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Enabling poor rural people
to overcome poverty

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

Consultation on the Eighth Replenishment of IFAD's
Resources — Fifth Session
Rome, 18-19 December 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

Manager, Conferences 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:

Deirdre McGrenra

Governing Bodies Officer
telephone: +39 06 5459 2374
e-mail: d.mcgrenra@ifad.org

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

Location

1. The fifth session of the Consultation will be held on Thursday and Friday, 18 and 19 December 2008, at the Fund's headquarters located at Via Paolo di Dono 44, Rome (telephone: +39 06 54591). Limited internal parking spots are available on a first-come first-served basis in the surface area in front of the building; entry is through the main gate (Via Paolo di Dono, 42). Additional parking has been reserved outside the premises between Via Paolo di Dono, 50 and 40.

Registration

2. Registration will commence on 18 December 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 18 December 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 16 December 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 18 December. A revised list based on registration will be made available at the Registration Desk on 19 December 2008. The final list will be posted on the website indicated.
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, in order 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 fifth 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. The Sheraton Roma and the Bristol Bernini have reserved a limited number of rooms exclusively for IFAD delegates at special conference rates. To request a booking, delegates must complete one of the attached forms (see attachments II and III) and send it by fax directly to the hotel. All hotel contact details are listed on the forms.

Banking facilities

14. A branch of Banca Popolare di Sondrio is located on the ground floor near the main reception area. 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 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, beginning at 1 p.m.

Reception

25. At the close of business on Thursday, 18 December, 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:

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

Block booking

18-19 December 2008



Sheraton Roma Hotel & Conference Center

Please make your reservation by 28 November 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 54537000
Telefax: +39 06 5940555
Website: www.sheraton.com/roma
E-mail: res497.sheraton.roma@sheraton.com

Special Rates for IFAD Eighth Replenishment

- Superior double room single use: EUR 188.00 per night
- Superior double: EUR 224.00 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: _____

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: 12 a.m.)

Hotel reservation policy: Reservations must be made through Sheraton Roma Hotel. A block of rooms has been reserved for delegates. First cut-off date 28 November 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 by 6 pm of the 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.

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

Block booking

18-19 December 2008



Please make your reservation by 28 November 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.

Hotel Bernini Bristol
P.zza Bernini, 23
00187 Rome

Telephone: +39 488931
Telefax: +39 06 4824266
E-mail: reservationsbb@sinahotels.it
Website: www.berninibristol.it

Special Rates for IFAD Eighth Replenishment

- Superior double room single use: EUR 198.00 per night
- Superior double: EUR 231.00 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: _____

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.)

Hotel reservation policy: Reservations must be made through Hotel Bernini Bristol. A block of rooms has been reserved for delegates. First cut-off date 21 November 2008. After that date all reservations are subject to hotel availability.

Room availability is limited. The Hotel Bernini Bristol 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 Hotel Bernini Bristol .

Cancellation policy: Reservations may be cancelled up to 24 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.

