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Investing in rural people

## **Forty-third Session of the Governing Council Organizational Aspects**

### **Note to Governors**

#### Focal points:

#### Technical questions:

**Andreina Mauro**  
Chief  
Conference and Language Services  
Tel.: +39 06 5459 2088  
e-mail: a.mauro@ifad.org

#### Dispatch of documentation:

**Deirdre Mc Grenra**  
Chief  
Institutional Governance and  
Member Relations  
Tel.: +39 06 5459 2374  
e-mail: gb@ifad.org

Governing Council — Forty-third Session  
Rome, 11-12 February 2020

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**For: Information**

# Forty-third Session of the Governing Council

## Organizational Aspects

### I. General information for delegates

- **Dates:** Tuesday, 11 and Wednesday, 12 February 2020.
- **Location:** the headquarters of the Food and Agriculture Organization of the United Nations (FAO), Viale delle Terme di Caracalla, Rome.
- For more information see [www.fao.org/about/meetings/information/fao-hq/en](http://www.fao.org/about/meetings/information/fao-hq/en).
- **Lunch:** a buffet luncheon open to all delegates will be held in the Atrium on each day.
- **Reception:** a reception for all participants will be held in the Atrium at the close of the first day.

### II. Organization of the sessions

#### Meetings and hours

- Plenary meetings will be held in the Plenary Hall (third floor).
- Opportunities for interactive dialogue will be provided throughout the two-day session.

#### **Tuesday 11 February**

- The opening and inaugural session will start at 9.30 a.m.
- Delegates are kindly requested to take their seats in the Plenary Hall before the session begins.

#### **Wednesday 12 February**

- Meetings will start at 9.30 a.m.
- Please check the Governing Council programme closer to the date for more details.

#### Interactive sessions

- There will be two interactive sessions, as follows:
  - (i) Rural development as a means of addressing conflict, promoting peace and building smalholders' resilience to climate shocks; and
  - (ii) Disability, food security and rural development: How can innovation and technology help?

#### Special event

- **Wednesday, 12 February:** Creating jobs for rural youth: Opportunities in agribusiness.

#### Meeting rooms for delegations

- Meeting rooms will be provided for List meetings and other events related to the Governing Council. Meeting rooms can be booked by sending a request to the Office of the Secretary ([conferencestaff@ifad.org](mailto:conferencestaff@ifad.org)) indicating the date, preferred time, name of delegation and number of attendees. The booking will be confirmed by e-mail before the meeting.

### **Schedule of work and summary records**

- 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.

### **Distribution of documents/PaperSmart**

- Documents for the session will be posted as they become available on the Member States Interactive Platform <https://webapps.ifad.org/members/gc/43> and on the IFAD website [www.ifad.org/en/governing-council](http://www.ifad.org/en/governing-council) in the official languages of the Fund. Please check both regularly for new information.
- 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 (Korean Lounge – first floor).

### **Simultaneous interpretation**

- Provided in Arabic, English, French and Spanish.
- Note: speakers are requested to please speak at a reasonable pace to enable the interpreters to convey their ideas accurately and clearly.

## **III. Access to FAO premises and registration for the Governing Council**

### **Access to FAO premises and security measures**

- **Pedestrian entrance:** Enter FAO by the main entrance on Viale Aventino.
- **Accessibility:** FAO headquarters is fully wheelchair accessible. Restroom facilities for visitors with disabilities are available on each floor. For any further assistance, delegates are invited to write to [conferencestaff@ifad.org](mailto:conferencestaff@ifad.org).
- **Vehicle entrance:** Due to limited parking space, only vehicles accompanying Heads of State, Heads of Government or Ministers will be granted access to the car park. Access the FAO site through Ramp 1 and the Main Entrance of Building A.
- **Security:** Strict security measures will be in place at the entrance and inside the building. Metal detectors and x-ray machines for baggage scanning will be in operation at all entrances to FAO.
- To facilitate smooth entry, please avoid carrying large bags and metallic objects. Participants with implanted electronic devices such as pacemakers should notify the security guards of their condition and should not go through the metal detectors.
- **Only pre-registered participants will be admitted to the building** (see the "registration procedures" section for details). Participants should then proceed to the registration desk located in the Security Screening Pavilion to collect their meeting badges.
- **Access to certain areas of the building will be restricted.** Delegates with specific security requirements should contact the Chief, Security Service (FAO), at [security-services@fao.org](mailto:security-services@fao.org), and specify "IFAD Governing Council" in the subject line.
- **Meeting badges must be displayed at all times.** Delegates should not lend their meeting badges to other participants.
- Delegations are invited to contact the Chief, Security Services (FAO) in advance (e-mail: [security-services@fao.org](mailto:security-services@fao.org)) to agree on access for official vehicles and close protection officers accompanying Heads of Delegation and dignitaries to the Governing Council.

