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Enabling the rural poor
to overcome poverty

Arrangements for the thirtieth session of the Governing Council

Governing Council — Thirtieth Session
Rome, 14-15 February 2007

For: **Information**

Arrangements for the thirtieth session of the Governing Council

Information for delegates

Location

1. The thirtieth session of the Governing Council will be held on Wednesday, 14 and Thursday, 15 February 2007 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Unless otherwise specified, such credentials and notifications shall be considered valid for subsequent sessions until withdrawn by a notification to the President."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 22 January 2007.
3. For planning purposes, observers are also requested to kindly confirm their participation or non-participation prior to 22 January 2007.

Registration

4. All members of official delegations and all observers are kindly requested to register and pick up their security badge at the main entrance on Piazzale J.F. Kennedy immediately upon arrival in the registration area of the conference centre.
5. Registration will begin on Tuesday, 13 February 2007, from 10 a.m. to 6 p.m. and will continue on Wednesday, 14 February 2007, from 8 a.m. to 10 a.m.

Security

6. Strict security measures will be implemented and metal detectors are in operation at all entrances at the meeting site. Security staff will have instructions to allow entry only to participants in possession of a security badge. Governing Council participants are required to wear them at all times.
7. Delegates are reminded not to leave briefcases or any valuable items unattended at the meeting site.

Meeting rooms and hours

8. 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 a.m. to 1 p.m. and from 2.30 p.m. to 6.30 p.m. on the first day.
9. It is essential that meetings start on time and that the schedule be respected. Delegations are therefore urged to be present at the meeting on time.
10. Meeting rooms to be used for List meetings and other Governing Council-related events are located on the first floor.
11. Delegates are kindly reminded to turn off mobile telephones before entering meeting rooms.

List of participants

12. A provisional list of participants, based on replies received as of 9 February 2007, will be made available on Tuesday, 13 February 2007, at the documents and registration

desks. A revised provisional list of participants, based on registration only, will be issued on Thursday, 15 February 2007.

13. 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

14. 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

15. 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. In accordance with current practice, documents will also be made available on IFAD's website in the official languages of the Fund. Kindly address any queries regarding access to the restricted website, provision of user identification and passwords to Ms Paola de Leva, Member Relations Assistant; telephone +39 06 5459 2040 or e-mail p.deleva@ifad.org. Delegates may pick up further documents, if necessary, immediately after registration.

Reception

16. The President of IFAD will host a reception on Wednesday, 14 February 2007. All delegates and observers are invited and will receive invitation cards upon registration at the conference centre.

Statements by delegates

17. 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 Monday, 5 February 2007, 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.
18. 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.
19. The Secretariat will arrange for delivered statements to be posted on IFAD's website, unless otherwise advised by the delegations concerned.
20. Statements that are delivered during the plenary meetings will be recorded in the Governing Council Report in summarized form.
21. Heads of delegations who wish to deliver a general statement during the plenary meeting of the Governing Council may request a videotape of their address or have a copy distributed to specified members of the media. Delegates wishing to avail themselves of this opportunity should take note of the following:
 - (a) Delegates interested in obtaining a videotape (in VHS format) of their address should indicate this when notifying the Secretary of IFAD of their intention to deliver a statement. Requested tapes will be distributed from the List of Speakers Office at the end of each day on 14 and 15 February.
 - (b) Delegates interested in having a broadcast-quality copy of their statement distributed to the media should indicate their interest to the Secretary of IFAD including the following information:

Media organization: _____

Contact name: _____

Telephone number: _____

Mailing address: _____

22. 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

23. 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.
24. At registration, delegates will be informed where the List of Speakers Office is located.

