

Document: IFAD12/1/INF.1  
Date: 20 December 2019  
Distribution: Public  
Original: English

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Investing in rural people

## **First session of the Consultation on the Twelfth Replenishment of IFAD's Resources**

### **Organizational aspects**

#### **Note to Consultation members**

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Consultation on the Twelfth Replenishment of IFAD's Resources —  
First Session  
Rome, 13–14 February 2020

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**For: Information**

## Arrangements for the First session of the Consultation on the Twelfth Replenishment of IFAD's Resources

- **Dates:** Thursday, 13 to Friday, 14 February 2020.
- **Location:** Italian Conference Room (S-105), lower-ground floor, IFAD headquarters, Via Paolo di Dono 44, Rome.
- **Times:** Thursday, 13 February from 10.00 a.m. to 6 p.m.; and Friday, 14 February from 9.00 a.m. to 5 p.m.
- **Lunch:** a light luncheon will be offered in the Executive Dining Room (S-134) on each day.
- **Reception:** At the close of business on Thursday, 13 February, the President will host a reception for all delegates in the conference area.

### I. Registration

- **Delegations:** The names of representatives of Member States attending this session should be communicated to the Office of the Secretary (e-mail: [mr@ifad.org](mailto:mr@ifad.org)) not later than Tuesday, 11 February 2020.
- **Registration:** Delegates should register and pick up their Replenishment meeting badges immediately upon arrival at the registration desk located in the conference area on the lower-ground floor.
- To speed up registration, delegates are encouraged to provide their names and photographs in advance.
- Registration will take place on:
 

<b>Thursday, 13 February:</b>	08.00-18.30
<b>Friday, 14 February:</b>	08.00-closure of the session.
- Meeting badges must be displayed to gain access to the meeting room. Under no circumstances can the meeting badge be lent to another participant.

### II. Entry into Italy

- Travel documents – United Nations laissez-passer or national passport – should be valid for at least six months after their expected date of departure from Italy.
- **National passport holders:** 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 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.

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

### IV. Documents and interpretation

- Documents will be posted in Arabic, English, French and Spanish, as applicable, on the **Member States Interactive Platform** <https://webapps.ifad.org/members/repl/12/01> and **IFAD website** <https://www.ifad.org/replenishment>. Please check these regularly for new documentation.
- **The schedule of work** will be made available two weeks before the start of the session.
- Documents finalized and posted after the last working day of the week prior to the session will be tabled and made available in limited quantities at the documents desk (conference area, lower-ground floor).
- Please download all documents on personal electronic devices, print on both sides of the paper and dispose of documents in the recycling bins provided.
- **Simultaneous interpretation** will be provided in Arabic, English, French and Spanish.

### V. Seating arrangements and speaking procedures

#### Seating arrangements

- In the Italian Conference Room, where the session will be held, one seat at the conference table and one seat behind it are provided for each delegation to accommodate the head of delegation and his/her advisor. Additional delegates may follow the proceedings from the *salle d'écoute* (Oval Room [S-120]), where an audio-video link will be provided.
- With the Governing Council's approval of the composition of the IFAD12 Replenishment Consultation, seats will also be assigned in the Italian Conference Room for Member States authorized to attend the proceedings as silent observers. Partner organizations attending as observers may sit in unassigned seats provided for them and for IFAD staff in the Italian Conference Room, or in the *salle d'écoute*.

#### Speaking procedures

- A speaking-request system will be in place.

## VI. IFAD headquarters

### Key rooms in IFAD headquarters for Consultation sessions

<i>Location</i>	<i>Where</i>	<i>Information</i>
<b>Main entrance</b>		
• Security guardhouse	Via Paolo di Dono 44.	Obtain temporary building entry pass here.
<b>Ground floor</b>		
• Foyer	Inside main entrance to building.	Lifts and stairs to conference area here.
• Cafeteria	Entrance on right side of main foyer.	Lunch served from 12.00-14.00; coffee and snacks served all day.
• Bank	End of foyer, on the left.	Banca Popolare di Sondrio, opening hours 8.30-13.30 and 14.30-16.00
<b>-1 floor/conference area</b>		
• Italian Conference Room	S-105	Session discussions held here. Meeting badges <u>must</u> be worn to gain access.
• Oval Room	S-120	<i>Salle d'écoute</i> for authorized observers. Audio-video link of session.
• Documents desk	-	Schedule of work and other documents available here.
• Registration desk	-	Register and pick up meeting badges here. Registration will be available on Thursday, 13 and Friday, 14 February from 08.00 to closure of the session.
• Executive Dining Room	S-134	Luncheon venue.

