
Arrangements for the first session of the Consultation on the Fourteenth Replenishment of IFAD's Resources

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

Technical questions:

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Arrangements for the first session of the Consultation on the Fourteenth Replenishment of IFAD's Resources

General information for delegates

1. **Dates:** Thursday, 7 and Friday, 8 May 2026.
2. **Location:** Italian Conference Room (S-105), lower-ground floor, IFAD headquarters, Via Paolo di Dono 44, Rome.
3. **The session will be held in a hybrid format:** in presence and virtually using the Zoom web-based videoconferencing tool.
4. **Timing:** Thursday, 7 May from 11 a.m. to 5 p.m.; and Friday, 8 May from 9 a.m. to 5 p.m.
5. **Lunch:** a light luncheon will be offered on each day.
6. **Reception:** At the close of business on Thursday, 7 May, the President will host a reception for delegates.

I. Registration

7. **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: gms@ifad.org) **no later than Thursday, 30 April 2026.**
8. **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:

Thursday, 7 May:	8.00–18.00
Friday, 8 May:	8.00–closure of the session
9. 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. Documents and interpretation

10. Documents will be posted in Arabic, English, French and Spanish, as applicable, on the [Member States Interactive Platform](#), and [IFAD website](#). Please check these regularly for new documentation.
11. The **schedule of work** will be made available some days in advance of the session.
12. 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).
13. Please download all documents on personal electronic devices, print on both sides of the paper and dispose of documents in the recycling bins provided.
14. **Simultaneous interpretation** will be provided in Arabic, English, French and Spanish.
15. If you intend to deliver a statement, kindly provide an advance copy for interpretation purposes (e-mail: conferencestaff@ifad.org). Such statements may also be posted on the relevant page of the Member States Interactive Platform at the request of representatives (e-mail: gms@ifad.org).
16. 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.

III. Procedures for hybrid meetings

In-person participation

17. 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]).
18. Please note that health and safety measures, in line with Italian Government and IFAD guidelines, will be in place at the meeting venue.
19. In this regard, participants experiencing fever or flu-like symptoms (such as cough, runny nose, sore throat, etc.) are kindly requested to refrain from attending the meeting in person and to participate remotely, where possible.

Virtual participation

20. Representatives, including additional members of delegations, may participate in the meeting by virtual means.
21. Participants **connected virtually** will be responsible for the quality of their connection. Should a participant lose connectivity during the meeting, deliberations will continue as long as a quorum remains. Should a quorum be lost, the meeting will be suspended until such time as a quorum is re-established.
22. In order to participate actively in the meeting, participants will need a computer with an Internet connection. Participants are kindly requested to install the Zoom application on their devices. Installation instructions and a quick guide on how to use Zoom are available on the [meetings and events](#) section of the Member States Interactive Platform.
23. Participants having already installed Zoom on their devices are kindly requested to update the client and mobile app to the latest available version. Please use the following [link](#) for instructions on how to install the updated Zoom version on your devices.
24. To facilitate seamless engagement and high-quality interpretation services, participants are kindly requested to:
 - Speak at a reasonable pace to facilitate interpretation.
 - Use a headset with a microphone to enhance audio quality.
 - Turn on the video when speaking.

These measures are **essential** to ensure quality interpretation services.

Interpretation services

25. To ensure the highest quality of interpretation, participants are required to adhere to the technical recommendations outlined above. The Office of the Secretary cannot guarantee interpretation accuracy if these requirements are not met.

IV. IFAD headquarters

Key rooms in IFAD headquarters for Consultation sessions

Location	Where	Information
Main entrance		
Security guardhouse	Via Paolo di Dono 44	Obtain temporary building entry pass here.
Ground floor		
Foyer	Inside main entrance to building	Lifts and stairs to conference area here.
Cafeteria	Entrance on right side of main foyer	Opening hours: 8.00–17.00
Bank	End of foyer, on the left	BPER Banca, opening hours: Monday-Thursday: 8.30–13.30 and 14.35–16.40 Friday: 8.30–13.30 and 14.35–16.10
-1 floor/conference area (lower ground floor)		
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>
Governance/Registration desk	-	Participants may register and pick up their badges at this desk on Thursday, 7 and Friday, 8 May.

Arriving at IFAD headquarters

- The building is approximately a 35-minute drive from Leonardo da Vinci airport (Fiumicino).
- The nearest metro station is Laurentina (B Line).

Shuttle bus

- **Pick-up and drop-off points**
IFAD headquarters – across the road from the guardhouse at the main entrance, between Via Paolo di Dono 50 and 44; Laurentina metro station – Viale Luca Gaurico 9-11.
- **Morning shuttle service: Laurentina metro station to IFAD**
Times: 7.40, 7.55, 8.10, 8.25, 8.40, 8.55, 9.10 and 9.25 a.m.
- **Evening shuttle service: IFAD to Laurentina metro station**
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 38, the external parking lot at the front of the building.
- **Delegates with drivers:** Delegates may be dropped off in front of the headquarters' main entrance. No vehicles with drivers will be allowed to remain parked on the premises.

Services

- **Banking services:** BPER Banca is located on the ground floor, close to the main reception area. Opening hours are Monday to Thursday from 8.30 a.m. to 1.30 p.m. and from 2.35 p.m. to 4.40 p.m., and Friday from 8.30 a.m. to 1.30 p.m. and from 2.35 p.m. to 4.10 p.m. (cash, payment and currency exchange transactions are carried out only in the morning). Two cash dispensers (ATMs) are located in front of the bank.
- **Medical services:** The IFAD Medical team 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 B036. In case of medical emergencies, arrangements will be made for an ambulance after an initial assessment and

stabilization. Such services would be arranged through the IFAD medical team. Kindly observe that participants with fever and flu-like symptoms such as cough, runny nose, sore-throat, etc are to refrain from attending the meeting in person.

