



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



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

TENTH SESSION OF THE GOVERNING BODY

Rome, Italy, 20–24 November 2023

Information Note for Participants

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I. MEETING INFORMATION

1. The Tenth Session of the Governing Body will open on **Monday, 20 November 2023, at 10.00 hours**, at FAO headquarters and close on Friday, 24 November 2023.
2. The Session will be held in the Plenary Hall, located on the third floor of Building A.
3. The Provisional Agenda, IT/GB-10/23/1, is available on the Treaty's website at: www.fao.org/plant-treaty/meetings/meetings-detail/en/c/1618930/. The Annotated Provisional Agenda and other pre-session documents will be published on the website as they become available.
4. The Session will be conducted in Arabic, Chinese, English, French, Russian and Spanish and will be web streamed live through the FAO Website.

II. ACCESS TO FAO PREMISES

5. The FAO headquarters complex is located on Viale delle Terme di Caracalla, in front of the Circo Massimo and can be reached by car, bus (Nos. 60, 75, 81, 118, 160, 271, 628) and metro line B (Circo Massimo stop).
6. To enter the FAO premises, participants should use the main entrance for visitors on Viale Aventino and, after security check, go to the reception desk in the security pavilion. Participants must show a valid identification document (passport or other type of official identification with a photograph) to collect their building pass or badge. The building pass or badge is valid for the duration of the regional consultations and the Tenth Session of the Governing Body (18–24 November 2023) and must be worn at all times in the premises. Please note that participants will not be allowed access to FAO headquarters without a valid building pass.
7. Lost building passes should be reported immediately to the FAO Security Office. For assistance or any request, please contact extension 53554 (from any telephone inside FAO), or (+39) 06-57053554 (from outside FAO), or by e-mail: pgrfa-treaty@fao.org

III. REGISTRATION AND CREDENTIALS

8. The invitation letter to the Session was dispatched in June 2023 through the official communication channels of FAO. Access to FAO premises and participation in the meeting requires registration.
9. The registration desk will be open on:
 - Saturday, 18 November 2023 and Sunday, 19 November 2023, from 09.00 to 12.00 hours and from 14.00 to 16.00 hours.
 - Monday to Wednesday, 20 to 22 November 2023, from 8.30 to 13.00 hours and from 14.30 to 18.00 hours.
 - There are different registration procedures for FAO Members and observers.

Registration Procedures

Registration of delegates

10. All nominated government delegates are kindly invited to contact their country's Permanent Representation to FAO, for pre-registration through the on-line password-protected area of the [FAO Members Gateway](#). Online registration requires the uploading of a recent passport-size digital photograph. Should there be no FAO Permanent Representative for your country, please contact the Treaty Secretariat at: pgrfa-treaty@fao.org.

Registration of observers

11. Observers designated to attend the meetings, including international organizations, are requested to forward their names, official titles and addresses by e-mail to pgrfa-treaty@fao.org and a recent passport-size photograph. The information will be used to prepare the badges providing access

into FAO premises, to the meeting rooms and for the List of Participants. Participants should provide accurate contact details.

12. Entities or agencies requesting to attend a session of the Governing Body for the first time, as observers, should provide the Secretariat of the Treaty with a brief description of their organization, in no more than five hundred words. The note should include the organization's full name and contact details, its main objectives and activities, and indicating the organization's qualification in fields relating to the subject matter of the Treaty. It should be sent by email to pgrfa-treaty@fao.org.

Photo requirements

13. The photo must be in colour, featuring a frontal view of a head and shoulders, it must have a light or neutral background and show very little of the background above and on either side of the head (no hats, sunglasses, or accessories that obscure de face). The photo must be in digital JPEG format and should have a width to height ratio of approximately 3:4. In other words, a photo that is 2 cm wide should be approximately 2.5 cm high.

Credentials

14. Each Contracting Party is requested to kindly submit the credentials of delegate(s), alternate(s) and expert(s) and adviser(s) designated to attend the Session to the Secretariat of the International Treaty, as far as possible, not later than 28 July 2023. The credentials for national delegations should indicate which member is the delegate, the alternate and adviser(s) and should be submitted to the International Treaty Secretariat by e-mail (pgrfa-treaty@fao.org) to the attention of:

Mr Kent Nnadozie
Secretary
International Treaty on Plant Genetic Resources for Food and Agriculture
Food and Agriculture Organization of the United Nations
Viale delle Terme di Caracalla
00153, Rome, Italy

15. Contracting Party delegates whose names and credentials have not been submitted before the Session will be asked, upon registration, to submit their credentials. The title of the meeting, *Tenth Session of the Governing Body of the International Treaty on Plant Genetic Resources for Food and Agriculture*, must appear on the document.

