

Document: GC 31/INF.1  
Date: 19 December 2007  
Distribution: Public  
Original: English

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Enabling poor rural people  
to overcome poverty

## **Arrangements for the thirty-first session of the Governing Council**

Governing Council — Thirty-first Session  
Rome, 13-14 February 2008

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For: **Information**

## **Note to Governors**

This document is submitted for the information of the Governing Council.

To make the best use of time available at Governing Council sessions, Governors are invited to contact the following focal point with any technical questions about this document before the session:

**Andreina Mauro**

Coordinator, Conference and Language Services

telephone: +39 06 5459 2088

e-mail: [a.mauro@ifad.org](mailto:a.mauro@ifad.org)

Queries regarding the dispatch of documentation for this session should be addressed to:

**Deirdre McGrenra**

Governing Bodies Officer

telephone: +39 06 5459 2374

e-mail: [d.mcgrenra@ifad.org](mailto:d.mcgrenra@ifad.org)

# Arrangements for the thirty-first session of the Governing Council

## Information for delegates

### Location

1. The thirty-first session of the Governing Council will be held on Wednesday, 13 and Thursday, 14 February 2008 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Unless otherwise specified, such credentials and notifications shall be considered valid for subsequent sessions until withdrawn by a notification to the President."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 21 January 2008.
3. For planning purposes, observers are also requested to kindly confirm their participation or non-participation prior to 21 January 2008.

### 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, 12 February 2008, from 10 a.m. to 6 p.m. and will continue on Wednesday, 13 February 2008, 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 to the meeting site. Security staff will have instructions to allow entry only to persons in possession of a security badge, which should be worn 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. Delegates are therefore urged to be punctual.
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 delegations

12. A provisional list of delegations, based on replies received as of 8 February 2008, will be made available on Tuesday, 12 February 2008, at the documents and registration desks. A revised provisional list of delegations, based on registration only, will be issued on Thursday, 14 February 2008.

13. Delegates are kindly requested to notify the registration desk of any amendments they may wish to make to the provisional list of delegations.

#### **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 the IFAD Policy on the Disclosure of Documents, as approved by the Executive Board at its eighty-ninth session, documents will also be made available on IFAD's public website in the official languages of the Fund. Delegates may pick up further documents, if necessary, immediately after registration.

#### **Reception**

16. The President of IFAD will host a reception on Wednesday, 13 February 2008. 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, 4 February 2008, at the latest (e-mail: [listofspeakers@ifad.org](mailto:listofspeakers@ifad.org)). 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 13 and 14 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 into Italy**

25. Delegates are advised that, to enter Italy, their travel document (United Nations laissez-passer or national passport) should be valid for at least six months after their expected date of departure from Italy.

- (a) **United Nations laissez-passer holders:** Holders of a United Nations laissez-passer, irrespective of their nationality, do not require a visa when visiting Italy on official mission and for a stay of less than 90 days. Nonetheless, to avoid delays at entry, IFAD provides a declaration to the border authorities informing them of the arrival of an official visitor holding a laissez-passer. A copy of this declaration is forwarded to the visitor, who should show it to the airport border police, together with his or her laissez-passer.

To enable IFAD to submit this declaration, delegates holding a laissez-passer are kindly requested to complete the attached form (attachment I) and forward it to the IFAD Privileges and Visa Management Section as soon as possible.

Visitors entering Italy at Fiumicino Airport should note that there is a dedicated checkpoint for laissez-passer holders to the right of the passport control line. It is marked with the sign "Staff Only/Lasciapassare". Using that checkpoint will speed up entry.

- (b) **National passport holders:** As Italy is a signatory to the Schengen Agreement, nationals of other Schengen countries can enter Italy without a visa. Delegates who require an entry visa should contact the Italian representation in their country of residence at least three weeks before they intend to enter Italy, supporting their application with a copy of IFAD's letter of invitation to the Governing Council. Should difficulties arise, delegates are advised to inform the IFAD Privileges and Visa Management Section, completing and forwarding the attached form (attachment I). The information

provided will be used as the basis for a note verbale that IFAD will send to the relevant Italian embassy in support of the delegate's visa application.

Delegates coming from countries that have no Italian consulate may be able to obtain a visa from the representation of another Schengen country that has been authorized to represent Italy. Should this not be possible, a ten-day visa may be granted upon the traveller's arrival in Rome. Delegates intending to apply for such a visa should inform the IFAD Privileges and Visa Management Section at least ten days before their expected arrival in Rome, again using the attached form. Please note that, in this case, Italy should be the visitor's first point of entry in the Schengen zone.

