



منظمة الأغذية
والزراعة
للأمم المتحدة

联合国
粮食及
农业组织

Food
and
Agriculture
Organization
of
the
United
Nations

Organisation
des
Nations
Unies
pour
l'alimentation
et
l'agriculture

Продовольственная и
сельскохозяйственная
организация
Объединенных
Наций

Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE

Twelfth Regular Session

Rome, 19-23 October 2009

INFORMATION NOTE FOR PARTICIPANTS

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I. SPECIAL INFORMATION SEMINAR ADDRESSING POLICIES AND ARRANGEMENTS FOR ACCESS AND BENEFIT-SHARING FOR GENETIC RESOURCES FOR FOOD AND AGRICULTURE

**17 October 2009
Iran Room (B116)**

1. On 17 October 2009, a special information seminar addressing *Policies and arrangements for access and benefit-sharing for genetic resources for food and agriculture* will be held in the Iran Room (B116) at FAO Headquarters, from 10:00-18:00 hours. The FAO Headquarters Complex is located on Viale delle Terme di Caracalla, in front of the Circo Massimo. FAO can be reached by car, bus (No. 60, 75, 81, 118, 160, 271, 628,) and metro line B (Circo Massimo stop).
2. The seminar aims to facilitate consideration of the cross-sectorial topic of the Commission's Twelfth Regular Session, access and benefit-sharing for genetic resources for food and agriculture. The programme of the information seminar will be made available on the Commission's website: <http://www.fao.org/nr/cgrfa>

II. REGIONAL CONSULTATIONS

18 October 2009

3. The following rooms have been put at the disposal of the regions and NGOs so that they may meet, prepare their positions, and discuss between Regions. Each room is equipped with a computer with Internet connection, and basic stationery.

Region	Room
Africa	Philippines Room (C277/C281)
Asia	Malaysia Room (B227)
Europe	German Room (C 269)
Latin America	Mexico Room (D211)
Near East	Ethiopia Room (C285/289)
North America	Cuba Room (B224)
South West Pacific	Espace Gabon (building A, ground Floor)
NGOs	Pakistan Room (A127)

III. TWELFTH REGULAR SESSION OF THE COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE

19-23 October 2009
Green Room (1st floor, A Building)

Regular Session

4. The Twelfth Regular Session of the Commission on Genetic Resources for Food and Agriculture will open on Monday morning at 10:00 in the Green Room at FAO Headquarters and will end on Friday afternoon, 23 October 2009.

5. A provisional time-table of the meeting is given in the document, *Draft provisional annotated agenda* (CGRFA-12/09/2) which will be available at: <http://www.fao.org/nr/cgrfa>

Regional meeting rooms

6. For the duration of the Twelfth Regular Session of the Commission, the following rooms have been put at the disposal for the Regions, as well as NGOs. Each room is equipped with a computer with Internet connection, a printer and basic stationary.

Region	Room
Africa	Philippines Room (C277/C281)
Asia	Malaysia Room (B227)
Europe	German Room (C 269)
Latin America	Mexico Room (D211)
Near East	Ethiopia Room (C285/289)
North America	Cuba Room (B224)
South West Pacific	Espace Gabon (building A, ground Floor)
NGOs	Pakistan Room (A127)

Side events

7. Side-events may be scheduled during lunch hours and, with the exception of Friday 23 October, in the evening after the closing of the afternoon sessions.

8. Requests for side events should be submitted before 1 September 2009 to the CGRFA Secretariat to the attention of Ms Astrid Eikeland at Astrid.Eikeland@fao.org and copied to cgrfa@fao.org (fax: +39. 06.570.55246), using the form contained in *Annex I* to this note. Please note that side events may be rescheduled to facilitate the needs of the Regular Session of the Commission.

Exhibition of information material

9. Member Countries or Organizations wishing to exhibit information material, are kindly requested to fill in the form contained in *Annex II* to this note, and return it to the CGRFA Secretariat to the attention of Ms Astrid Eikeland at Astrid.Eikeland@fao.org and copied to cgrfa@fao.org (fax: +39.06.570.55246) before 1 September 2009.

10. Material to be exhibited should be sent to the Secretariat between 12 and 16 October 2009 at the address provided in *Annex II*.

Reception

11. A reception for participants will be held on Monday 19 October 2009 at 18.00 hrs, in the Aventino room on the 8th floor of Building B.

