



**Food and Agriculture  
Organization of the  
United Nations**



**International Treaty  
on Plant Genetic Resources  
for Food and Agriculture**

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

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

**Rome, Italy, 1 – 4 April 2025**

**Note for Participants**

**I. ACCESS TO FAO**

1. The FAO Headquarters Complex is located on Viale delle Terme di Caracalla, in front of the Circo Massimo. FAO can be reached by taxi, bus (No. 60, 75, 81, 118, 160, 271, 628) and metro line B (Circo Massimo stop).
2. To enter FAO premises, participants should use the provisional entrance for visitors on Viale Aventino, 7 (please see map on page 5), and go to the reception desk. 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 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.
3. Lost Building Passes should be reported without delay to the FAO Security Office. For assistance or any request, please contact in FAO, extension 53145 or from outside FAO +39 06 570-53145.

**II. INFORMATION**

4. ITPGRFA Secretariat. Contact persons for logistics in Room C-680:  
Natalie Nicora Tel.: +39 06 570-54258  
Fabrice Mongin Tel.: +39 06 570-53233  
E-mail: [pgrfa-treaty@fao.org](mailto: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. Consultations for Regional Groups will take place on Sunday, 30 March 2025.

7. The rooms allocated to Regional Groups for consultations on Sunday, 30 March, are listed below.

ROOM	REGIONAL GROUP
ETHIOPIA (C389)	AFRICA
CANADA (A357)	NORTH AMERICA
LEBANON (D209)	GRULAC
PHILIPPINES (C277)	EUROPE
ESPACE GABON (A024)	ASIA
PAKISTAN (A127)	NEAR EAST
BANGLADESH (B2L4)	SOUTH WEST PACIFIC

8. The above-mentioned rooms are not equipped with screens or projectors. In case you need to print any documents, please refer to the Secretariat.
9. A map of the FAO buildings and Meeting Rooms is available on the last page of this document.
10. On Monday, 31 March, the Co-Chairs will organize an informal preparatory meeting to be held at the Abitart Hotel in Rome (Via Pellegrino Matteucci, 10, <https://www.abitarthotel.com/en/>). FAO headquarters will be closed that day. Lunch will be provided in the hotel for participants in the informal meeting.
11. The meeting will officially start on **Tuesday 1 April 2025 at 10.00 in the Green Room**, located on the first floor of building A. For a detailed timetable, please see the Provisional Agenda and Tentative Timetable at <https://www.fao.org/plant-treaty/meetings/meetings-detail/en/c/1712761/>
12. The meeting will be conducted in Arabic, English, French and Spanish.

#### IV. ACCOMMODATION AND DSA

13. The participation of developing country members to the thirteenth meeting of the Working Group will be financially supported. Accommodation for funded participants is booked and paid for by the Secretariat, and arrangements are finalized by the FAO Travel Agent. For non-supported participants, we suggest you check hotels in the Aventino area.
14. Daily Subsistence Allowance (DSA) is to be collected, if not delivered to relevant bank accounts, in Room D-202 (open from 9.00 to 11.00 every working day). You will have to show your passport to receive the allocated DSA.

#### V. FACILITIES AND ADDITIONAL SERVICES

15. **Banks:** You can carry out all banking operations within FAO, at Banca Intesa San Paolo (ground floor, Building B) open Monday to Friday from 08.35 to 16.35 hours, and Banca Popolare di Sondrio (ground floor, Building D) open from Monday to Friday from 08.30 to 16.00 hours. Cash dispensers (ATMs) are located at the entrance of the banks (ground floor, Buildings B and C) and the post office (ground floor, Building B).
16. **Medical services and emergencies:** A medical unit is permanently on duty Monday-Friday, 8.30 to 17.00 hours, in Building B first floor, office 162, extension: 53577. For medical emergencies, dial 30 from all in-house telephones. For all other medical services, call ext. 53577 from in-house telephones (+39 06 570-53577 from outside FAO headquarters). For a serious emergency outside FAO, call 118 or 112.
17. **All entrances** at the FAO Headquarters Complex are accessible to people using wheelchairs. A lift is specially provided in Building A, and a ramp is provided in Building D. All lifts throughout the FAO Headquarters Complex have wheelchair access.

