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

General information for delegates

1. **Dates:** Thursday, 29 and Friday, 30 October 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 hybrid format:** in presence and virtually using the Zoom web-based videoconferencing tool.
4. **Timing:** Thursday, 29 October from 11 a.m. to 12.30 and from 2 p.m. to 4 p.m. and Friday, 30 October from 10.30 a.m. to 1 p.m. and from 2.30 p.m. to 4 p.m.
5. **Lunch:** a light luncheon will be offered on each day.
6. **Refreshments:** At the close of business on Thursday, 29 October, refreshments will be offered by the President 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, 22 October 2026.**
8. **Registration:** Delegates should register and pick up their meeting badges upon arrival at the registration desk located in the conference area on the lower ground floor.
 - Registration will take place on:
 - Thursday, 29 October:** 8 a.m. to 6 p.m.
 - Friday, 30 October:** 8 a.m. until 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 on the [Member States Interactive Platform](#), and [IFAD website](#). Please check regularly for new documentation.
11. The **schedule of work** will be made available closer to 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. If you wish to print, select "print on both sides" and dispose of documents in the recycling bins provided after use.
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. One seat at the conference table and one seat behind it are provided for each delegation to accommodate the head of delegation and their 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 observed at the meeting venue.
19. In this regard, participants experiencing fever or flu-like symptoms (such as cough, runny nose or sore throat) 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** are responsible for the quality of their connection. Should a participant lose connectivity during the meeting, deliberations will continue as long as a quorum is maintained. Should the 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 with Zoom already installed 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 areas

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 a.m. to 5 p.m.
Bank	End of foyer, on the left	BPER Banca, opening hours: Monday to Thursday: 8.30 a.m. to 1.30 p.m. and 2.35 p.m. to 4.40 p.m. and Friday: 8.30 a.m. to 1.30 p.m. and 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 are located in front of the bank.
-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, 29 and Friday, 30 October.

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, in the 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.
- **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.

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](#):
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 is available on the official EU portal [here](#) and [here](#).

V. Travel arrangements

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

37. 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

38. Strict security measures are in place at headquarters, including metal detectors and X-ray machines for baggage scanning. Participants with implanted electronic devices such as pacemakers should notify the security guards so that an alternative screening method can be applied.
39. 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

40. 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

41. 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.
42. Please turn off mobile telephones before entering meeting rooms.
43. In the interests of environmental sustainability, 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)	
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HOTEL ANTICO PALAZZO ROSPIGLIOSI Via Liberiana, 21 00185 Rome Tel: +39 06 4893 0495 E-mail: info@hotelrospigliosi.com Website: www.hotelrospigliosi.com	MERCURE CENTRO COLOSSEO Via Labicana, 144 00184 Rome Tel: +39 06 50834111 E-mail: H2909@accor.com Website: www.mercure.com
OTHER AREAS	
HOTEL MERCURE EUR ROME WEST Viale Eroi di Cefalonia, 301 00128 Rome Tel: +39 06 5083 4111 E-mail: info@mercureromawest.com Website: www.mercure.com/gb/hotel-8516-mercure-rome-west	HOTEL H10 ROME CITTÀ – UI Via Amedeo Avogadro, 35 (Ex Via Pietro Blaserna, 101) 00146 Rome Tel: +39 06 556 5215 E-mail: h10.roma.citta@h10hotels.com Website: www.h10hotels.com/it/hotel-roma/h10-roma-citta