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Investing in rural people

Fortieth session of the Governing Council Organizational aspects

Note to Governors

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Governing Council — Fortieth Session
Rome, 14-15 February 2017

For: Information

Fortieth session of the Governing Council

Organizational aspects

I. General information for delegates

Location

1. The fortieth session of the Governing Council will be held on Tuesday, 14 and Wednesday, 15 February 2017 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).
2. The session will be preceded by a series of briefings and events on Monday, 13 February at IFAD's headquarters at which Governing Council delegates may participate.

Parking and transportation

3. 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.
4. 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

5. 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. It should be noted that IFAD does not provide luggage storage facilities. 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 meeting badge, please see paragraph 26 below.
6. Participants with implanted electronic devices such as pacemakers should not go through the metal detectors as these may cause their devices to malfunction. They should ask for assistance and notify the security guards of their condition.
7. To ensure the safety of all participants, meeting badges must be displayed at all times in the venues. This year meeting badges will include photographs. 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

Meetings and hours

8. The plenary meetings of the Governing Council will be held in the Plenary Hall. Meetings will take place from 9 a.m. to 1.30 p.m. and from 3 p.m. to 7 p.m.
9. Due to the limited seating capacity in the Plenary Hall only two seats will be assigned to each country delegation. There will also be limited seating for observer delegations invited to the Council; only one seat will be assigned. Badges provided at registration will be required to enter the meeting rooms and access will be controlled

¹ The IFAD Security Unit reserves the right to make exceptions based on operational needs.

electronically. A special pass will be issued for to access the Italian Conference room where voting will be held.

10. Delegates are informed that the inaugural ceremony will start at 9 a.m. on Tuesday, 14 February in the Plenary Hall. Balloting for the selection of the next President of IFAD will begin on 14 February immediately at the end of the inaugural ceremony.
11. This year a Governors' dialogue will be held on the afternoon of the first day at 4.30 p.m. The purpose of this dialogue among the Governors is to examine the critical choices facing IFAD as it seeks to optimize its contribution to 2030 Agenda for Sustainable Development, and the factors that will test IFAD's capacity and commitment relative to the Sustainable Development Goals. The Governors' dialogue will be held in the Plenary Hall and will be open to all participants
12. 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 a.m. The event will provide all delegates with the opportunity to network and interact with IFAD staff. All delegates are cordially invited to attend. A panel on Indigenous Peoples will also be held on the second day and focus on the role that they can play in rural transformation for sustainable development.
13. It is essential that meetings start on time and that the schedule be respected. Delegates are therefore urged to be punctual.
14. Delegates are kindly reminded to turn off mobile telephones before entering meeting rooms.

Meeting rooms for Delegations

15. Meeting rooms will be provided for List meetings and other Governing Council-related events. Should you need to book a meeting room, please send an e-mail request to the Office of the Secretary (conferencestaff@ifad.org) with a clear indication of the date, preferred time, delegations to be met and number of attendees. Final confirmation of booking will be given via e-mail before the meeting.

Web streaming of the proceedings

16. Conference proceedings may be followed in an overflow room. Delegates who do not have a seat in the Plenary Hall are kindly requested to proceed to the Executive Dining Room (S134), where they may follow the proceedings through a video link. The Executive Dining Room is located on the lower ground floor.

Schedule of work and summary records

17. 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

18. 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/40> 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.
19. 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

20. 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.

21. 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

22. On 14 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 Member States Liaison and Protocol Office.

Reception

23. The President of IFAD will host a reception on Tuesday, 14 February 2017, 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

24. 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 1 February 2017.
25. For planning purposes, observers are also requested to kindly confirm their participation or non-participation prior to 1 February 2017.

Registration

26. All members of official delegations and all observers are kindly requested to register and pick up their Governing Council meeting badge immediately upon arrival, at the registration desk located in the atrium. Delegates are encouraged to provide the names and photos of their delegates in advance in order to expedite the registration formalities. Delegates failing to provide advance information will need to have their photos taken on-site.
27. Delegates are required to wear their meeting badge at all times. Meeting badges will be required to gain access to building and the Plenary Hall and Italian Room where balloting will be held.
28. Registration will begin on Monday, 13 February 2017, from 8.30 a.m. to 5 p.m. and will continue on Tuesday, 14 February 2017, from 8 a.m. to 7.30 p.m., and on Wednesday, 15 February from 8 a.m. until the closure of the session.
29. Journalists are requested to send an email to IFADnewsroom@ifad.org, to obtain an accreditation form.

List of delegations

30. A provisional list of delegations, based on replies received as at 10 February 2017, will be made available for corrections at the registration desk as from 13 February 2017. A final list of delegations will be included in the Governing Council report.

31. 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

32. Heads of delegation wishing to make a general statement at the Governing Council during the general statement sessions are requested to notify the Secretary of IFAD, List of Speakers Office (listofspeakers@ifad.org) of their intention to do so by Friday, 3 February 2017, 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.
33. 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.
34. Delegates are advised that statements should strictly be no longer than three minutes. To facilitate time keeping, a light system installed on the lectern indicates when the time limit has been reached. 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.
35. 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).
36. To facilitate interpretation, 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.
37. Statements delivered during plenary sessions will be recorded in the Governing Council report in summarized form.

