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Investing in rural people

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

Organizational aspects

Note to Consultation members

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

Rome, 14-15 December 2017

For: Information

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

Organizational aspects

I. General information for delegates

Dates and location

1. The fourth session of the Consultation on the Eleventh Replenishment of IFAD's Resources (IFAD11) will be held on Thursday, 14 and Friday, 15 December 2017, at IFAD headquarters, Via Paolo di Dono 44 (EUR), Rome. The building is approximately a 20-minute drive from Leonardo da Vinci Airport (Fiumicino). The nearest metro station is Laurentina (B Line).
2. The President of IFAD will host a dinner for heads of delegations on Wednesday, 13 December, at 7 p.m. in the Executive Dining Room (S-134).

Parking and transportation

3. Vehicles will not be allowed to enter the premises.¹ Delegates may be dropped off in front of the main entrance to IFAD headquarters, 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 (CD) plates.
4. Delegates are informed that a shuttle bus service between Laurentina metro station and IFAD headquarters is available, departing from Laurentina to IFAD at 7.40, 7.55, 8.10, 8.25, 8.40, 8.55, 9.10 and 9.25 a.m.; and departing from IFAD to the Laurentina metro station at 4.45, 5.05, 5.20, 5.35, 5.50, 6.05, 6.20, 6.35 and 6.50 p.m. The pick-up and drop-off point at Laurentina metro station is Viale Luca Gaurico 9-11, on the main road behind the station, while the IFAD drop-off and pick-up point is the bus stop across the road from the guardhouse at the main entrance (between Via Paolo di Dono 50 and 44).

Security

5. 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. Participants with implanted electronic devices such as pacemakers should not go through the metal detectors as these may cause their devices to malfunction. They should ask for assistance and notify the security guards of their condition.
6. Security staff will allow building entry only to persons in possession of a security pass issued by IFAD, FAO or WFP. Otherwise, a temporary security pass will be provided at the guardhouse at the main entrance to allow delegates to proceed through the building to the registration desk in the conference area.
7. At the registration desk, located in the conference area on the lower ground floor, all delegates will receive a meeting badge, which must be displayed to gain access to the meeting room. Please consult the "registration procedures" section for more details.
8. To ensure the safety of all participants, meeting badges must be displayed at all times in the venues. Under no circumstances should your meeting badge be lent to another participant. Delegates are reminded never to leave briefcases or any valuable items unattended at the meeting site.

¹ The IFAD Security Unit reserves the right to make exceptions based on operational needs.

II. Organization of the sessions

Meetings and times

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, 14 December from 10 a.m. to 6.30 p.m. and on Friday, 15 December from 9 a.m. to 5.30 p.m. Coffee and refreshments will be available in advance of the sessions to facilitate networking among delegates.
10. At the close of business on Thursday, 14 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.
14. The schedule of work will be made available two weeks before the start of the session.

Distribution of documents/PaperSmart

15. In accordance with the IFAD Policy on the Disclosure of Documents (2010), 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/11/04> 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 first day of 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.
16. 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.
17. 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

18. The official languages of IFAD are Arabic, English, French and Spanish. Simultaneous interpretation and relevant documentation will be provided in these four languages. Delegates are reminded of the need to speak at a reasonable pace to enable interpreters to convey their ideas as accurately and clearly as possible.
19. The meeting rooms in the conference area will be equipped with interpretation facilities in all IFAD official languages. Headsets will be made available to enable participants to select the language in which they wish to follow the discussions. Delegates are kindly requested to leave their headsets on the table at the end of each meeting.
20. An audio-video link will be available in the salle d'écoute in the Oval Room (S-120) for Member State representatives designated to observe the proceedings.

III. Registration procedures

Notification of delegations

21. The names of the Member States of Lists A, B and C attending this session should be communicated to the Office of the Secretary no later than Thursday, 7 December 2017 (e-mail: mssl@ifad.org).

Registration

22. 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.
23. Registration will begin on Thursday, 14 December 2017, from 8.30 a.m. to 6 p.m., and will continue on Friday, 15 December 2017, from 8.30 a.m. until the end of the session.

List of delegations

24. A provisional list of delegations, based on replies received as at Wednesday, 13 December 2017, will be made available at the registration desk for consultation and to make amendments if necessary. The final list will be posted on the IFAD Member States Interactive Platform.
25. Delegates are kindly requested to notify the registration desk of any amendments they wish to make to the provisional list of delegations.

IV. Entry into Italy

26. Delegates are advised that, to enter Italy, their travel documents should be valid for at least six months after their expected date of departure from Italy.
 - (a) National passport holders: As Italy is a signatory to the Schengen Agreement, nationals of other Schengen countries may enter Italy without a visa. Delegates who require an entry visa should contact the Italian representation in their country of residence at least four 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 either from the representation of another Schengen country that has been authorized to represent Italy or from another Italian Embassy/Consulate nearest to the country of departure.

