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Enabling poor rural people
to overcome poverty

Fourth session of the Consultation on the Ninth Replenishment of IFAD's Resources

Organizational aspects

Note to Consultation members

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Consultation on the Ninth Replenishment of IFAD's Resources —
Fourth Session
Rome, 15-16 December 2011

For: Information

Fourth session of the Consultation on the Ninth Replenishment of IFAD's Resources

Organizational aspects

I. General information for delegates

Dates and location

1. The fourth session of the Consultation on the Ninth Replenishment of IFAD's Resources will be held on Thursday, 15 December and Friday, 16 December 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. A technical session on the Draft Replenishment Resolution will take place on Wednesday, 14 December, in the Italian Conference Room at 2.30 p.m.
3. The President of IFAD will host a dinner for heads of delegation on Wednesday, 14 December, in the Executive Dining Room (on the lower ground floor) at 7.30 p.m.

Parking and transportation

4. Delegates may be dropped off in front of the headquarters' main entrance.
5. A limited number of parking spaces in the external parking lot at the rear of the building will be reserved for delegates from 15 to 16 December; a security guard will be available there for assistance until the session commences.
6. 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 via 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

7. 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.
8. Delegates are reminded to wear both their security pass (or visitor's pass) and their meeting badge (see paragraph 20) 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

9. 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 Thursday, 15 December from 9.30 a.m. to 1.30 p.m. and from 2.30 p.m. to 5.30 p.m. The morning session will be preceded by a welcome coffee at 8.30 a.m. On Friday, 16 December the plenary will take place from 9.30 a.m. to 1 p.m. and from 2 p.m. to 6.15 p.m.
10. 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.
11. At close of business on Thursday, 15 December, the President will host a reception for all delegates.

12. It is essential that meetings start on time and that the schedule be respected. Delegates are therefore urged to be punctual.

List meetings

13. List meetings have been tentatively scheduled as follows:
- Wednesday, 14 December from 4.30 p.m. to 6.30 p.m.
 - Thursday, 15 December from 8.30 a.m. to 9.30 a.m.
 - Friday, 16 December from 8.30 a.m. to 9.30 a.m.
14. Meeting rooms will be provided for List meetings. Should you need to book a meeting room, please contact conferencestaff@ifad.org.
15. Delegates are kindly reminded to turn off mobile telephones before entering meeting rooms.

Distribution of documents

16. 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.
17. Delegates are kindly reminded to check the IFAD website at www.ifad.org or the Member States Interactive Platform at <https://webapps.ifad.org/members> regularly for information updates.
18. 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

19. The official languages of IFAD are Arabic, English, French and Spanish. Simultaneous interpretation and relevant documentation will be provided in these four languages.
20. 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

21. 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.
22. Registration will begin on Wednesday, 14 December, from 2 p.m. to 6 p.m. and will continue on Thursday from 8 a.m. until the close of business on Friday.

List of delegations

23. 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

24. 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 15 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

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

Travel arrangements

27. 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

28. 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

29. First-aid facilities are available on the ground floor in the IFAD Medical Services, room B-035.

Post office

30. 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

31. 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

32. 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

33. 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

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

Taxis

35. 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

36. 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.
37. 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

Country of departure of the participant:

Period of stay in Rome (from/to):

Ms/Mr:

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 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)

Euro

HOTEL TRE FONTANE

via del Serafico, 51	Double single use:	110.00
00142 Rome	Double:	120.00
Tel: 0039-06/51956556; 06/51963538	Green rating:	18
Fax: 0039-06/51955419		
E-mail: info@hoteltrfontane.it		
Web site: www.hoteltrfontane.it		

CASA SAN BERNARDO

via Laurentina, 289	Double single use:	90.00
00142 Rome	Double:	130.00
Tel: 0039-06/5407651	Green rating:	16
Fax:0039-06/5407654		
E-mail: info@casasanbernardo.it		
Web site: www.casasanbernardo.it		

VILLA EUR PARCO DEI PINI

piazzale Marcelino Champagnat, 2	Single:	70.00
00144 Rome	Double single use:	82.00
Tel: 0039-06/54220627-659	Double:	130.00
Fax: 0039-06/54220912	Green rating:	N/A
E-mail: info@villaeur.com		
Web site: www.villaeur.com		

SHANGRI-LA `CORSETTI

viale Algeria, 141	Single:	119.00
00144 Rome	Double single use:	128.00
Tel: 0039-06/5916441	Double:	164.00
Fax: 0039-06/5413813	Green rating:	N/A
E-mail: info@shangrilacorsetti.it		
Web site: www.shangrilacorsetti.it		

SHERATON ROMA HOTEL & CONFERENCE CENTER

viale del Pattinaggio, 100	Double single use:	142.00
00144 Rome	Double Classic:	162.00
Tel: 0039-06/54537000; 800 780 525		

Fax: 0039-06/5940555
 E-mail: res497.sheraton.roma@sheraton.com
 Web site: www.sheraton.com/roma

