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Investing in rural people

Fourth session of the Consultation on the Tenth Replenishment of IFAD's Resources

Organizational aspects

Note to Consultation members

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Consultation on the Tenth Replenishment of IFAD's Resources —
Fourth Session

Rome, 18-19 December 2014

For: Information

Fourth session of the Consultation on the Tenth Replenishment of IFAD's Resources

Organizational aspects

I. General information for delegates

Dates and location

1. The fourth session of the Consultation on the Tenth Replenishment of IFAD's Resources (IFAD10) will be held on Thursday, 18 and Friday, 19 December 2014, at IFAD headquarters, via Paolo di Dono 44 (EUR), Rome. The building is approximately a 15-minute drive from Leonardo da Vinci Airport (Fiumicino). The nearest metro station is Laurentina.
2. The President of IFAD will host a dinner for Heads of Delegation on Wednesday, 17 December, at 7 p.m. in the Executive Dining Room.
3. In addition to this, a technical seminar on the IFAD10 Results Measurement Framework will take place on Tuesday, 18 November 2014 from 2.30 p.m. to 4 p.m. in the Italian Conference Room.

Parking and transportation

4. Delegates are informed that IFAD provides a shuttle bus service between Laurentina metro station and IFAD headquarters (the timetable will be made available on the website). The pick-up/drop-off point at the Laurentina station is via Luca Gaurico 9-11, on the main road behind the station, while the IFAD pick-up/drop-off point is the yellow bus stop adjacent to the main entrance of the guardhouse.
5. Delegates with drivers may be dropped off inside the Headquarters' main entrance. Drivers are required to leave the premises once the drop off is completed in order to leave the parking area available for delegates described at point 6 below. No vehicles will be allowed to remain parked outside the reserved parking spaces.
6. A limited number of parking spaces will be available, on a first-come first-served basis, for delegates without a driver, at via Paolo di Dono 44 and at via Paolo di Dono 86. You are kindly requested to present your IFAD, FAO or WFP building pass to access the area.

Security

7. 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. Security staff are instructed to allow entry to the meeting rooms only to persons in possession of a Consultation pass issued by IFAD. For the modalities of the release of the Consultation pass, please see paragraphs 20 and 21 below.
8. To ensure the safety of all participants, security badges must be displayed at all times at meeting venues. Under no circumstances should your security badge be lent to another participant. Delegates are reminded never to leave briefcases or any valuable items unattended at the meeting site.

II. Organization of the sessions

Meeting rooms and hours

9. The plenary meetings of the Consultation will be held in the Italian Conference Room (S-105) located on the lower ground floor. The plenary will take place on Thursday,

18 December from 10 a.m. to 6 p.m. and on Friday, 19 December from 9 a.m. to 5.30 p.m. The sessions will be preceded by a welcome coffee.

10. At the close of business on Thursday, 18 December, the President will host a reception for all delegates in the conference area.
11. It is essential that meetings start on time and that the schedule be respected. Delegates are therefore urged to be punctual.
12. Meeting rooms will be provided for List meetings. Should you need to book a meeting room, please contact conferencestaff@ifad.org.
13. Delegates are kindly reminded to turn off mobile telephones before entering meeting rooms.

Distribution of documents/PaperSmart/Meeting interface

14. In accordance with the IFAD Policy on the Disclosure of Documents, as approved by the Executive Board at its 100th session, documents will be posted as they become available at <https://webapps.ifad.org/members/repl/10/4> and on the IFAD website www.ifad.org, in the official languages of the Fund. Documents that have been finalized and posted after the last working day of the week prior to the fourth session of the Consultation will be tabled and made available in limited quantities at the documents desk, which is located in the conference area on the lower ground floor.
15. Delegates can contribute to the greening of the meeting by downloading all documents to their personal electronic devices, by printing documents on both sides of the paper and by disposing of documents in the recycling bins provided.
16. Delegates are kindly 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

17. The official languages of IFAD are Arabic, English, French and Spanish. Simultaneous interpretation and documentation will be provided in these four languages. Delegates are reminded of the need to speak at a reasonable pace to enable the interpreters to convey speakers' ideas as accurately and clearly as possible. To ensure accurate interpretation of statements and timely web posting on the IFAD Member States Platform, Delegates are kindly requested to submit a copy at least one hour before delivery to the conference staff (conferencestaff@ifad.org) or the Governing Bodies Office (gb_office@ifad.org).
18. The meeting rooms in the conference area will be equipped with interpretation facilities in all official languages. Earphone sets with a language selector will allow delegates to follow the discussions. Delegates are kindly requested to leave earphones on their table at the end of each meeting.