- (b) 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 for a stay of less than 90 days. The invitation letter to the Consultation will be sufficient as a declaration.

Delegates entering Italy at Leonardo da Vinci Airport (Fiumicino) should note that there is a checkpoint exclusively for Diplomatic laissez-passer/passport (RED) holders to the right of the passport control line. It is marked with the sign "Staff Only/Lasciapassare". Using that checkpoint will speed up entry.

V. Other facilities

Hotel bookings

27. Delegates are responsible for making their own hotel bookings. A list of hotels that offer corporate rates to IFAD is attached (attachment II).

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 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.

Medical services

30. The IFAD Medical Advisor and Nurse will be on the premises during the session and first aid facilities are available at IFAD headquarters with medical staff (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.

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.

Telecommunications

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

Internet facilities

33. Wi-Fi will be available throughout the building. Delegates can access the Internet from anywhere by logging on as ifad_guest and entering the password ifadguest.

Internet cafe

34. 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

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

Taxis

36. 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.

Bar and cafeteria

37. 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.
38. IFAD's self-service cafeteria on the ground floor serves lunch from 12 noon until 2 p.m.

Luncheon

39. 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 (S-134), located in the conference area, and are scheduled to begin each day at 12.30 p.m.

Reception

40. At the close of business on Thursday, 14 December, the President will host a reception for all delegates in the conference area.

Additional information

41. Delegates are kindly reminded to check the IFAD Member States Interactive Platform regularly at <https://webapps.ifad.org/members/repl/11/04> for further information.

Request for IFAD declaration for entry to Italy (Delegates should email visa-lp@ifad.org)

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 IFAD Travel and Visa Section by:

E-mail: visa-lp@ifad.org

Country of departure
of the participant:

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 for 2017

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 done directly with the hotel. IFAD is responsible only and exclusively for the bookings made by IFAD directly.

EUR – (IFAD & WFP VICINITY)		Euro
HOTEL TRE FONTANE		
Via del Serafico, 51	Double:	104.00
00142 Rome		
Tel: +39 06 5195 6556 / 5196 3538		
Fax: +39 06 51955419		
E-mail: info@hoteltrfontane.it		
Website: www.hoteltrfontane.it		
CASA SAN BERNARDO		
Via Laurentina, 289	Double:	73.50
00142 Rome	for Single use	
Tel: +39 06 540 7651		
Fax: +39 06 5407654		
E-mail: info@casasanbernardo.it		
Website: www.casasanbernardo.it		
SHANGRI LA CORSETTI		
Viale Algeria, 141	Double:	116.00
00144 Rome	For Single use	
Tel: +39 06 5916441		
Fax: +39 06 5413813		
E-mail: info@shangrilacorsetti.it		
Website: www.shangrilacorsetti.it		
SHERATON ROMA HOTEL & CONFERENCE CENTER		
Viale del Pattinaggio, 100	Double:	
00144 Rome	for single use	116.00
Tel: +39 06 5453 7000/ 800 780 525		
Fax: +39 06 594 0555		
E-mail: sales.sheratonrome@sheraton.com		
Website: www.sheraton.com/roma		
HOTEL AMERICAN PALACE EUR		
Via Laurentina, 554	Single:	75.00
00143 Rome	Double:	81.00
Tel: +39 06 5913552		
Fax: +39 06 5911740		
E-mail: info@americanpalace.it		
Website: www.americanpalace.it		
HOTEL PULITZER ROMA		
Viale Guglielmo Marconi, 905	Double:	121.00
00146 Rome		
Tel: +39 06 598 591		
Fax: +39 06 5985 9815		
E-mail: bookings@hotelpulitzer.it		
Website: www.hotelpulitzer.it		

HOTEL ANTICA LOCANDA PALMIERI
 Via di Grotta Perfetta 555/A Double: 64.00
 00142 Rome Double Sup.: 74.00
 Tel.: +39 06 5153 30428
 Fax: +39 06 5153 0428
 E-mail: info@anticalocandapalmieri.it
 Website: www.anticalocandapalmieri.com/en/default.html

HOTEL ORTO DI ROMA
 Via di Grotta Perfetta 551 Single: 79.00
 00142 Rome Double: 94.00
 Tel: +39 06 504 2224
 Fax: +39 06 503 2090
 E-mail : info@hotelortodiroma.com
 Website: www.hotelortodiroma.com

IBIS STYLES ROMA EUR HOTEL
 Viale Egeo 133 Double: 116.00
 00144 Rome
 Tel: +39 06 9444 2000
 Fax: +39 06 5422 9899
 E-mail: H9301@accor.com
 Website: www.ibisstylesromaeur.it/en

