

August 2017



Food and Agriculture
Organization of the
United Nations



The International Treaty
ON PLANT GENETIC RESOURCES
FOR FOOD AND AGRICULTURE

**INTERNATIONAL TREATY ON PLANT GENETIC RESOURCES
FOR FOOD AND AGRICULTURE**

**SEVENTH MEETING OF THE AD HOC OPEN-ENDED WORKING GROUP TO
ENHANCE THE FUNCTIONING OF THE MULTILATERAL SYSTEM**

Rome, Italy, 5 – 7 September 2017

NOTE FOR PARTICIPANTS

I. ACCESS TO FAO

14. 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).

15. To enter FAO premises, participants should use the main entrance for visitors on Viale Aventino, next to the Metro entrance, and go to the reception desk in the security pavilion. Participants need to bring a valid identification document (passport or other type of official identification card with a photograph) with them. A FAO building pass will be granted, which must be worn at all times. Proceed to the internal desk in the Registration Center to collect your meeting pass which identifies your status in the meeting. Access to FAO Headquarters is restricted to persons in possession of a valid building pass.

16. Lost Building Passes should be reported without delay to the FAO Security Office. For assistance or any request, please contact: in FAO extension 53554 or from outside FAO +39 06-57053554 - e-mail: pgrfa-treaty@fao.org

II. REGISTRATION

17. The registration desk will be open on Tuesday, 5 September, from 8:30 to 13:00, and on Wednesday, 6 September, from 8:30 to 13:00, for the seventh meeting of the *Ad Hoc* Open-ended Working Group to Enhance the Functioning of the Multilateral System (Working Group).

Contact person

Paola Franceschelli

Secretariat of the International Treaty

on Plant Genetic Resources for Food and Agriculture

Tel.: +39 06570-53554

Cell: +39 339-5382915

E-mail: pgrfa-treaty@fao.org

5. **Visas** - Participants requiring visas must obtain these from the Italian Consulate or competent Diplomatic Mission in their country before leaving for Rome. Visa applications must be submitted well in advance of departure, as three weeks or more may be required for an Italian visa to be issued. Visas are the individual responsibility of participants. Please note that Italy is a signatory to the Schengen Treaty, which does not allow shortcuts to the established procedure, hence FAO cannot intervene in any way to hasten the process.

III. MEETING

6. The meeting will start on 5 September at 17:00 hrs, in the **Iraq Room**, located on the second floor of building A. For a detailed timetable, please see the Provisional Agenda and Tentative Timetable at the following link <http://www.fao.org/3/a-bs765e.pdf>

The meeting will be conducted in Arabic, English, French and Spanish.

7. The rooms allocated to Regional Groups for consultations from Tuesday, 5 September to Thursday, 7 September are:

Africa	Nigeria	C-215
GRULAC	Cuba	B-224
Asia	Pakistan	A-127
Near East	Ethiopia	C-285
Europe	Espace Gabon	A-024
North America	Canada	A-357
South West Pacific	Iraq Room side space	

The above mentioned rooms are equipped with screen, projector and a printer connected to a PC.

IV. PERMANENT REPRESENTATIVES' BRIEFING

8. A Briefing on the Seventh Session of the Governing Body of the International Treaty on Plant Genetic Resources for Food and Agriculture has been planned to take place on 5 September 2017, from 12:30 to 14:00 in the Sheikh Zayed Centre.

The Briefing is being organized by the Secretariat of the International Treaty to inform and update Permanent Representatives of Contracting Parties of the International Treaty, stakeholders and relevant units of FAO on recent developments under the International Treaty. The Briefing will cover the major outcomes of relevant intersessional processes during the current biennium. It will provide information on the preparations and practical arrangements for the Seventh Session of the Governing Body, to be held in Kigali, Rwanda (30 October – 3 November 2017), and highlight some of the major issues on the agenda for the session.

The Briefing will be conducted in Arabic, English, French and Spanish.

V. ACCOMMODATION AND DSA

9. The participation of developing country members to the seventh meeting of the Working Group is financially supported by the Secretariat of the International Treaty, as standard practice, through a dedicated Trust Fund. Accommodation is booked and paid for, by the FAO Travel Agent. For non-supported participants, hotels in the area can be booked at the following link: <http://www.aventinohotels.com/default.html>

10. Daily Subsistence Allowance (DSA) is to be collected, where possible, at the FAO Representation in the relevant country of departure. Where the FAO Representation is not able to make the payment, this is finalized in Rome. Please go to CSFP, Room D-222, ext. 53043 and take your passport in order to receive the allocated amount in case you have been granted a P-Card, equivalent to a pre-paid credit card (in Euro).

