Note to Governors

Focal points:

Technical questions:
Andreina Mauro
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Conference and Language Services
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Governing Council — Thirty-ninth Session
Rome, 17-18 February 2016

For: Information
Thirty-ninth session of the Governing Council

Organizational aspects

I. General information for delegates

Location
1. The thirty-ninth session of the Governing Council will be held on Wednesday, 17 and Thursday, 18 February 2016 at IFAD's headquarters, Via Paolo di Dono 44 (EUR), Rome. The building is approximately a 20-minute drive from Leonardo da Vinci Airport (Fiumicino). The nearest metro station is Laurentina (B Line).

Parking and transportation
2. Vehicles will not be allowed to enter the premises.¹ Delegates may be dropped off in front of the IFAD headquarters’ main entrance where the local authorities will be assisting with the traffic control. An alternative parking area will be reserved at Via Paolo di Dono 145 for vehicles in possession of diplomatic corps (CD) plates.

3. Delegates are informed that a shuttle bus service between Laurentina metro station and IFAD headquarters is available (a timetable for the shuttles will be available on the website). The pick-up and drop-off point at Laurentina station is Viale Luca Gaurico 9-11, on the main road behind the station, while the IFAD drop-off and pick-up point is the yellow bus stop across the road from the guardhouse at the main entrance (between Via Paolo di Dono 50 and 44).

Security
4. A security perimeter will be established around the meeting site. Strict security measures will be implemented at the entrance and inside the building. Metal detectors and x-ray machines for baggage scanning will be in operation at all entrances to the meeting site. Security staff are instructed to allow entry only to persons in possession of a Governing Council meeting badge issued by IFAD. For the modalities of the release of the Governing Council Pass, please see paragraph 23 below.

5. To ensure the safety of all participants, meeting badges must be displayed at all times in the venues. Under no circumstances should your meeting badge be lent to another participant. Delegates are reminded to wear their meeting badge at all times and never to leave briefcases or any valuable items unattended at the meeting site.

II. Organization of the sessions

Meeting rooms and hours
6. The plenary meetings of the Governing Council will be held in the Plenary Hall. Meetings will take place from 9.30 a.m. to 1.30 p.m. and from 3 p.m. to 7 p.m. Due to the limited seating capacity of the Plenary Hall, only two seats per delegation will be assigned, one at the delegate’s table and one behind. For Observers, one seat will be assigned. Plenary passes will be provided to access the Plenary Hall.

7. Delegates are informed that the inaugural ceremony will start at 9.30 a.m. on Wednesday, 17 February in the Plenary Hall and will be followed by a Panel on the Private Sector at 10.20 a.m. In the afternoon, at 3 p.m., the Governors' Round Table will be held in the Italian Conference room and will focus on the theme of the Council session: Inclusive investment: Rural people, state and business in the post-2015 agenda.

8. On the second day, a networking breakfast will be held in the IFAD lounge, on the ground floor, from 8.30 a.m. to 9.30 a.m. The event will provide all delegates with the opportunity to network. All delegates are cordially invited to attend.

¹ The IFAD Security Unit reserves the right to make exceptions based on operational needs.
9. On the second day, following the success of last year, the second Governing Council lecture will begin at 10.00 a.m. in the Plenary Hall. Later in the afternoon, a panel on "Innovative Investments in Rural Development" will be held and will showcase a number of innovations supported by IFAD through investment and grant programmes in agricultural technologies, rural finance, empowerment strategies and private-sector engagement.

10. It is essential that meetings start on time and that the schedule be respected. Delegates are therefore urged to be punctual.

11. Meeting rooms will be provided for List meetings and other Governing Council-related events. Should you need to book a meeting room, please contact the Office of the Secretary of IFAD (conferencestaff@ifad.org).

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

**Web streaming of the proceedings**

13. Delegates who do not have a seat in the Plenary Hall are kindly requested to proceed to the Oval Room (S120), where they may follow the proceedings through a video link. The Oval Room is located on the lower ground floor.

**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/PaperSmart/Meeting interface**

15. In accordance with the IFAD Policy on the Disclosure of Documents, as approved by the Executive Board at its 100th session, documents will be posted as they become available at https://webapps.ifad.org/members/gc/39 and on the IFAD website www.ifad.org in the official languages of the Fund. Documents that have been finalized and posted after the last working day of the week prior to the Governing Council session will be tabled and made available in limited quantities at the documents desk, which is located in the conference area on the lower ground floor.

