Second session of the Consultation on the Ninth Replenishment of IFAD’s Resources

Organizational aspects

Note to Consultation members

Focal points:

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Consultation on the Ninth Replenishment of IFAD’s Resources — Second Session
Rome, 13-14 June 2011

For: Information
Second session of the Consultation on the Ninth Replenishment of IFAD’s Resources

Organizational aspects

I. General information for delegates

Dates and location
1. The second session of the Consultation on the Ninth Replenishment of IFAD’s Resources will be held on Monday, 13 June and Tuesday, 14 June 2011, at IFAD’s headquarters, via Paolo di Dono 44 (EUR), Rome. The building is approximately a 15-minute drive from Leonardo da Vinci Airport (Fiumicino). The nearest metro station is Laurentina.

2. The President of IFAD will host a dinner for heads of delegation on Sunday, 12 June, in the Executive Dining Room (on the lower ground floor) at 7.30 p.m.

Parking and transportation
3. Delegates may be dropped off in front of the headquarters’ main entrance. A limited number of parking spaces will be reserved for delegates in a designated car park (on the corner of via Giambattista Gaulli and via Paolo di Dono). A security guard will be present to provide assistance on the mornings of the session.

4. Delegates are informed that a shuttle bus service between Laurentina metro station and IFAD headquarters is available. The pick-up and drop-off point at Laurentina is viale Luca Gaurico 9-11, on the main road behind the station, while the IFAD drop-off and pick-up point is the yellow bus stop adjacent to the main entrance of the guardhouse (between via Paolo di Dono 50 and 44).

Security
5. Strict security measures will be implemented at the entrance and inside the building. Security staff will allow building entry only to persons in possession of a security pass issued by IFAD, the Food and Agriculture Organization of the United Nations or the World Food Programme. Otherwise, they will provide registered delegates with a visitor’s pass on presentation of a valid identity document.

6. Delegates are reminded to wear both their security pass (or visitor’s pass) and their meeting badge (see paragraph 18) at all times and never to leave briefcases or any valuable items unattended at the meeting site.

II. Organization of the sessions

Meeting rooms and hours
7. The plenary meetings of the Consultation will be held in the Italian Conference Room (S105) located on the lower ground floor. The plenary will take place on Monday 13 June from 10 a.m. to 12.30 p.m. and from 2 p.m. to 6.30 p.m. The morning session will be preceded by a welcome coffee at 9.30 a.m. On Tuesday, 14 June the plenary will take place from 9 a.m. to 12.30 p.m. and from 2 p.m. to 4 p.m.

8. Delegates are kindly informed that on the two days of the session, buffet luncheons will be hosted by the President in the Executive Dining Room, located in the conference area. The luncheons will begin at 12.30 p.m.

9. At close of business on Monday, 13 June, the President will host a reception for all delegates.

10. It is essential that meetings start on time and that the schedule be respected. Delegates are therefore urged to be punctual.
11. Separate List meetings will be convened in the Oval Room (S120) as follows:
   - List A: Sunday, 12 June from 6 p.m. to 7 p.m.
   - List B: Monday, 13 June from 8.30 a.m. to 9 a.m.
   - List C: Monday, 13 June from 9 a.m. to 9.30 a.m.

12. Delegates are kindly reminded to turn off mobile telephones before entering meeting rooms.

**Distribution of documents**

13. The documents desk will be located in the conference area on the lower ground floor. Due to environmental concerns, delegates are requested to bring with them the documents that have been dispatched. In accordance with the IFAD Policy on the Disclosure of Documents, as approved by the Executive Board at its eighty-ninth session, documents will also be made available on IFAD’s public website in the official languages of the Fund. Delegates may pick up documents, if necessary, immediately after registration.

14. Delegates are kindly reminded to check the IFAD website at www.ifad.org and the Member States Interactive Platform at https://webapps.ifad.org/members regularly for information updates.

15. Delegates can contribute to the greening of the meeting by refraining from requesting additional copies of documents, printing documents in duplex mode and consulting documents online. Documents no longer in use should be disposed of in the recycling bins provided.

