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IFAD
INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT
Governing Council – Twenty-ninth Session
Rome, 15-16 February 2006

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

INFORMATION FOR DELEGATES

Location

1. The twenty-ninth session of the Governing Council will be held on Wednesday, 15 and Thursday, 16 February 2006 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Unless otherwise specified, such credentials and notifications shall be considered valid for subsequent sessions until withdrawn by a notification to the President.”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 not later than 20 January 2006.

3. For planning purposes, observers are also requested to kindly confirm their participation or non-participation prior to 20 January 2006.

Registration

4. All members of official delegations and all observers are kindly requested to register immediately upon arrival in the registration area of the conference centre.
5. Registration will begin on Tuesday, 14 February 2006, from 10.00 to 18.00 hours and will continue on Wednesday, 15 February 2006, 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 List 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 meeting rooms.

List of participants

10. A provisional list of participants, based on replies received as of 10 February 2006, will be made available on Tuesday, 14 February 2006, at the documents and registration desks. A revised provisional list of participants, based on registration only, will be issued on Thursday, 16 February 2006.
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 session. 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. Due to environmental concerns, delegates are requested to bring with them the documents that have been dispatched. Delegates may pick up further documents, if necessary, immediately after registration.

Reception

14. The President of IFAD will host a reception on Wednesday, 15 February 2006. All delegates and observers are invited and will receive invitation cards upon registration at the conference centre.

Statements by delegates

15. 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, 3 February 2006, 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 are kindly requested to provide statements in electronic format; should this not be possible, a printed version should be provided as early as possible prior to delivery of the statement.

17. The Secretariat will arrange for delivered statements to be posted on IFAD's website, 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 a 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 also have their statements posted on IFAD's website.

List of Speakers Office

20. The List of Speakers Office, as part of the Secretariat of the session, receives and keeps a record of all statements submitted, draws up the order of speakers for the plenary meetings and assists speakers at the point of delivery. Any queries regarding the order of speakers should be addressed directly to the List of Speakers Office, which will seek speakers' approval for their statements to be posted on IFAD's website after delivery.

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

Entry visas for 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,¹ and they 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

¹ The Schengen States are: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain and Sweden.

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, upon receipt of the following data:

NAME/SURNAME
PLACE AND DATE OF BIRTH
NATIONALITY
PASSPORT DETAILS: (number, issuance and validity dates)

- Participants coming from countries that have no Italian consulate should obtain their visa from a Schengen country representation that has been authorized to represent Italy. Updated information can be requested from the IFAD Privileges and Visa Management Section at facsimile number: +39-06-5459-3311 or e-mail: s.reyes@ifad.org.
- In the event that the participant's country has no representation of a country 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 (facsimile number: +39-06-5459-3311/504-3463 or e-mail: s.reyes@ifad.org) **at least ten days** prior to arrival date in Rome:

NAME/SURNAME
PLACE AND DATE OF BIRTH
NATIONALITY
PASSPORT DETAILS: (number, issuance and validity dates)
FLIGHT DETAILS

- In the case above, it is important that the itinerary to Rome should not include a stopover in any other country that adheres to the Schengen Agreement.

23. Delegates are also advised that their national passports should have at least six months' validity after the date of departure from Italy.

Hotel bookings

24. Delegates are responsible for making their own hotel bookings.

25. 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, delegates must complete, in full, the attached form (Attachment 1) and send it, by facsimile, **directly** to the Sheraton Roma Hotel, not later than 20 January 2006. All contact details for the Sheraton Roma Hotel are listed on the form.

26. A list of other hotels that offer corporate rates to IFAD is also attached (Attachment 2).

Banking facilities

27. 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

28. 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

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

Post office

30. The Palazzo dei Congressi does not have a post office on its premises. The nearest post office is located within a ten-minute walking distance on Viale Beethoven, near Piazzale Asia.

Incoming mail

31. 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 International Fund for Agricultural Development (IFAD), Via del Serafico 107, 00142 Rome, Italy. Facsimile number: +39-06-504-3463; e-mail: ifad@ifad.org.

