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## **Arrangements for the fourth 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 initial information provided in this document regarding the arrangements for the session. More information on the logistical aspects will be provided closer to the session date.

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**Technical questions:**

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

## General information for delegates

- **Dates of the session.** Thursday, 14 and Friday, 15 December 2023.
- **Location.** Ministry of the Economy, Finance and Industrial and Digital Sovereignty, Centre de Conférences Pierre Mendès-France, 139 rue de Bercy, 75012 Paris.
- **Format.** The session will be held in person. Videoconference facilities will be arranged upon request for delegates unable to be in Paris on the days of the meeting and for non-Members of the Consultation connecting virtually to announce pledges.
- **Meeting times.** The session will take place from 11 a.m. to 6 p.m. on Thursday and will continue on Friday, from 9 a.m. until approximately 6 p.m.
- **Reception.** A reception will be hosted by the Governments of France and Angola at the close of business on Thursday, 14 December.
- **Documents and interpretation.** Documents will be posted in Arabic, English, French and Spanish, as applicable, on the [Member States Interactive Platform](#) (MSIP), and [IFAD website](#). The agenda, schedule of work and other documents will be posted on MSIP.
- **Simultaneous interpretation** will be provided in Arabic, English, French and Spanish.  
If you intend to deliver a statement, kindly provide an advance copy for interpretation purposes (e-mail: [conferencestaff@ifad.org](mailto:conferencestaff@ifad.org)). Such statements may also be posted on the relevant IFAD13 Consultation page of MSIP at the request of members (e-mail: [igmr@ifad.org](mailto:igmr@ifad.org)).  
Participants connected virtually are responsible for the quality of their connection and are required to use a headset with a microphone. Interpretation will be suspended if the audio quality is inadequate.
- **List meetings.** List meetings with the IFAD13 Chairperson will be organized virtually before the session.

## Registration and access

- For security reasons, delegates are requested to confirm their attendance well in advance and no later than Monday, 4 December. All delegates will be required to pass through security at the venue. It is therefore important to arrive approximately 45 minutes before the start of the meeting each day. Access to the venue will be granted to accredited representatives only, on presentation of an identity document. Delegates will be required to keep their badges on display at all times during the event. Under no circumstances can the meeting badge be lent to another participant. Please note that participants who have not registered by Monday, 4 December may experience delays in accessing the Conference Centre on the days of the meeting.

## Seating arrangements and speaking procedures

- **Seating arrangements.** In the conference room where the session will be held, each delegation will be provided with one seat at the conference table and two seats behind it to accommodate the head of delegation and his/her advisers. Additional delegates may follow the proceedings from the salle d'écoute through an audio-video link. Specific guidance on the announcement of pledges shall be issued in advance of the meeting.

## Arrival at the venue

Please note that Management encourages delegates to arrive by public transportation in order to avoid the traffic congestion. The venue may be reached in the following ways:

- a) **Subway.** The closest subway stations are Gare de Lyon (metro lines 1 and 14, RER lines A and D) and Bercy (metro lines 6 and 14).
- b) **Bus.** Bus stop Ministère de l'économie et des finances (bus lines 24 and 87).
- c) **Car.** Entrance at 145 rue de Bercy, 75012 Paris. To enter the Ministry by car, the following information needs to be shared with the French authorities ([gestion-acces.bercy@finances.gouv.fr](mailto:gestion-acces.bercy@finances.gouv.fr)): names of passengers, name of driver, vehicle model and license plates. Parking will be available inside the Ministry.

## Travel and accommodation

The following information is provided to facilitate delegates in making their own travel and accommodation arrangements. In line with the rules of procedure for subsidiary bodies of the Governing Council, expenses incurred in attending sessions of the Governing Council or its subsidiary bodies shall not be paid by the Fund.