16. States that are not Contracting Parties, as well as the United Nations, its specialized agencies, and the International Atomic Energy Agency, may be represented as observers at the Session. Observers should communicate to the Secretary by 28 July 2023 the name(s) and contact details (including address, telephone and fax numbers, and e-mail address) of the person or persons designated to participate in the Session. Observers whose names are not communicated before the Session will be asked, upon registration, to show a letter, on official letter-headed paper, confirming their nomination to participate in this Session.

17. Any other international body or agency, whether governmental or non-governmental, qualified in fields relating to conservation and sustainable use of plant genetic resources for food and agriculture, may also be represented at the Session as observer. Admission of observers will be subject to the receipt by the Secretary of an official letter from the body or agency before 28 July 2023, providing the name, official title, and contact details (including address, telephone and fax numbers, and e-mail address) of the person(s) representing the body or agency. Observers will be asked upon registration to provide a letter, on official letter-headed paper, from their body or agency confirming their nomination to participate in this Session. For more information, please contact the Secretariat of the International Treaty.

Visas

18. Before travelling, participants should check visa requirements with the competent Italian Consulate. It is the responsibility of participants to request their visa applications personally, arrange for an appointment and present all the necessary documentation to the Italian Consulate. Participants who

do not need an entry visa to enter Italy should ensure that their passports are valid for at least six months after the intended date of departure from the Schengen Area.

IV. REGIONAL CONSULTATIONS

19. Regional and inter-regional consultations will be held on 18 and 19 November 2023. The following rooms have been put at the disposal of the regional groups and stakeholder groups so that they may meet, prepare their positions, and discuss between Regions. Each room will be equipped with a computer with Internet connection and basic stationery.

20. The rooms will also be at the disposal of the Regional Groups throughout the duration of the Tenth Session of the Governing Body (20–24 November 2023), unless otherwise indicated.

Groups	Room
Africa / G77	Red Room (First floor, Building A) ¹
Asia	Ethiopia Room (C285)
Europe	Philippines Room (C277)
Latin America and the Caribbean	Mexico Room (D211)
Near East	Lebanon Room (209Bis)
North America	Canada Room (A357)
South West Pacific	Cuba Room (B224)
CSOs	Austria Room (C237)

21. Two sessions of simultaneous interpretation on 18 and 19 November, in Arabic, French, and Spanish, as appropriate, will be available for the relevant regional groups. The Secretariat will further communicate with the Regional Vice-Chair on the time allocation.

V. DOCUMENTATION

22. Working and information documents for the Tenth Session of the Governing Body will be published on the website of the International Treaty as they become available, at the following address: www.fao.org/plant-treaty/meetings/meetings-detail/en/c/1618930/.

23. With a view to minimizing the environmental impact of the meeting, the Secretariat will limit the use of paper as much as possible. No pre-session documents will be printed, they can be downloaded at: www.fao.org/plant-treaty/meetings/meetings-detail/en/c/1618930/

24. Documents issued during the Session will be made available through digital channels. Delegations are requested to provide their written statements electronically, in advance, to the Secretariat at GB-Treaty@fao.org and the interpretation service at FAO-Interpretation@fao.org.

25. The circulation of any documents during the Session must be first cleared with the Secretariat.

VI. EVENTS AND EXHIBITION OF MATERIAL

26. A special event on the Theme of the Tenth Session will be held in the Plenary Hall on Monday, 20 November 2023 at 13.10 hours, right after the morning plenary session. Simultaneous interpretation

¹ Another meeting room may be allocated from Monday 20 November, according to the availability. Any changes to this table will be posted on the website of the International Treaty.

in Arabic, French and Spanish will be available. The programme of the event will be made available on the Treaty website.

Side Events

27. Side events are scheduled to take place at the meeting venue from 21 to 23 November 2023, during lunch time and evening. Detailed information, including an online form to submit a request, is available at www.fao.org/plant-treaty/tenth-governing-body/en/. The Secretary reserves the right to change the room or revise time slots of any proposed side event according to the needs of the Session.

Mobile App

28. The Secretariat is developing a dedicated App for the Tenth Session. The App will be downloaded for free to iPhone, iPad, or Android devices. It will contain all the information delegates need for the event plus extra features to enhance your experiences such as networking opportunities, schedules, and much more. The app will allow participants to:

- Access scheduled sessions and customise their agenda with personal appointments.
- Access meeting documents.
- Get important updates and announcements.
- Network with other attendees.

29. Registered participants will receive an invitation by email with a link to download the app and instructions on how to go through the verification process.

Exhibition of Material

30. A number of tables/stalls will be available at the meeting venue to display promotional materials. For more information, including on the shipment of material to FAO prior to the Session, please contact pgrfa-treaty@fao.org.

VII. SUPPORT FOR THE PARTICIPATION OF DEVELOPING COUNTRIES CONTRACTING PARTIES

31. Limited extra-budgetary funds have been made available to the Secretariat for the purpose of supporting **one** representative per developing country that is a Contracting Party to the International Treaty. Support will be provided upon request and on first-come-first-served basis. Countries wishing to avail themselves of such support should inform the Secretariat as soon as possible and before 28 July 2023.