### Arriving at IFAD headquarters

- The building is approximately a 25-minute drive from Leonardo da Vinci Airport (Fiumicino).
- The nearest metro station is Laurentina (B Line).

### IFAD-Laurentina metro station shuttle bus schedule

- **Pick-up and drop-off points**  
IFAD headquarters – across the road from the guardhouse at the main entrance, Via Paolo di Dono 73; Laurentina metro station – Viale Luca Gaurico 9-11.
- **Laurentina metro station – IFAD – morning shuttle service**  
Times: 7.40, 7.55, 8.10, 8.25, 8.40, 8.55, 9.10 and 9.25 a.m.
- **IFAD – Laurentina metro station - evening shuttle service**  
Times: 4.45, 5.05, 5.20, 5.35, 5.50, 6.05, 6.20, 6.35, 6.50 p.m.

### 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, and Via Paolo di Dono 86, the external parking lot at the rear of the building.
- **Delegates with drivers:** may be dropped off in front of the headquarters' main entrance. No vehicles will be allowed to remain parked, apart from in the reserved parking spaces mentioned above.

### Services

- **Banking:** Banca Popolare di Sondrio, ground floor, close to the main reception area. Opening hours, 8.30 a.m. to 1.30 p.m. and from 2.30 p.m. to 4.00 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.
- **Telephone calls:** Delegates may receive telephone calls in the conference area at the following numbers: +39 06 5459 2285/2275 (documents desk); 2101/2112 (registration desk).
- **Wi-Fi:** Log on as **ifad\_guest**; password **ifadguest**.
- **Internet café:** Near the bar in the conference area, on the lower-ground floor.
- **Cloakroom:** Conference area.
- **Snacks and coffee:** Coffee, light beverages, sandwiches and pastries are available from the cafeteria on the ground floor and the bar in the conference area on the lower-ground floor. The cafeteria serves lunch from 12 noon until 2 p.m.

## VII. 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](https://www.ifad.org/documents/38711624/41372004/guidelines_conduct_events.pdf/ef9100f1-21f2-832b-1756-0d7678c4f81f)).

## VIII. Security and accessibility

### Security

- Strict security measures are in place, including metal detectors and X-ray machines for baggage scanning. Participants with implanted electronic devices such as pacemakers should not go through the metal detectors but notify the security guards of their condition.
- Only persons with a security pass issued by IFAD, FAO or WFP will be allowed into the building. 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.

### 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](mailto:conferencestaff@ifad.org).

## IX. Practicalities

- It is essential that meetings start on time. Please be punctual.
- Please turn off mobile telephones before entering meeting rooms.
- Please speak at a reasonable pace to facilitate interpretation.

## 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 **not later than 30 days before your departure date** to the IFAD Travel and Visa Section at [visa-lp@ifad.org](mailto:visa-lp@ifad.org)

Country of departure  
of the delegate:

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 2019-2020<sup>1</sup>

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.

<b>AVENTINO – (FAO VICINITY)</b>		<b>Euro</b>
<b>HOTEL VILLA SAN PIO</b>		
Via di Santa Melania, 19 00153 Rome Tel: +39 06 570 057 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a> Website: <a href="http://www.aventinohotels.com">www.aventinohotels.com</a>	Double for single use:	95.00
<b>HOTEL AVENTINO</b>		
Via di San Domenico, 10 00153 Rome Tel: +39 06 570 057 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a> Website: <a href="http://www.aventinohotels.com">www.aventinohotels.com</a>	Double for single use:	90.00
<b>HOTEL SANTA PRISCA</b>		
Largo Manlio Gelsomini, 25 00153 Rome Tel: +39 06 574 1917 E-mail: <a href="mailto:hsprisca@hotelsantaprisca.it">hsprisca@hotelsantaprisca.it</a> Website: <a href="http://www.hotelsantaprisca.it">www.hotelsantaprisca.it</a>	Single: Double for single use:	80.00 85.00
<b>HOTEL DOMUS AVENTINA</b>		
Via di Santa Prisca, 11/B 00153 Rome Tel: +39 06 5746 135 Website: <a href="http://www.hoteldomusaventina.it">www.hoteldomusaventina.it</a>	Single standard: Double for single use:	90.00 102.00
<b>SAN ANSELMO HOTEL</b>		
Piazza Sant'Anselmo, 2 00153 Rome Tel: +39 06 570057 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a> Website: <a href="http://www.aventinohotels.com">www.aventinohotels.com</a>	Double for single use:	130.00
<b>CIRCO MASSIMO EXCLUSIVE SUITE</b>		
Via dei Cerchi 87 00186 Rome Tel: +39 06 93575484 E-mail: <a href="mailto:reservation@circomassimoexclusive.com">reservation@circomassimoexclusive.com</a> Website: <a href="http://www.circomassimoexclusivesuite.com">www.circomassimoexclusivesuite.com</a>	Single:	95.00
<b>CENTRAL AREA ROME</b>		
<b>HOTEL LANCELOT</b>		
Via Capo d'Africa, 47 00184 Rome Tel: +39 06 7045 0615 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 for single use:	110.00 120.00