AVENTINO - (FAO VICINITY)

HOTEL VILLA SAN PIO
 Via di Santa Melania, 19 Double: 116.00
 00153 Rome
 Tel: +39 06 570 057
 Fax: +39 06 574 1112
 E-mail: info@aventinohotels.com
 Website: www.aventinohotels.com

HOTEL AVENTINO
 Via di San Domenico, 10 Double: 105.00
 00153 Rome
 Tel: +39 06 570 057
 Fax: +39 06 5700 5488
 E-mail: info@aventinohotels.com
 Website: www.aventinohotels.com

HOTEL SANTA PRISCA
 Largo Manlio Gelsomini, 25 Single: 83.00
 00153 Rome Double: 98.00
 Tel: +39 06 574 1917
 Fax: +39 06 574 6658
 E-mail: hprisca@hotelsantaprisca.it
 Website: www.hotelsantaprisca.it

HOTEL DOMUS AVENTINA
 Via di santa Prisca, 11/B Single: 94.00
 00153 Rome Double: 104.00
 Tel: +39 06 5746 135
 Fax: +39 06 5730 0044
 E-mail:
 Website: www.hotedomusaventina.it

EUROSTARS SAINT JOHN HOTEL Via Matteo Boiardo, 30 00185 Rome Telephone: +39 06 9799 7045 Fax: +39 06 9799 7070 E-mail: reservations.hotelsaintjohn@eurostarshotels.com Website: www.eurostarssaintjohn.com/EN/hotel.html	Double:	127.00
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CENTRAL AREA ROME

HOTEL LANCELOT Via Capo d'Africa, 47 00184 Rome Tel: +39 06 7045 0615 Fax: +39 06 7045 0640 E-mail: info@lancelothotel.com Website: www.lancelothotel.com	Single: Double:	104.00 124.00
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BETTOJA HOTEL ATLANTICO Via Cavour, 23 00184 Rome Tel: +39 06 485 951 Fax: +39 06 482 7492 E-mail: atlantico@bettojahotels.it Website: www.romehotelatlantico.it	Single Double for Single use:	116.00 123.00
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BETTOJA HOTEL MASSIMO D'AZEGLIO Via Cavour, 18 00184 Rome Tel: +39 06 487 0270 Fax: +39 06 482 7386 E-mail: dazeglio@bettojahotels.it Website: www.romehoteldazeglio.it	Single: Double:	118.00 125.00
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BETTOJA HOTEL MEDITERRANEO Via Cavour, 15 00184 Rome Tel: +39 06 488 4051 Fax: +39 06 474 4105 E-mail: mediterraneo@bettojahotels.it Website: www.romehotelmediterraneo.it	Single: Double:	120.00 126.00
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HOTEL ANTICO PALAZZO ROSPIGLIOSI Via Liberiana, 21 00185 Rome Tel: +39 06 4893 0495 Fax: +39 06 481 4837 E-mail: info@hotelrospigliosi.com Website: www.hotelrospigliosi.com	Single: Double:	105.00 126.00
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HOTEL PALAZZO AL VELABRO Via del Velabro, 16 00186 Rome Tel: +39 06 679 2758 Fax: +39 06 679 3790 E-mail: velabro@velabro.it Website: www.velabro.it	Double:	129.00
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OTHER AREAS

<p>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</p>	<p>Double: for Single use</p>	<p>88.00</p>
<p>HOTEL H10 ROME CITTA – UI Via Amedeo Avogadro, 35 (Ex Via Pietro Blaserna, 101) 00146 Rome Tel: +39 06 556 5215 Fax: +39 06 559 3263 E-mail: h10.roma.citta@h10hotels.com Website: www.hotelh10romacitta.com/it/index.html</p>	<p>Double: for single use</p>	<p>113.80</p>
<p>EUROSTARS ROMA AETERNA HOTEL Via Casilina,125 / Piazza del Pigneto 9a 00176 Rome Telephone: +39 06 70603 Fax: +39 06 7061 4003 E-mail: info@eurostarsromaaeterna.com Website: www.eurostarsromaaeterna.com/EN/hotel.html</p>	<p>Double:</p>	<p>105.00</p>
<p>HOTEL DE PETRIS (CENTRAL AREA ROME) Via Rasella, 142 00187 Rome Telephone: +39 06 4819626 E-mail: www.hoteldepretis.it Website: www.hoteldepretis.com</p>	<p>Double</p>	<p>88.00</p>
<p>HOTEL NORD NUOVA ROMA (CENTRAL AREA ROME) Via Giovanni Amendola, 3 00185 Rome Telephone: +39 06 4885441 Website: www.hotelnordnuovaroma.it</p>	<p>Double</p>	<p>113.00</p>