IV. REGISTRATION

17-23 October 2009

Registration

12. Access to FAO Headquarters is restricted to persons in possession of a valid building pass.

13. On the first day of their arrival at FAO, participants are requested to use the Main Entrance in Building A, (Gate on Viale delle Terme di Caracalla), and proceed to the Turkish Registration Centre to the immediate left to register and pick up their Building Pass. The Registration counter will be open as follows:

- Saturday, 17 October 2009, from 8:30 to 13:00 and from 14:30 to 18:00
- Sunday, 18 October 2009, from 10:00 to 12:00 and from 14:00 to 15:30
- Monday to Friday, 19-23 October, from 8:30 to 13.00 and from 14.30 to 18:00

14. Building Passes will be issued only after receipt of the completed Registration Form. A valid identity document (passport or official identification card with a photograph) must be presented at registration for collection of the Building Pass. Participants facing difficulties in receiving their Building Pass, may call Ms. Silvia Jesi-Galletti at 54981 from in-house telephones (06-570-54981 from outside FAO headquarters) or at +39 340-6999685.

15. Display of building passes is mandatory at all times. Lost Building Passes should be reported without delay to the FAO Security Office.

Please bring a valid official identity document with you.
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Assistance to delegates from developing countries

16. With funds made available by donors, assistance is being provided to a limited number of delegates from developing countries and countries with economies in transition, particularly from least-developed countries. For this purpose, a special counter will be set up at the *Banca Intesa San Paolo*, ground floor, building B.

Important contacts

17. For assistance or any request, please contact:

- Ms. N. Bramucci (extension 53248; or +39-06-570 53248 from outside FAO); or
- Ms. S. Jesi-Galletti (extension 54981 or +39-06-570 54981 from outside FAO); e-mail: cgrfa@fao.org.

V. ACCOMMODATION

18. The following list includes a selection of hotels near FAO usually offering reduced rates to participants of official FAO meetings. Please mention that you are attending an official FAO meeting and ask for the reduced rate (in brackets rates for double rooms at single occupancy, breakfast included):

<p>HOTEL S. PRISCA (€ 120 p.d.) Largo M. Gelsomini, 25 00153 Rome Tel. +39 06-5741917 e-mail: hsprisca@hotelsantaprisca.it</p>	<p>HOTEL PRIMUS ROMA (€ 85 p.d.) Via Giovanni da Empoli, 11 00154 Rome Tel. +39 06-57250515 e-mail: info@hotelprimusroma.it</p>
<p>HOTEL VILLA SAN PIO (€ 135 p.d.) Via Santa Melania, 19 00153 Rome Tel. +39 06-570057 e-mail: info@aventinohotels.com</p>	<p>HOTEL DOMUS AVENTINA (€ 155 p.d.) Via di Santa Prisca, 11/b 00153 Rome Tel. +39 06-570057 e-mail: info@hoteldomusaventina.com</p>
<p>HOTEL SANT' ANSELMO (€ 160 p.d.) Piazza Sant' Anselmo, 2 00153 Rome Tel. +39 06-570057 e-mail: info@aventinohotels.com</p>	<p>HOTEL AVENTINO (€ 105 p.d.) Via San Domenico, 10 00153 Rome Tel. +39 06-570057 e-mail: info@aventinohotels.com</p>
<p>KOLBE HOTEL ROME (€ 160 p.d.) Via di San Teodoro, 48 00186 Rome Tel. +39 06-6798866 e-mail: info@kolbehotelrome.com</p>	

19. Unfortunately, the Secretariat cannot assist participants in making reservations. However, participants may contact the travel agency in FAO, Carlson Wagonlit, which can assist in making hotel reservations at reduced rates. Carlson Wagonlit will be charging € 10,00 as handling fee. For further information, please contact extension 55970 (+39-06-570-55970 if calling from outside FAO), or faotravel@cwtbody.it.

VI. FACILITIES AND ADDITIONAL SERVICES

Catering facilities

20. From Mondays to Fridays, the FAO Headquarters Complex offers a variety of dining and snack bar facilities where delegates may sit down for a meal, or order a quick snack and beverage. These facilities are closed during the weekend.

Dining facilities

21. The FAO Cafeteria, located on the eighth floor, Building B, is available to Participants from 12:00 hours to 14:30 hours for lunch. The free-flow cafeteria offers a selection of hors d'oeuvres, first and second courses, grill and salads.

22. The FAO Restaurant, located on the eighth floor, Building C, offers a daily menu and à la carte service. Please telephone ext. 56823 (Tel. 06-570-56823) for reservations.

23. Many of the restaurants and available services around FAO Headquarters are located on Viale Aventino.

Snack bars and vending machines

24. There are several snack bars on the premises, offering hot and cold beverages and a variety of pastries and sandwiches:

- Polish Bar (Ground Floor, Building A).
- Blue Bar “C” (Eighth Floor, Building C).
- Eighth Floor Bar (Eighth Floor, Building B).
- Bar D (Ground Floor, Building D).

25. Vending machines with assorted refreshments are also located at various points throughout the premises, including the Second Floor of Building A and the Ground Floor of Building B.