Telecommunications and Internet facilities

32. The information desk at the Palazzo dei Congressi can be reached on the following numbers: +39-06-5451-3840/5451-3841/5451-3842/5451-3843. Additional telephone numbers for the Palazzo dei Congressi and the extension numbers of various conference and Secretariat offices will be available at the information desk.

33. Facilities for international telephone calls, facsimile transmissions and Internet access are available at the conference centre.

Interpretation

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

35. Taxis may be requested from the information desk. Please note, however, that any taxis called but not used are entitled to payment of a basic fare.

Snack bar

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

Restaurants and cafeterias

37. The Palazzo dei Congressi does not have restaurant facilities. A list of nearby restaurants and self-service cafeterias will be available at the information desk.

ATTACHMENT 1

IFAD BLOCK BOOKING

Sheraton Roma

HOTEL AND CONFERENCE CENTER

Please make your reservation by 20 January 2006.**Note: Please type or use block letters. A stamped version of this form will be returned to you as confirmation of your reservation.**

Sheraton Roma Hotel and Conference Center
Viale del Pattinaggio, 100
00144 Rome, Italy

Arrival Date: _____

Departure Date: _____

Telephone: +39-06-54531

Last Name: _____

Facsimile: +39-06-594-0813/594-0689

E-mail: valeria.cianchettini@sheraton.com

First Name: _____

Special rates for IFAD GOVERNING COUNCIL

Country Name: _____

Single: EUR 168 per night
Double: EUR 206 per night

City: _____

Rates include taxes and buffet breakfast.

Telephone No: _____

Credit card: (mandatory)

Fax No: _____

- MasterCard/Eurocard
 Diners Club
 Visa/Carte Bleue
 American Express
 Others

Estimated Time of Arrival: _____

(Hotel check-in time: 15.00 hours)

Number: _____

Estimated Time of Departure: _____

(Hotel check-out time: 10.00 hours)

Expiry Date: _____

Signature: _____

Hotel Reservation Policy:

- Reservations must be made through the Sheraton Roma Hotel. A block of rooms has been reserved for delegates from 14 to 17 February 2006. The first cut-off date is 20 January 2006. After that date, all reservations are subject to availability.
- Room availability is limited. The Sheraton Roma Hotel cannot guarantee room availability prior to or after the Governing Council session. If you plan to arrive before or stay after the session, please return this form immediately to the Sheraton Roma Hotel.
- **Cancellation policy.** Reservations may be cancelled up to 72 hours prior to arrival date. All other cancellations and no-shows are subject to a one-night room and tax charge.

HOTELS IN ROME THAT OFFER SPECIAL RATES FOR IFAD¹
(2006)

EUR/IFAD VICINITY	Euro
ARAN PARK HOTEL Via R. Forster, 24 00143 Rome Tel: +39-06-510721 Fax: +39-06-51963976 E-mail: parkhotel@arangroup.it Web site: www.aranhotels.com	Single: 118.00/134.00 Double: 175.00
CASA SAN BERNARDO Via Laurentina, 289 00142 Rome Tel: +39-06-5407651 Fax: +39-06-5407654	Single: 90.00 Double: 120.00 Triple: 150.00 Quadruple: 180.00
EUR SUITE HOTEL Via Prezzolino, 5 00143 Rome Tel: +39-06-50513773 Fax: +39-06-5000523 E-mail: eursuite@tiscali.it	Single: 84.00 Double: 103.00
HOTEL CRISTOFORO COLOMBO Via Cristoforo Colombo, 710 00144 Rome Tel: +39-06-5921901 Fax: +39-06-5913262 E-mail: info@hotelcolomboroma.it Web site: www.hotelcolomboroma.it	Single: 100.00 Double: 140.00
HOTEL DEI CONGRESSI Viale Shakespeare, 29 00144 Rome Tel: +39-06-5921264/5926021 Fax: +39-06-5911903	Single: 125.00/140.00 Double: 180.00

¹ Only standard single and double room prices have been indicated. Most hotels offer use of double room for single occupancy as well as offering junior and executive suites.

