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Investing in rural people

## Fifth session of the Consultation on the Eleventh Replenishment of IFAD's Resources

### Organizational aspects

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

Rome, 12 February 2018

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For: Information

# Fifth session of the Consultation on the Eleventh Replenishment of IFAD's Resources

## Organizational aspects

### I. General information for delegates

#### Dates and location

1. The fifth session of the Consultation on the Eleventh Replenishment of IFAD's Resources (IFAD11) will be held on Monday, 12 February 2018, 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).

#### Parking and transportation

2. Vehicles will not be allowed to enter the premises.<sup>1</sup> 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 (CD) plates.

#### Shuttle bus

3. 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.
4. 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).
5. The timetable for the shuttle bus will be made available on the website closer to the meeting dates.

#### Public bus

6. A public bus – number 764 – can also be taken to Laurentina station. The bus stop is located on Via Baldovinetti, the street opposite IFAD's main entrance.

#### Taxis

7. A taxi ride from the centre of Rome to IFAD takes approximately 30 minutes. Delegates should double-check with their hotel for more precise travel times.
8. Taxis from IFAD may be requested from the guardhouse at the main entrance. Please note that taxis are entitled to payment of a minimum fare even if not used.

#### Security

9. 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 ask the security guards for assistance as the metal detectors may cause such devices to malfunction. They should ask for assistance and notify the security guards of their condition.
10. 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.

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

11. 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.
12. 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.

## II. Organization of the session

### Meetings and hours

13. The plenary meeting 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 Monday, 12 February from 9 a.m. to 1.30 p.m. Coffee and refreshments will be available in advance of the session to facilitate networking among delegates.
14. It is essential that meetings start on time and that the schedule be respected. Delegates are therefore urged to be punctual.
15. Meeting rooms will be provided for List meetings. Should you need to book a meeting room, please contact [conferencestaff@ifad.org](mailto:conferencestaff@ifad.org).
16. Delegates are kindly reminded to turn off mobile telephones before entering meeting rooms.
17. The schedule of work will be made available two weeks before the start of the session.

### Distribution of documents/PaperSmart

18. In accordance with the IFAD Policy on the Disclosure of Documents (2010), as approved by the Executive Board at its 100<sup>th</sup> session, documents will be posted as they become available at <https://webapps.ifad.org/members/repl/11/05> and on the IFAD website [www.ifad.org](http://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 fifth 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.
19. 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.
20. Delegates are kindly reminded to check the IFAD website at [www.ifad.org](http://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

21. 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.
22. 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.
23. 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

24. 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 Monday, 5 February 2018 (e-mail: [mslp@ifad.org](mailto:mslp@ifad.org)).

#### Registration

25. 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.
26. Registration will begin on Monday, 12 February 2018, from 8.30 a.m. till the close of the session.

#### List of delegations

27. A provisional list of delegations, based on replies received as at Monday, 12 February 2018, 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.
28. 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

29. 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) 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 travel to Italy. Should difficulties arise, delegates are advised to inform the IFAD Travel and Visa Section, by 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 the 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 provides sufficient reason for travel.

Delegates arriving at Leonardo da Vinci Airport (Fiumicino) can proceed to the checkpoint exclusively for diplomatic laissez-passer/passport holders to the right of the passport control line, marked with the sign "Staff Only/Lasciapassare". Using this checkpoint will speed up entry.

### V. Other facilities

#### Hotel bookings

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

#### Travel agency

31. IFAD travel agent, Carlson Wagonlit Travel, is located on the ground floor in room B-011. The office is open from 9 a.m. to 5 p.m.

#### Banking facilities

32. 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

33. 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

34. 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

35. 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

36. 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

37. 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

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

#### Bar and cafeteria

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

#### Luncheon

41. Delegates are invited to a buffet luncheon hosted by the President of IFAD on Monday, 12 February 2018. The luncheon will be held in the Executive Dining Room (S-134), located in the conference area, and is scheduled to begin at 1.30 p.m.