III. Registration for the Consultation

Notification of delegations

19. The names of all persons designated by a Member State to attend the session shall be submitted to the Office of the Secretary of IFAD (e-mail: MS-Liaison@ifad.org) no later than Wednesday, 10 December 2014.

Registration

20. All members of official delegations are kindly requested to register and pick up their meeting badges immediately upon arrival, at the registration desk located in the conference area on the lower ground floor.
21. Registration will begin on Thursday, 18 December 2014, from 8.30 a.m. to 6.30 p.m., and will continue on Friday, 19 December 2014, from 8.30 a.m. to 10 a.m.

List of delegations

22. A provisional list of delegations, based on replies received as at 16 December 2014, will be made available at the registration desk if amendments are necessary.
23. Delegates are required to wear both their building pass and their meeting badge at all times. Delegates must display both badges to gain access to the meeting room.

IV. Entry into Italy

24. 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) **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. If necessary, IFAD will provide a declaration stating the duration of the meeting, if necessary.

To enable IFAD to submit this declaration, delegates holding a laissez-passer are kindly requested to complete attachment I and forward it to the IFAD Travel and Visa Section as soon as possible.

Visitors arriving in Italy at Leonardo da Vinci Airport (Fiumicino) may speed up their entry into the country by using the dedicated checkpoint for laissez-passer holders. This checkpoint is located to the right of the passport control line, and is signposted "Staff Only/Lasciapassare".

- (b) **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 three weeks before they intend to enter Italy, supporting their application with a copy of IFAD's letter of invitation to the Consultation. Should difficulties arise, delegates are advised to inform the IFAD Travel and Visa Section, 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 from the representation of another Schengen country that has been authorized to represent Italy. Should this not be possible, a 10-day visa may be granted upon the traveller's arrival in Rome. Delegates intending to apply for such a visa should inform the IFAD Travel and Visa Section at least 10 days before their expected arrival in Rome, again using attachment I. Please note that, in this case, Italy should be the visitor's first point of entry in the Schengen zone.

V. Other facilities

Hotel bookings

25. Delegates are responsible for making their own hotel bookings.
26. The Sheraton Roma Hotel and the Aran Park Hotel, which are close to IFAD headquarters, have reserved a limited number of rooms exclusively for IFAD delegates at a special conference rate. To request a booking, delegates must complete attachment II and send it by fax directly to the hotel concerned by the cut-off date provided in the relevant booking form. All contact details for these hotels are listed in the forms.
27. A list of other hotels that offer corporate rates to IFAD is also attached (attachment III).

Travel arrangements

28. Assistance with travel arrangements may be obtained from the IFAD travel agent, Carlson Wagonlit Travel, located on the ground floor in room B-011. The office is open from 9 a.m. to 5 p.m.

Banking facilities

29. A branch of Banca Popolare di Sondrio is located on the ground floor, close to the main reception area. The bank follows regular Italian banking hours and will therefore be open from 8.30 a.m. to 1.30 p.m. and from 2.30 p.m. to 4 p.m.

Medical services

30. First-aid facilities are available at IFAD's headquarters with medical personnel. In addition, arrangements have been made with the Food and Agriculture Organization of the United Nations to provide other medical services if required. Such services should be requested through the IFAD nurse.

Post office

31. IFAD does not have a post office on its premises. 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.

Incoming mail

32. Personal mail for delegates will be placed in their boxes at the registration desk. Mail should indicate "Delegate-Consultation" and be addressed: c/o International Fund for Agricultural Development (IFAD), via Paolo di Dono 44, 00142 Rome, Italy. Fax number: +39 06 5043463; e-mail: ifad@ifad.org.

Telecommunications

33. Delegates may receive telephone calls in the conference area at the following numbers: +39 06 5459 2285/2275 (documents desk); 2101 (registration desk) or 2112 (disbursement).

Internet facilities

34. Wireless Fidelity (Wi-Fi) will be available throughout the building; delegates can access the Internet from anywhere on the premises using the wireless network connection, logging on as **ifad_guest** and entering the password **ifadguest**.