### **Hotel bookings**

26. Delegates are responsible for making their own hotel bookings.
27. 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 II) and send it, by fax, **directly** to the Sheraton Roma Hotel, not later than 18 January 2008. 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>. Delegates may access the site from 4 December 2007 to 15 February 2008 to book, modify or cancel a reservation.
28. A list of other hotels that offer corporate rates to IFAD is also attached (attachment III).

### **Banking facilities**

29. 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**

30. IFAD's travel agent 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**

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

### **Post office**

32. 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**

33. 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. Fax number: +39 06 5043463; e-mail: [ifad@ifad.org](mailto:ifad@ifad.org).

### **Telecommunications and Internet facilities**

34. 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.

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

**Interpretation and languages used in meetings**

36. The official languages of IFAD are Arabic, English, French and Spanish. Simultaneous interpretation and all documents will be provided in these four languages.
37. 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**

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

**Taxis**

39. 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**

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

**Restaurants and cafeterias**

41. 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.

Kindly complete this form if you are:

- Entering Italy with a laissez-passer;
- Encountering difficulties obtaining a visa in time to travel;
- Intending to apply for a 10-day visa.

The form should be sent **not later than 15 days before your departure date** to IFAD's Privileges and Visa Management Section by:

- e-mail to [privilegesvisa@ifad.org](mailto:privilegesvisa@ifad.org) with a copy to [s.reyes@ifad.org](mailto:s.reyes@ifad.org); or
- fax number: +39-06-5459-3311/504-3463

Country of departure of the participant:

Period of stay in Rome (from/to):

Name:

Surname:

Nationality:

Date of birth:

Passport or laissez-passer No.:

Date of issue:

Date of expiry:

Title:

E-mail:

Fax:

Flight details:



## Governing Council of IFAD

### Block booking

13-14 February 2008

Sheraton Roma Hotel & Conference Center

Please make your reservation by 18 January 2008

**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](mailto:sales.sheratonrome@sheraton.com)

Special Rates for IFAD GOVERNING COUNCIL

- Classic Single: EUR 173.00 per night
- Classic Double: EUR 198.00 per night

Please advise preference:

Smoking

Non smoking

**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 18 January 2008. 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 with Special Rates (2008)

*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](mailto:prenotazioni@aranhotels.com)

Website: [www.aranhotels.com](http://www.aranhotels.com)

Single: 127.00  
Double: 188.00

### **CASA SAN BERNARDO \*\*\***

Via Laurentina, 289  
00142 Rome

Tel: +39 06 5407651

Fax: +39 06 5407654

E-mail : [info@casasanbernardo.it](mailto:info@casasanbernardo.it)

Website : [www.casasanbernardo.it](http://www.casasanbernardo.it)

Single: 90.00  
Double: 130.00

### **HOTEL ALL TIME Relais & Sport\*\*\*\***

Via Domenico Jachino 181  
00144 Rome EUR Torrino

Tel. +39-06-45449445

Fax: +39-06-52246502

e-mail: [info@alltimehotels.it](mailto:info@alltimehotels.it)

Website: [www.alltimeshotels.it](http://www.alltimeshotels.it)

Double for one or two people  
Superior: 138.00  
Delux: 180.00  
Gym facilities included in price

### **HOTEL AMERICAN PALACE EUR \*\*\*\***

Via Laurentina, 554  
00143 Rome

Tel: +39 06 5913552

Fax: +39 06 5911740

E-mail: [info@americanpalace.it](mailto:info@americanpalace.it)

Single: 110.00  
Double: 150.00

### **HOTEL CRISTOFORO COLOMBO\*\*\*\***

Via Cristoforo Colombo 710  
00144 Rome

Tel: +39-06-5921901

Fax: +39-06-5913262

E-mail: [info@hotelcolomboroma.it](mailto:info@hotelcolomboroma.it)

Website: [www.hotelcolomboroma.it](http://www.hotelcolomboroma.it)

Single: 110.00  
Double: 140.00

### **PARK HOTEL AMARANTO \*\*\***

Via Laurentina 5F  
00142 Rome

Tel: +39 06 54225358

Fax: +39 06 54225702

E-mail: [info@parkhotelamaranto.com](mailto:info@parkhotelamaranto.com)

Website: [www.parkhotelamaranto.com](http://www.parkhotelamaranto.com)