List of Speakers Office

38. 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

39. 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) 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 four 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.

- (b) 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. The invitation letter to the Governing Council will be sufficient as declaration.

Visitors entering Italy at Leonardo da Vinci Airport (Fiumicino) should note that there is a checkpoint exclusively for Diplomatic laissez-passer/passport (RED) 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.

VI. Medical services

40. 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.

VII. Other facilities

Hotel bookings

41. Delegates are responsible for making their own hotel bookings.
42. A list of hotels that offer corporate rates to IFAD is found in attachment III.

Travel arrangements

43. Assistance with travel arrangements may be obtained from the IFAD travel agent, Carlson Wagonlit Travel (CWT), located on the ground floor in room B011. The office is open from 9 a.m. to 5 p.m.
44. CWT can also assist delegations with flight bookings, transfers and tour reservations. The travel agent can change or modify tickets and flight reservations made through their office. Tickets booked by any other travel agent must be changed or modified through the original travel agent, or directly with the airline/service provider concerned. During standard working hours, however, CWT will assist travellers to contact the airlines to amend tickets issued by other agencies.
45. The Secretariat is not in a position to make travel arrangements for Council participants.

Banking facilities

46. 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

47. 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

48. 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

49. 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

50. 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

51. 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

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

Taxis

53. 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

54. 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.
55. 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.
56. Delegates are kindly reminded to check the IFAD website regularly for new information.

Request for IFAD declaration for entry to Italy (Delegates should email visa-lp@ifad.org)

Kindly complete this form if you need to submit a visa request:

The form should be sent not later than 30 days before your departure date to IFAD Travel and Visa Section by:

E-mail: visa-lp@ifad.org;

Country of departure
of the delegate:

Period of stay in Rome:

Ms/Mr:

Name:

Surname:

Nationality:

Date of birth:

Passport no.:

- Country of issue:
- Date of issue:
- Date of expiry:

E-mail:

Fax:

Flight details:



Investing in rural people

IFAD Governing Council

Fortieth session – Rome, 14-15 February 2017

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:

Tuesday, 14 February 2017 a.m.

Tuesday, 14 February 2017 p.m.

Wednesday, 15 February 2017 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, 3 February 2017 to listofspeakers@ifad.org.

Hotels in Rome – Special rates for IFAD for 2017

Rates shown below are special United Nations rates provided for hotels in Rome. Rates 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.

EUR – (IFAD & WFP VICINITY)		Euro
HOTEL TRE FONTANE Via del Serafico, 51 00142 Rome Tel: +39 06 5195 6556 / 5196 3538 Fax: +39 06 51955419 E-mail: info@hoteltrefontane.it Website: www.hoteltrefontane.it	Double:	104.00
CASA SAN BERNARDO Via Laurentina, 289 00142 Rome Tel: +39 06 540 7651 Fax: +39 06 5407654 E-mail: info@casasanbernardo.it Website: www.casasanbernardo.it	Double: for Single use	73.50
SHANGRI-LA' CORSETTI Viale Algeria, 141 00144 Rome Tel: +39 06 5916441 Fax: +39 06 5413813 E-mail: info@shangrilacorsetti.it Website: www.shangrilacorsetti.it	Double: For Single use	116.00
SHERATON ROMA HOTEL & CONFERENCE CENTER Viale del Pattinaggio, 100 00144 Rome Tel: +39 06 5453 7000/ 800 780 525 Fax: +39 06 594 0555 E-mail: sales.sheratonrome@sheraton.com Website: www.sheraton.com/roma	Double: for single use	116.00
HOTEL AMERICAN PALACE EUR Via Laurentina, 554 00143 Rome Tel: +39 06 5913552 Fax: +39 06 5911740 E-mail: info@americanpalace.it Website: www.americanpalace.it	Single: Double:	75.00 81.00
HOTEL PULITZER ROMA Viale Guglielmo Marconi, 905 00146 Rome Tel: +39 06 598 591 Fax: +39 06 5985 9815 E-mail: bookings@hotelpulitzer.it Website: www.hotelpulitzer.it	Double:	121.00
HOTEL ANTICA LOCANDA PALMIERI Via di Grotta Perfetta, 555/A 00142 Rome Tel.: +39 06 5153 30428 Fax: +39 06 5153 0428 E-mail: info@anticalocandapalmieri.it Website: www.anticalocandapalmieri.com/en/default.html	Double: Double sup.:	64.00 74.00

HOTEL ORTO DI ROMA
 Via di Grotta Perfetta, 551
 00142 Rome
 Tel: +39 06 504 2224
 Fax: +39 06 503 2090
 E-mail : info@hotelortodiroma.com
 Website: www.hotelortodiroma.com