**Interpretation and languages used in meetings**

16. The official languages of IFAD are Arabic, English, French and Spanish. Simultaneous interpretation and relevant documentation will be provided in these four languages.

17. The meeting rooms in the conference area will be equipped with interpretation facilities in IFAD’s four official languages. Earphone sets with a language selector will allow delegates to follow the discussions. Delegates are kindly requested to leave earphones on their table at the end of each meeting.

### III. Registration for the Consultation

**Registration**

18. All members of official delegations are kindly requested to register and pick up their meeting badges immediately upon arrival, at the registration desk located in the conference area on the lower ground floor.

19. Registration will begin on Monday, 13 June, from 8 a.m. and will continue until the close of business.

**List of delegations**

20. A list of delegations will be available for consultation at the registration desk. Delegates are kindly requested to notify IFAD of any amendments they may wish to make to the final version of this list.

### IV. Entry into Italy

21. Delegates are advised that, to enter Italy, their travel document should be valid for at least six months after their expected date of departure from Italy.

   **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 Consultation. Should difficulties arise, delegates are advised
to inform the IFAD Privileges and Visa Management Section, completing and forwarding 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 10-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 10 days before their expected arrival in Rome, again using attachment I. Please note that, in this case, Italy should be the visitor’s first point of entry in the Schengen zone.

V. Other facilities

Hotel bookings
22. Delegates are responsible for making their own hotel bookings.

23. The Sheraton Roma Hotel and the Aran Park Hotel, which are close to IFAD Headquarters, and the Hotel Bernini Bristol, in the centre of Rome, have reserved a limited number of rooms exclusively for IFAD delegates at a special conference rate. To request a booking, delegates must fully complete attachment II and send it by fax directly to the hotel concerned by the cut-off date provided in the relevant booking form. All contact details for these hotels are listed in the forms.

24. A list of other hotels that offer corporate rates to IFAD is also attached (attachment III).

Travel arrangements
25. 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 from 9 a.m. to 5 p.m.

Banking facilities
26. A branch of Banca Popolare di Sondrio is located on the ground floor, close to the main reception area. The bank will follow regular Italian banking hours from 8.30 a.m. to 1.30 p.m. and from 2.30 p.m. to 4 p.m.

Medical services
27. First-aid facilities are available in the meeting area.

Post office
28. IFAD does not have a post office on its premises. The nearest post office is located within 10-minutes’ walking distance, on via A. Del Sarto 12 (just off via Baldovinetti) and is open from 8 a.m. to 7 p.m. from Monday to Friday, and from 8 a.m. to 1.15 p.m. on Saturday.

Incoming mail
29. Personal mail for delegates will be placed in their boxes at the documents desk. Mail should indicate “Delegate-Consultation” and be addressed: c/o International Fund for Agricultural Development (IFAD), via Paolo di Dono 44, 00142 Rome, Italy. Fax number: +39 06 5043463; e-mail: ifad@ifad.org.

Telecommunications
30. Delegates may receive telephone calls in the conference area at the following numbers: +39 06 5459 2285/2275 (documents desk); 2101 (registration desk); 2112 (disbursement); or 2193 (information desk). Additional telephone numbers and the extension numbers of various conference and Secretariat offices will be available at the information desk.
**Internet facilities**

31. Wireless Fidelity (Wi-Fi) will be available in and around the plenary meeting room. Delegates may also make use of the computers provided in the Internet cafe, which is located near the bar in the conference area. Internet connection is also available in the cafeteria and atrium on the ground floor.

**Cloakroom**

32. A cloakroom is available to delegates and is located in the conference area.

**Taxis**

33. Taxis may be requested from the main guard house and the reception at the lobby. Please note, however, that any taxis called but not used are entitled to payment of a minimum fare.

**Restaurants and cafeterias**

34. Coffee, light beverages, sandwiches and pastries may be purchased at subsidized prices at the cafeteria on the ground floor and at the bar in the conference area on the lower ground floor.

