
Forty-sixth session of the Governing Council

Organizational aspects

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Action: The Governing Council is invited to take note of the information provided in this document regarding the arrangements for the session.

Technical questions:

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Forty-sixth session of the Governing Council

Organizational aspects

I. General information for delegates

- **Dates:** Tuesday, 14 and Wednesday, 15 February 2023.
- **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.
- **Lunch:** a buffet luncheon open to all delegates will be held on each day.
- **Reception:** a reception for all participants will be held at the close of the first day.

II. Organization of the session

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 14 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 15 February

- Meetings will start at 9.30 a.m.
- Please check the schedule of the session closer to the date for more details.

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) 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 made available on the first day of the session. Provisional summary records will be issued as soon as possible after the session.

Distribution of documents

- Documents for the session will be posted as they become available on the [Member States Interactive Platform](#) (MSIP), the IFAD Mango app (available at [IFAD Mango for Android](#) and [IFAD Mango for iOS](#)) and on the [IFAD website](#) in the official languages of the Fund. Please check 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 (Belgian Lounge – third floor).

Simultaneous interpretation

- Provided in Arabic, English, French and Spanish.
- Note: Please speak at a reasonable pace to enable the interpreters to convey your 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.
- **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, which is accessible 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 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 proceed to the registration desk located in the Security Screening Pavilion to collect their meeting badges.
- **Delegation size.** Two representatives for each Member State, three representatives for Member States on the Board composition and one representative for Observers will be allowed access to the Plenary Hall. Additional delegates will be accommodated in overflow rooms, from which they will be able to follow the proceedings with access to interpretation.
- **Access to certain areas of the building will be restricted.** Delegates with specific security requirements should contact the Chief, Security Services (FAO), at 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) to agree on access for official vehicles and close protection officers accompanying Heads of Delegation and dignitaries to the Governing Council.

Nomination of delegations

- Representatives are kindly requested to send a list of all members of their delegations (Governor, Alternate Governor and advisers) to the Office of the Secretary (igmr@ifad.org) by 27 January 2023.
- Member States currently without an accredited Governor or Alternate Governor are also kindly reminded to submit their credentials by 27 January 2023 at the latest. A sample letter of credence is available on [MSIP](#).

- Observers are also requested to confirm their participation prior to 27 January 2023 by e-mail to igmr@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 Screening Pavilion.
- To facilitate registration, delegates should provide their names and a suitable badge photograph in advance. Photographs will be taken on site if necessary.
- Registration will take place on:

Monday, 13 February:	10.00–17.00
Tuesday, 14 February:	08.00–18.30
Wednesday, 15 February:	08.00 until closure of the session.

IV. Statements by delegates

- Under 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) by Friday, 10 February 2023. 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 46/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 the expected date of departure from Italy.
- **National passport holders.** Delegates who require an entry visa should:
 - Contact the Italian embassy/consulate in their country of residence to make an appointment at least 1 month before they intend to travel to Italy (visa application process may vary depending on each country);
 - Send a copy of the delegate's national passport to the IFAD Travel, Visa, Privileges and Immunities Section (visa-lp@ifad.org). This information 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 from countries without an 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. 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

- The IFAD Secretariat is not in a position to make travel arrangements for Council participants.
- Assistance with travel arrangements may be obtained from the IFAD travel agency, 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 and can change or modify tickets and flight reservations made through them.
- Tickets booked elsewhere must be changed by the original travel agency, or directly with the airline/service provider concerned. CWT will assist travellers in contacting airlines to amend tickets issued by other agencies during their opening hours.

COVID-19 restrictions

- Before travelling, participants should check if any restrictions are in place. Updated information is available at the following links:

<https://www.esteri.it/en/ministero/normativaonline/focus-cittadini-italiani-in-rientro-dall-estero-e-cittadini-stranieri-in-italia/>

<https://www.salute.gov.it/portale/nuovocoronavirus/homeNuovoCoronavirus.jsp?lingua=english>

<https://www.mycwt.com/travel-essentials/>

VII. Arriving at FAO headquarters

By air:

Leonardo da Vinci (Fiumicino) Airport is approximately a 35-minute drive to FAO headquarters. Participants can also take a train from the airport to either Termini or Ostiense railway stations. Both stations are connected to the B Line metro. Participants should get off at the Circo Massimo stop, which is beside FAO headquarters.

Ciampino Airport is a 25-minute drive to FAO headquarters and is connected to Termini station by shuttle buses.

- **Public transport.** Circo Massimo metro station (on the B Line) is beside FAO headquarters. FAO can also be reached by bus (tickets 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.

