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Enabling poor rural people
to overcome poverty

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

Consultation on the Eighth Replenishment of IFAD's
Resources — Second Session
Rome, 22-23 April 2008

For: **Information**

Note to Consultation members

This document is submitted for the information of the Consultation on the Eighth Replenishment of IFAD's Resources.

To make the best use of time available at Consultation sessions, members are invited to contact the following focal point with any technical questions about this document before the session:

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Coordinator, Conference and Language Services

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e-mail: a.mauro@ifad.org

Queries regarding the dispatch of documentation for this session should be addressed to:

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Governing Bodies Officer

telephone: +39 06 5459 2374

e-mail: d.mcgrenra@ifad.org

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

Location

1. The second session of the Consultation will be held on Tuesday, 22 and Wednesday, 23 April 2008, at the Salone delle Fontane, Via Ciro il Grande, 10/12, (EUR) Rome (telephone: +39 06 4549 7500; fax: +39 06 4549 7501).

Registration

2. Registration will commence on 22 April 2008 at 8.30 a.m. Delegates are kindly requested to register immediately upon arrival at the Registration Desk where they will be issued a security badge.

Security

3. Strict security measures will be implemented. Security staff will have instructions to allow entry only to delegates in possession of a security badge. Delegates are required to wear their badge at all times.

Meeting rooms and hours

4. The plenary meetings of the Consultation will be held in the Salone Severini. The plenary will start at 10 a.m. on 22 April 2008.
5. List meetings, as necessary, will be held in the Sala Minnucci located near the Salone Severini.

Interpretation

6. Interpretation will be provided in the four official languages of IFAD. Earphone sets with a language selector will allow delegates to follow the discussions in the language they prefer. Delegates are kindly requested to leave the earphones on their table at the end of each meeting.

List of delegations

7. A provisional list of delegations, based on replies received as of 16 April 2008, will be made available on 22 April 2008, at the Documents and Registration Desks. A revised provisional list of delegations, based on registration only, will be issued on 23 April 2008.
8. Delegates are kindly requested to notify the Registration Desk of any amendments they may wish to make to the list.

Distribution of documents

9. The Documents Desk will be located in the foyer, near the plenary meeting room. Delegates may collect any documents they need immediately after registration.

Entry into Italy

10. Delegates are advised that, to enter Italy, their travel document (United Nations laissez-passer or national passport) should be valid for at least six months after their expected date of departure from Italy.

- (a) **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. Nonetheless, to avoid delays at entry, IFAD provides a declaration to the border authorities informing them of the arrival of an official visitor holding a laissez-passer. A copy of this declaration is forwarded to the visitor, who should show it to the airport border police, together with his or her laissez-passer.

To enable IFAD to submit this declaration, delegates holding a laissez-passer are kindly requested to complete the attached form (attachment I) and forward it to the IFAD Privileges and Visa Management Section as soon as possible.

Visitors entering Italy at Fiumicino Airport should note that there is a dedicated checkpoint for laissez-passer holders to the right of the passport control line. It is marked with the sign "Staff Only/Lasciapassare". Using that checkpoint will speed up entry.

- (b) **National passport holders:** As Italy is a signatory to the Schengen Agreement, nationals of other Schengen countries can enter Italy without a visa. Delegates who require an entry visa should contact the Italian representation in their country of residence at least three weeks before they intend to enter Italy, supporting their application with a copy of IFAD's letter of invitation to the second session of the Consultation. Should difficulties arise, delegates are advised to inform the IFAD Privileges and Visa Management Section, completing and forwarding the attached form (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 from the representation of another Schengen country that has been authorized to represent Italy. Should this not be possible, a ten-day visa may be granted upon the traveller's arrival in Rome. Delegates intending to apply for such a visa should inform the IFAD Privileges and Visa Management Section at least ten days before their expected arrival in Rome, again using the attached form. Please note that, in this case, Italy should be the visitor's first point of entry in the Schengen zone.

Hotel bookings

11. Delegates are responsible for making their own hotel bookings.
12. The Sheraton Roma Hotel, which is close to the Salone delle Fontane, has reserved a limited number of rooms exclusively for IFAD delegates at a special conference rate. To request a booking, delegates must complete, in full, the attached form (attachment II) and send it, by fax, **directly** to the Sheraton Roma Hotel, not later than 7 April 2008. All contact details for the Sheraton Roma Hotel are listed on the form.