35. IFAD’s self-service cafeteria on the ground floor serves lunch from 12 noon until 2 p.m. In addition, a list of nearby restaurants and self-service cafeterias will be available at the information desk.
Kindly complete this form if you are:

- Entering Italy with a laissez-passer;
- Encountering difficulties obtaining a visa in time to travel;
- 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:

- fax number: +39 06 5459 3395/504 3463 or
- e-mail to privilegesvisa@ifad.org

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<th>Country of departure of the participant:</th>
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<tr>
<td>Period of stay in Rome (from/to):</td>
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<td>Ms/Mr:</td>
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<td>Name:</td>
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Second session of the Consultation on the Ninth
Replenishment of IFAD’s Resources
Block booking
12-14 June 2011

Sheraton Roma Hotel & Conference Center

Please make your reservation by 31 May 2011

Rooms can be booked directly online through the following link:
http://www.starwoodmeeting.com/StarGroupsWeb/res?id=1105132958&key=8F43F

Hotel reservation policy: Reservations must be made through Sheraton Roma Hotel. A block of rooms has been reserved for delegates. First cut-off date 25 May 2011. 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 need a booking outside of the conference period – as an early arrival and/or on extended stay – please contact the Sheraton Roma Hotel e-mail address at sales.sheratonrome@sheraton.com.

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

Confirmation number will be provided by the hotel.
Second session of the Consultation on the Ninth Replenishment of IFAD’s Resources
Block booking
12-14 June 2011

Please make your reservation by 25 May 2011
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
piazza Bernini, 23
00187 Rome

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

Special rates for the second session of the Consultation on the Ninth Replenishment of IFAD’s Resources
- Standard double room single use: EUR 190.00 per night
- Standard double room: EUR 220.00 per night
- Supplement for Superior room: EUR 20.00 per night

Please advise preference:
Smoking □
Non smoking □

Rates include taxes and American 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 Hotel Bernini Bristol. A block of rooms has been reserved for delegates. First cut-off date 20 May 2011. 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 10 days prior to arrival date. All other cancellations and no-shows are subject to a penalty.

Confirmation number will be provided by the hotel.
Second session of the Consultation on the Ninth Replenishment of IFAD’s Resources
Block booking
12-14 June 2011

Please make your reservation by 25 May 2011
Note: Please type or use block letters. A stamped version of this form will be returned to you as a confirmation of your reservation.

Aran Park Hotel
via Riccardo Forster, 24
00143 Rome

Telephone: +39 06 510721
Telefax: +39 06 51963976
E-mail: prenotazioni@aranhotels.com
Website: www.aranhotels.com

Special rates for the second session of the Consultation on the Ninth Replenishment of IFAD’s Resources
- Superior double room single use: EUR 114.00 per night
- Superior double: EUR 160.00 per night

Please advise preference:
Smoking ☐
Non smoking ☑

Rates include taxes and 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 Aran Park Hotel. A block of rooms has been reserved for delegates. First cut-off date 25 May 2011. After that date all reservations are subject to hotel availability.

Room availability is limited. The Aran Park 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 Aran Park Hotel.

Cancellation policy: Reservations may be cancelled up to 7 days prior to arrival date. All other cancellations and no-shows are subject to a penalty.

Confirmation number will be provided by the hotel.
Hotels in Rome and Italy – Tariffs for year 2011 which have agreed to apply special rates for IFAD

Rates posted are special UN rates provided for hotels in Rome and Italy. Single rates may vary according to low/high season. The agreement is with IFAD and extended to other UN Agencies. Bookings must be done directly and not through IFAD. Payments must be made directly to the Hotel with absolutely no responsibility on the part of IFAD, who will be responsible only and exclusively for the bookings made by IFAD directly. IFAD's contact with hotels in Italy has included a questionnaire to measure the degree of environmental awareness of each establishment. This has enabled us to devise an eco-friendly rating where 28 is the maximum number of points able to be scored and N/A indicates no reply was received. These figures are the result of self-assessments so are not scientifically comparable. They nonetheless constitute a rough guide as to where guests can expect a more or less "green" accommodation experience. As such, in line with the UN's commitment to move its organisation towards climate neutrality, these ratings can be used as additional criteria for hotel selection.

