

Document: GC S1/INF.1
Date: 2 June 2022
Distribution: Public
Original: English

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First Special Session of the Governing Council Organizational Aspects

Note to Governors

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Governing Council — First Special Session
Rome, 7 July 2022

For: Information

First Special Session of the Governing Council

Organizational Aspects

I. General information for delegates

- **Date:** Thursday, 7 July 2022.
- **Location:** IFAD Headquarters, Via Paolo di Dono, 44 (EUR), Rome.
- **Times:** The special session will commence at 9.30 a.m (Central European Time).
- **Light luncheon:** The President will host a buffet lunch for all delegates in the foyer.
- **Reception:** The President will host a reception at the end of the session in the foyer.
- Due to the social distancing and sanitation measures currently in place, as well as the private nature of the meeting, please note that:
 - attendance will be limited to two representatives per Member State, and three representatives in the case of Member States that are part of the Board composition;
 - **from each Member State delegation, only one voting representative** will be granted access to the plenary to cast the votes of the Member they represent.

II. Organization of the session

- The special session will focus on the appointment of the President of IFAD and related voting process.
 - The plenary will take place in a temporary tent structure with limited capacity.
 - Personalized meeting badges will be provided to all delegates at registration. A special pass will be issued to each delegation to allow them to access the plenary tent. Such access will be controlled electronically.
 - Meeting badges must be displayed at all times. These badges are personalized and should not be shared. Delegates are reminded not to leave briefcases or any valuable items unattended at the meeting site.
- Web-streaming of the proceedings**
- An overflow area in the lower-ground floor will be available for second members of delegations without a seat in the plenary.
 - The session will be predominantly a private event. The public segment of the proceedings (i.e. final results of the election and related statements) will be web-streamed in the four official languages.

III. Registration

Nomination of delegations

- Credentials and notifications of the names of delegates 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.
- This information should be provided to the Secretary of IFAD by e-mail to gb@ifad.org no later than 23 June 2022.

Registration

- Registration will take place on Wednesday, 6 July from 8.30 a.m. to 5 p.m. and Thursday, 7 July from 8 a.m. until the closure of the session. Delegates are kindly requested to arrive no later than 8.30 a.m. on 7 July.
- To expedite the registration formalities, delegates are encouraged to provide their names and photos in advance by sending an e-mail to gb@ifad.org no later than 23 June 2022.
- Journalists are requested to send an e-mail to IFADnewsroom@ifad.org to obtain an accreditation form.

IV. Documents and interpretation

- Documents will be posted in Arabic, English, French and Spanish, as applicable, on the Member States Interactive Platform at <https://webapps.ifad.org/members/gc/S1> and IFAD website: www.ifad.org/en/governing-council. Please check regularly for new documentation.

Simultaneous interpretation

- Interpretation will be provided in Arabic, English, French and Spanish.
- Delegates are reminded of the need to speak clearly and at a reasonable pace to enable the interpreters to convey their ideas as accurately as possible.

V. Health and safety regulations

- Health and safety measures, in line with the Italian Government's guidelines and those of IFAD, will be in place at the meeting venue. In this regard, all delegates are to take note of the following requirements:
 - 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](#).
 - 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) if you test positive. **Only delegates with a negative test result can attend the event in person.** There is no need to notify IFAD medical services if the test result is negative.
- The following measures are observed for in-person meetings at IFAD:
 - 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.
 - avoid exchanging business cards and physical contact such as hand shaking during the in-person meeting.
- Additional updated information on requirements for in-person participation will be provided in due course.

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).

VII. Security and accessibility

Security

- Strict security measures are implemented at the entrance, inside the building and in the conference area. These measures include walk-through metal detectors and X-ray machines. Delegates with an implanted electronic device such as a pacemaker are kindly requested to provide the security guards with official documentation to this effect and an alternative measure to the walk-through metal detectors will be used.
- Delegates holding a long-term security badge issued by IFAD, FAO or WFP may enter the building directly and proceed to the governance/registration desk in the foyer. Other delegates will receive temporary access badges at the main guardhouse and may then proceed to the governance/registration desk.
- A security perimeter will be established around the meeting site with strict access control in place.

Accessibility

- IFAD headquarters is fully wheelchair accessible. Restroom facilities for visitors with disabilities are available on each floor. For further assistance, delegates are invited to write to conferencestaff@ifad.org.

VIII. 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 at least 3 months 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 and Visa 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 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.

IX. Travel arrangements

- IFAD does not cover travel expenses incurred by meeting participants.

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 I.

Travel arrangements

- The IFAD Secretariat is not in a position to make travel arrangements for participants.
- Assistance with travel arrangements may be obtained from the IFAD travel agent, Carlson Wagonlit Travel (CWT), located on the ground floor. 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.