32. For assistance with financial support to the participation of developing country Contracting Parties, please contact us by email at pgrfa-treaty@fao.org, or by phone at (+39)06 57055019.

VIII. ACCOMMODATION

33. In accordance with current procedures, the Secretariat has reserved hotel accommodation for supported delegates from developing country Contracting Party through the FAO travel agency Carlson Wagonlit (CWT Meetings and Events). **Hotel accommodation will be paid directly by the Organization.** Accordingly, delegates will receive the remaining portion of the DSA (Daily Subsistence Allowance) for meals, transfers and incidental expenses. Specific information on the modality of the DSA disbursement will be provided in conjunction with the communication to delegates on their travel arrangements.

IX. FACILITIES AND ADDITIONAL SERVICES

Cloakroom

34. During the Session of the Governing Body, a cloakroom is available for use by participants in the main entrance of building A (opposite side of the Turkish Lounge).

Banking services and other facilities

35. Participants 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 (ATM) are located at the entrance of the banks (ground floor, Buildings B and C) and post office (ground floor, Building B).

36. *The Food for Thought Bookshop*, (Ground floor of building B), offers a selection of English, French, Italian and Spanish language books, gifts, stationery, greeting cards and guidebooks. The Bookshop is open from 08:00 to 17:00 hours. For more information, dial extension 53127 (Tel. (+39) 06 57053127).

37. The DHL Courier Service Office is located in C005 and is available for private and official dispatches from 9:00am to 12:30 pm, Monday through Friday. Call the Mail and Pouch Service at extension 54881 for information and rates (+39) 06 57054881 if calling from outside FAO).

38. The FAO Sales Point is located on the Ground floor, building B, for branded items, souvenirs and memorabilia.

Electricity

39. In Italy, the current voltage is 220 volts; plug type is European standard. The sockets are three round pins in a row.

Emergency telephone numbers

40. The following numbers would be useful, in case of emergency outside FAO headquarters:

112 = National emergency number (police, ambulance, firefighters)

118 = Ambulance

115 = Fire department

113 = Police

Internet access, printing, photocopying

41. There will be some computers with internet facilities in the lobby area near the Green Room and also in the FAO David Lubin Library in room A012 (ground floor, Building A), from Monday to Friday from 8:30 to 17:00 hours. In case of large photocopying needs, please contact the [Secretariat](#).

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

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

Step 1: Turn on your laptop or PDA, while in one of the Wi-Fi 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. When prompted for a username and a password, use the following: Username: **visitor** and password "**wifi2internet**".

Medical services

44. A medical unit is permanently on duty Monday-Friday, 08.30 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 (06 57053577) from outside FAO headquarters. For a serious emergency outside FAO, call 118 or 112.

Catering facilities

45. Within the FAO buildings there are three coffee shops, a cafeteria and a restaurant.

Uzbekistan Lounge (former “Blue bar”): Coffee shop located on the 8th floor of Building C. They serve snacks and sandwiches all day, with cold meals for lunch. Hours from 08.00–17.00.

Casa Bar: Building D ground floor. Salads and light meals, with cold and hot meals for lunch. Hours 07.30 to 17.00

Cafeteria: Self-service restaurant located on the 8th floor of Building B. They serve entrees, pasta, grilled meat or cheese, salads, desserts and drinks. Hours 12–14.00. The coffee shop is also available.

Polish Bar: As bar: 07.30 to 17.00 hours. Pop-up catering service (Syrian, Thai and Chinese cuisine, depending on the day). Hours from 12.00–14.30.

Restaurant: Located on the 8th floor of Building C. They offer a complete ‘menu of the day’ or ‘a la carte’ menu. Hours 12.00–14.00. Reservation required (extensions: 54268 or 56823).

46. ATM and credit cards are accepted in all locations.
47. Several vending machines with coffee and snacks are also located on the premises. Other restaurant facilities are located on Viale Aventino close to FAO Headquarters.

Security

48. While Rome is generally a safe city, theft 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 a.m. to 17.30 from Room B062 (extension 55159); after 17.30 contact the Security Guards in Building A (extension 53145, 06-5705-3145 from outside FAO).

Public transport

49. 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.

50. Tickets cost EUR 1,50 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 the online tickets activated.

51. 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.

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

Taxis

53. 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.

Telephone

54. 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. Telephones are available in all meeting rooms and lounges and may be used for internal calls by directly dialling the required extension.

Valuables

55. 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.

Communication material

56. The Secretariat will prepare specific communication material and resources for use by delegates. Please regularly check our website and social media accounts for updates:

- Website: www.fao.org/plant-treaty/tenth-governing-body/en/under “Media and outreach”
- Twitter handle: @PlantTreaty (twitter.com/planttreaty)
- LinkedIn profile: @PlantTreaty (www.linkedin.com/in/plant-treaty)

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