### Nomination of delegations

- Credentials and notifications of the names of advisers shall be submitted to the President at least two weeks before the opening of the Governing Council session. 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 by e-mail to [mr@ifad.org](mailto:mr@ifad.org) not later than 31 January 2020.
- For planning purposes, observers are also requested to confirm their participation or non-participation prior to 31 January 2020 by e-mail to [mr@ifad.org](mailto:mr@ifad.org).

### Registration

- Delegates should register and pick up their Governing Council meeting badges immediately upon arrival at FAO at the registration desk located in the Security Scanning Pavilion.
- To speed up registration, delegates are encouraged to provide their names and photographs in advance. Photographs will be taken on site if necessary.
- Registration will take place on:
 

<b>Monday, 10 February:</b>	10.00-17.00
<b>Tuesday, 11 February:</b>	08.00-18.30
<b>Wednesday, 12 February:</b>	08.00-closure of the session.
- **Journalists** are requested to send an e-mail to [IFADnewsroom@ifad.org](mailto:IFADnewsroom@ifad.org), to obtain an accreditation form.

## IV. Statements by delegates

- Under the new procedures introduced in 2018, general statements are no longer included in the agenda of the session. The Governor, head of delegation or other representatives of a Member State may opt to submit a video recording of their statement or have it posted on the IFAD website. A link to the general statement page on the IFAD website will be provided in the Governing Council Report.
- To submit a written or video-recorded statement please notify the Secretary of IFAD, via the Country Statements Desk ([countrystatements@ifad.org](mailto:countrystatements@ifad.org)) by Friday, 7 February 2020. IFAD cannot guarantee that requests received after the start of the session will be accommodated.
- Further information on the specifications and submission procedures is provided in document GC 43/INF.2 – Procedures for Statements by Governors.

## V. Entry into Italy

- Travel documents – United Nations laissez-passer or national passport – should be valid for at least six months after their expected date of departure from Italy.
- **National passport holders:** 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 a Schengen country that

has been authorized to represent Italy or from the Italian embassy/consulate nearest to the country of departure.

- **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. Use the "Staff Only/Lasciapassare" line at passport control.

## VI. Guidelines to Prevent Harassment, Sexual Harassment and Discrimination at IFAD Events

- In line with its zero tolerance policy on sexual harassment, sexual exploitation and abuse, IFAD has issued a set of Guidelines to Prevent Harassment, Sexual Harassment and Discrimination at IFAD Events. With the release of these guidelines, IFAD joins the broader United Nations efforts to clarify the standard of conduct expected from participants and provide information on reporting mechanisms. The guidelines are available here: ([https://www.ifad.org/documents/38711624/41372004/guidelines\\_conduct\\_events.pdf/ef9100f1-21f2-832b-1756-0d7678c4f81f](https://www.ifad.org/documents/38711624/41372004/guidelines_conduct_events.pdf/ef9100f1-21f2-832b-1756-0d7678c4f81f)).

## VII. Travel arrangements

### Hotel bookings

- 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

- Assistance with travel arrangements may be obtained from the IFAD travel agent, Carlson Wagonlit Travel (CWT), located on the ground floor of Building D (Room D074). The Agency is open from 9 a.m. to 5 p.m.
- 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.
- The IFAD Secretariat is not in a position to make travel arrangements for Council participants.

