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Enabling poor rural people
to overcome poverty

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

Consultation on the Eighth Replenishment of IFAD's
Resources — Fourth Session
Rome, 21-22 October 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:

Andreina Mauro

Coordinator, Conference and Language Services

telephone: +39 06 5459 2088

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

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

Location

1. The fourth session of the Consultation will be held on Tuesday and Wednesday, 21 and 22 October 2008, at the Fund's headquarters, Via Paolo di Dono 44, Rome (telephone: +39 06 54591). Delegates are kindly requested to use the outdoor parking lot at the rear entrance located at Via Paolo di Dono 60.

Registration

2. Registration will commence on 21 October 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 meeting pass.

Security

3. Strict security measures will be observed by security staff. Delegates will not be admitted to the conference room without a meeting pass. Delegates are required to wear their pass at all times.

Meeting rooms and hours

4. The plenary meetings of the Consultation will be held in the Italian Conference Room in the conference area. The plenary will start at 10 a.m. on 21 October 2008.
5. List meetings will be held in the Oval Room, which is located next to the Italian Conference Room.
6. Meeting proceedings may be followed from outside the conference room through a video link.

Interpretation

7. 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 their language of preference. Delegates are kindly requested to leave the earphones on their table at the end of each meeting.

List of delegations

8. A provisional list of delegations – based on replies received as of 17 October 2008 – will be posted at www.ifad.org/gbdocs/repl.htm or may be requested at the Documents Desk or Registration Desk in the conference area on 21 October. A final list will be posted and also made available in the conference area on 22 October 2008.
9. Delegates are kindly requested to notify the Registration Desk of any amendments they may wish to make to the list.

Distribution of documents

10. Documents will be posted as they become available at www.ifad.org/gbdocs/repl.htm. Owing to resource constraints and environmental concerns, documents will be printed in limited quantities. Delegates are therefore kindly requested to bring their documents to the meeting. However, if necessary, documents may also be collected after registration. The Documents Desk is located in the conference area, near the Italian Conference Room.

Entry into Italy

11. 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 fourth 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

12. Delegates are responsible for making their own hotel bookings.
13. A list of hotels that offer corporate rates to IFAD is attached (attachment II).

Banking facilities

14. A branch of Banca Popolare di Sondrio is located on the ground floor, close to the main reception. It is open for business Monday through Friday from 8.30 a.m. to 1.30 p.m. and from 2.30 p.m. to 4.00 p.m.

Travel arrangements

15. Assistance with travel arrangements may be obtained from the IFAD travel agent, Carlson Wagonlit Travel, located on the ground floor in room B-011. The office is open Monday through Friday from 9 a.m. to 5 p.m.

Medical services

16. The IFAD nurse is located in room B-035. In addition, arrangements have been made with the Food and Agriculture Organization of the United Nations (FAO) to provide other medical services if required. Such services should be requested through the IFAD nurse.

Incoming mail

17. Personal mail for delegates will be placed in their boxes at the Registration Desk. Mail should be marked for the attention of "Consultation Delegate" and addressed: c/o International Fund for Agricultural Development (IFAD), Via Paolo di Dono, 44, 00142 Rome, Italy. Delegates may also be contacted by fax at +39 06 5043463 or by e-mail at ifad@ifad.org.

Internet access

18. Wireless Fidelity (WiFi) will be available in and around the Italian Conference Room. Delegates may also make use of the computers provided in the Internet cafe, which is located near the bar in the conference area.

Telephones

19. Delegates may receive telephone calls in the conference area on the following numbers: + 39 06 5459 2285/2275 (Documents Desk); 2101 (Registration Desk); or 2193 (Information Desk/cloakroom).
20. Delegates are kindly requested to turn off portable telephones before entering the meeting rooms.

Other services

21. A newspaper stand is located on the ground floor.

Transportation

22. Taxis may be requested at the Documents Desk. Please note, however, that any taxis called but not used are entitled to charge a minimum fare.

Snack bar

23. A snack bar is located in the delegates' lounge near the Italian Conference Room. Coffee, light beverages, sandwiches and pastries will be available at subsidized prices.

Buffet luncheon

24. On both days of the session, delegates are invited to a buffet luncheon hosted by the President in the Executive Dining Room located in the conference area.
25. The buffet will open at 1 p.m.

Reception

26. At close of business on Tuesday, 21 October, the President will host a reception for all delegates in the Executive Dining Room.