Internet point, printing, photocopying, fax

26. A service point is available for participants in the David Lubin Library, located on the ground floor of Building A, Room A.022bis.A, open from 8:30 to 17:00. The computers in this area allow access to the FAO Web site, the Internet in general and personal e-mail accounts.

27. The Slovak Business Centre (Building B, ground floor; extension 57090) will be available for the duration of the Regular Session for Internet, printing, fax and photocopying services.

WiFi coverage

28. FAO offers WiFi coverage in the main Meeting Rooms (Red and Green Rooms), including the Mexico Room.

29. Participants with a laptop or Personal Digital Assistant (PDA) which has Wireless Local Area Network (LAN) capabilities, conforming to the 802.11b or 802.11g standards, may use this free service.

30. There are three steps to take in order to connect to the service:

- Step 1: Turning on laptop or PDA, while in one of the WiFi areas.
- Step 2: Allowing laptop or PDA to detect the network “guest_internet”.
- Step 3: Opening a browser and trying to connect to an Internet site. The username and password can be obtained from the Secretariat at the meeting.

31. Unfortunately, no support can be provided if problems arise when connecting to, or using, the wireless internet service.

Telephone

32. The telephone number of FAO Headquarters is +39 06 570 + extension. If the extension is not known, dial +39 06 570 51 for the FAO switchboard operator.

33. Telephones are available in all meeting rooms and lounges and may be used for internal and local calls. For internal calls, dial the required extension. For local (Rome) calls, press “0” and wait for the external dial tone, then dial the desired telephone number.
34. Telephones for internal or Rome calls are also located at the entrance to Building A and in the corridors of the first and third floors of Building A.
35. Public telephone facilities are located in the Main Entrance of Building A, at the entrance of Building D and in the “Flag Hall” on the Ground Floor of Building B. They operate with Telecom Italia phone cards that can be purchased from the Newsstand on the ground floor of Building B in front of *Banca Intesa San Paolo*.

Banking and currency exchange facilities

36. The currency of Italy is the Euro. The *Banca Intesa San Paolo*, located on the Ground Floor, Building B, is open from Monday to Friday from, 08:30 hours to 16:30 hours.
37. Cash dispensers (ATM) for credit and debit card withdrawals are located at the entrance of the Bank and Post Office.
38. The *Banca Popolare di Sondrio*, located on the ground floor of building D (D016), is open from 8:30 to 16:30 hours.
39. In addition to the banks, the Italian Post Office located next to the *Banca Intesa San Paolo* also processes postal/money orders.

Postal service

40. The Italian Post Office, located on the Ground Floor, Building B, is open from Monday to Friday, from 08:30 hours to 15:00 hours.
41. The DHL Courier Service Office is located in C005 and is available for private and official dispatches from 10:30 hours to 12:30 hours and from 13:30 hours to 16:00 hours, Monday through Friday. Call the Mail and Pouch Service at extension 54881 for information and rates (Tel. 06-570-54881).

Taxis

42. Participants are advised to use only licensed taxis with meters. Surcharge fares are applied for baggage, night runs, Sundays and holidays. The Main Reception (Ground Floor, Building A) will assist participants to request taxis.
43. Participants can also call Radio Taxi Service (Tel. 06-3570 or 06-4994). Upon calling, the taxi company operator will ask for the caller’s telephone number and will give the caller the taxi’s identification number (which will be marked on both sides of the car), as well as the estimated time it will take to reach the caller.

Public transportation

44. Tickets for public transport should be purchased in advance and are available from underground stations, tobacco shops and newspaper kiosks as well as from the Newsstand at FAO Headquarters (Ground Floor, Building B, across from the Banca Intesa San Paolo). Only few modern buses and trams have a ticket issuing machine.

45. Tickets cost 1 Euro, and may be used once for underground transport and unlimited bus/tram travel within the ticket validation time of 75 minutes. Tickets are validated upon entering bus/tram or at the point of entrance to the Metro. Day tickets valid for the entire bus/tram and metro network can also be purchased.

46. Buses 60 express, 75, 81, 118, 160, 175, 271 and 628 and tram/bus No 3 stop near the FAO Complex. For further information on public transportation in Rome (including the routes and bus and tram schedules), call: 06-57003 or consult the website: www.atac.roma.it

47. Rome is served by two underground (metro) lines, A and B. The stops are marked by a sign showing a large white "M" on a red background. Termini Station is the only metro station where the two lines intersect. The metro stop for FAO is Circo Massimo (Line B).

FAO sales point

48. The FAO Sales Point is located in front of the *Banca Intesa San Paolo* (Ground Floor, Building B) and is open from 09:00 hours to 12:30 hours. A selection of recent FAO publications and CD-ROMs and an assortment of FAO Medals, Coins and Stamps, as well as logo and commemorative items can be purchased here.

