Investing in rural people

Governing Council
Forty-eighth Session
Rome, 12–13 February 2025

Forty-eighth 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-eighth session of the Governing Council

Organizational aspects

I. General information for delegates

- **Dates:** Wednesday, 12 and Thursday, 13 February 2025.
- **Location:** IFAD headquarters, Via Paolo di Dono 44, Rome.
- **Lunch:** A buffet luncheon open to all delegates will be held on each day in the IFAD lounge.
- **Reception:** A reception for all participants will be held at the close of the first day in the IFAD lounge.

II. Organization of the session

Meetings and hours

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

Wednesday 12 February

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

Thursday 13 February

- Meetings will start at 9 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) 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.

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 IFAD premises and registration for the Governing Council

Access to IFAD premises and security measures

- **Pedestrian entrance.** Enter IFAD by the main entrance at Via Paolo di Dono, 44. Access is granted upon presentation of an official photo and a valid identification document.
- **Accessibility.** IFAD 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.** Vehicles will not be allowed to enter the premises. 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 plates.
- **Security and safety.** 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 the meeting site.
- 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.
- IFAD has specific emergency procedures in place in case of incident at its headquarters. These procedures will be communicated to all delegates and visitors prior to commencement of the meeting activities.
- **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 atrium 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 may follow the proceedings in the Italian Conference Room (S-105, lower ground floor), which will serve as an overflow room.
- Delegations in need of close protection services are requested to contact IFAD's Senior Security Officer (security@ifad.org) at least 72 hours in advance of the event.
- **Meeting badges must be displayed at all times.** Delegates should not lend their meeting badges to other participants.

Accreditation 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) no later than 29 January 2025.
- Registration of Governors and Alternate Governors should be undertaken at least one week before the opening of the session (i.e. by 5 February at the latest).
- Member States currently without an accredited Governor or Alternate Governor are also kindly reminded to submit their credentials by 29 January 2025 at the latest. A sample letter of credence is available on MSIP.
- Observers are also requested to confirm their participation no later than 29 January 2025 by e-mail to igmr@ifad.org.

Registration

- Delegates should register and pick up their Governing Council meeting badges immediately upon arrival at IFAD at the registration desk located in the atrium.
- 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:

Tuesday, 11 February:	10.00–17.00
Wednesday, 12 February:	08.00–18.00

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, 7 February 2025. 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 48/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

- Some nationalities do not require a visa for short stays in Italy. A list of countries whose nationals are exempt from such requirement is provided by the *Ministero degli Affari Esteri e della Cooperazione Internazionale* (https://www.esteri.it/en/servizi-consolari-e-visti/ingressosoggiornoinitalia/visto_ingresso/paesi_esenti_visto/)
- Delegates are informed that Entry/Exit System (EES) has not entered into force yet. The European Commission has proposed a progressive start for the EES, allowing countries 6 months for its deployment.
- 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 (the visa application process may vary from country to country).
  - Send a copy of delegate's national passport to the IFAD Travel, Visa, Privileges and Immunities Section (visa-lp@ifad.org, copying igmr@ifad.org). Delegates of the same nationality can be included in the same note verbale, as a delegation. For such purposes, delegations may send group requests. 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.

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. In view of the peak season due to the Jubilee, delegates are strongly encouraged to make early hotel bookings.

Travel arrangements

- The IFAD Secretariat is not in a position to make travel arrangements for meeting participants.
- Assistance with travel arrangements may be obtained from the IFAD travel agency, Carlson Wagonlit Travel (CWT), located on the ground floor in room B-011. 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.
- Before travelling, participants should check if any restrictions are in place. Updated information is available at the following links:

  https://www.esteri.it/en/servizi-consolari-e-visti/
  https://www.mycwt.com/travel-essentials/

VII. Arriving at IFAD headquarters

- **By air:**
  Leonardo da Vinci (Fiumicino) Airport is approximately a 25-minute drive to IFAD headquarters.
  Ciampino Airport is a 20-minute drive to IFAD.
- **Shuttle bus.** 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.
  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).
- **Public transport.** A public bus – number 764 – can also be taken to the Laurentina station (tickets must be purchased in advance of boarding).
- **Taxi.** Use licensed taxis with meters (i.e. white cars bearing the "TAXI" sign on the roof). Taxis can be requested from the guardhouse at the main entrance. Participants can also call Radio Taxi Services:
  Tel.: +39 06 3570 / 06 4994.