<sup>1</sup> Rates may slightly vary for 2020.

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

	<b>Euro</b>
<b>BETTOJA HOTEL ATLANTICO</b>	
Via Cavour, 23	Single: 113.00
00184 Rome	Double for single use: 129.00
Tel: +39 06 485 951	
E-mail: <a href="mailto:atlantico@bettojahotels.it">atlantico@bettojahotels.it</a>	
Website: <a href="http://www.romehotelatlantico.it">www.romehotelatlantico.it</a>	
<b>BETTOJA HOTEL MASSIMO D'AZEGLIO</b>	
Via Cavour, 18	Single: 115.00
00184 Rome	Double for single use: 122.00
Tel: +39 06 487 0270	
E-mail: <a href="mailto:dazeglio@bettojahotels.it">dazeglio@bettojahotels.it</a>	
Website: <a href="http://www.romehoteldazeglio.it">www.romehoteldazeglio.it</a>	
<b>BETTOJA HOTEL MEDITERRANEO</b>	
Via Cavour, 15	Single: 117.00
00184 Rome	Double for single use: 123.00
Tel: +39 06 488 4051	
E-mail: <a href="mailto:mediterraneo@bettojahotels.it">mediterraneo@bettojahotels.it</a>	
Website: <a href="http://www.romehotelmediterraneo.it">www.romehotelmediterraneo.it</a>	
<b>HOTEL ANTICO PALAZZO ROSPIGLIOSI</b>	
Via Liberiana, 21	Double for single use: 99.00
00185 Rome	
Tel: +39 06 4893 0495	
E-mail: <a href="mailto:info@hotelrospigliosi.com">info@hotelrospigliosi.com</a>	
Website: <a href="http://www.hotelrospigliosi.com">www.hotelrospigliosi.com</a>	
<b>HOTEL PALAZZO AL VELABRO</b>	
Via del Velabro, 16	Double for single use: 125.00
00186 Rome	
Tel: +39 06 679 2758	
E-mail: <a href="mailto:velabro@velabro.it">velabro@velabro.it</a>	
Website: <a href="http://www.velabro.it">www.velabro.it</a>	
<b>HOTEL NORD NUOVA ROMA</b>	
Via Giovanni Amendola, 3	Single: 71.00
00185 Rome	Double for single use: 91.00
Telephone: +39 06 4885441	
E-mail: <a href="mailto:info@hotelnordnuovaroma.it">info@hotelnordnuovaroma.it</a>	
Website: <a href="http://www.hotelnordnuovaroma.it">www.hotelnordnuovaroma.it</a>	
<b>MERCURE CENTRO COLOSSEO</b>	
Via Labicana, 144	Single: 117.00
00184 Rome	Single superior: 130.00
Tel: +39 06 50834111	
E-mail: <a href="mailto:H2909@accor.com">H2909@accor.com</a>	
Website: <a href="http://www.mercure.com">www.mercure.com</a>	
<b>HOTEL FORTYSEVEN</b>	
Via Luigi Petroselli 47	Double for single use: 160.00
00186 Rome	
Tel: +39 06 6787816	
E-mail: <a href="mailto:reservations@fortysevenhotel.com">reservations@fortysevenhotel.com</a>	
Website: <a href="http://www.fortysevenhotel.com">www.fortysevenhotel.com</a>	
<b>KOLBE HOTEL ROME</b>	
Via di San Teodoro 48	Double for single use: 135.00
00186 Rome	
Tel: +39 06 6798866	
E-mail: <a href="mailto:info@kolbehotelrome.com">info@kolbehotelrome.com</a>	
Website: <a href="http://www.kolbehotelrome.com">www.kolbehotelrome.com</a>	