16. Delegates can contribute to the greening of the meeting by downloading all documents to their personal electronic devices, by printing documents on both sides of the paper and by disposing of documents in the recycling bins provided.

**Interpretation and languages used in meetings**

17. The official languages of IFAD are Arabic, English, French and Spanish. Simultaneous interpretation and all documents will be provided in these four languages. Delegates are reminded of the need to speak at a reasonable pace to enable the interpreters to convey their ideas as accurately and clearly as possible.

18. The Plenary Hall and all meeting rooms in the conference area will be equipped with interpretation facilities in IFAD’s four 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.

**Luncheon**

19. On 17 February the President of IFAD will host a luncheon in honour of special guests and heads of delegation attending the Governing Council. The luncheon will be held in the IFAD lounge. Invitations will be issued in advance by the Protocol Office.

**Reception**

20. The President of IFAD will host a reception on Wednesday, 17 February 2016, in the IFAD lounge. All delegates and observers are invited and will receive invitation cards upon registration. You are kindly reminded to present your invitation card or Governing Council meeting badge at the main entrance if re-entering the premises.
III. Registration for the Governing Council

Nomination of delegates

21. 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 10 February 2016.

22. For planning purposes, observers are also requested to kindly confirm their participation or non-participation prior to 10 February 2016.

Registration

23. All members of official delegations and all observers are kindly requested to register and pick up their Governing Council meeting badge and plenary pass immediately upon arrival, in the registration area located in the atrium.

24. Delegates are required to wear their meeting badge at all times and will also need to display their plenary pass in order to gain access to the Plenary Hall.

25. Registration will begin on Tuesday, 16 February 2016, from 10 a.m. to 5 p.m. and will continue on Wednesday, 17 February 2016, from 8 a.m. until the closure of the session.

26. Journalists are requested to send an email to IFADnewsroom@ifad.org, to obtain an accreditation form.

List of delegations

27. A provisional list of delegations, based on replies received as at 16 February 2016, will be made available for corrections at the registration desk. A final list of delegations will be included in the Governing Council report.

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

IV. Statements by delegates

29. The Governing Council is designed to foster creative dialogue among Governors, delegates and senior IFAD officials. To this end numerous panels and seminars are held during and in conjunction with the session, leaving limited time for the delivery of general statements. The programme of events scheduled for the 2016 Governing Council will allow for the delivery of a maximum of 30 statements in the Plenary Hall.

30. Heads of delegation wishing to make a general statement during the plenary meetings are requested to notify the List of Speakers Office (listofspeakers@ifad.org) of their intention to do so by Friday, 5 February 2016 at the latest (see form in attachment II). Requests received after this deadline cannot be accommodated. Governors are therefore encouraged to ensure that applications arrive before the cut-off date.

31. Rather than deliver a statement during the meeting, Governors are urged to submit a video recording of their individual statements or to prepare statements by cluster, i.e. IFAD List or geographical country grouping. Delegates may also choose to have their statements published, in their entirety, in the Governing Council report or posted on the IFAD website. In such cases, delegates should contact directly the List of Speakers Office (listofspeakers@ifad.org).
32. A list of speakers based on the order in which requests are received will be made available at the start of the session and will be updated each day.

33. Please note that statements must not exceed three minutes. Speaking slots will be confirmed on the morning of each session, but are nonetheless subject to meeting’s adherence to the schedule of work. Delegates are kindly requested to provide statements in electronic format. Should this not be feasible, a printed version should be provided as early as possible prior to delivery of the statement.

34. Statements delivered during the plenary meetings will be recorded in the Governing Council report in summarized form.

**List of Speakers Office**

35. The List of Speakers Office 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 (listofspeakers@ifad.org). This office will seek speakers’ approval for their statements to be posted on IFAD’s website after delivery.

**V. Entry into Italy**

36. 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. IFAD will issue a declaration to this end upon request.

To enable IFAD to issue this declaration, delegates holding a laissez-passer are requested to complete attachment I and forward it to the IFAD Travel and Visa Section as soon as possible.