Banking facilities

13. Since banking facilities will not be available at the Salone delle Fontane, arrangements have been made for delegates to use the Intesa San Paolo bank at IFAD headquarters. A shuttle bus service will run between the Salone delle Fontane and IFAD on both days of the consultation. The bank will be open from 8.30 a.m. to 2.45 p.m. Within these working hours, the period 1.50 p.m. to 2.45 p.m. will be reserved exclusively for the delegates.

Travel arrangements

14. IFAD's travel agent, Carlson Wagonlit, will have staff available at the conference site to assist delegates with travel arrangements.

Medical services

15. An ambulance service for emergencies and a doctor will be available at the conference site.

Incoming mail

16. Personal mail for delegates will be placed in their boxes at the Registration Desk. Mail should indicate "Consultation Delegate" and be addressed: c/o International Fund for Agricultural Development (IFAD), Via del Serafico 107, 00142 Rome, Italy. Fax number: +39 06 5043463; e-mail: ifad@ifad.org.

Internet access

17. A number of computers with Internet connections are available at the conference site for use by delegates.

Telephones

18. The telephone numbers of the switchboard at the meeting site will be communicated in due course. Telephone enquiries may be made directly to the Office of the Secretary at IFAD, telephone: +39 06 5459 2212.
19. Delegates are kindly requested to turn off portable telephones before entering the meeting rooms.

Transportation

20. Taxis may be requested at the Documents Desk. Please note, however, that any taxis called but not used are entitled to payment of a basic fare.

Coffee service

21. Coffee, tea and light beverages will be served from 8.30 a.m. to 10 a.m. and from 4 p.m. to 5.30 p.m. outside the plenary room.

Buffet luncheon

22. Arrangements have been made for buffet lunches to be served on the days of the session.

Kindly complete this form if you are:

- Entering Italy with a laissez-passer;
- Encountering difficulties obtaining a visa in time to travel; or
- Intending to apply for a 10-day visa.

The form should be sent **not later than 15 days before your departure date** to IFAD's Privileges and Visa Management Section by:

- e-mail to s.reyes@ifad.org; or
- fax number: +39 06 5459 3311/5043463

Country of departure of the delegate:

Period of stay in Rome (from/to):

Name:

Surname:

Nationality:

Date of birth:

Passport or laissez-passer no.:

Date of issue:
Date of expiry:

Title:

E-mail:

Fax:

Flight details:

Second session of the Consultation on the Eighth Replenishment of IFAD's Resources

Block booking

21-23 April 2008

Sheraton Roma Hotel & Conference Center

Please make your reservation by 7 April 2008

Note: Please type or use block letters. A stamped version of this form will be returned to you as a confirmation of your reservation.

Sheraton Roma Hotel
Viale del Pattinaggio, 100
00144 Rome, Italy

Telephone: +39 06 54537382
Telefax: +39 06 5940813

E-mail: sales.sheratonrome@sheraton.com

Special Rates for IFAD Eighth Replenishment

- Classic Single: EUR 173.00 per night
- Classic Double: EUR 198.00 per night

Please advise preference:

Smoking

Non smoking

Rates include taxes and full buffet breakfast

Credit Card (**mandatory**):

Master Card/Eurocard

Diners Club

Visa/Carte Bleu

Amex

Others

Number: _____

Expiry Date: _____

Signature: _____

Hotel reservation policy: Reservations must be made through Sheraton Roma Hotel. A block of rooms has been reserved for delegates. First cut-off date 7 April 2008. After that date all reservations are subject to hotel availability.

Room availability is limited. The Sheraton Roma Hotel cannot guarantee room availability prior to or after the conference. If you plan to arrive before or stay after the conference, please return this form immediately to the Sheraton Roma Hotel.

Cancellation policy: Reservations may be cancelled up to 72 hours prior to arrival date. All other cancellations and no-shows are subject to a one night room and tax charge.

Confirmation number will be provided by the hotel.

Arrival date: _____

Departure date: _____

Last name: _____

First name: _____

Country name: _____

City: _____

Tel: _____

Fax: _____

Estimated time of arrival: _____

(Hotel check-in time starts at: 3 p.m.)

Estimated time of departure: _____

(Hotel check-out time: 11 a.m.)