VILLA EUR – PARCO DEI PINI

Piazzale Marcelino Champagnat, 2
00144 Rome

Tel: +39-06-54220-627/659

Fax: +39-06-54220-912

E-mail: info@villaeur.com

Web site: www.villaeur.com

Single: 67.50/79.60
Double: 127.80

Euro**EUR PARCO DEI MEDICI – HOLIDAY INN**

Viale Castello della Magliana, 65
00148 Roma

Tel: +39-06-65581

Fax: +39-06-6557005

E-mail: info@holidayinn-eur.it

Web site: www.holiday-inn.com/rome-parcoi

Single 130.00/142.00
Double 165.00

OLY HOTEL

Via Santuario Regina degli Apostoli, 36
00145 Rome

Tel: +39-06-59444.1

Fax: +39-06-5412027

E-mail: olyhotel@tin.it

Web site: www.olyhotel.it

Single: 130.00
Double: 170.00

HOTEL TRE FONTANE

Via del Serafico, 51
00143 Rome

Tel: +39-06-51956556/51963538

Fax: +39-06/51955419

E-mail: hoteltrefontane@tin.it

Single: 100.00
Double 120.00

SHANGRI-LA`CORSETTI

Viale Algeria, 141
00144 Rome

Tel: +39-06-5916441

Fax: +39-06-5413813

Restaurant: Tel: 06-5918861 Fax: 06-5914581

E-mail: Reception@shangrilacorsetti.it

Web site: www.shangrilacorsetti.it

Single: 125.00
Double: 170.00

SHERATON ROMA

Viale del Pattinaggio, 100
00144 Rome

Tel: +39-06-54531

Fax: +39-06-5940689

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

Web site: www.sheraton.com/roma

Single: 184.00
Double: 224.00

Euro

FOUR POINTS HOTEL – SHERATON ROMA WEST

Via Eroi di Cefalonia, 289

00128 Rome

Tel: +39-06-508341

Fax: +39-06-50834729

E-mail: info@fourpointsheratonroma.comWeb site : www.fourpointsheratonroma.com

Single: 113.00

Double: 150.00

COURTYARD BY MARRIOTT ROME AIRPORT –**FIUMICINO**

Via Portuense, 2470

20090 Fiumicino (Rome)

Tel: +39-06-6507658

Fax: +39-06-99935888

E-mail: giorgio.manduzio@romeairporthotel.it

Single 120.00

Double: 150.00

AVENTINO/FAO VICINITY**VILLA S.PIO**

Via S. Melania, 19

00153 Rome

Tel: +39-06-57452312

Fax: +39-06-5783604/5741112

E-mail: info@aventinohotels.comWeb site: www.aventinohotels.com

Single: 124.00

Double: 140.00

Triple 145.00

Quadruple : 155.00

HOTEL AVENTINO

Via San Domenico, 10

00153 Rome

Tel: +39-06-57452312

Fax: +39-06-5783604/5741112

E-mail: info@aventinohotels.comWeb site: www.aventinohotels.com

Single: 83.00

Double: 114.00

Triple: 130.00

CENTRAL ROME**ABITART HOTEL**

Via P. Matteucci, 10/20

00154 Rome

Tel: +39-06-4543191

Fax: +39-06-454319899

E-mail: info@abitarthotel.comWeb site: www.abitarthotel.com

Single: 180.00

Double: 220.00

	Euro
HOTEL AMBASCIATORI PALACE HOTEL	
Via Vittorio Veneto, 62	Single: 180.00/200.00
00187 Rome	Double: 285.00/310.00
Tel: +39-06-47493	
Fax: +39-06-4743601	
E-mail: info@ambasciatoripalace.com	
Web site: www.ambasciatoripalace.com	
HOTEL CELIO	
Via dei Santissimi Quattro, 35/C	Single: 150.00/180.00
00184 Rome	Double: 200.00
Tel: +39-06-70495333	Triple: 250.00
Fax: +39-06-7096377	
E-mail: info@hotelcelio.com	