## VI. CATERING FACILITIES

18. Within the FAO buildings there are three coffee shops, a cafeteria and a restaurant.
- **Uzbekistan lounge:** Coffee shop located on the 8th floor of Building C. They serve snacks and sandwiches all day. Hours 08.00–17.00.
  - **Fountain bar:** Coffee shop located on the 8th floor of Building B. They offer an assortment of coffee, teas, pastries, sandwiches, yoghurts and beverages.. Hours: 08.00-17.00.
  - **Delegates Bar:** Ground floor building A from 07.30 to 17.00. They serve an assortment of coffees, teas, pastries, beverages, ice creams, sandwiches and fresh salads, poké.
  - **Bar D:** Ground floor building D from 07.30 to 17.00. They offer an assortment of sandwiches, pizza, fresh salads, hot main dishes, beverages, yoghurts, ice creams, fruits and coffee.
  - **Food court:** Self-service restaurant located on the 8th floor of Building B. Self-service option offering a variety of organic and international food choices. Hours 11.45–14.30.
  - **Restaurant buffet:** Located on the 8th floor of Building C. They offer an open buffet food choice. Hours 12.00–14.30. Reservation required (extensions: 54268 or 56823).
19. ATM and credit cards are accepted in all locations.
20. Vending machines with coffee and snacks are also located on the premises.
21. Other restaurant facilities are located on Viale Aventino close to FAO Headquarters.

## VII. ELECTRICITY

22. In Italy, the current is 220 volts; plug type is European standard. Sockets are 3 round pins in a row.

## VIII. EMERGENCY TELEPHONE NUMBERS IN ROME

23. The following numbers may be useful in case of emergency outside FAO
- 112 = National emergency number (police, ambulance, firefighters)
  - 118 = Ambulance
  - 115 = Fire department
  - 113 = Police

## IX. INTERNET ACCESS

24. The meeting room, as well as many other areas in FAO, has Wi-Fi access. To connect:
- a. Turn on your laptop or wireless device while in an area providing Wi-Fi services
  - b. If your device has the Wi-Fi adapter enabled, a message should appear that says the Wi-Fi services "FAO-Guest" has been detected.
  - c. Click connect and log in with ID: visitor and Password: **FAOunited2024**.

## X. PUBLIC TRANSPORTATION

25. Tickets for public transport should be purchased in advance and are available from self-service ticket machines in the Metro stations, at ticket offices in underground stations, tobacco shops (*Tabaccheria*) and newspaper kiosks. They can also be purchased online through several mobile applications. In the metro you can also pay with your swipe card.
26. Tickets cost EUR 1.50 a for a standard ticket valid for one metro ride and unlimited bus/tram travel within the ticket validation time of 100 minutes; EUR 7.00 for a 24-hour ticket; EUR 12.50 for a 48-hour ticket; EUR 18.00 for a 72-hour ticket; EUR 24.00 for a weekly ticket. Printed tickets need to be validated upon entering bus, tram or metro and online tickets activated.

27. There are three underground metro lines in Rome: Line A, Line B and Line C. The stops are marked by a red and white “M” sign. Termini Station is the only hub of the Rome Metro where lines A and B intersect. The Metro stop for FAO is “Circo Massimo” (Line B). For a map of local train and subway lines see [Metro di Roma](#).

28. For further information on the routes and schedules of public transportation, please consult ATAC’s website <http://www.atac.roma.it>.

## **XI. TRANSPORT TO AND FROM THE AIRPORT**

29. Rome has two major airports: Fiumicino/Leonardo da Vinci (FCO), and Ciampino (CIA). Fiumicino is the main airport, and is served by taxis, trains, and shuttle services. The fixed taxi rates are EUR 50.00 from Fiumicino to the centre of Rome, and EUR 31.00 from Ciampino to the centre of Rome. The Leonardo express train from Fiumicino airport to the Termini train station (EUR 14) departs from the airport every half hour between 06.35 and 23.35. The local trains (EUR 8.00) stop at Ostiense station (end station is Fara Sabina), a 15-minute walk from FAO headquarters and depart approximately every 15 minutes. Tickets may be purchased online from vending machines or at the Tabacchi (newspaper stand/kiosk) at the train station in the airport. Remember to validate tickets before boarding the train.