Newsstand

49. The newsstand is located on the Ground Floor of Building B near the *Banca Intesa San Paolo*, and offers international newspapers and magazines, as well as postcards, maps, and a large selection of periodicals. The Newsstand is open from 07:00 hours to 14:00 hours and from 15:00 hours to 17:30 hours.

Bookshop

50. The Food for Thought Bookshop, located on the Ground Floor of Building B next to the Newsstand, offers a selection of English, French and Spanish language books, gift stationery, writing paper, gift wrapping paper, greeting cards and guide books. The Bookshop is open from 08:00 hours to 17:30 hours. For more information, dial extension 53127 (Tel. 06-5705-3127).

Medical services

51. The Medical Service provides emergency medical assistance in FAO to participants at meetings.

52. For medical emergencies, dial 30 from all in-house telephones. For all other medical services, call extension 53577 from in-house telephones (06-570-53577 from outside FAO Headquarters).

Pharmacy

53. The pharmacy is located on the Ground Floor of Building B (Room B0L2) and is open from Monday to Friday (08:00 hours-17:30 hours) with a one hour break for lunch between 14:00 hours and 15:00 hours. Access to this service, however, is restricted to participants in the medical schemes of the following Organizations: FAO, WFP, IFAD and ICCROM.

Emergency telephone numbers in Rome

54. The following numbers may be useful in case of emergency outside FAO Headquarters:

- Medical Emergencies 118

- General Emergencies 113
- Fire 115
- Ambulance 118

Security

55. The FAO Security Office operates from 08:00 hours to 17:00 hours from Room B062 (extension 55159); after 17:00 hours contact the Security Guards in Building A (extension 53145, 06-570-53145 from outside FAO Headquarters). The Security Office:

- receives official telephone calls requiring follow-up action after normal working hours;
- assists in locating and notifying the Organization's senior officials in an emergency;
- liaises with national security representatives regarding security arrangements for dignitaries;
- liaises with local authorities whenever outside emergency assistance is required (e.g. ambulance, medical, police);
- handles lost and found properties.

56. Strict security measures are observed at the FAO Headquarters. Metal detectors are in operation at the Building A entrance. Participants are requested to wear their Building Passes at all times.

57. Participants are advised not to leave briefcases or any valuable items unattended in conference rooms.

Protecting Valuables

58. Participants are advised to carry their valuables in a safe place, especially on public transport. There might be pickpockets on the street, the underground and on buses and trams. Once Participants have checked into their hotels, it is advisable to leave important documents such as passports in the hotel safe and to carry a photocopy. Identity cards, keepsakes and anything else not needed in the city are best left at the hotel or place of residence.

Request Form for Side Event

During the

Twelfth Regular Session of the Commission on Genetic Resources for Food and Agriculture

FAO, Rome, 19-23 October 2009

Member State/Organization requesting facilities for a side event including name and contact details of contact person:	
Title and Description of content of side event (please attach a detailed agenda if available):	
Name of speaker(s):	
Venue and Time preferences (if any):	
Technical Assistance needed (beamer, internet connection, etc.):	

Time slots and venues for side events will be allocated by FAO according to available capacity and at the Organization's convenience. Side Events are organized under the responsibility of the requesting organizer. FAO will provide technical assistance in the form of a projector (beamer) and internet connection upon written request by means of this form.

No interpretation will be available.

Please return this form before 1 September 2009 to the CGRFA Secretariat to the attention of Ms Astrid Eikeland at Astrid.Eikeland@fao.org and send a copy to cgrfa@fao.org (fax: +39.06.570.55246).

Request Form for Exhibition of Information Material

During the

Twelfth Regular Session of the Commission on Genetic Resources for Food and Agriculture
FAO, Rome, 19-23 October 2009

Member State/Organization requesting exhibition of material including name and contact details of contact person:	
Type of material and number of items to be exhibited:	

Information material provided will be exhibited at FAO's headquarters for the duration of the Twelfth Regular Session of the Commission on Genetic Resources for Food and Agriculture according to availability of space and at the Organization's convenience.

Member States or Organizations that wish to exhibit information material are kindly requested to return this form to the CGFRA Secretariat to the attention of Ms Astrid Eikeland at Astrid.Eikeland@fao.org and be copied to cgrfa@fao.org (fax: +39.06.570.55246) before 1 September 2009.

Information material to be exhibited should be sent to the CGRFA Secretariat at the address mentioned below between 12 and 16 October 2009. Please provide the Secretariat with the track number of the parcel and the name of the courier company:

CGRFA Secretariat
c/o Mr. Cerrai, FAO Mail and Distribution Service
FAO Headquarters Room B-641
Viale delle Terme di Caracalla 1
00100 Rome
Italy