- a) **Airports.** Delegates should make their own travel arrangements to and from Paris. Paris-Charles de Gaulle Airport and Paris-Orly Airport are the most convenient options. Information on transport to and from the airports can be found here: <https://www.parisaeroport.fr/en/passengers/access>.
- b) **Visa requirements.** Delegates who require a visa to enter France are advised to make the necessary administrative arrangements as soon as possible. Visa regulations are frequently revised. Participants are advised to check with the French consulate or embassy in their countries before they travel. More information is available at: <http://www.diplomatie.gouv.fr/en> or <https://france-visas.gouv.fr/en/web/france-visas/>. The Government of France can provide letters of support for visa applications as required.
- c) **Hotels.** A list of hotels located within a short distance of the venue is provided in table 1.

## 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. [\[Arabic\]](#) [\[English\]](#) [\[French\]](#) [\[Spanish\]](#)

## Health and safety regulations

- a) Attendees arriving from abroad should review and comply with any health requirements for entry into France.
- b) Participants are advised to take a COVID-19 rapid test on the day before the event and on both days of the event.
- c) Attendees suffering from fever or flu-like symptoms (such as cough, runny nose or sore throat) should not attend the meeting in person.
- d) To the extent possible, attendees should maintain interpersonal distancing of at least 1 metre. Face masks and hand sanitizers will be available at the Conference Centre.

In case of a medical emergency during the event, please contact the conference centre's medical service.

Contact number: +33 1 53 18 33 33 | E-mail address: [surete.missim@finances.gouv.fr](mailto:surete.missim@finances.gouv.fr)

Any medical incident should also be reported the IFAD Medical Advisor.

**Dr Susie C. Ogwurike | Medical Advisor**

Medical Services Unit, Corporate Services Department

Tel: +39 06 5459 2698 | Cell: +39 3665718962 (also WhatsApp)

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**For further information, kindly contact:**

**IFAD**

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**France**

Mathilde Limbergere, Deputy Head of Multilateral Financing for Development and Climate Unit – French Treasury ([mathilde.limbergere@dgtresor.gouv.fr](mailto:mathilde.limbergere@dgtresor.gouv.fr))

**Angola**

Mario Pacheco, First Secretary, Embassy and Permanent Mission of Angola to FAO, IFAD and WFP ([mario.pacheco@embangola.com](mailto:mario.pacheco@embangola.com))

**Practicalities**

- It is essential that meetings start on time, therefore please be punctual.
- Delegates attending virtually are requested to connect to the Zoom link 15 minutes before the meeting starts.
- Please turn off mobile telephones before entering meeting rooms.
- Due to environmental considerations, printed documents will not be made available during the session.

Table 1. List of hotels and distance from venue

Name	Address	Walking distance to venue	Website	Telephone
Courtyard by Marriott, Paris Gare de Lyon	209–211 rue de Bercy, 75012 Paris	7 minutes	<a href="https://www.marriott.com/en-us/hotels/pargl-courtyard-paris-gare-de-lyon/overview/">https://www.marriott.com/en-us/hotels/pargl-courtyard-paris-gare-de-lyon/overview/</a>	+33 1 80 20 63 00
CitizenM Paris Gare de Lyon	8 rue Van Gogh, 75012 Paris	6 minutes	<a href="https://www.citizenm.com/fr/hotels/europe/paris/hotel-paris-gare-de-lyon">https://www.citizenm.com/fr/hotels/europe/paris/hotel-paris-gare-de-lyon</a>	Online booking only
Pullman Paris Centre Bercy	1 rue de Libourne, Paris 12e	11 minutes	<a href="https://all.accor.com/hotel/2192/index.en.shtml">https://all.accor.com/hotel/2192/index.en.shtml</a>	+33 1 44 67 34 00
Hôtel Mercure Paris Bercy Bibliothèque	6 boulevard Vincent Auriol, 75013 Paris	10 minutes	<a href="https://all.accor.com/hotel/0934/index.fr.shtml">https://all.accor.com/hotel/0934/index.fr.shtml</a>	+33 1 45 82 48 00
Novotel Paris Centre Bercy	85 rue de Bercy, Paris 12e	6 minutes	<a href="https://all.accor.com/hotel/0935/index.fr.shtml">https://all.accor.com/hotel/0935/index.fr.shtml</a>	+33 1 43 42 30 00

Figure 1. Location of hotels relative to the meeting venue