## **XII. SECURITY**

30. While Rome is generally a safe city, theft and pickpocketing can be a problem, in particular on public transportation and crowded streets. Participants are reminded to carry their valuables safely, and to keep photocopies of identification documents in a safe place in case they need to have them replaced. Lost building passes should be reported without delay to the FAO Office of Security. The FAO Office of Security operates from 07.30 to 17.30 from Room B062 (extension 55159); after 17.30, please contact the Security Guards in Building A (extension 53145, +39 06 5705-3145 from outside FAO).

## **XIII. TAXIS**

31. Participants are advised to use only licensed taxis with meters. Taxis from the City of Rome are white and can be recognized by the sign “TAXI” on the car top and must have an identifying license number on the doors, the back and inside the car. Surcharge fares are applied for baggage, night runs and on Sundays and holidays.

## **XIV. TRAVEL AGENCY**

32. You may call upon Carlson Wagonlit Travel agency located on the ground floor of FAO (D074). The Agency is open Monday-Friday between 9.00 to 12.45 and 14.00 to 17.00. A small commission may be applied to travel operations. Emergency line out of office hours is +39 06 82075812 and via e-mail at [faotravel.it@contactcwt.com](mailto:faotravel.it@contactcwt.com).

## **XV. BOOKSHOP**

33. On the ground floor of Building B, the Food for Thought Bookshop offers a selection of English, French and Spanish language books, gift stationery and wrapping paper, and writing paper, greeting cards and guidebooks. Open 9.00-17.00 (lunch break 11.00-12.00). For more information call extension 53127.

## **XVI. FAO SHOP**

34. Located in headquarters on the ground floor of building B, the FAO Shop offers a selection of branded merchandise. Open every day from 10:30 to 16:30.

