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## **Arrangements for the third session of the Consultation on the Thirteenth Replenishment of IFAD's Resources**

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**FOR: INFORMATION**

**Action:** The Consultation on the Thirteenth Replenishment of IFAD's Resources is invited to take note of the information provided in this document regarding the arrangements for the session.

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**Technical questions:**

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# Arrangements for the third session of the Consultation on the Thirteenth Replenishment of IFAD's Resources

## General information for delegates

- **Dates:** Thursday, 2 and Friday, 3 November 2023.
- **Location:** Italian Conference Room (S-105), lower-ground floor, IFAD headquarters, Via Paolo di Dono 44, Rome.
- Videoconference facilities will be arranged upon request for delegates unable to be in Rome on the day of the meeting.
- **Meeting times:** Thursday, 2 November from 11 a.m. to 5 p.m.; and Friday, 3 November from 9.30 a.m. to 5 p.m.
- **Lunch:** a light luncheon will be offered on each day.

## Registration

- **Delegations:** The names of representatives of Member States attending this session, whether in person at IFAD headquarters or by virtual means, should be communicated to the Office of the Secretary (e-mail: [igmr@ifad.org](mailto:igmr@ifad.org)) no later than Friday, 27 October 2023.
- **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.
- Registration will take place on:
 

<b>Thursday, 2 November:</b>	08.00-18.00
<b>Friday, 3 November:</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.

## 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/13/3>, and **IFAD website** <https://www.ifad.org/replenishment>. Please check these regularly for new documentation.
- The **schedule of work** will be made available some days in advance 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.

## 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 adviser. Additional delegates may follow the proceedings from the *salle d'écoute* (Oval Room [S-120]), where an audio-video link will be provided.

## 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 embassy/consulate in their country of residence to make an appointment at least 1 month before they intend to travel to Italy (visa application process may vary depending on each country);
  - Send a copy of their national passport, and dates of intended stay, to the IFAD Travel, Visa, Privileges and Immunities Section ([visa-lp@ifad.org](mailto:visa-lp@ifad.org)) copying the Office of the Secretary ([igmr@ifad.org](mailto:igmr@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 from countries without an 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 Consultation on the Thirteenth Replenishment of IFAD's Resources provides sufficient reason for travel. Use the "Staff Only/Lasciapassare" line at passport control.
- **Countries whose nationals are exempt from the requirement of short-stay visas.** Please consult the following link:
 

[https://www.esteri.it/en/servizi-consolari-e-visti/ingressosoggiornoinitalia/visto\\_ingresso/paesi\\_esenti\\_visto/](https://www.esteri.it/en/servizi-consolari-e-visti/ingressosoggiornoinitalia/visto_ingresso/paesi_esenti_visto/)

## 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 the attachment.

### Travel arrangements

- Assistance with travel arrangements may be obtained from the IFAD travel agency, Carlson Wagonlit Travel (CWT), located on the ground floor. The agency is open Monday to Friday from 9 a.m. to 5 p.m.
- CWT can also assist delegations with flight bookings and can change or modify tickets and flight reservations made through their office.
- Tickets booked elsewhere must be changed by the original travel agency, or directly with the airline/service provider concerned. CWT will assist travellers in contacting airlines to amend tickets issued by other agencies.
- Before travelling, participants should check if any restrictions are in place. Updated information is available at the following links:

<https://www.esteri.it/en/servizi-consolari-e-visti/>

<https://www.mycwt.com/travel-essentials/>

## IFAD headquarters

### Key rooms in IFAD headquarters for Consultation session

<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
• Travel Agency (CWT)	End of foyer, corridor.	9.00-17.00
• Medical Services (MSU)	End of foyer, corridor.	
<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> . 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, 2 from 08.00-18.00 and Friday, 3 November from 08.00 to closure of the session.
• Executive Dining Room	S-134	Luncheon venue.

### Arriving at IFAD headquarters

- The building is approximately a 30-minute drive from Leonardo da Vinci Airport (Fiumicino) and Ciampino Airport.
- 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 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 those 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 Adviser 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. The cafeteria serves lunch from noon until 2 p.m.

## 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](#).

## Health and safety regulations

- 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.
- Masks will be provided at the entrance of the conference hall and rooms as well as hand sanitizers. Use of masks and frequent hand sanitizing is recommended during the period of the conference.

## 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 directly 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. All delegates should be in possession of an official photo identification document.

### 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).

## 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.

## Hotels in Rome

### EUR – (IFAD & WFP VICINITY)

**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)

**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)

**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: <https://www.ibisstylesromaeur.it/>

**OCCIDENTAL ARAN PARK**

Via Riccardo Forster 24

00143 Rome

Tel: +39 06 510721

E-mail: [aranpark@occidentalthotels.com](mailto:aranpark@occidentalthotels.com)

Website: <https://www.barcelo.com>

**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)

### AVENTINO - (FAO VICINITY)

**HOTEL VILLA SAN PIO**

Via di Santa Melania, 19

00153 Rome

Tel: +39 06 570 057

E-mail: [info@aventinohotels.com](mailto:info@aventinohotels.com)

Website: [www.aventinohotels.com](http://www.aventinohotels.com)

**HOTEL AVENTINO**

Via di San Domenico, 10

00153 Rome

Tel: +39 06 570 057

E-mail: [info@aventinohotels.com](mailto:info@aventinohotels.com)

Website: [www.aventinohotels.com](http://www.aventinohotels.com)

**HOTEL SANTA PRISCA**

Largo Manlio Gelsomini, 25

00153 Rome

Tel: +39 06 574 1917

E-mail: [hprisca@hotelsantaprisca.it](mailto:hprisca@hotelsantaprisca.it)

Website: [www.hotelsantaprisca.it](http://www.hotelsantaprisca.it)

**SAN ANSELMO HOTEL**

Piazza Sant'Anselmo, 2  
00153 Rome  
Tel: +39 06 570 057  
E-mail: [info@aventinohotels.com](mailto:info@aventinohotels.com)  
Website: [www.aventinohotels.com](http://www.aventinohotels.com)

**CENTRAL AREA ROME****HOTEL LANCELOT**

Via Capo d'Africa, 47  
00184 Rome  
Tel: +39 06 7045 0615  
E-mail: [info@lancelothotel.com](mailto:info@lancelothotel.com)  
Website: [www.lancelothotel.com](http://www.lancelothotel.com)

**BETTOJA HOTEL ATLANTICO**

Via Cavour, 23  
00184 Rome  
Tel: +39 06 485 951  
E-mail: [atlantico@bettojahotels.it](mailto:atlantico@bettojahotels.it)  
Website: [www.romehotelatlantico.it](http://www.romehotelatlantico.it)

**HOTEL ANTICO PALAZZO ROSPIGLIOSI**

Via Liberiana, 21  
00185 Rome  
Tel: +39 06 4893 0495  
E-mail: [info@hotelrospigliosi.com](mailto:info@hotelrospigliosi.com)  
Website: [www.hotelrospigliosi.com](http://www.hotelrospigliosi.com)

**MERCURE CENTRO COLOSSEO**

Via Labicana, 144  
00184 Rome  
Tel: +39 06 50834111  
Email: [H2909@accor.com](mailto:H2909@accor.com)  
Website: [www.mercure.com](http://www.mercure.com)

**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/>

**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)

**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)