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Forty-first session of the Governing Council Organizational aspects

Note to Governors

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Governing Council — Forty-first Session
Rome, 13-14 February 2018

For: Information

Forty-first session of the Governing Council

Organizational aspects

I. General information for delegates

Dates and location

1. The forty-first session of the Governing Council will be held on Tuesday, 13 and Wednesday, 14 February 2018 at IFAD 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 main entrance, where the local authorities will be assisting with traffic control. An alternative parking area will be reserved at Via Paolo di Dono, 145 for vehicles in possession of diplomatic corps (CD) plates.

Shuttle bus

3. A shuttle bus service between the Laurentina metro station and IFAD headquarters is available. The bus can be identified by an IFAD sign on the lower right-hand corner of the windscreen.
4. The pick-up and drop-off point at the Laurentina metro is Viale Luca Gaurico 9-11, on the main road behind the station. The IFAD drop-off and pick-up point is the yellow bus stop adjacent to the main entrance of the guardhouse (between Via Paolo di Dono 50 and 44).
5. The timetable for the shuttle bus will be made available on the website closer to the meeting dates.

Public bus

6. A public bus – number 764 – can also be taken to the Laurentina station. The bus stop is located on Via Baldovinetti, the street opposite IFAD's main entrance.

Taxis

7. A taxi ride from the centre of Rome to IFAD takes approximately 30 minutes. Delegates should double-check with their hotel for more precise travel times.
8. Taxis from IFAD may be requested from the guardhouse at the main entrance. Please note that taxis are entitled to payment of a minimum fare even if not used.

Security

9. 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. Participants with implanted electronic devices such as pacemakers should ask the security guards for assistance as the metal detectors may cause such devices to malfunction.
10. Only pre-registered participants will be admitted to the building by security staff (see the "registration procedures" section for details). Participants should then proceed to the registration desk located in the atrium to collect their meeting badges.
11. To ensure the safety of participants, meeting badges must be displayed at all times. Under no circumstances should a meeting badge be lent to another participant. Delegates are reminded never to leave briefcases or any valuable items unattended at the meeting site.

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

II. Organization of the sessions

Meetings and hours

12. 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 p.m. and from 2.30 p.m. to 6.30 p.m.
13. Due to the limited seating capacity in the Plenary Hall only two seats will be assigned to each country delegation. Observers invited to the Council will be assigned one seat per delegation. Participants will need the badges provided at registration to enter the meeting rooms. Access will be controlled electronically.
14. The inaugural ceremony will start at 9.30 a.m. on Tuesday, 13 February in the Plenary Hall.
15. Opportunities for interactive dialogue will be provided throughout the two-day session. Governors will have ample time to discuss key business items, and the thematic sessions will be structured so as to allow governors to engage in lively discussion with speakers and other participants.
16. Three thematic sessions will be held in all. The first will focus on how the Fund contributes to building resilience in a world experiencing an increase in climate-related shocks and conflict; the second will explore how to create opportunities for young people to achieve sustainable livelihoods; and the third will focus on multilateralism and the changing global environment in which IFAD works.
17. All delegates are invited to attend a networking breakfast on the second day, where they will have the opportunity to network and meet IFAD staff. The breakfast will take place in the IFAD lounge on the ground floor from 8.30 a.m. to 9.30 a.m.
18. It is essential that meetings start on time and that the schedule be respected, therefore delegates are urged to be punctual.
19. Delegates are kindly reminded to turn off mobile telephones before entering meeting rooms.

Meeting rooms for delegations

20. Meeting rooms will be provided for List meetings and other Governing Council-related events. Meeting rooms can be booked by sending 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. The booking will be confirmed by e-mail before the meeting.

Web streaming of the proceedings

21. Delegates who do not have a seat in the Plenary Hall may follow the proceedings via a video link in the Italian Conference Room (S-105, lower ground floor), which will serve as an overflow room.

Schedule of work and summary records

22. 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

23. In accordance with the IFAD Policy on the Disclosure of Documents (2010), documents will be posted as they become available at <https://webapps.ifad.org/members/gc/41> and on the IFAD website www.ifad.org in the official languages of the Fund. Documents 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 (located in the conference area on the lower ground floor).

24. Delegates can contribute to the greening of the meeting by downloading documents to their personal electronic devices and by choosing double-sided printing if hard copies are needed. Recycling bins will be provided for document disposal.
25. Delegates are reminded to check the IFAD website at www.ifad.org and the Member States Interactive Platform at <https://webapps.ifad.org/members> regularly for new information.

Interpretation and languages used in meetings

26. The official languages of IFAD are Arabic, English, French and Spanish. Simultaneous interpretation and relevant documentation will be provided in these 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.
27. The Plenary Hall and all meeting rooms in the conference area will be equipped with interpretation facilities for the four official languages. Headsets will be made available to enable participants to select the language in which they wish to follow the discussions. Delegates are requested to leave their headsets on the table at the end of each meeting.

Luncheon

28. On 13 February the President of IFAD will host a luncheon in honour of special guests and heads of delegation of Member States attending the Governing Council. The luncheon will be held in the IFAD lounge. Invitations will be issued in advance by the Member States Liaison and Protocol Unit of the Office of the Secretary.
29. On 14 February, the President of IFAD will host a networking luncheon in the IFAD lounge.

Reception

30. The President will host a reception on Tuesday, 13 February 2018, in the IFAD lounge. All delegates and observers are invited and will receive invitation cards upon registration. Delegates are kindly reminded to present their invitation card or Governing Council meeting badge at the main entrance if re-entering the premises.