VIII. 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](#).

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. Health and safety regulations

- Health and safety measures in line with both the Italian Government's and IFAD's guidelines will be in place at the meeting venue. In this regard, delegates are requested to take note of the following:
 - Do not attend the meeting in person if you are suffering from a fever or flu-like illness or you have been in close contact with a positive case of COVID-19.
 - For delegates travelling from abroad, observe the Italian entry requirements regarding COVID-19, which can be consulted using the following links: [here](#) and [here](#).
 - Only delegates with a negative test result may attend the meeting in person. All attendees, regardless of vaccination status, are to undertake a rapid antigen test. This can be either self-administered or carried out at a laboratory or pharmacy in Rome, 24 hours before the event. Please inform IFAD medical services (med@ifad.org) only in the case of a positive result.
- The following measures are observed for in-person meetings:
 - Preventative hand hygiene, social and physical interpersonal distancing, and respiratory etiquette.
 - Mask-wearing at all times when indoors and not eating. When in the meeting room, the participant may remove their mask to speak but should put it back on when finished.
- Additional updated information on requirements for in-person participation will be provided in due course.

XI. 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. The password is wifi2internet.

Cloakroom

- By the 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

8th 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.

XII. 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.

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

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.

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

CENTRAL AREA ROME (cont'd)

	Euro
BETTOJA HOTEL ATLANTICO Via Cavour, 23 00184 Rome Tel: +39 06 485 951 E-mail: atlantico@bettojahotels.it Website: www.romehotelatlantico.it	Single: 113.00 Double for single use: 129.00
BETTOJA HOTEL MASSIMO D'AZEGLIO Via Cavour, 18 00184 Rome Tel: +39 06 487 0270 E-mail: dazeglio@bettojahotels.it Website: www.romehoteldazeglio.it	Single: 115.00 Double for single use: 122.00
BETTOJA HOTEL MEDITERRANEO Via Cavour, 15 00184 Rome Tel: +39 06 488 4051 E-mail: mediterraneo@bettojahotels.it Website: www.romehotelmediterraneo.it	Single: 117.00 Double for single use: 124.00
HOTEL ANTICO PALAZZO ROSPIGLIOSI Via Liberiana, 21 00185 Rome Tel: +39 06 4893 0495 E-mail: info@hotelrospigliosi.com Website: www.hotelrospigliosi.com	Double for single use: 99.00
HOTEL PALAZZO AL VELABRO Via del Velabro, 16 00186 Rome Tel: +39 06 679 2758 E-mail: velabro@velabro.it Website: www.velabro.it	Double for single use: 125.00
HOTEL NORD NUOVA ROMA Via Giovanni Amendola, 3 00185 Rome Telephone: +39 06 4885441 Email: info@hotelnordnuovaroma.it Website: www.hotelnordnuovaroma.it	Single: 71.00 Double for single use: 91.00
MERCURE CENTRO COLOSSEO Via Labicana, 144 00184 Rome Tel: +39 06 50834111 Email: H2909@accor.com Website: www.mercure.com	Single: 117.00 Single superior: 130.00
HOTEL FORTYSEVEN Via Luigi Petroselli 47 00186 Rome Tel: +39 06 6787816 Email: reservations@fortysevenhotel.com Website: www.fortysevenhotel.com	Double for single use: 160.00
KOLBE HOTEL ROME Via di San Teodoro 48 00186 Rome Tel: +39 06 6798866 Email: info@kolbehotelrome.com Website: www.kolbehotelrome.com	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: resevations@residenzadiripetta.com Website: 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 Website: www.hotelriparoma.com	Double for single use: 110.00
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EUR – (IFAD & WFP VICINITY)

CASA SAN BERNARDO Via Laurentina, 289 00142 Rome Tel: +39 06 540 7651 E-mail: info@casasanbernardo.it Website: www.casasanbernardo.it	Double for single use: 70.00
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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 Website: www.sheraton.com/roma	Double for single use: 110.00
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HOTEL PULITZER ROMA Viale Guglielmo Marconi, 905 00146 Rome Tel: +39 06 598 591 E-mail: bookings@hotelpulitzer.it Website: www.hotelpulitzer.it	Double for single use: 120.00
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HOTEL ANTICA LOCANDA PALMIERI Via di Grotta Perfetta, 555/A 00142 Rome Tel.: +39 06 5153 30428 E-mail: info@anticalocandapalmieri.it Website: www.anticalocandapalmieri.com	Double for single use: 60.00
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IBIS STYLES ROMA EUR HOTEL Viale Egeo, 133 00144 Rome Tel: +39 06 9444 2000 E-mail: H9301@accor.com Website: www.ibistylesromaeur.it/en	Double for single use: 108.00
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OCCIDENTAL ARAN PARK Via Riccardo Forster 24 00143 Rome Tel: + 39 06 510721 E-mail: aranpark@occidentalhotels.com Website: https://www.barcelo.com	Double for single use Superior: 80.00
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AMERICAN PALACE

Via Laurentina 554

00143 Rome

Tel: +39 06 5913552

E-mail: info@americanpalace.itWebsite: www.americanpalace.it

Double for single use: 107

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

Via Andrea Mantegna, 130

00147 Rome

Tel: +39 06 989521

E-mail: aranmantegna@barcelo.comWebsite: <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.comWebsite: 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.comWebsite: www.hotelh10romacitta.com/it/index.html

Double for single use: 100.00