Single: 105.00  
Double: 160.00  
Prices include breakfast

**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](mailto:Reception@shangrilacorsetti.it)

Website: [www.shangrilacorsetti.it](http://www.shangrilacorsetti.it)

Single: 130.00  
Double: 180.00

**AVENTINO/FAO VICINITY***Euro***HOTEL AVENTINO \*\*\***

Via San Domenico, 10  
00153 Rome

Tel: +39 06 570057

Fax: +39 06 5783604

E-mail: [info@aventinohotels.com](mailto:info@aventinohotels.com)

Website: [www.aventinohotels.com](http://www.aventinohotels.com)

Double single use: 105.00  
Double: 120.00

**HOTEL S. ANSELMO \*\*\***

Piazza Sant'Anselmo, 2  
00153 Rome

Tel: +39 06 570057

Fax: +39 06 5783604

E-mail: [info@aventinohotels.com](mailto:info@aventinohotels.com)

Website: [www.aventinohotels.com](http://www.aventinohotels.com)

Single: 160.00  
Double: 180.00

**VILLA EUR – PARCO DEI PINI**

Piazzale Marcellino Champagnat, 2  
00144 Rome

Tel: + 39 06 54220 627/659

Fax: + 39 06 54220 912

E-mail: [info@villaeur.com](mailto:info@villaeur.com)

Website: [www.villaeur.com](http://www.villaeur.com)

Single: 69.50  
Double: 130.00

**VILLA S. PIO\*\*\***

Via S. Melania, 19  
00153 Rome

Tel: + 39 06 570057

Fax: + 39 06 5741112

E-mail: [info@aventinohotels.com](mailto:info@aventinohotels.com)

Website: [www.aventinohotels.com](http://www.aventinohotels.com)

Double single use: 135.00  
Double: 150.00

**CENTRAL ROME***Euro***AMBASCIATORI PALACE HOTEL \*\*\*\*\***

Via Vittorio Veneto, 62  
00187 Rome

Tel: +39 06 47493

Fax: +39 06 4743601

E-mail: [info@ambasciatoripalace.com](mailto:info@ambasciatoripalace.com)

Website: [www.ambasciatoripalace.com](http://www.ambasciatoripalace.com)

Single: 220.00/260.00  
Double: 310.00/360.00

**HOTEL FORUM \*\*\*\***

Via Tor de' Conti, 35  
00184 Rome

Tel: +39 06 6792446

Fax: +39 06 6786479

E-mail: [info@hotelforum.com](mailto:info@hotelforum.com)

Website: [www.hotelforum.com](http://www.hotelforum.com)

Single: 136.36/163.64  
Double: 181.82/281.82

**HOTEL MERCURE ROMA CORSO TRIESTE\*\*\***

Near Via Nomentana and Corso Trieste  
Rome

Tel: 0039--06/852021

Fax: 0039-06-8412444

E-mail: [prenotazioni.mercureromatrieste@accor-hotels.it](mailto:prenotazioni.mercureromatrieste@accor-hotels.it)

Website: [www.accorhotels.com](http://www.accorhotels.com)

Double: 145.00  
Double single use: 123.00

**HOTEL MERCURE ROMA DELTA COLOSSEO\*\*\*\***

Via Labicana, 144  
00184 Rome

Tel: 0039--06/770021

Fax: 0039-06-77250198

E-mail: [prenotazioni.mercureromacolosseo@accor-hotels.it](mailto:prenotazioni.mercureromacolosseo@accor-hotels.it)

Website: [www.accorhotels.com](http://www.accorhotels.com)

Single: 133.00  
Double: 203.00

**HOTEL MERCURE ROMA PZZA. BOLOGNA\*\*\***

Piazza Bologna  
Rome

Tel: 0039-06/440741

Fax: 0039-06-44245461

E-mail: [prenotazioni.mercureromabologna@accor-hotels.it](mailto:prenotazioni.mercureromabologna@accor-hotels.it)

Website: [www.accorhotels.com](http://www.accorhotels.com)

Double single use: 118.00  
Double: 143.00

**HOTEL SANTA CHIARA \*\*\*\***

Via Santa Chiara, 21  
00186 Rome

Tel: +39 06 6872979

Fax: +39 06 6873144

E-mail: [info@albergosantachiara.com](mailto:info@albergosantachiara.com)

Website: [www.albergosantachiara.com](http://www.albergosantachiara.com)

Single: 141.00  
Double: 200.00