III. Registration for the Governing Council

Nomination of delegations

31. Rule 11.1 of the Rules of Procedure of the Governing Council provides that, “[t]he 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 2018.
32. For planning purposes, observers are also requested to kindly confirm their participation or non-participation prior to 1 February 2018.

Registration

33. All members of official delegations and all observers are 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.

34. Registration will take place on Monday, 12 February from 10 a.m. to 5 p.m.; Tuesday, 13 February from 8 a.m. to 6.30 p.m.; and Wednesday, 14 February from 8 a.m. until the closure of the session.
35. Journalists are requested to send an e-mail to IFADnewsroom@ifad.org, to obtain an accreditation form.

List of delegations

36. A provisional list of delegations, based on replies received as at 9 February 2018, will be made available for corrections at the registration desk as from 13 February 2018. A final list of delegations will be included in the Governing Council report.
37. Delegates are requested to notify the registration desk of any amendments they wish to make to the list of delegations.

IV. Statements by delegates

38. New procedures have been introduced as of this Governing Council session whereby general statements by Member States will no longer feature on the agenda of the Council. Under the new procedures, Governors and Member State representatives will have the opportunity to submit a video recording of their statement or have their statement published in full in the Governing Council Report or posted on the IFAD website.
39. Governors may choose one of the following options for delivering statements: (i) a pre-recorded statement on video; (ii) a statement recorded at the on-site studio during the week of the Governing Council session; or (iii) submission of a statement in text form only. Further information on the specifications and submission procedures is provided in document GC 41/INF.2 – Procedures for Statements by Governors.
40. Governors and Member State representatives wishing to submit a written or video-recorded statement are requested to notify the Secretary of IFAD, via the Country Statements Desk (countrystatements@ifad.org) of their intention to do so by Friday, 9 February 2018 at the latest. IFAD cannot guarantee that requests received after the start of the session will be accommodated.

V. Entry into Italy

41. 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 travel to Italy. Should difficulties arise, delegates are advised to inform the IFAD Travel and Visa Section by 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 the 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 provides sufficient reason for travel.

Visitors arriving at Leonardo da Vinci Airport (Fiumicino) can proceed to the checkpoint exclusively for diplomatic laissez-passer/passport (RED) holders to the right of the passport control line, marked with the sign "Staff Only/Lasciapassare". Using this checkpoint will speed up entry.

VI. Medical services

42. The IFAD Medical Adviser and Nurse will be on the premises during the session and first aid facilities will be available on the ground floor (in rooms B-033, B-034, B-035 and B-036). In the case of medical emergencies, an ambulance will be called. Such services should be arranged through the IFAD medical team.

VII. Other facilities

Hotel bookings

43. Delegates are responsible for making their own hotel bookings. A list of hotels that offer corporate rates to IFAD is provided in attachment II.

Travel arrangements

44. 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.
45. CWT can also assist delegations with flight bookings, transfers and tour reservations and can change or modify tickets and flight reservations made through their office. Tickets booked elsewhere must be changed by the original travel agent, or directly with the airline/service provider concerned. CWT will assist travellers in contacting airlines to amend tickets issued by other agencies during working hours.
46. The Secretariat is not in a position to make travel arrangements for Council participants.

Banking facilities

47. A branch of Banca Popolare di Sondrio is located on the ground floor, close to the main reception area. The bank is open from 8.30 a.m. to 1.30 p.m. and from 2.30 p.m. to 4 p.m. Two cash dispensers (ATMs) are located on the ground floor, in front of the bank.

Post office

48. 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.

Internet facilities

49. Wi-Fi will be available throughout the building. Delegates can access the Internet from anywhere by logging in as ifad_guest and entering the password ifadguest.

Internet cafe

50. An Internet cafe is located near the bar in the conference area on the lower ground floor. The computers there can be used to access the Internet and the IFAD Member States Interactive Platform.

Cloakroom

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

Restaurants and cafeterias

52. 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.

53. IFAD's self-service cafeteria on the ground floor serves lunch from 12 noon until 2 p.m.

Additional information

54. Delegates are reminded to check the IFAD Member States Interactive Platform regularly for further information at: <https://webapps.ifad.org/members/gc/41> and the IFAD website www.ifad.org.

Request for IFAD declaration for entry to Italy (Delegates should e-mail 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:

Hotels in Rome – Special rates for IFAD 2018

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 made directly with the hotel.

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@hoteltrfontane.it Website: www.hoteltrfontane.it	Double:	100.00
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	70.00
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	110.00
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:	115.00
HOTEL ANTI CA 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.:	60.00 70.00
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:	105.00

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:	128.00
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
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: Double:	80.00 95.00
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: Double:	90.00 100.00

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:	100.00 120.00
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:	112.00 119.00
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:	114.00 121.00

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:	116.00 122.00
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	Double:	99.00
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:	125.00
HOTEL NORD NUOVA ROMA Via Giovanni Amendola, 3 00185 Rome Telephone: +39 06 4885441 Website: www.hotelnordnuovaroma.it	Single: Double for single use:	71.00 91.00

OTHER AREAS

HOTEL MERCURE EUR ROME WEST Viale Eroi di Cefalonia, 301 00128 Rome Tel : +39 06 5083 4111 E-mail: info@mercureromawest.com Website: www.mercure.com/gb/hotel-8516-mercure-rome-west	Double: for single use	84.00
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.com Website: www.hotelh10romacitta.com/it/index.html	Double: for single use	106.00