VI. FACILITIES AND ADDITIONAL SERVICES

11. Banking and currency exchange facilities

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.

The *Banca Popolare di Sondrio*, located on the ground floor of building D (D016), is open from 8:30 to 16:30 hours. Cash dispensers (ATM) for credit and debit card withdrawals are located at the entrance of the Banks and Post Office.

In addition to the banks, the Italian **Post Office** located next to the *Banca Intesa San Paolo* also processes postal/money orders. It is open from Monday to Friday, from 08:30 hours to 15:00 hours.

12. 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 to 17:30 hours. For more information, dial extension 53127 (Tel. 06 57053127).

13. 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 08:00 to 14:00 hours and from 15:00 to 17:30 hours.

14. 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 (+39 06 57054881 if calling from outside FAO).

15. Electricity

In Italy, the current is 220 volts; plug type is European standard. In Rome, alternate adaptors for plugs are not easily available

16. Emergency telephone numbers

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

- Medical Emergencies 118
- General Emergencies 112
- Ambulance 118

17. Internet access, printing, photocopying

FAO provides a free **Wireless Internet Service (WiFi)** for meeting attendees. This service is available in the meeting rooms and in the atrium. In order to use this service, you need a laptop or PDA which has Wireless LAN capabilities, conforming to 802.11b or 802.11g standards.

To connect to this service, please follow the steps below:

- Step 1: Turn on your laptop or PDA, while in one of the WiFi areas;
- Step 2: Allow laptop or PDA to detect the network “guest_internet”; and
- Step 3: Open a browser and try to connect to an Internet site. You will be prompted for a username and a password and should use the following: Username: **guest_internet** and password **wifi2internet**

18. **Medical services**

The Medical Service provides emergency medical assistance in FAO to participants at meetings. For medical emergencies, dial 30 from all in-house telephones. For all other medical services, call extension 53577 from in-house telephones (06 57053577 from outside FAO Headquarters).

19. **Catering facilities**

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

The FAO Cafeteria, located on the 8th floor of Building B, is available to participants from 12:00 to 14:30 hours. The free-flow cafeteria offers a selection of hors d'oeuvres, first and second courses, grill and salads.

The FAO Restaurant, located on the 8th floor of Building C, offers a daily menu and à la carte service and a buffet restaurant at fixed price. Please call ext. 56823 (+39 06 57056823 if calling from outside FAO) for reservations.

Other restaurant facilities are located on Viale Aventino close to FAO Headquarters.

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” (8th Floor, Building C).
- Eighth Floor Bar (8th Floor, Building B).
- Bar D “Casa Bar” (Ground Floor, Building D).

20. **Security**

The FAO Security Office operates from 08:00 to 17:00 hours from Room B062 (extension 55159); after 17:00 hours contact the Security Guards in Building A (extension 53145, 06 57053145 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); and
- handles lost and found properties.

21. **Public transport**

Tickets for public transport should be purchased in advance and are available from self-service ticket machines and at ticket offices in underground stations, tobacco shops and newspaper kiosks as well as from the Newsstand at FAO Headquarters (Ground Floor, Building B, across from Banca Intesa San Paolo). Buses and trams do not sell tickets on board.

Tickets cost 1,50 Euro, and may be used for one underground ride and unlimited bus/tram travel within the ticket validation time of 75 minutes. Tickets need to be validated upon entering bus, tram or metro. Day tickets valid for the entire bus/tram and metro network can also be purchased.

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

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).**

22. Taxis

Participants are advised to use only licensed taxis with meters. Surcharge fares are applied for baggage, night runs and on Sundays and holidays. The Main Reception (Ground Floor, Building A) will assist participants to request taxis.

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 (marked on both sides of the car), as well as the estimated time it will take to reach the caller.

23. Telephone

The telephone number of FAO staff at Headquarters is +39 06 570+ extension. If the extension is not known, dial +39 06 57051 for the FAO switchboard operator.

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. Telephones for internal or local calls are also located at the entrance of Building A and in the corridors of the first and third floors of Building A. 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*.

24. Valuables

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.

25. Documents

Delegates are reminded that documents are printed in limited numbers to minimize the environmental impact of FAO’s processes and contribute to climate neutrality. Participants are kindly requested to bring their copies to meetings and to avoid asking for additional copies.

Please note that FAO is a smoke-free area. Smoking is not permitted inside FAO buildings.

FAO Headquarters



- Meeting Rooms
- Bar / Cafeteria
- Facilities
- WC
- Handicap WC
- WC with Grab bars
- Lifts
- Handicap Lifts
- Corridors

