

July 2018



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**

**TENTH MEETING OF THE *AD HOC* ADVISORY COMMITTEE ON THE  
FUNDING STRATEGY AND RESOURCE MOBILIZATION**

**Rome, Italy, 5 – 7 September 2018**

**NOTE FOR PARTICIPANTS**

**I. BASIC MEETING INFORMATION AND ACCESS TO FAO**

1. The meeting will commence on Wednesday 5 September 2018, at 14:30 hrs in the German Room (C-269) located on the 2nd floor of building C. The meeting will be preceded by a Special Event related to the updating of the Funding Strategy, held on Wednesday 5 September 2018, from 09:30 to 12:30 in the German Room, to which you are also invited. The programme of the Special Event will be circulated in advance of the meeting. Both the Special Event and the Tenth Meeting of the Ad Hoc Advisory Committee on the Funding Strategy and Resource Mobilization will be conducted in English.
2. The FAO Headquarters Complex is located on Viale delle Terme di Caracalla, in front of the Circo Massimo. FAO can be reached by car/taxi, bus (No. 60, 75, 81, 118, 160, 271, 628) and metro line B (Circo Massimo stop).
3. To enter the FAO premises, participants should use the main entrance for visitors on Viale Aventino 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. They will be issued a building pass valid for the duration of the meeting, which must be worn at all times. Access to FAO Headquarters is restricted to persons in possession of a valid building pass. Lost Building Passes should be reported without delay to the FAO Security Office.
4. For assistance from the International Treaty Secretariat, please contact:  
extension 55430 or 53554 (+39 06-57055430 from outside FAO);  
E-mail: [pgrfa-treaty@fao.org](mailto:pgrfa-treaty@fao.org)

## II. ACCOMMODATION

Financially supported participants have been booked in various hotels close to the FAO, following the FAO Preferred Hotel Programme. The hotel fee has been already settled through the FAO Travel Agent for the supported participants.

## III. FACILITIES AND ADDITIONAL SERVICES

### BANKING AND CURRENCY EXCHANGE FACILITIES

5. 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.
6. Cash dispensers (ATM) for credit and debit card withdrawals are located at the entrance of the Banks and Post Office.
7. The *Banca Popolare di Sondrio*, located on the ground floor of building D (D016), is open from 8:30 to 16:30 hours.
8. In addition to the banks, the Italian Post Office located next to the *Banca Intesa San Paolo* also processes postal/money orders.

### CATERING FACILITIES

9. 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.
10. 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.
11. The FAO Restaurant, located on the 8th floor of Building C, offers a daily buffet and à la carte service. Please telephone ext. 56823 (+39 06 57056823 if calling from outside FAO) for reservations.
12. Other restaurant facilities are located on Viale Aventino close to FAO Headquarters.
13. 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 (Ground Floor, Building D)

### ELECTRICITY

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

### EMERGENCY TELEPHONE NUMBERS IN ROME

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

- Medical Emergencies 118
- General Emergencies 113
- Fire 115
- Ambulance 118

### INTERNET ACCESS, PRINTING, PHOTOCOPYING, FAX

16. In the FAO David Lubin Library, there are five computers with internet facilities. The library is located in room A012 (Ground Floor of Building A) and is open from Mondays to Fridays from 8:30 to 17:00 hours.

17. 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: You will be prompted for a password and should use the following:  
**wifi2internet**

### MEDICAL SERVICES

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

19. 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).

### POSTAL SERVICE

20. 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.

21. 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).

### PUBLIC TRANSPORTATION

22. 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. They can also be purchased online through several mobile applications.

23. Tickets cost 1,5 Euro, and may be used for one underground ride and unlimited bus/tram travel within the ticket validation time of 75 minutes. Printed tickets need to be validated upon entering bus, tram or metro and the online tickets activated. Day tickets valid for the entire bus/tram and metro network can also be purchased.

24. 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](http://www.atac.roma.it)

25. Rome is served by three underground (metro) lines: A, B and C. The stops are marked by a sign showing a large white “M” on a red background. Termini Station is the only metro station where lines A and B intersect. The metro stop for FAO is Circo Massimo (Line B). Line C does not intersect yet with line B.

### SECURITY

26. 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.

### TAXIS

27. 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.

28. 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. There are also several mobile applications that can be used to call a regular taxi.

### TELEPHONE

29. 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.

30. 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.

31. 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.

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