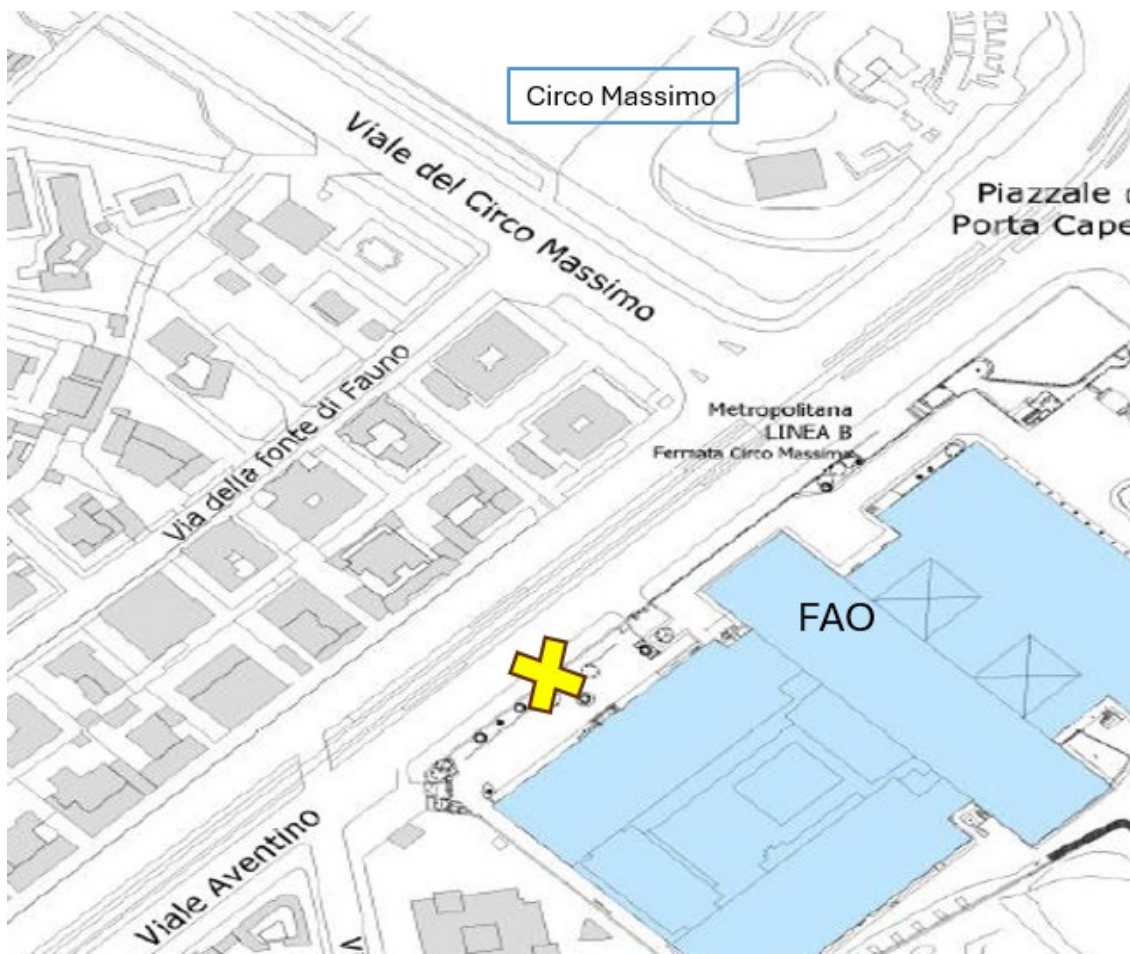
## **XVII. LOST AND FOUND**

35. If you have lost or found something, please contact the Entrance Reception on the ground floor, Building A, or the Guard Service, extension 54427.

## **XVIII. MEDITATION ROOM**

36. A meditation area is available in Building A, second floor, room A 250ter.

### PROVISIONAL ENTRANCE TO FAO PREMISES



# FAO FLOOR PLAN

## FAO SERVICES

- ENTRANCE / EXIT
- RECEPTION AREA
- INFORMATION DESK
- D. LUBIN LIBRARY
- BANK
- POST OFFICE
- BOOKSHOP
- FAOSHOP
- UNWG
- FOOD COURT / RESTAURANT
- FAO POUCH + COURIER C003-5
- FAO MAILROOM C001
- INSURANCE D003
- TRAVEL AGENCY D074
- LACTATION ROOM B050
- MEDITATION ROOM A250ter
- GYM A EB-011
- GYM B EB-023
- GYM C EB-017
- LIFTS
- BAR
- TOILETS

## FAO MEETING ROOMS

### 7 FLOOR

- 31** SWISS DESERT LOCUST CENTRE C798

### 3 FLOOR

- 24** PLENARY A335 int
- 25** CARIBBEAN A355 bis
- 26** THAILAND A382 bis
- 27** SUDAN A381
- 28** INDIA A327
- 29** CANADA A357
- 30** QUEEN JULIANA B323

### 2 FLOOR

- 11** IRAQ A235
- 12** CUBA B224
- 13** MALAYSIA B227
- 14** ETHIOPIA C285
- 15** NIGERIA C283
- 16** PHILIPPINE C279
- 17** GERMAN C229
- 18** AUSTRIA C250bis
- 19** AZERBAIJAN B2L2
- 20** BANGLADESH B2L4
- 21** LEBANON D209bis
- 22** MEXICO D213bis
- 23** KING FAISAL D223

### 1 FLOOR

- 7** RED A121 int
- 8** GREEN A127 bis
- 9** PAKISTAN A127
- 10** IRAN B116 bis

### 0 FLOOR

- 1** U.E.M.O.A. A018
- 2** GABON A025
- 3** CHINA A044bis
- 4** SHEIKH ZAYED A0-SZC1 (ATRIUM)
- 5** SLOVAK B013
- 6** FLAG B018