Entry visas for Italy

If the participant is a holder of a United Nations laissez-passer

25. It is now possible to enter Italy with the United Nations laissez-passer without a visa when travelling on official mission and for a short period (less than 90 days) irrespective of the nationality. In consultation with the Italian police at the Fiumicino airport, below are the steps holders of a United Nations laissez-passer should take in order to enter Italy:
- Inform the IFAD Privileges and Visa Management Section at facsimile number +39 06 5459 3311 or e-mail privilegesvisa@ifad.org, with a copy to s.reyes@ifad.org, in advance of the arrival, including the following details:
 - Name/Surname**
 - Place and date of birth**
 - Nationality**
 - Passport details** (number, issuance and validity dates)
 - Flight details**
 - The visa office will provide a declaration to the border authorities informing them of the arrival of the IFAD visitor to the Governing Council meeting.
 - A copy of the declaration will be forwarded to the participant.
 - Upon arrival, travellers should show the United Nations laissez-passer and the copy of the declaration to the Fiumicino border police (located on the right side of the passport check-point with the indication "Staff Only/Lasciapassare").

If the participant is a holder of a national passport

26. 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 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: privilegesvisa@ifad.org with a copy to 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 3311/5043463 or e-mail privilegesvisa@ifad.org, with a copy to 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 of above, it is important that the itinerary to Rome should not include a stopover in any country that adheres to the Schengen Agreement.
27. **Delegates are also advised that their national passports and/or United Nations laissez-passer should have at least six months' validity after the date of departure from Italy.**
- Hotel bookings**
28. Delegates are responsible for making their own hotel bookings.
29. 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 I) and send it, by facsimile, **directly** to the Sheraton Roma Hotel, not later than 19 January 2007. All contact details for the Sheraton Roma Hotel are listed in the form. Alternatively, for electronic bookings an online link with the Sheraton website is available at <http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=0612051721&key=EDB1F>.

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

Delegates may access the site from 5 December 2006 to 16 February 2007 to book, modify or cancel a reservation.

30. A list of other hotels that offer corporate rates to IFAD is also attached (attachment II).

Banking facilities

31. Limited banking facilities will be available in the reception area on the ground floor. The bank will follow regular Italian banking hours from 8.30 a.m. to 1.30 p.m. and from 2.30 p.m. to 3.30 p.m.

Travel arrangements

32. IFAD's travel agent, Summertime, will have staff available at the conference centre from 8.30 a.m. to 1 p.m. and from 2 p.m. to 5.30 p.m. to provide assistance with travel arrangements.

Medical services

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

Post office

34. 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

35. 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 5043463; e-mail: ifad@ifad.org.

Telecommunications and Internet facilities

36. The information desk at the Palazzo dei Congressi can be reached on the following numbers: +39 06 5451 3900/5451 3901/5451 3902/5451 3903. 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.
37. Facilities for international telephone calls, facsimile transmissions and Internet access are available at the conference centre.

Interpretation and languages used in meetings

38. The official languages of IFAD are Arabic, English, French and Spanish. Simultaneous interpretation and all documents will be provided in these four languages.
39. 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.

Cloakroom

40. A cloakroom is available to delegates and is located at the main entrance.

Taxis

41. 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

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

Restaurants and cafeterias

43. 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.

Governing Council of IFAD

Block booking

13-16 February, 2007

Sheraton Roma Hotel & Conference Center

Please make your reservation by 19 January 2007

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

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

Telephone: +39 06 54537382
Telefax: +39 06 5940813

E-mail: sales.sheratonrome@sheraton.com

Special Rates for IFAD GOVERNING COUNCIL

- Classic Single: EUR 168.00 per night
- Classic Double: EUR 206.00 per night

Please advise preference:

Smoking

Non smoking

Eventual request of:

- Club single: EUR 223.00 per night
- Club double: EUR 274.00 per night

Rates include taxes and full buffet breakfast

Credit Card **(mandatory)**:

Master Card/Eurocard

Diners Club

Visa/Carte Bleu

Amex

Others

Number: _____

Expiry Date: _____

Signature: _____

Arrival date: _____

Departure date: _____

Last name: _____

First name: _____

Country name: _____

City: _____

Tel: _____

Fax: _____

Estimated time of arrival: _____

(Hotel check-in time starts at: 3 p.m.)