#### Additional information

42. Delegates are kindly reminded to check the IFAD Member States Interactive Platform regularly at <https://webapps.ifad.org/members/repl/11/05> for further information.

## Request for IFAD declaration for entry to Italy (Delegates should e-mail [visa-lp@ifad.org](mailto: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](mailto: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 2018

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.

EUR – (IFAD & WFP VICINITY)		Euro
<p><b>HOTEL TRE FONTANE</b> Via del Serafico, 51 00142 Rome Tel: +39 06 5195 6556 / 5196 3538 Fax: +39 06 51955419 E-mail: <a href="mailto:info@hoteltrfontane.it">info@hoteltrfontane.it</a> Website: <a href="http://www.hoteltrfontane.it">www.hoteltrfontane.it</a></p>	Double:	100.00
<p><b>CASA SAN BERNARDO</b> Via Laurentina, 289 00142 Rome Tel: +39 06 540 7651 Fax: +39 06 5407654 E-mail: <a href="mailto:info@casasanbernardo.it">info@casasanbernardo.it</a> Website: <a href="http://www.casasanbernardo.it">www.casasanbernardo.it</a></p>	Double: for Single use	70.00
<p><b>SHERATON ROMA HOTEL &amp; CONFERENCE CENTER</b> Viale del Pattinaggio, 100 00144 Rome Tel: +39 06 5453 7000/ 800 780 525 Fax: +39 06 594 0555 E-mail: <a href="mailto:sales.sheratonrome@sheraton.com">sales.sheratonrome@sheraton.com</a> Website: <a href="http://www.sheraton.com/roma">www.sheraton.com/roma</a></p>	Double: for single use	110.00
<p><b>HOTEL PULITZER ROMA</b> Viale Guglielmo Marconi, 905 00146 Rome Tel: +39 06 598 591 Fax: +39 06 5985 9815 E-mail: <a href="mailto:bookings@hotelpulitzer.it">bookings@hotelpulitzer.it</a> Website: <a href="http://www.hotelpulitzer.it">www.hotelpulitzer.it</a></p>	Double:	115.00
<p><b>HOTEL ANTICA LOCANDA PALMIERI</b> Via di Grotta Perfetta, 555/A 00142 Rome Tel.: +39 06 5153 30428 Fax: +39 06 5153 0428 E-mail: <a href="mailto:info@anticalocandapalmieri.it">info@anticalocandapalmieri.it</a> Website: <a href="http://www.anticalocandapalmieri.com/en/default.html">www.anticalocandapalmieri.com/en/default.html</a></p>	Double: Double sup.:	60.00 70.00
<p><b>IBIS STYLES ROMA EUR HOTEL</b> Viale Egeo, 133 00144 Rome Tel: +39 06 9444 2000 Fax: +39 06 5422 9899 E-mail: <a href="mailto:H9301@accor.com">H9301@accor.com</a> Website: <a href="http://www.ibisstylesromaeur.it/en">www.ibisstylesromaeur.it/en</a></p>	Double:	105.00

### AVENTINO - (FAO VICINITY)

HOTEL VILLA SAN PIO Via di Santa Melania, 19 00153 Rome Tel: +39 06 570 057 Fax: +39 06 574 1112 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a> Website: <a href="http://www.aventinohotels.com">www.aventinohotels.com</a>	Double:	128.00
HOTEL AVENTINO Via di San Domenico, 10 00153 Rome Tel: +39 06 570 057 Fax: +39 06 5700 5488 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a> Website: <a href="http://www.aventinohotels.com">www.aventinohotels.com</a>	Double:	105.00
HOTEL SANTA PRISCA Largo Manlio Gelsomini, 25 00153 Rome Tel: +39 06 574 1917 Fax: +39 06 574 6658 E-mail: <a href="mailto:hprisca@hotelsantaprisca.it">hprisca@hotelsantaprisca.it</a> Website: <a href="http://www.hotelsantaprisca.it">www.hotelsantaprisca.it</a>	Single: Double:	80.00 95.00
HOTEL DOMUS AVENTINA Via di Santa Prisca, 11/B 00153 Rome Tel: +39 06 5746 135 Fax: +39 06 5730 0044 Website: <a href="http://www.hoteldomusaventina.it">www.hoteldomusaventina.it</a>	Single: Double:	90.00 100.00