**CENTRAL AREA ROME (cont'd)****Euro****RESIDENZA DI RIPETTA**

Via di Ripetta 213

00186 Rome

Tel: +39 (06) 3231144

E-mail: [reservations@residenzadiripetta.com](mailto:reservations@residenzadiripetta.com)Website: [www.residenzadiripetta.com](http://www.residenzadiripetta.com)

Double for single use: 140.00

**RIPA HOTEL**

Via degli Orti di Trastevere, 3

00153 Rome

Tel: + 39 (06) 58611

E-mail: [reservations@hotelriparoma.com](mailto:reservations@hotelriparoma.com)Website: [www.hotelriparoma.com](http://www.hotelriparoma.com)

Double for single use: 110.00

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

Via del Serafico, 51

00142 Rome

Tel: +39 06 5195 6556 / 5196 3538

E-mail: [info@hoteltrfontane.it](mailto:info@hoteltrfontane.it)Website: [www.hoteltrfontane.it](http://www.hoteltrfontane.it)

Single: 100.00

Double for single use: 120.00

**CASA SAN BERNARDO**

Via Laurentina, 289

00142 Rome

Tel: +39 06 540 7651

E-mail: [info@casasanbernardo.it](mailto:info@casasanbernardo.it)Website: [www.casasanbernardo.it](http://www.casasanbernardo.it)

Double for single use: 70.00

**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](mailto:sales.sheratonrome@sheraton.com)Website: [www.sheraton.com/roma](http://www.sheraton.com/roma)

Double for single use: 110.00

**HOTEL PULITZER ROMA**

Viale Guglielmo Marconi, 905

00146 Rome

Tel: +39 06 598 591

E-mail: [bookings@hotelpulitzer.it](mailto:bookings@hotelpulitzer.it)Website: [www.hotelpulitzer.it](http://www.hotelpulitzer.it)

Double for single use: 120.00

**HOTEL ANTICA LOCANDA PALMIERI**

Via di Grotta Perfetta, 555/A

00142 Rome

Tel.: +39 06 5153 30428

E-mail: [info@anticalocandapalmieri.it](mailto:info@anticalocandapalmieri.it)Website: [www.anticalocandapalmieri.com](http://www.anticalocandapalmieri.com)

Double for single use: 60.00

**IBIS STYLES ROMA EUR HOTEL**

Viale Egeo, 133

00144 Rome

Tel: +39 06 9444 2000

E-mail: [H9301@accor.com](mailto:H9301@accor.com)Website: [www.ibisstylesromaeur.it/en](http://www.ibisstylesromaeur.it/en)

Double for single use: 108.00

**EUR – (IFAD & WFP VICINITY) cont'd****OCCIDENTAL ARAN PARK**

Via Riccardo Forster 24  
 00143 Rome  
 Tel: + 39 06 510721  
 E-mail: [aranpark@occidentalhotels.com](mailto:aranpark@occidentalhotels.com)  
 Website: <https://www.barcelo.com>

Double for single use  
 Superior: 80.00

**AMERICAN PALACE**

Via Laurentina 554  
 00143 Rome  
 Tel: +39 06 5913552  
 E-mail: [info@americanpalace.it](mailto:info@americanpalace.it)  
 Website: [www.americanpalace.it](http://www.americanpalace.it)

Double for single use: 85.00

**OTHER AREAS****BARCELO ARAN MANTEGNA**

Via Andrea Mantegna, 130  
 00147 Rome  
 Tel: +39 06 989521  
 E-mail: [aranmantegna@barcelo.com](mailto: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](mailto:info@mercureromawest.com)  
 Website: [www.mercure.com/gb/hotel-8516-mercure-rome-west](http://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](mailto:h10.roma.citta@h10hotels.com)  
 Website: [www.hotelh10romacitta.com/it/index.html](http://www.hotelh10romacitta.com/it/index.html)

Double for single use: 100.00