Visitors entering Italy at Leonardo da Vinci Airport (Fiumicino) should note that there is a checkpoint exclusively 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 Travel and Visa Section, completing and forwarding 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 either from the representation of another Schengen country that has been authorized to represent Italy or from another Italian Embassy/Consulate nearest to the country of departure. Should this not be possible, under exceptional circumstances, a 10-day visa may be granted upon the traveller’s arrival in Rome. Delegates intending to apply for such a visa should inform the IFAD Travel and Visa Section at least 10 days before their expected arrival in Rome, again using attachment I. Please note that, in this case, Italy should be the visitor’s first point of entry in the Schengen zone.
VI. Medical services
37. Medical personnel and first-aid facilities are available at IFAD’s headquarters. In addition, arrangements have been made with the Food and Agriculture Organization of the United Nations to provide other medical services if required. Such services should be requested through the IFAD Medical Service.

38. Protocol/communication for delegates travelling from Ebola-affected countries:
   (a) Participants travelling from Ebola-affected countries should contact the IFAD Medical Service (k.harvey@ifad.org) prior to departure;
   (b) Participants travelling from Ebola-affected countries should consult the WHO Ebola Situation Reports prior to travel: http://apps.who.int/ebola/ebola-situation-reports;
   (c) Participants travelling from Ebola-affected countries should undergo the medical checks in force at their airports of departure and arrival; and
   (d) Upon arrival at the hotel and before coming to IFAD headquarters, participants from Ebola-affected countries should check their body temperature. If they have a fever they should immediately notify the IFAD Medical Service on +39 06 5459 2370.

VII. Other facilities
   Hotel bookings
39. Delegates are responsible for making their own hotel bookings.

40. The Sheraton Roma Hotel and the Aran Park Hotel, which are close to IFAD headquarters, have reserved a limited number of rooms exclusively for IFAD delegates at a special conference rate. To request a booking at either hotel, please see attachment III and the information provided therein. All contact details for these hotels are listed in the attachment.

41. A list of other hotels that offer corporate rates to IFAD is found in attachment IV.

Travel arrangements
42. Assistance with travel arrangements may be obtained from the IFAD travel agent, Carlson Wagonlit Travel, located on the ground floor in room B-011. The office is open from 9 a.m. to 5 p.m.

Banking facilities
43. A branch of Banca Popolare di Sondrio is located on the ground floor, close to the main reception area. The bank will follow regular Italian banking hours from 8.30 a.m. to 1 p.m. and from 2.30 p.m. to 4 p.m.

Post office
44. IFAD does not have a post office on its premises. The nearest post office is located within 10-minutes’ walking distance, on Via A. Del Sarto 12 (just off Via Baldovinetti) and is open from 8 a.m. to 7 p.m. from Monday to Friday, and from 8 a.m. to 1:15 p.m. on Saturday.

Incoming mail
45. 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 Paolo di Dono 44, 00142 Rome, Italy. Fax number: +39 06 504 3463; e-mail: ifad@ifad.org.

Telecommunications
46. Delegates may receive telephone calls in the conference area at the following numbers: +39 06 5459 2285/2275 (documents desk) and 2101 (registration
desk). Additional telephone numbers and the extension numbers of various conference and Secretariat offices will be available at the information desk.

**Internet facilities**

47. Wi-Fi will be available in the entire building; delegates can access the Internet from anywhere in the building using the wireless network connection *ifad_guest* and the password *ifadguest*.

**Internet cafe**

48. An Internet cafe is located near the bar in the conference area, in the lower ground floor. The PCs provide internet access as well as access to the IFAD Member States Interactive Platform.

**Cloakroom**

49. A cloakroom is available to delegates and is located in the conference area, in the lower ground floor.

**Taxis**

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

**Restaurants and cafeterias**

51. Coffee, light beverages, sandwiches and pastries may be purchased at subsidized prices at the cafeteria on the ground floor and at the bar in the conference area on the lower ground floor. The cafeteria will remain open until the end of proceedings on the days of the Governing Council session.

52. IFAD’s self-service cafeteria on the ground floor serves lunch from 12 noon until 2 p.m. In addition, a list of nearby restaurants and self-service cafeterias will be available at the information desk.

53. Delegates are kindly reminded to check the IFAD website regularly for new information.
Request for IFAD declaration for entry to Italy

Kindly complete this form if you are:

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

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

• Fax: +39 06 5459 3269 / 702 3463; or
• E-mail: to both travel@ifad.org and visa-lp@ifad.org; and a copy to a.accardi@ifad.org and m.carugno@ifad.org

Country of departure of the participant:

Period of stay in Rome:

Ms/Mr.:

Name:

Surname:

Title:

Nationality:

Date of birth:

Passport or laissez-passer no.:

• Country of issue:

• Date of issue:

• Date of expiry:

E-mail:

Fax:

Flight details:
IFAD Governing Council


IFAD, Via Paolo di Dono 44, Rome

Request to deliver a statement

Head of delegation:
Name:
Official title:

Would like to request speaking time on:

☐ Wednesday, 17 February 2016 a.m.
☐ Wednesday, 17 February 2016 p.m.
☐ Thursday, 18 February 2016 a.m.