### CENTRAL AREA ROME

HOTEL LANCELOT Via Capo d'Africa, 47 00184 Rome Tel: +39 06 7045 0615 Fax: +39 06 7045 0640 E-mail: <a href="mailto:info@lancelothotel.com">info@lancelothotel.com</a> Website: <a href="http://www.lancelothotel.com">www.lancelothotel.com</a>	Single: Double:	100.00 120.00
BETTOJA HOTEL ATLANTICO Via Cavour, 23 00184 Rome Tel: +39 06 485 951 Fax: +39 06 482 7492 E-mail: <a href="mailto:atlantico@bettojahotels.it">atlantico@bettojahotels.it</a> Website: <a href="http://www.romehotelatlantico.it">www.romehotelatlantico.it</a>	Single Double for single use:	112.00 119.00
BETTOJA HOTEL MASSIMO D'AZEGLIO Via Cavour, 18 00184 Rome Tel: +39 06 487 0270 Fax: +39 06 482 7386 E-mail: <a href="mailto:dazeglio@bettojahotels.it">dazeglio@bettojahotels.it</a> Website: <a href="http://www.romehoteldazeglio.it">www.romehoteldazeglio.it</a>	Single: Double:	114.00 121.00



BETTOJA HOTEL MEDITERRANEO			
Via Cavour, 15		Single:	116.00
00184 Rome		Double:	122.00
Tel: +39 06 488 4051			
Fax: +39 06 474 4105			
E-mail: <a href="mailto:mediterraneo@bettojahotels.it">mediterraneo@bettojahotels.it</a>			
Website: <a href="http://www.romehotelmediterraneo.it">www.romehotelmediterraneo.it</a>			
HOTEL ANTI CO PALAZZO ROSPIGLIOSI			
Via Liberiana, 21		Double:	99.00
00185 Rome			
Tel: +39 06 4893 0495			
Fax: +39 06 481 4837			
E-mail: <a href="mailto:info@hotelrospigliosi.com">info@hotelrospigliosi.com</a>			
Website: <a href="http://www.hotelrospigliosi.com">www.hotelrospigliosi.com</a>			
HOTEL PALAZZO AL VELABRO			
Via del Velabro, 16		Double:	125.00
00186 Rome			
Tel: +39 06 679 2758			
Fax: +39 06 679 3790			
E-mail: <a href="mailto:velabro@velabro.it">velabro@velabro.it</a>			
Website: <a href="http://www.velabro.it">www.velabro.it</a>			
HOTEL NORD NUOVA ROMA			
Via Giovanni Amendola, 3		Single:	71.00
00185 Rome		Double for	
Telephone: +39 06 4885441		single use:	91.00
Website: <a href="http://www.hotelnordnuovaroma.it">www.hotelnordnuovaroma.it</a>			

#### OTHER AREAS

HOTEL MERCURE EUR ROME WEST			
Viale Eroi di Cefalonia, 301		Double:	
00128 Rome		for single use	84.00
Tel : +39 06 5083 4111			
E-mail: <a href="mailto:info@mercureromawest.com">info@mercureromawest.com</a>			
Website: <a href="http://www.mercure.com/gb/hotel-8516-mercure-rome-west">www.mercure.com/gb/hotel-8516-mercure-rome-west</a>			
HOTEL H10 ROME CITTA – UI			
Via Amedeo Avogadro, 35		Double:	
(Ex Via Pietro Blaserna, 101)		for single use	106.00
00146 Rome			
Tel: +39 06 556 5215			
Fax: +39 06 559 3263			
E-mail: <a href="mailto:h10.roma.citta@h10hotels.com">h10.roma.citta@h10hotels.com</a>			
Website: <a href="http://www.hotelh10romacitta.com/it/index.html">www.hotelh10romacitta.com/it/index.html</a>			