be held on Wednesday, 16 and Thursday, 17 February 2005 at the Palazzo dei Congressi, Piazzale J.F.Kennedy (EUR), Rome. The nearest metro station is EUR Fermi.

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 for Foreign Affairs, or by another person notified by the Member so 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Unless otherwise specified, such credentials and notifications shall be considered valid for subsequent sessions until withdrawn by a notification to the President.”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 17 January 2005.

3. For planning purposes, Observers are also requested to kindly confirm their participation or non-participation prior to 17 January 2005.

REGISTRATION

4. 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.

5. Registration will begin on Tuesday, 15 February 2005, from 10.00 to 18.00 hours and will continue on Wednesday, 16 February 2005, from 08.00 to 10.00 hours.

SECURITY

6. Strict security measures will be implemented. 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

7. The plenary meetings of the Governing Council will be held in the Salone della Cultura. It is expected that they will take place from 10.00 to 13.00 hours and from 14.30 to 18.30 hours on the first day.

8. Meeting rooms to be used for Lists' meetings and other Governing Council related events are located on the first floor.

9. Delegates are kindly reminded to turn off mobile telephones before entering the meeting rooms.

LIST OF PARTICIPANTS

10. A Provisional List of Participants, based on replies received as of 11 February 2005, will be made available on Tuesday, 15 February 2005, at the Documents and Registration Desks. A revised Provisional List of Participants, based on registration only, will be issued on Thursday, 17 February 2005.

11. Participants are kindly requested to notify the Registration Desk of any amendments they may wish to make to the Provisional List of Participants.

SCHEDULE OF WORK AND SUMMARY RECORDS

12. The schedule of work will be available on the first day of the meeting. 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

13. 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

14. On the occasion of the Governing Council Session, the President of IFAD will host a reception on Wednesday, 16 February 2005. All delegates and observers are invited and will receive invitation cards upon registration at the conference centre.

STATEMENTS BY DELEGATES

15. Heads of delegations 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 2005, 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.

16. Statements should be limited to a maximum of five minutes. Delegates who are listed to make a statement should preferably provide it in electronic format. Should this not be possible, a hard copy of the statement should be provided as early as possible prior to the delivery of the speech.

17. The Secretariat will arrange for delivered speeches to be posted on IFAD's intranet and Internet sites, unless otherwise advised by the delegations concerned.

18. Statements that are delivered during the plenary meetings will be recorded in the Governing Council Report in summarized form.

19. Instead of delivering their statement during the Governing Council, delegates may choose to submit their statements for publication, in their entirety, in the Governing Council Report. In such cases, delegates should submit the full text of their statements directly to the List of Speakers Office. Should they so desire, Governors may have their statements posted on IFAD's intranet and Internet sites.

LIST OF SPEAKERS OFFICE

20. The List of Speakers Office, as part of the Secretariat of the Session, is responsible for all statements made or submitted by delegations. The office will receive and keep a record of all statements provided. It will draw up the order of speakers delivering statements during plenary meetings and assist speakers at the point of delivery. Any queries regarding the order of speakers should be addressed directly to the manager of the office. The staff of the office will seek speakers' approval for their statements to be posted on IFAD's intranet and Internet sites after delivery.

21. At registration, delegates will be informed where the List of Speakers Office is located.

ENTRY VISAS TO ITALY

22. 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 for 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. In case of difficulty, they should contact the IFAD Privileges and Visa Management Section, which will support their documentation by sending a note verbale to the relevant Italian Embassy.
- Participants coming from countries that have no Italian consulate should obtain their visa from related Schengen countries that have been authorized to represent Italy. Updated

information can be requested from the IFAD Privileges and Visa Management Section at fax no. 003906-54593311 or e.mail address: s.reyes@ifad.org.

- In the event there is no Representation of countries adhering to the Schengen Agreement, a ten-day visa may be granted upon arrival in Rome. However, in such cases, it is essential that the participant communicate the following information to the IFAD Privileges and Visa Management Section (Fax: 0039-0654593311 or 0039-065043463 or by e.mail to s.reyes@ifad.org) **at least ten days** prior to the arrival date in Rome:

NAME/SURNAME
PLACE AND DATE OF BIRTH
NATIONALITY
PASSPORT DETAILS: (Number, Issuance and Validity Dates)
FLIGHT DETAILS

- It is also important that the itinerary to Rome should not foresee any stop-over in any other countries that adhere to the Schengen Agreement.

HOTEL BOOKINGS

23. Delegates are responsible for making their own hotel bookings.
24. The Sheraton Roma Hotel, which is close to the Palazzo dei Congressi, 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 fax, **directly** to the Sheraton Roma Hotel, no later than 15 January 2005. All contact details for the Sheraton Roma Hotel are listed on the form.
25. A listing of other hotels that provide corporate rates to IFAD will be provided separately.

BANKING FACILITIES

26. Limited banking facilities will be available in the reception area on the ground floor. The bank will follow regular Italian banking hours from 08.30 to 13.30 hours and from 14.30 to 15.30 hours.

TRAVEL ARRANGEMENTS

27. IFAD's travel agent, Summertime, will have staff available at the conference centre from 8.30 hours to 13.00 hours and from 14.00 hours to 17.30 hours to provide assistance with travel arrangements.

MEDICAL SERVICES

28. First-aid facilities are available in the meeting area, as well as an ambulance in case of emergencies.

POST OFFICE

29. The Palazzo dei Congressi 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

30. Personal mail for delegates will be placed in their boxes 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. Fax: 0039-065043463; e.mail address: IFAD@IFAD.ORG.

TELECOMMUNICATIONS AND INTERNET FACILITIES

31. The Information Desk at the Palazzo dei Congressi can be reached by dialing the following numbers: 0039-0654513840, 0039-0654513841, 0039-0654513842, 0039-0654513843. Additional telephone numbers of the Palazzo dei Congressi and the extension numbers of various conference and Secretariat offices will be available at the Information Desk.

32. Facilities for international telephone calls, fax transmission and Internet access are available at the conference centre.

INTERPRETATION

33. All meeting rooms will be equipped with interpretation facilities in the four IFAD official languages. 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

34. 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 service.

SNACK BAR

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

RESTAURANTS AND CAFETERIAS

36. The Palazzo dei Congressi 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 AND CONFERENCE CENTER

Please make your reservation by 15 January 2005.
Reservations received after this date cannot be guaranteed.

Note: Please type or use block letters. A stamped version of this form will be returned to you as confirmation of your reservation.

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

Telephone: 0039 0654531

Fax: 0039 065940689/065940555

E-mail: res497.sheraton.roma@sheraton.com

Special Rates for IFAD GOVERNING COUNCIL

- Single: EUR 168.00
- Double: EUR 206.00

Rates include taxes and buffet breakfast.

Credit Card:

- MasterCard/Eurocard
 Diners Club
 Visa/Carte Bleu
 Amex
 Others

Number: _____

Expiry Date: _____

Signature: _____

Arrival Date: _____

Departure Date: _____

Last Name: _____

First Name: _____

Country Name: _____

City: _____

Telephone No: _____

Fax No: _____

Estimated Time of Arrival: _____

(Hotel check-in time: 14.00 hours)

Estimated Time of Departure: _____

(Hotel check-out time: 12.00 hours)

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 reservation is not cancelled at least 72 hours prior to the date of arrival.