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/+39 06 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:

Hotels in Rome with special rates (2008)

EUR AREA

ARAN PARK HOTEL ****

Via R. Forster 24
00143 Rome
Tel: +39 06 510721
Fax: +39 06 51963976
E-mail: prenotazioni@aranhotels.com
Website: www.aranhotels.com

CASA SAN BERNARDO ***

Via Laurentina 289
00142 Rome
Tel: +39 06 5407651
Fax: +39 06 5407654
E-mail: info@casasanbernardo.it
Website: www.casasanbernardo.it

HOTEL ALL TIME Relais & Sport ****

Via Domenico Jachino 181
00144 Rome EUR Torrino
Tel: +39 06 45449445
Fax: +39 06 52246502
E-mail: info@alltimehotels.it
Website: www.alltimeshotels.it

HOTEL AMERICAN PALACE EUR ****

Via Laurentina 554
00143 Rome
Tel: +39 06 5913552
Fax: +39 06 5911740
E-mail: info@americanpalace.it

HOTEL CRISTOFORO COLOMBO ****

Via Cristoforo Colombo 710
00144 Rome
Tel: +39 06 5921901
Fax: +39 06 5913262
E-mail: info@hotelcolomboroma.it
Website: www.hotelcolomboroma.it

PARK HOTEL AMARANTO ***

Via Laurentina 5F
00142 Rome
Tel: +39 06 54225358
Fax: +39 06 54225702
E-mail: info@parkhotelamaranto.com
Website: www.parkhotelamaranto.com

SHANGRI-LÀ CORSETTI ****

Viale Algeria 141
00144 Rome
Tel: +39 06 5916441
Fax: +39 06 5413813
Restaurant: +39 06 5918861
E-mail: Reception@shangrilacorsetti.it
Website: www.shangrilacorsetti.it

*AVENTINO/FAO VICINITY***HOTEL AVENTINO *****

Via San Domenico 10
00153 Rome
Tel: +39 06 570057
Fax: +39 06 5783604
E-mail: info@aventinohotels.com
Website: www.aventinohotels.com

HOTEL S. ANSELMO ***

Piazza Sant'Anselmo 2
00153 Rome
Tel: +39 06 570057
Fax: +39 06 5783604
E-mail: info@aventinohotels.com
Website: www.aventinohotels.com

VILLA EUR – PARCO DEI PINI

Piazzale Marcellino Champagnat 2
00144 Rome
Tel: +39 06 54220 627/659
Fax: +39 06 54220 912
E-mail: info@villaeur.com
Website: www.villaeur.com

VILLA S. PIO ***

Via S. Melania 19
00153 Rome
Tel: +39 06 570057
Fax: +39 06 5741112
E-mail: info@aventinohotels.com
Website: www.aventinohotels.com

*CENTRAL ROME***AMBASCIATORI PALACE HOTEL *******

Via Vittorio Veneto 62
00187 Rome
Tel: +39 06 47493
Fax: +39 06 4743601
E-mail: info@ambasciatoripalace.com
Website: www.ambasciatoripalace.com

HOTEL FORUM * * * *

Via Tor de' Conti 35
00184 Rome
Tel: +39 06 6792446
Fax: +39 06 6786479
E-mail: info@hotelforum.com
Website: www.hotelforum.com

HOTEL MERCURE ROMA CORSO TRIESTE * * *

Near Via Nomentana and Corso Trieste
Rome
Tel: +39 06 852021
Fax: +39 06 8412444
E-mail: prenotazioni.mercureromatrieste@accor-hotels.it
Website: www.accorhotels.com

HOTEL MERCURE ROMA DELTA COLOSSEO * * * *

Via Labicana 144
00184 Rome
Tel: +39 06 770021
Fax: +39 06 77250198
E-mail: prenotazioni.mercureromacolosseo@accor-hotels.it
Website: www.accorhotels.com

HOTEL MERCURE ROMA PZZA. BOLOGNA * * *

Piazza Bologna
Rome
Tel: +39 06 440741
Fax: +39 06 44245461
E-mail: prenotazioni.mercureromabologna@accor-hotels.it
Website: www.accorhotels.com

HOTEL SANTA CHIARA * * * *

Via Santa Chiara 21
00186 Rome
Tel: +39 06 6872979
Fax: +39 06 6873144
E-mail: info@albergosantachiara.com
Website: www.albergosantachiara.com