Estimated time of departure: _____

(Hotel check-out time: 11 a.m.)

Hotel reservation policy: Reservations must be made through Sheraton Roma Hotel. A block of rooms has been reserved for the delegate. First cut off date 19 January 2007. After that date all reservations are subject to hotel availability.

Room availability is limited. The Sheraton Roma Hotel cannot guarantee room availability prior to or after the conference. If you plan to arrive before or stay after the conference, 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.

Confirmation number will be provided by the hotel.

Hotels in Rome that Offer Special Rates (2007)

EUR Area

Euro

ARAN PARK HOTEL ****

Via R. Forster, 24
00143 Rome

Tel: +39 06 510721

Fax: +39 06 51963976

E-mail: prenotazioni@aranhotels.com

Website: www.aranhotels.com

Single: 123.00/140.00
Double: 182.00

HOTEL AMERICAN PALACE EUR ****

Via Laurentina, 554

00143 Rome

Tel: +39 06 5913552

Fax: +39 06 5911740

E-mail: info@americanpalace.it

Single: 110.00
Double: 150.00

CASA SAN BERNARDO ***

Via Laurentina, 289

00142 Rome

Tel: +39 06 5407651

Fax: +39 06 5407654

E-mail: info@casasanbernardo.it

Website: www.casasanbernardo.it

Single: 90.00
Double: 130.00

HOTEL DEI CONGRESSI ****

Viale Shakespeare, 29

00144 Rome

Tel: +39 06 5921264/5926021

Fax: +39 06 5911903

E-mail: info@hoteldeicongressiroma.com

Website: www.hoteldeicongressiroma.com

Single: 125.00/140.00
Double: 180.00

HOTEL TRE FONTANE ***

Via del Serafico, 51

00142 Rome

Tel: +39 06 51956556/51963538

Fax: +39 06/51955419

E-mail: hoteltrefontane@tin.it

Website: www.hoteltrefontane.it

Single: 100.00
Double: 120.00

SHANGRI-LÀ CORSETTI ****

Viale Algeria, 141

00144 Rome

Tel: +39 06 5916441

Fax: +39 06 5413813

Restaurant: +39 06 5918861

E-mail: Reception@shangrilacorsetti.it

Website: www.shangrilacorsetti.it

Single: 128.00
Double: 175.00

AVENTINO/FAO VICINITY*Euro***HOTEL AVENTINO *****Via San Domenico, 10
00153 Rome

Tel: +39 06 570057

Fax: +39 06 5783604

E-mail: info@aventinohotels.comWebsite: www.aventinohotels.comSingle: 83.00
Double: 114.00**HOTEL S. ANSELMO *****Piazza Sant'Anselmo, 2
00153 Rome

Tel: +39 06 570075

Fax: +39 06 5783604

E-mail: info@aventinohotels.comWebsite: www.aventinohotels.comSingle: 160.00
Double: 180.00**CENTRAL ROME***Euro***AMBASCIATORI PALACE HOTEL *****L**Via Vittorio Veneto, 62
00187 Rome

Tel: +39 06 47493

Fax: +39 06 4743601

E-mail: info@ambasciatoripalace.comWebsite: www.ambasciatoripalace.comSingle: 180.00/210.00
Double: 285.00/310.00**DANIEL'S HOTEL ******Via Frattina, 107
00182 Rome

Tel: +39 06 69380203

Fax: +39 06 69380194

Website: www.hotel-rome-daniels.comSingle: 180.00
Double: 250.00**HOTEL FORUM ******Via Tor de' Conti, 35
00184 Rome

Tel: +39 06 6792446

Fax: +39 06 6786479

E-mail: info@hotelforum.comWebsite: www.hotelforum.comSingle: 132.00/164.00
Double: 182.00/280.00**HOTEL SANTA CHIARA ******Via Santa Chiara, 21
00186 Rome

Tel: +39 06 687297

Fax: +39 06 6873144

Email: info@albergosantachiara.comWebsite: www.albergosantachiara.comSingle: 139.00
Double: 198.00