Green rating: 28

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

Single: 138.00
 Double single use: 138.00
 Double: 138.00
 Green rating: 19

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

Single: 96.00
 Double single use: 119.00
 Double: 137.00
 Green rating: 10

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

Single: 69.00
 Double single use: 69.00
 Green rating: N/A

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

Double single use: 119.00
 Double single use: 149.00
 Green rating: 27

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

Double single use: 135.00
 Double: 150.00
 Green rating: N/A

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

Double single use: 105.00
 Double: 120.00
 Green rating: N/A

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

Double single use:	160.00
Double:	180.00
Green rating:	N/A

AVENTINO BLUE GARDEN

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

Double single use:	90.00
Double:	120.00
Green rating:	N/A

CENTRAL AREA ROME**HOTEL ARISTON**

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

Double room:	141.00
Double single use:	109.00
Green rating:	15

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

Single room (Superior):	208.00/224.00
Single room (Deluxe):	288.00/312.00
Double room (Superior):	215.00/230.00
Double room (Deluxe):	276.00/300.00
Green rating:	20

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

Single:	127.00/145.00
Double single use:	145.00/172.00
Double:	163.00/236.00
Green rating:	12

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

Single:	64.00/1124.00
Double single use:	74.00/174.00
Double:	84.00/184.00
Double room (Superior):	109.00/209.00
Green rating:	21

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 Green rating: 19
 E-mail: info@lancelothotel.com
 Web site: www.lancelothotel.com

HOTEL SAVOY

via Ludovisi, 15 Single: 140.00
 00187 Rome Double single use: 170.00
 Tel: 0039-06/421551 Double: 198.00
 Fax: 0039-06/42155555 Green rating: 17
 E-mail: reservations@savoy.it
 Web site: www.savoy.it

HOTEL MERCURE ROMA DELTA COLOSSEO

via Labicana, 144 Single: 128.00
 00184 Rome Double single use: 159.00
 Tel: 0039-06/770021 Double: 200.00
 Fax: 0039-06/77250198 Green rating: N/A
 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 Double single use: 150.00
 Tel: 0039-06/444841 Double: 170.00
 Fax: 0039-06/444848 Green rating: 24
 E-mail: sales.roma@radissonblu.com
 Web site: www.radissonblu.com

OTHER AREA ROME**ALBERGO SANTA CHIARA**

Via di Santa Chiara, 21 Single: 140.00
 00187 Rome Double single use: 169.00
 Tel: 0039-06/6872979; Double: 200.00
 Fax: 0039-06/6873144 Green rating: 24
 E-mail: info@albergosantachiara.com
 Web site: www.albergosantachiara.com

THE DUKE HOTEL

via Archimede, 69 Single: 150.00
 00197 Rome Double single use: 170.00
 Tel: 0039-06/367221; 06/36722770 Double: 170.00
 Fax: 0039-06/36722706 Green rating: N/A
 E-mail: prenotazioni@thedukehotel.it
 Web site: www.thedukehotel.com

HOTEL MERCURE ROMA CORSO TRIESTE

via Gradisca, 29 Double single use: 120.00
 00198 Rome Double: 138.00
 Tel: 0039-06/852021 Green rating: N/A
 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	Double single use:	124.00
00161 Rome	Double:	149.00
Tel: 0039-06/440741	Green rating:	N/A
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	Double single use:	85.00
00040 Pomezia –Rome	Double:	124.00
Tel: 0039-06/911701	Green rating:	N/A
Fax: 0039-06/91601570		
E-mail: booking@hotelsele.com		
Web site: www.hotelsele.com		

COURTYARD BY MARRIOTT ROME AIRPORT HOTEL

via Portuense, 2470	Double single use:	125.00
00054 Fiumicino (Rome)	Double:	135.00
Tel: 0039-06/999351	Green rating:	23
Fax: 0039-06/9993588		
E-mail: info@romeairport.com		
Web site: www.marriott.com/romcy		

HILTON GARDEN INN ROME AIRPORT

via Vittorio Bragadin	Double single use:	114.00
00054 Fiumicino (Rome)	Double:	114.00
Tel: 0039-06/65259000; 06/65258	Green rating:	15
Fax: 0039-06/65259001; 06/65256112		
E-mail: sales.romeairport@hilton.com		
Web site: www.hilton.com		

HOTEL CASTELVECCHIO

viale Pio XI, 23	Single:	70.00
00040 Castel Gandolfo	Double single use:	75.00
Tel: 0039-06/9360308	Double:	120.00
Fax: 0039-06/9360579	Green rating:	N/A
E-mail: info@hotelcastelvecchio.com		
Web site: www.hotelcastelvecchio.com		

CORTE IN FIORE

via degli Olivi, 16	Single:	55.00
00040 Ardea – Rome	Double:	80.00
Tel: 0039-06/91648015	Green rating:	9
Fax: 0039-06/91648384		
E-mail: info@corteinfiore.com		
Web site: www.corteinfiore.com		