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/>

IFAD headquarters

Key rooms in IFAD headquarters

<i>Location</i>	<i>Where</i>	<i>Information</i>
Main entrance		
• Security reception	Via Paolo di Dono 44	Obtain temporary building entry pass here.
Ground floor		
• Foyer	Inside main entrance to building	Lifts and stairs to conference area here.
• Governance/Registration desk	Left side of the main foyer	Registered participants may pick up their badges at this desk on 6 July between 8:30 a.m. and 5 p.m. and on 7 July from 8 a.m. until the closure of the session.
• Plenary	External tent	Special meeting badges must be worn to gain access and displayed at all times
• Cafeteria	Entrance on right side of main foyer	Opening hours: 8 a.m. to 5 p.m.
• Bank	End of foyer, on the left	Banca Popolare di Sondrio, opening hours 8.30 a.m. to 1.30 p.m.
-1 floor/conference area		
• Conference Area	Lower ground	Overflow rooms for delegates without a seat in the plenary. Meeting badges must be worn to gain access and displayed at all times.

Arriving at IFAD headquarters

Address: Via Paolo di Dono 44, 00142 Roma

The building is approximately a 25-minute drive from Leonardo da Vinci airport (Fiumicino).

The nearest metro station is Laurentina (B Line).

Shuttle bus

Pick-up and drop-off points

IFAD headquarters – across the road from the guardhouse at the main entrance, between Via Paolo di Dono 50 and 44;

Laurentina metro station – Viale Luca Gaurico 9-11.

Morning shuttle service: Laurentina metro station to IFAD

Times: 7.40, 7.55, 8.10, 8.25, 8.40, 8.55, 9.10 and 9.25 a.m.

Evening shuttle service: IFAD to Laurentina metro station

Times: 4.45, 5.05, 5.20, 5.35, 5.50, 6.05, 6.20, 6.35, 6.50 p.m.

Please note that the use of masks on the IFAD shuttle remains mandatory.

Taxis

May be requested from the guardhouse at the main entrance.

Parking

Delegates without drivers: A limited number of parking spaces (to be used on a first-come, first-served basis) are available at Via Paolo di Dono 44 through the gate next to the visitors' entrance.

A security guard will be available for assistance at the entrance of the parking area.

Delegates with drivers: Delegates may be dropped off in front of the main entrance. No vehicles will be allowed to remain parked, apart from in the parking spaces mentioned above.

Services

Banking services: Banca Popolare di Sondrio is located on the ground floor, close to the main reception area. Opening hours are from 8.30 a.m. to 1.30 p.m. Two cash dispensers (ATMs) are located in front of the bank.

Medical services: The IFAD Medical Advisor and Nurse will be on the premises during the session and first-aid facilities are available on the ground floor in rooms B-033, B-034, B-035 and B-036. In case of medical emergencies, arrangements will be made for an ambulance. Such services would be arranged through the IFAD medical team.

Wi-Fi: Log on as **ifad_guest**; password **ifadguest**.

Internet café: On the lower-ground floor, near the bar in the conference area.

Cloakroom: Conference area.

Snacks and coffee: Coffee, light beverages, sandwiches and pastries are available from the cafeterias on the ground floor and the lower ground floor.

X. Practical measures

- It is essential that meetings start on time. Please access the plenary approximately 15 minutes before the scheduled start time.
- Please note that no printed documents will be made available during the session.

Hotels in Rome – Special rates for IFAD 2022

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.

EUR – (IFAD & WFP VICINITY)		Euro
<p>CASA SAN BERNARDO Via Laurentina, 289 00142 Rome Tel: +39 06 540 7651 E-mail: info@casasanbernardo.it Website: www.casasanbernardo.it</p>	Double for single use:	70.00
<p>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</p>	Double for single use:	110.00
<p>HOTEL PULITZER ROMA Viale Guglielmo Marconi, 905 00146 Rome Tel: +39 06 598 591 E-mail: bookings@hotelpulitzer.it Website: www.hotelpulitzer.it</p>	Double for single use:	120.00
<p>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</p>	Double for single use:	60.00
<p>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</p>	Double for single use:	108.00
<p>OCCIDENTAL ARAN PARK Via Riccardo Forster 24 00143 Rome Tel: + 39 06 510721 E-mail: aranpark@occidentalhotels.com Website: https://www.barcelo.com</p>	Double for single use Superior:	80.00
<p>AMERICAN PALACE Via Laurentina 554 00143 Rome Tel: +39 06 5913552 E-mail: info@americanpalace.it Website: www.americanpalace.it</p>	Double for single use:	107

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: 80.00 Double for single use: 85.00
HOTEL DOMUS AVENTINA Via di Santa Prisca, 11/B 00153 Rome Tel: +39 06 5746 135 Website: www.hoteldomusaventina.it	Single standard: 90.00 Double for single use: 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: 110.00 Double for single use: 120.00
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

CENTRAL AREA ROME (cont'd)

	Euro
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 signle 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 signle use: 135.00
RESIDENZA DI RIPETTA Via di Ripetta 213 00186 Rome Tel: +39 06 3231144 E-mail: resevations@residenzadiripetta.com Website: www.residenzadiripetta.com	Double for signle use: 140.00

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

OTHER AREAS**BARCELO ARAN MANTEGNA**

Via Andrea Mantegna, 130
00147 Rome
Tel: +39 06 989521

E-mail: 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

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

E-mail: h10.roma.citta@h10hotels.com

Website: www.hotelh10romacitta.com/it/index.html

Double for single use: 100.00