## VIII. Arriving at FAO headquarters

- **By air:**  
**Leonardo da Vinci (Fiumicino) Airport** is approximately a 35-minute drive to FAO headquarters. Trains from the airport arrive at Termini Station from where participants can take the B Line metro to FAO headquarters at Circo Massimo station. Also regional trains are available stopping at Stazione Ostiense where metro B is also available, stop at Circo Massimo station.  
**Ciampino Airport** is a 25-minute drive to FAO headquarters and is connected to Termini Station by shuttle buses.
- **Public transport:** Metro station Circo Massimo (on the blue B Line) is by FAO headquarters. FAO can also be reached by bus and tram. Tickets for public transport must be purchased in advance of boarding.
- **Taxi:** Use licensed taxis with meters (white cars bearing the "TAXI" sign on the roof). Taxis can be requested from the Main Reception (Ground floor,

Building A). Participants can also call Radio Taxi Services:  
Tel.: +39 06 3570 / 06 4994.

- For more information on transportation see:  
[www.fao.org/about/meetings/information/travel/en](http://www.fao.org/about/meetings/information/travel/en).

## IX. Medical services

- The IFAD Medical Adviser and Nurse will be on the premises during the session and first aid facilities will be available. In the event of a medical emergency, the IFAD medical team will make the necessary response arrangements.

## X. Other facilities

### Banking

- Branches of Banca Intesa (ground floor, Building B) and Banca Popolare di Sondrio (ground floor, Building D) and cash dispensers are located within FAO headquarters. Opening hours: 8.40-16.30.

### Postal service

- Poste Italiane: ground floor, Building B, 8.30-15.00.

### Internet facilities

- Wi-Fi coverage is available and password is wifi2internet.

### Cloakroom

- By main entrance of Building A (opposite the Turkish Lounge).

### Meditation room

- Available in Building A, second floor, room A-250.

### Catering facilities at FAO headquarters

#### Ground floor

- Building A – Polish Bar: from 7.30 until end of the daily session (cash only)
- Building D – Bar D: from 7.30-17.30

#### 8<sup>th</sup> floor – Terrace

- Building C – Restaurant: from 12.00-14.30  
(reservation recommended: tel.: 06 570 56823)
- Building C – Open Buffet: from 12:00-14:30
- Building C – Blue Bar: from 8:30-17:00
- Building B – Bar B: from 8:30-17:00 (cash only)

There are also restaurants and cafés located close to FAO on Viale Aventino.

## XI. Practicalities

- 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.
- It is essential that meetings start on time and that the schedule be respected. Please be punctual.
- Delegates are kindly reminded to turn off mobile telephones before entering meeting rooms.

## Request for IFAD declaration for entry to Italy

**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 the IFAD Travel and Visa Section at [visa-lp@ifad.org](mailto: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 2019-2020<sup>1</sup>

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.

Please note that daily city tax will be applied.

<b>AVENTINO – (FAO VICINITY)</b>		<b>Euro</b>
<b>HOTEL VILLA SAN PIO</b>		
Via di Santa Melania, 19 00153 Rome Tel: +39 06 570 057 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a> Website: <a href="http://www.aventinohotels.com">www.aventinohotels.com</a>	Double for single use:	95.00
<b>HOTEL AVENTINO</b>		
Via di San Domenico, 10 00153 Rome Tel: +39 06 570 057 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a> Website: <a href="http://www.aventinohotels.com">www.aventinohotels.com</a>	Double for single use:	90.00
<b>HOTEL SANTA PRISCA</b>		
Largo Manlio Gelsomini, 25 00153 Rome Tel: +39 06 574 1917 E-mail: <a href="mailto:hsprisca@hotelsantaprisca.it">hsprisca@hotelsantaprisca.it</a> Website: <a href="http://www.hotelsantaprisca.it">www.hotelsantaprisca.it</a>	Single: Double for single use:	80.00 85.00
<b>HOTEL DOMUS AVENTINA</b>		
Via di Santa Prisca, 11/B 00153 Rome Tel: +39 06 5746 135 Website: <a href="http://www.hoteldomusaventina.it">www.hoteldomusaventina.it</a>	Single standard: Double for single use:	90.00 102.00
<b>SAN ANSELMO HOTEL</b>		
Piazza Sant'Anselmo, 2 00153 Rome Tel: +39 06 570057 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a> Website: <a href="http://www.aventinohotels.com">www.aventinohotels.com</a>	Double for single use:	130.00
<b>CIRCO MASSIMO EXCLUSIVE SUITE</b>		
Via dei Cerchi 87 00186 Rome Tel: +39 06 93575484 E-mail: <a href="mailto:reservation@circomassimoexclusive.com">reservation@circomassimoexclusive.com</a> Website: <a href="http://www.circomassimoexclusivesuite.com">www.circomassimoexclusivesuite.com</a>	Single:	95.00
<b>CENTRAL AREA ROME</b>		
<b>HOTEL LANCELOT</b>		
Via Capo d'Africa, 47 00184 Rome Tel: +39 06 7045 0615 E-mail: <a href="mailto:info@lancelothotel.com">info@lancelothotel.com</a> Website: <a href="http://www.lancelothotel.com">www.lancelothotel.com</a>	Single: Double for single use:	110.00 120.00

<sup>1</sup> Rates may slightly vary for 2020.