Heads of delegation will be allocated up to three minutes for the delivery of their statement. Every effort will be made to assign the speaking slot requested by participants. Please note that speaking slots will be confirmed on the morning of each session, but are nonetheless subject to the session’s effective adherence to its schedule of work.

Please forward completed form no later than Friday, 5 February 2016 to listofspeakers@ifad.org.
Block booking

Thirty-ninth session of the Governing Council

17-18 February 2016

Sheraton Roma Hotel & Conference Center

Please make your reservation by **15 January 2016**

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

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<td>Viale del Pattinaggio, 100</td>
<td>Departure date:</td>
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<tr>
<td>00144 Rome</td>
<td>Last name:</td>
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<tr>
<td>Telephone: +39 06 5453 7000</td>
<td>First name:</td>
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<tr>
<td>Fax: +39 06 594 0813</td>
<td>Country:</td>
</tr>
<tr>
<td>E-mail:<a href="mailto:res497.sheraton.roma@sheraton.com">res497.sheraton.roma@sheraton.com</a></td>
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<tr>
<td>Website: <a href="http://www.sheraton.com">www.sheraton.com</a> roma</td>
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Special rates for the thirty-ninth session of the Governing Council

(Rates include taxes and breakfast)

*Single Room: €110 per night*

*Double Room: €115 per night*

*City tax of €6 per day not included in this rate*

*Check-in from 3 p.m.*

Credit Card mandatory

- MasterCard/Eurocard
- Diners Club
- Visa/Carte Blue
- Amex
- Other

Hotel reservation policy: Reservations must be made through Sheraton Roma Hotel directly. A number of rooms have been reserved for delegates until 15 January 2016; 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.

Cancellation policy: Reservations may be cancelled up to 72 hours prior to arrival date. All other cancellations and no-shows are subject to a penalty.

Confirmation number will be provided by the hotel.
Block booking

Thirty-ninth session of the Governing Council

17-18 February 2016

Barceló
HOTELS & RESORTS

Aran Park Hotel

Please make your reservation by **15 January 2016**

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

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<td>00143 Rome</td>
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<td>Telephone: +39 06 510 721</td>
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<td>Fax: +39 06 510 72777</td>
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<tr>
<td>E-mail: <a href="mailto:aranpark.res@barcelo.com">aranpark.res@barcelo.com</a></td>
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<td>Website: <a href="http://www.barcelo.com">www.barcelo.com</a></td>
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**Special rates for the thirty-ninth session of the Governing Council**

(Rates include taxes and breakfast)

**Double Room Single Use:** **€75 per night**

**Double Room:** **€85 per night**

City tax of €6 per day not included in this rate

Check-in from 3pm

Credit Card (mandatory): Please advise preference:

- MasterCard/Eurocard
- Diners Club
- Visa/Carte Blue
- Amex
- Other
- Smoking
- Non Smoking

**Hotel reservation policy:** Reservations must be made through Aran Park Hotel directly. A number of rooms have been reserved for delegates. First cut-off date 15 January 2016, after that date all reservations are subject to hotel availability. Room availability is limited. The Aran Park 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 Aran Park Hotel.

**Cancellation policy:** Reservations may be cancelled up to 45 days prior to arrival date. All other cancellations and no-shows are subject to a penalty.

**Confirmation number will be provided by the hotel**
Hotels in Rome – Special rates for IFAD for 2016

Rates shown below are special United Nations rates provided for hotels in Rome. Rates for single rooms may vary according to low/high season. The agreement is with IFAD and is extended to other United Nations agencies. Bookings and payments must be done directly with the hotel. IFAD is responsible only and exclusively for the bookings made by IFAD directly.

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<td>00142 Rome</td>
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<tr>
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<td>E-mail: <a href="mailto:info@anticalocandapalmieri.it">info@anticalocandapalmieri.it</a></td>
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<td>Website: <a href="http://www.anticalocandapalmieri.com/en/default.html">www.anticalocandapalmieri.com/en/default.html</a></td>
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</tbody>
</table>
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