Single:	79.00
Double:	94.00

IBIS STYLES ROMA EUR HOTEL
 Viale Egeo, 133
 00144 Rome
 Tel: +39 06 9444 2000
 Fax: +39 06 5422 9899
 E-mail: H9301@accor.com
 Website: www.ibisstylesromaeur.it/en

Double:	116.00
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AVENTINO - (FAO VICINITY)

HOTEL VILLA SAN PIO
 Via di Santa Melania, 19
 00153 Rome
 Tel: +39 06 570 057
 Fax: +39 06 574 1112
 E-mail: info@aventinohotels.com
 Website: www.aventinohotels.com

Double:	116.00
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HOTEL AVENTINO
 Via di San Domenico, 10
 00153 Rome
 Tel: +39 06 570 057
 Fax: +39 06 5700 5488
 E-mail: info@aventinohotels.com
 Website: www.aventinohotels.com

Double:	105.00
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HOTEL SANTA PRISCA
 Largo Manlio Gelsomini, 25
 00153 Rome
 Tel: +39 06 574 1917
 Fax: +39 06 574 6658
 E-mail: hprisca@hotelsantaprisca.it
 Website: www.hotelsantaprisca.it

Single:	83.00
Double:	98.00

HOTEL DOMUS AVENTINA
 Via di santa Prisca, 11/B
 00153 Rome
 Tel: +39 06 5746 135
 Fax: +39 06 5730 0044
 Website: www.hoteldomusaventina.it

Single:	94.00
Double:	104.00

EUROSTARS SAINT JOHN HOTEL
 Via Matteo Boiardo, 30
 00185 Rome
 Telephone: +39 06 9799 7045
 Fax: +39 06 9799 7070
 E-mail: reservations.hotelsaintjohn@eurostarshotels.com
 Website: www.eurostarsaintjohn.com/EN/hotel.html

Double:	127.00
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CENTRAL AREA ROME

HOTEL LANCELOT Via Capo d'Africa, 47 00184 Rome Tel: +39 06 7045 0615 Fax: +39 06 7045 0640 E-mail: info@lancelothotel.com Website: www.lancelothotel.com	Single: Double:	104.00 124.00
BETTOJA HOTEL ATLANTICO Via Cavour, 23 00184 Rome Tel: +39 06 485 951 Fax: +39 06 482 7492 E-mail: atlantico@bettojahotels.it Website: www.romehotelatlantico.it	Single Double for single use:	116.00 123.00
BETTOJA HOTEL MASSIMO D'AZEGLIO Via Cavour, 18 00184 Rome Tel: +39 06 487 0270 Fax: +39 06 482 7386 E-mail: dazeglio@bettojahotels.it Website: www.romehoteldazeglio.it	Single: Double:	118.00 125.00
BETTOJA HOTEL MEDI TERRANEO Via Cavour, 15 00184 Rome Tel: +39 06 488 4051 Fax: +39 06 474 4105 E-mail: mediterraneo@bettojahotels.it Website: www.romehotelmediterraneo.it	Single: Double:	120.00 126.00
HOTEL ANTICO PALAZZO ROSPIGLIOSI Via Liberiana, 21 00185 Rome Tel: +39 06 4893 0495 Fax: +39 06 481 4837 E-mail: info@hotelrospigliosi.com Website: www.hotelrospigliosi.com	Single: Double:	105.00 126.00
HOTEL PALAZZO AL VELABRO Via del Velabro, 16 00186 Rome Tel: +39 06 679 2758 Fax: +39 06 679 3790 E-mail: velabro@velabro.it Website: www.velabro.it	Double:	129.00
HOTEL DE PETRIS Via Rasella, 142 00187 Rome Telephone: +39 06 4819626 E-mail: www.hoteldepretis.it Website: www.hoteldepretis.com	Double	88.00
HOTEL NORD NUOVA ROMA Via Giovanni Amendola, 3 00185 Rome Telephone: +39 06 4885441 Website: www.hotelnordnuovaroma.it	Double	113.00

OTHER AREAS

HOTEL MERCURE EUR ROME WEST

Viale Eroi di Cefalonia, 301

00128 Rome

Tel : +39 06 5083 4111

E-mail: info@mercureromawest.comWebsite: www.mercure.com/gb/hotel-8516-mercure-rome-west

Double:

for single use

88.00

HOTEL H10 ROME CITTA – UI

Via Amedeo Avogadro, 35

(Ex Via Pietro Blaserna, 101)

00146 Rome

Tel: +39 06 556 5215

Fax: +39 06 559 3263

E-mail: h10.roma.citta@h10hotels.comWebsite: www.hotelh10romacitta.com/it/index.html

Double:

for single use

113.80

EUROSTARS ROMA AETERNA HOTEL

Via Casilina,125 / Piazza del Pigneto, 9a

00176 Rome

Telephone: +39 06 70603

Fax: +39 06 7061 4003

E-mail: info@eurostarsromaaeterna.comWebsite: www.eurostarsromaaeterna.com/EN/hotel.html

Double:

105.00