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 on the ground floor (in rooms B-033, B-034, B-035 and B-036). In the event of a medical emergency, an ambulance will be called. 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.
- The following measures are observed for in-person meetings:
    - Preventative hand hygiene, physical distancing and respiratory etiquette.

XI. Other facilities

Banking

- 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.

Postal service

- Poste Italiane: The nearest post office is located within 10 minutes' walking distance, on Via A. Del Sarton, 12 (just off Via Baldovinetti). It is open from 8 a.m. to 7 p.m. from Monday to Friday.

Internet facilities

- Wi-Fi coverage will be available throughout the building. Delegates can access the internet from anywhere by logging in as **ifad_guest**. The password is **ifadguest**.

Internet cafe

- 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

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

Meditation room

- A meditation room (room S140) is located in the conference area on the lower ground floor.

Catering facilities at IFAD headquarters

- 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. IFAD's self-service cafeteria on the ground floor serves lunch from 12 noon until 2 p.m. There are also several restaurants and cafés located within walking distance of IFAD.

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 **no 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:
First 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

Bookings and payments must be made directly with the hotel.
The rates have been negotiated by IFAD and are subject to a specific booking process managed by CWT. As such, these rates cannot be guaranteed for external users who contact the hotels directly.

EUR – (IFAD & WFP VICINITY)

CARDO ROMA
Viale del Pattinaggio, 100
00144 Rome
Tel: +39 06 54531
E-mail: info.roma@cardorhotels.com
Website: www.cardorome.com

OCCIDENTAL ARAN PARK
Via Riccardo Forster, 24
00143 Rome
Tel: + 39 06 510721
E-mail: aranpark@occidentalhotels.com
Website: https://www.barcelo.com

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

HILTON ROME EUR LA LAMA
Viale Europa, 287
00144 Roma
Tel.: +39 06 452409
E-mail: romeu.info@hilton.com
Website: https://www.hilton.com

AMERICAN PALACE
Via Laurentina 554
00143 Rome
Tel: +39 06 5913552
E-mail: info@americanpalace.it
Website: www.americanpalace.it

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

HOTEL PULITZER ROMA
Viale Guglielmo Marconi, 905
00146 Rome
Tel: +39 06 598 591
E-mail: bookings@hotelpulitzer.it
Website: www.hotelpulitzer.it

ROME SHERATON PARCO DE' MEDICI
Via Salvatore Rebecchini, 39
00148 Rome
Tel.: +39 06-65288
E-mail: sheratonparco@sheratonparco.com
www.marriot.com
Website: www.marriot.com

SHANGRI-LA
Viale Algeria, 141
00144 Roma
Tel.: +39 06 5916441
E-mail: info.hsl@omniahotels.com
Website: https://www.shangrilaroma.it

PRECISE HOUSE MANTEGNA ROMA
Via Andrea Mantegna, 130
00147 Rome
Tel: +39 06 989521
E-mail: rome@precisehotels.com
Website: www.precisehotels.com

AVENTINO - (FAO VICINITY)

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

HOTEL SANTA PRISCA
Largo Manlio Gelsomini, 25
00153 Rome
Tel: +39 06 574 1917
E-mail: hsprisca@hotelsantaprisca.it

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

SAN ANSELMO HOTEL
Piazza Sant'Anselmo, 2
00153 Rome
Tel: +39 06 570 057
E-mail: info@aventinohotels.com
Website: www.aventinohotels.com

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 **HOTEL ANTICO PALAZZO ROSPIGLIOSI** Via Liberiana, 21 00185 Rome Tel: +39 06 4893 0495 E-mail: info@hotelrospigliosi.com Website: www.hotelrospigliosi.com	**BETTOJA HOTEL ATLANTICO** Via Cavour, 23 00184 Rome Tel: +39 06 485 951 E-mail: atlantico@bettojahotels.it Website: www.romehotelatlantico.it **MERCURE CENTRO COLOSSEO** Via Labicana, 144 00184 Rome Tel: +39 06 50834111 Email: H2909@accor.com Website: www.mercure.com

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	**HOTEL H10 ROME CITTÀ – UI** Via Amedeo Avogadro, 35 (Ex Via Pietro Blaserna, 101) 00146 Rome Tel: +39 06 556 5215 E-mail: h10.roma.citta@h10hotels.com Website: https://www.h10hotels.com/it/hotel-roma/h10-roma-citta