Internet cafe

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

Cloakroom

36. A cloakroom is available to delegates and is located in the conference area.

Taxis

37. Taxis may be requested from the guardhouse at the main entrance. Please note, however, that any taxis called but not used are entitled to payment of a minimum fare.

Restaurants and cafeterias

38. 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.
39. IFAD's self-service cafeteria on the ground floor serves lunch from 12 noon until 2 p.m.

Luncheon

40. Delegates are invited to a buffet luncheon hosted by the President of IFAD on the two days of the meeting. Luncheons will be held in the Executive Dining Room, located in the conference area, and are scheduled to begin each day at 1 p.m.

Kindly complete this form if you are:

- Entering Italy with a laissez-passer;
- Encountering difficulties obtaining a visa in time to travel;
- Intending to apply for a 10-day visa.

The form should be sent **no later than 15 days before your departure date** to IFAD's Travel and Visa Section by:

- fax number: +39-06-5459-3269/702-3463 or
- e-mail to visa-lp@ifad.org and a copy to a.accardi@ifad.org and r.marziali@ifad.org

Country of departure of the participant:

Period of stay in Rome (from/to):

Ms/Mr:

Name:

Surname:

Nationality:

Date of birth:

Passport or laissez-passer no.:

Date of issue:

Date of expiry:

Title:

E-mail:

Fax:

Flight details:

Fourth session of the Consultation on the Tenth Replenishment of IFAD's Resources Block booking 18-19 December 2014



Sheraton Roma Hotel & Conference Center

Please make your reservation by **10 December 2014**.

Please refer to Bolck ID Code 14066813

Note: Please type or use block letters. A stamped version of this form will be returned to you as a confirmation of your reservation.

Hotel information

Sheraton Roma Hotel

Viale del Pattinaggio, 100

00144 Rome

Telephone: +39 06 54537000

Fax: +39 06 5940813

E-mail: res497.sheraton.roma@sheraton.com

Website: www.sheraton.com/roma

Special rates for the 4th session of the Consultation on the Tenth Replenishment

Superior Single Room: € 126 per night Check-in from 3pm

Superior Double Room: € 146 per night Check-out by 11am

Credit Card mandatory

Hotel reservation policy: Reservations must be made through Sheraton Roma Hotel directly. A number of rooms have been reserved for delegates. **First cut-off date 10 December 2014**, after that date all reservations are subject to hotel availability.

Room availability is limited. The Sheraton Roma Hotel cannot guarantee room availability prior to or after the conference.

Cancellation policy: Reservations may be cancelled up to 72 hours prior to arrival date. All other cancellations and no-shows are subject to a penalty.

Confirmation number will be provided by the hotel

Fourth session of the Consultation on the Tenth Replenishment of IFAD's Resources

Block booking

18-19 December 2014

Barceló

HOTELS & RESORTS

Aran Park Hotel

Please make your reservation by **1 December 2014**.

Please type or use block letters. A stamped version of this form will be returned to you as a confirmation of your reservation

Aran Park Hotel

Via Riccardo Forster, 24

00143 Rome

Telephone: +39 06 510721

Fax: +39 06 51072777

E-mail: aranpark.res@barcelo.com

Website: www.barcelo.com

Arrival Date: _____

Departure Date: _____

Last Name: _____

First Name: _____

Country: _____

City: _____

Telephone: _____

Fax: _____

Special rates for the 4th session of the Consultation

Rates include taxes and breakfast

Double Room Single Use: € 80 per night

Double Room: € 95 per night

City tax of €6 per day not included in this rate

Estimated time of arrival: _____

Check-in from 3pm

Estimated time of departure: _____

Check-out by 11am

Credit Card (mandatory):

Master Card/Eurocard

Diners Club

Visa/Carte Blue

Amex

Other

Please advise preference:

Smoking

Non Smoking

Hotel reservation policy: Reservations must be made through Aran Park Hotel directly. A number of rooms have been reserved for delegates. **First cut-off date 1 December 2014**, after that date all reservations are subject to hotel availability. Room availability is limited. The Aran Park Hotel cannot guarantee room availability prior to or after the conference. If you plan to arrive before or stay after the conference, please return this form immediately to the Aran Park Hotel.

Cancellation policy: Reservations may be cancelled up to 48 hours prior to arrival date. All other cancellations and no-shows are subject to a penalty.