**CENTRAL AREA ROME (cont'd)**

	<b>Euro</b>
<b>BETTOJA HOTEL ATLANTICO</b> Via Cavour, 23 00184 Rome Tel: +39 06 485 951 E-mail: <a href="mailto:atlantico@bettojahotels.it">atlantico@bettojahotels.it</a> Website: <a href="http://www.romehotelatlantico.it">www.romehotelatlantico.it</a>	Single: 113.00 Double for single use: 129.00
<b>BETTOJA HOTEL MASSIMO D'AZEGLIO</b> Via Cavour, 18 00184 Rome Tel: +39 06 487 0270 E-mail: <a href="mailto:dazeglio@bettojahotels.it">dazeglio@bettojahotels.it</a> Website: <a href="http://www.romehoteldazeglio.it">www.romehoteldazeglio.it</a>	Single: 115.00 Double for single use: 122.00
<b>BETTOJA HOTEL MEDITERRANEO</b> Via Cavour, 15 00184 Rome Tel: +39 06 488 4051 E-mail: <a href="mailto:mediterraneo@bettojahotels.it">mediterraneo@bettojahotels.it</a> Website: <a href="http://www.romehotelmediterraneo.it">www.romehotelmediterraneo.it</a>	Single: 117.00 Double for single use: 123.00
<b>HOTEL ANTICO PALAZZO ROSPIGLIOSI</b> Via Liberiana, 21 00185 Rome Tel: +39 06 4893 0495 E-mail: <a href="mailto:info@hotelrospigliosi.com">info@hotelrospigliosi.com</a> Website: <a href="http://www.hotelrospigliosi.com">www.hotelrospigliosi.com</a>	Double for single use: 99.00
<b>HOTEL PALAZZO AL VELABRO</b> Via del Velabro, 16 00186 Rome Tel: +39 06 679 2758 E-mail: <a href="mailto:velabro@velabro.it">velabro@velabro.it</a> Website: <a href="http://www.velabro.it">www.velabro.it</a>	Double for single use: 125.00
<b>HOTEL NORD NUOVA ROMA</b> Via Giovanni Amendola, 3 00185 Rome Telephone: +39 06 4885441 E-mail: <a href="mailto:info@hotelnordnuovaroma.it">info@hotelnordnuovaroma.it</a> Website: <a href="http://www.hotelnordnuovaroma.it">www.hotelnordnuovaroma.it</a>	Single: 71.00 Double for single use: 91.00
<b>MERCURE CENTRO COLOSSEO</b> Via Labicana, 144 00184 Rome Tel: +39 06 50834111 E-mail: <a href="mailto:H2909@accor.com">H2909@accor.com</a> Website: <a href="http://www.mercure.com">www.mercure.com</a>	Single: 117.00 Single superior: 130.00
<b>HOTEL FORTYSEVEN</b> Via Luigi Petroselli 47 00186 Rome Tel: +39 06 6787816 E-mail: <a href="mailto:reservations@fortysevenhotel.com">reservations@fortysevenhotel.com</a> Website: <a href="http://www.fortysevenhotel.com">www.fortysevenhotel.com</a>	Double for single use: 160.00
<b>KOLBE HOTEL ROME</b> Via di San Teodoro 48 00186 Rome Tel: +39 06 6798866 E-mail: <a href="mailto:info@kolbehotelrome.com">info@kolbehotelrome.com</a> Website: <a href="http://www.kolbehotelrome.com">www.kolbehotelrome.com</a>	Double for single use: 135.00