26. **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.
27. **National passport holders:** Delegates who require an entry visa should:
 - (i) **At least one month prior to travel to Italy**, send a copy of their national passport, and dates of intended stay, to the IFAD Travel, Visa, Privileges, and Immunities Unit (visa-lp@ifad.org, copying the Secretariat at gms@ifad.org).
 - (ii) Simultaneously, **contact the Italian Embassy/Consulate** in their country of residence to make an appointment. Visa procedures and processing times may vary by country; delegates are therefore advised to comply with the deadlines established by the competent authorities. Late requests may not allow sufficient time for issuance.
28. 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.
29. **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 Fourteenth Replenishment of IFAD's Resources provides sufficient reason for travel. Use the "Staff Only/Lasciapassare" line at passport control.
30. **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/
31. **European Entry/Exit System (EES):**
 Please note that the European Union has introduced a new Entry/Exit System (EES), a border management system that registers non-EU nationals travelling for short stays each time they cross the external borders of 29 European countries. The system entered into force on 10 April 2026. Non-EU nationals are therefore advised to allow additional time for border checks.
 Further information on the EES – including to whom it does not apply - is available on the official EU portal [here](#) and [here](#).

V. Travel arrangements

32. IFAD does not cover travel expenses incurred by meeting participants.
Hotel bookings
33. 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
34. 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.
35. CWT can also assist delegations with flight bookings and can change or modify tickets and flight reservations made through their office.
36. 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.

37. 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/>

VI. Guidelines to Prevent Harassment, Sexual Harassment and Discrimination at IFAD Events

38. 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](#).

VII. Security and accessibility

Security

39. 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. An alternative screening method shall be applied.
40. Only persons with a security badge issued by IFAD, FAO or WFP will be allowed access directly into the building. Otherwise, a temporary visitor security badge will be provided from the guardhouse at the main entrance to allow delegates to proceed through the building to the governance/registration desk in the conference area.

Accessibility

41. IFAD strives to host inclusive, accessible events that enable all participants, including those with disabilities, to engage fully. IFAD headquarters is fully wheelchair accessible, with restroom facilities for visitors with disabilities available on each floor. For enquiries about accessibility or any further assistance, please contact conferencestaff@ifad.org.

VIII. Practicalities

42. It is essential that meetings start on time, therefore please be punctual. Representatives attending virtually are kindly requested to connect to the Zoom link 15 minutes before the meeting starts.
43. Please turn off mobile telephones before entering meeting rooms.
44. In adherence to environmental sustainability efforts, printed documents will not be distributed during the session. Participants are encouraged to access materials digitally.

Hotels in Rome

Bookings and payments must be made directly with the hotel.

The rates have been negotiated by IFAD and are subject to a specific booking process managed by CWT. As such, these rates cannot be guaranteed for external users who contact the hotels directly.

EUR – (IFAD & WFP VICINITY)	
<p>CARDO ROMA Viale del Pattinaggio, 100 00144 Rome Tel: +39 06 54531 E-mail: info.roma@cardorhotels.com Website: www.cardorome.com</p> <p>OCCIDENTAL ARAN PARK Via Riccardo Forster, 24 00143 Rome Tel: + 39 06 510721 E-mail: aranpark@occidentalhotels.com Website: https://www.barcelo.com</p> <p>HOTEL ANTICA LOCANDA PALMIERI Via di Grotta Perfetta, 555/A 00142 Rome Tel: +39 06 5153 30428 E-mail: info@anticalocandapalmieri.it Website: www.anticalocandapalmieri.com</p> <p>HILTON ROME EUR LA LAMA Viale Europa, 287 00144 Roma Tel: +39 06 452409 E-mail: romeu.info@hilton.com Website: https://www.hilton.com</p> <p>AMERICAN PALACE Via Laurentina 554 00143 Rome Tel: +39 06 5913552 E-mail: info@americanpalace.it Website: www.americanpalace.it</p>	<p>IBIS STYLES ROMA EUR HOTEL Viale Egeo, 133 00144 Rome Tel: +39 06 9444 2000 E-mail: H9301@accor.com Website: www.ibisstylesromaeur.it/en</p> <p>HOTEL PULITZER ROMA Viale Guglielmo Marconi, 905 00146 Rome Tel: +39 06 598 591 E-mail: bookings@hotelpulitzer.it Website: www.hotelpulitzer.it</p> <p>ROME SHERATON PARCO DE' MEDICI Via Salvatore Rebecchini, 39 00148 Rome Tel: +39 06-65288 E-mail: sheratonparco@sheratonparco.com Website: www.marriot.com</p> <p>SHANGRI-LA Viale Algeria, 141 00144 Roma Tel: +39 06 5916441 E-mail: info.hsl@omniahotels.com Website: https://www.shangrilaroma.it</p> <p>PRECISE HOUSE MANTEGNA ROMA Via Andrea Mantegna, 130 00147 Rome Tel: +39 06 989521 E-mail: rome@precisehotels.com Website: www.precisehotels.com</p>
AVENTINO - (FAO VICINITY)	
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OTHER AREAS	
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