Confirmation number will be provided by the hotel

Hotels in Rome – Tariffs for year 2014 which have agreed to apply special rates for IFAD

Rates posted are special UN rates provided for hotels in Rome and Italy. Single rates may vary according to low/high season. The agreement is with IFAD and extended to other UN Agencies. Bookings must be done directly and not through IFAD. Payments must be made directly to the Hotel with absolutely no responsibility on the part of IFAD, who will be responsible only and exclusively for the bookings made by IFAD directly. IFAD's contact with hotels in Italy has included a questionnaire to measure the degree of environmental awareness of each establishment. This has enabled us to devise an eco-friendly rating where 28 is the maximum number of points able to be scored and N/A indicates no reply was received. These figures are the result of self-assessments so are not scientifically comparable. They nonetheless constitute a rough guide as to where guests can expect a more or less "green" accommodation experience. As such, in line with the UN's commitment to move its organisation towards climate neutrality, these ratings can be used as additional criteria for hotel selection.

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

via del Serafico, 51
00142 Rome
Tel: 0039-06/51956556; 06/51963538
Fax: 0039-06/51955419
E-mail: info@hoteltrfontane.it
Web site: www.hoteltrfontane.it

Double single use:	100.00
City tax	4.00
Green rating:	18

CASA SAN BERNARDO

via Laurentina, 289
00142 Rome
Tel: 0039-06/5407651
Fax: 0039-06/5407654
E-mail: info@casasanbernardo.it
Web site: www.casasanbernardo.it

Double single use:	90.00
City tax	4.00
Green rating:	

HOTEL MERCURE ROMA WEST

Viale degli Eroi di Cefalonia, 301
00128 Rome
Tel: 0039-06/50834111
Fax: 0039-06/50834730
Web site: www.mercure.com

Single:	89.00
City tax	6.00
Green rating:	N/A

SHANGRI-LA `CORSETTI

viale Algeria, 141
00144 Rome
Tel: 0039-06/5916441
Fax: 0039-06/5413813
E-mail: info@shangrilacorsetti.it
Web site: www.shangrilacorsetti.it

Double single use:	119.00
City tax	6.00
Green rating:	N/A

SHERATON ROMA HOTEL & CONFERENCE CENTER

viale del Pattinaggio, 100
00144 Rome
Tel: 0039-06/54537000; 800 780 525
Fax: 0039-06/5940555
E-mail: sales.sheratonrome@sheraton.com
Web site: www.sheraton.com/roma

Double single use:	126.00
City tax	6.00
Green rating:	28

HOLIDAY INN ROME EUR PARCO DEI MEDICI

viale Castello della Magliana, 65	Single:	130.00
00148 Rome	City tax	6.00
Tel: 0039-06/65581826-827		
Fax: 0039-06/6557005	Green rating:	19
E-mail: reservations@holidayinn-eur.it		
Web site: www.holidayinn-eur.it		

HOTEL PULITZER ROMA

viale Guglielmo Marconi, 905	Standard:	105.00
00146 Rome	Double single use:	120.00
Tel: 0039-06/598591	City tax	6.00
Fax: 0039-06/59859815	Green rating:	10
E-mail: bookings@hotelpulitzer.it		
Web site: www.hotelpulitzer.it		

AVENTINO / FAO VICINITY**HOTEL VILLA SAN PIO**

via di Santa Melania, 19	Double single use:	120.00
00153 Rome	City tax	4.00
Tel: 0039-06/570057	Green rating:	N/A
Fax: 0039-06/5741112		
E-mail: info@aventinohotels.com		
Web site: www.aventinohotels.com		

HOTEL AVENTINO

via di San Domenico, 10	Double single use:	105.00
00153 Rome	City tax	4.00
Tel: 0039-06/570057	Green rating:	N/A
Fax: 0039-06/57005488		
E-mail: info@aventinohotels.com		
Web site: www.aventinohotels.com		

HOTEL SAN ANSELMO

piazza San Anselmo n. 2	Double single use:	150.00
00153 Rome		
Tel: 0039-06/570057	Green rating:	N/A
Fax: 0039-06/5783604		
E-mail: info@aventinohotels.com		
Web site: www.aventinohotels.com		

HOTEL LANCELOT

via Capo d'Africa, 47	Single:	118.00
00184 Rome	Double single use:	140.00
Tel: 0039-06/70450615		
Fax: 0039-06/70450640	Green rating:	19
E-mail: info@lancelothotel.com		
Web site: www.lancelothotel.com		