EUR – (IFAD & WFP VICINITY)

HOTEL TRE FONTANE
via del Serafico, 51
00142 Rome
Tel: 0039-06/51956556; 06/51963538
Fax: 0039-06/51955419
E-mail: info@hoteltrefontane.it
Web site: www.hoteltrefontane.it

Green rating: 18

CASA SAN BERNARDO
via Laurentina, 289
00142 Rome
Tel: 0039-06/5407651
Fax: 0039-06/5407654
E-mail: info@casasanbernardo.it
Web site: www.casasanbernardo.it

Green rating: 16

VILLA EUR PARCO DEI PINI
piazzale Marcelino Champagnat, 2
00144 Rome
Tel: 0039-06/54220627-659
Fax: 0039-06/54220912
E-mail: info@villaeur.com
Web site: www.villaeur.com

Green rating: N/A

SHANGRI-LA`CORSETTI
viale Algeria, 141
00144 Rome
Tel: 0039-06/5916441
Fax: 0039-06/5413813
E-mail: info@shangrilacorsetti.it
Web site: www.shangrilacorsetti.it

Green rating: N/A

SHERATON ROMA HOTEL & CONFERENCE CENTER
viale del Pattinaggio, 100
00144 Rome
Tel: 0039-06/54537000; 800 780 525

Single: 70.00
Double single use: 82.00
Double: 130.00
Green rating: N/A
Fax: 0039-06/5940555  
E-mail: res497.sheraton.roma@sheraton.com  
Web site: www.sheraton.com/roma  

HOLIDAY INN ROME EUR PARCO DEI MEDICI  
viale Castello della Magliana, 65  
00148 Rome  
Tel: 0039-06/65581826-827  
Fax: 0039-06/6557005  
E-mail: reservations@holidayinn-eur.it  
Web site: www.holidayinn-eur.it  

HOTEL PULITZER ROMA  
viale Guglielmo Marconi, 905  
00146 Rome  
Tel: 0039-06/598591  
Fax: 0039-06/59859815  
E-mail: bookings@hotelpulitzer.it  
Web site: www.hotelpulitzer.it  

IBIS ROMA MAGLIANA  
via Arturo Mercanti, 63  
00148 Rome  
Tel: 0039-06/650951  
Fax: 0039-06/60200597  
E-mail: H5562-RE@accor.com  
Web site: www.accorhotels.com  
To be indicated when booking:  
Identity code: SC442776084  
Contract number: 673814  

OP HOTEL  
Viale Oceano Pacifico, 165  
00148 Rome  
Tel: 0039-06/592801  
Fax: 0039-06/52208441  
E-mail: info@ophotel.it  
Web site: www.ophotel.it  

AVENTINO - (FAO VICINITY)  

HOTEL VILLA SAN PIO  
via di Santa Melania, 19  
00153 Rome  
Tel: 0039-06/570057  
Fax: 0039-06/5741112  
E-mail: info@aventinohotels.com  
Web site: www.aventinohotels.com  

HOTEL AVENTINO  
via di San Domenico, 10  
00153 Rome  
Tel: 0039-06/570057  
Fax: 0039-06/57005488  
E-mail: info@aventinohotels.com  
Web site: www.aventinohotels.com
HOTEL SAN ANSELMO
piazza San Anselmo n. 2
00153 Rome
Tel: 0039-06/570057
Fax: 0039-06/5783604
E-mail: info@aventinohotels.com
Web site: www.aventinohotels.com

AVENTINO BLUE GARDEN
via Santa Melania, 2
00153 Rome
Tel: 0039-06/5743693; 3381744779
Fax: 0039-06/5756802
E-mail: g.carducci@mclink.it
Web site: www.bluegarden.it

CENTRAL AREA ROME

HOTEL ARISTON
via Turati, 16
00185 Rome
Tel: 0039 06/4465399
Fax: 0039 06/064465399
E-mail: aristonerome@gmail.com
Web site: www.hotelariston.it

GRAND HOTEL VIA VENETO
via Vittorio Veneto, 155
00187 Rome
Tel: 0039-06/487881
Fax: 0039-06/48788788
E-mail: reservations@ghvv.it
Web site: www.ghvv.it