Web site: www.hotelcelio.com	
DANIEL'S HOTEL	
Via Frattina, 107	Single: 180.00
00182 Rome	Double: 250.00
Tel: +39-06-69380203	Triple: 280.00
Fax: +39-06-69380194	
HOTEL FORUM	
Via Tor de'Conti, 35	Single: 140.00/170.00
00184 Rome	Double: 170.00/280.00
Tel: +39-06-6792446	Triple: 220.00/310.00
Fax: +39-06-6786479	
E-mail: info@hotelforum.com	
Web site: www.hotelforum.com	
GOLDEN TULIP	
Via Luca Passi, 6	Single: 110.00/120.00
00166 Roma	Double: 110.00/120.00
Tel: +39-06-669921	
Fax: +39-06-66411493	
HOTEL LANCELOT	
Via Capo d'Africa, 47	Single: 100.00
00184 Rome	Double: 158.00
Tel: +39-06-70450615	Triple: 180.00
Fax: +39-06-70450640	Quadruple: 200.00
E-mail: lancelot@italyhotel.com	
HOTEL MERCURE ROMA DELTA COLOSSEO	
Via Labicanu, 144	Single: 130.00
00184 Rome	Double: 200.00
Tel: +39-06-770021	
Fax: +39-06-7005781	
E-mail: mercuri.romacolosseo@accor-hotels.it	
Web site: www.accorhotels.com	

		Euro
MIDAS – JOLLY HOTEL		
Via Aurelia, 800	Single:	128.00
00186 Rome	Double:	157.00
Tel: +39-06-66393		
Fax: +39-06-66418457		
Toll free number: 800-017703		
HOTEL RICHMOND		
Largo Corrado Ricci, 36	Single:	74.25/93.15
00184 Rome	Double:	105.30/131.60
Tel: +39-06-69941256		
Fax: +39-06-69941454		
E-Mail: romint@flashnet.it		
ALBERGO SANTA CHIARA		
Via Santa Chiara, 21	Single:	137.00
00186 Rome	Double:	194.00
Tel: +39-06-6872979		
Fax: +39-06-6873144		
E-mail: info@albergosantachiara.com		
Web site: www.albergosantachiara.com		
VITTORIO VENETO – JOLLY HOTEL		
Corso Italia, 1	Single:	189.00/209.00
00195 Rome	Double:	235.00/299.00
Tel: +39-06-8495		
Fax: +39-06-8841104		
HOTEL CHAMPAGNE GARDEN		
Via Vittorio Bachelet, 4	Single:	110.00
00185 Rome	Double:	150.00
Tel: +39-06-4927209		
Fax: +39-06-44703978		
E-mail: info@hotelchampagne.it		
Web site: www.hotelchampagen.it		
HOTEL CHAMPAGNE PALACE		
Via Principe Amadeo, 82	Single:	110.00
00185 Rome	Double:	150.00
Tel: +39-06-492721		
Fax: +39-06-44703978		
E-mail: info@hotelchampagne.it		
Web site: www.hotelchampagen.it		

Euro

PERIPHERAL**HOTEL ANAGNINA**

Via Torre Mezzavia, 25

00173 –Rome

Tel: +39-06-72630492

Fax: +39-06-7230889

E-mail: reservation@HotelAnagnina.bizWeb site: www.hotelanagnina.biz

Single: 75.00

Double: 95.00

HOTEL SELENE

Via Pontina Km.30

00040 Pomezia –Rome

Tel: +39-06-911701

Fax: +39-06-91601570

E-mail: info@hotelselene.comWeb site: www.hotelselene.com

Single: 78.00

Double: 120.00

HOTEL VILLA DEGLI ANGELI

Via Spiaggia del Lago, 32

00040 Castel Gandolfo – Castelli – Rome

Tel: +39-06-93668241/93660014

Fax: +39-06-93668251

Single: 75.00/85.00

Double: 110.00

BED AND BREAKFAST**BED & BREAKFAST ASSOCIATION OF ROME**

Via Antonio Pacinotti, 73

00146 Rome

Tel: +39-06-55302248

Fax: +39-06-55302259

E-mail: info@b-b.rm.itWeb site: www.b-b.rm.it

Single: 46.00/80.00

Double: 76.00/130.00