**CENTRAL AREA ROME (cont'd)****Euro****RESIDENZA DI RIPETTA**

Via di Ripetta 213

00186 Rome

Tel: +39 (06) 3231144

E-mail: [reservations@residenzadiripetta.com](mailto:reservations@residenzadiripetta.com)Website: [www.residenzadiripetta.com](http://www.residenzadiripetta.com)

Double for single use: 140.00

**RIPA HOTEL**

Via degli Orti di Trastevere, 3

00153 Rome

Tel: + 39 (06) 58611

E-mail: [reservations@hotelriparoma.com](mailto:reservations@hotelriparoma.com)Website: [www.hotelriparoma.com](http://www.hotelriparoma.com)

Double for single use: 110.00

**EUR – (IFAD & WFP VICINITY)****HOTEL TRE FONTANE**

Via del Serafico, 51

00142 Rome

Tel: +39 06 5195 6556 / 5196 3538

E-mail: [info@hoteltrfontane.it](mailto:info@hoteltrfontane.it)Website: [www.hoteltrfontane.it](http://www.hoteltrfontane.it)

Single: 100.00

Double for single use: 120.00

**CASA SAN BERNARDO**

Via Laurentina, 289

00142 Rome

Tel: +39 06 540 7651

E-mail: [info@casasanbernardo.it](mailto:info@casasanbernardo.it)Website: [www.casasanbernardo.it](http://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

E-mail: [sales.sheratonrome@sheraton.com](mailto:sales.sheratonrome@sheraton.com)Website: [www.sheraton.com/roma](http://www.sheraton.com/roma)

Double for single use: 110.00

**HOTEL PULITZER ROMA**

Viale Guglielmo Marconi, 905

00146 Rome

Tel: +39 06 598 591

E-mail: [bookings@hotelpulitzer.it](mailto:bookings@hotelpulitzer.it)Website: [www.hotelpulitzer.it](http://www.hotelpulitzer.it)

Double for single use: 120.00

**HOTEL ANTICA LOCANDA PALMIERI**

Via di Grotta Perfetta, 555/A

00142 Rome

Tel.: +39 06 5153 30428

E-mail: [info@anticalocandapalmieri.it](mailto:info@anticalocandapalmieri.it)Website: [www.anticalocandapalmieri.com](http://www.anticalocandapalmieri.com)

Double for single use: 60.00

**IBIS STYLES ROMA EUR HOTEL**

Viale Egeo, 133

00144 Rome

Tel: +39 06 9444 2000

E-mail: [H9301@accor.com](mailto:H9301@accor.com)Website: [www.ibistylesromaeur.it/en](http://www.ibistylesromaeur.it/en)

Double for single use: 108.00

**EUR – (IFAD & WFP VICINITY) cont'd****OCCIDENTAL ARAN PARK**

Via Riccardo Forster 24  
 00143 Rome  
 Tel: + 39 06 510721  
 E-mail: [aranpark@occidentalhotels.com](mailto:aranpark@occidentalhotels.com)  
 Website: <https://www.barcelo.com>

Double for single use  
 Superior: 80.00

**AMERICAN PALACE**

Via Laurentina 554  
 00143 Rome  
 Tel: +39 06 5913552  
 E-mail: [info@americanpalace.it](mailto:info@americanpalace.it)  
 Website: [www.americanpalace.it](http://www.americanpalace.it)

Double for single use: 85.00

**OTHER AREAS****BARCELO ARAN MANTEGNA**

Via Andrea Mantegna, 130  
 00147 Rome  
 Tel: +39 06 989521  
 E-mail: [aranmantegna@barcelo.com](mailto:aranmantegna@barcelo.com)  
 Website: <https://www.barcelo.com/en-gb/barcelo-hotels/hotels/italy/rome/barcelo-aran-mantegna/>

Double for single use  
 Superior: 100.00

**HOTEL MERCURE EUR ROME WEST**

Viale Eroi di Cefalonia, 301  
 00128 Rome  
 Tel : +39 06 5083 4111  
 E-mail: [info@mercureromawest.com](mailto:info@mercureromawest.com)  
 Website: [www.mercure.com/gb/hotel-8516-mercure-rome-west](http://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  
 E-mail: [h10.roma.citta@h10hotels.com](mailto:h10.roma.citta@h10hotels.com)  
 Website: [www.hotelh10romacitta.com/it/index.html](http://www.hotelh10romacitta.com/it/index.html)

Double for single use: 100.00