HOTEL FORUM
via Tor de’ Conti, 25
00184 Rome
Tel: 0039-06/6792446
Fax: 0039-06/6786479
E-mail: info@hotelforum.com
Web site: www.hotelforum.com

HOTEL NERVA
via Tor de’ Conti, 3
00184 Rome
Tel: 0039-06/6793764
Fax: 0039-06/69922204
E-mail: info@hotelnerva.com
Web site: www.hotelnerva.com

HOTEL LANCELOT
via Capo d’Africa, 47
00184 Rome
Tel: 0039-06/70450615
Single: 126.00
Double single use: 166.00
Double: 196.00
Fax: 0039-06/70450640
E-mail: info@lancelothotel.com
Web site: www.lancelothotel.com

HOTEL SAVOY
via Ludovisi, 15
00187 Rome
Tel: 0039-06/421551
Fax: 0039-06/4215555
E-mail: reservations@savoy.it
Web site: www.savoy.it

Single: 140.00
Double single use: 170.00
Double: 198.00
Green rating: 17

HOTEL MERCURE ROMA DELTA COLOSSEO
via Labicana, 144
00184 Rome
Tel: 0039-06/770021
Fax: 0039-06/77250198
E-mail: H2909@accor.com
Web site: www.accorhotels.com

To be indicated when booking:
Identity code: SC442776084
Contract number: 673814

RADISSON BLU HOTEL
via Filippo Turati, 171
00184 Rome
Tel: 0039-06/444841
Fax: 0039-06/444848
E-mail: sales.roma@radissonblu.com
Web site: www.radissonblu.com

OTHER AREA ROME

ALBERGO SANTA CHIARA
Via di Santa Chiara, 21
00187 Rome
Tel: 0039-06/6872979;
Fax: 0039-06/6873144
E-mail: info@albergosantachiara.com
Web site: www.albergosantachiara.com

THE DUKE HOTEL
via Archimede, 69
00197 Rome
Tel: 0039-06/367221; 06/36722770
Fax: 0039-06/36722706
E-mail: prenotazioni@thedukehotel.it
Web site: www.thedukehotel.com

HOTEL MERCURE ROMA CORSO TRIESTE
via Gradisca, 29
00198 Rome
Tel: 0039-06/852021
Fax: 0039-06/8412444
E-mail: H3320-RE@accor.com
Web site: www.accorhotels.com

To be indicated when booking:
Identity code: SC442776084
Contract number: 673814

**HOTEL MERCURE ROMA PIAZZA BOLOGNA**
via Reggio Calabria, 54
00161 Rome
Tel: 0039-06/440741
Fax: 0039-06/44245461
E-mail: H3304-RE@accor.com
Web site: www.accorhotels.com
To be indicated when booking:
Identity code: SC442776084
Contract number: 673814

**OUTSIDE ROME**

**BEST WESTERN HOTEL SELENE**
via Pontina Km.30
00040 Pomezia – Rome
Tel: 0039-06/911701
Fax: 0039-06/91601570
E-mail: booking@hotelselene.com
Web site: www.hotelselene.com

**COURTYARD BY MARRIOTT ROME AIRPORT HOTEL**
via Portuense, 2470
00054 Fiumicino (Rome)
Tel: 0039-06/999351
Fax: 0039-06/9993588
E-mail: info@romeairporthotel.it
Web site: www.marriott.com/romcy

**HILTON GARDEN INN ROME AIRPORT**
via Vittorio Bragadin
00054 Fiumicino (Rome)
Tel: 0039-06/65259000; 06/65256112
Fax: 0039-06/65259001; 06/65256112
E-mail: sales.romeairport@hilton.com
Web site: www.hilton.com

**HOTEL CASTELVECCHIO**
viale Pio XI, 23
00040 Castel Gandolfo
Tel: 0039-06/9360308
Fax: 0039-06/9360579
E-mail: info@hotelcastelvecchio.com
Web site: www.hotelcastelvecchio.com

**CORTE IN FIORE**
via degli Olivi, 16
00040 Ardea – Rome
Tel: 0039-06/91648015
Fax: 0039-06/91648384
E-mail: info@corteinfiore.com
Web site: www.corteinfiore.com