



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**

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

**Rome, Italy, 10 – 12 October 2018**

**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 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 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 53554 or from outside FAO +39 06-57053554 - e-mail: [pgrfa-treaty@fao.org](mailto:pgrfa-treaty@fao.org)

**II. REGISTRATION**

4. The registration desk will be open on Tuesday, 9 October, from 8:30 to 13:00, and on Wednesday, 10 October, from 8:30 to 13:00, for the Eighth 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](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. The meeting will start on 10 October at 9:30 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/CA1698EN/ca1698en.pdf>

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

7. The rooms allocated to Regional Groups for consultations from Tuesday, 9 October to Friday, 12 October are the following:

9 OCTOBER	10-12 OCTOBER	REGIONAL GROUP
NIGERIA (C-215)	NIGERIA	AFRICA
INDIA (A-327)	INDIA	EUROPE
QUEEN JULIANA (B-324)	QUEEN JULIANA	GRULAC
CANADA (A-356)	CANADA	NORTH AMERICA
CUBA (B-224)	GABON (A-024)	NEAR EAST
AGDR (C-604)	PAKISTAN (A-127)	ASIA
FIDP (F-304)	IRAQ Side Room	SOUTH WEST PACIFIC

The above mentioned rooms are equipped with screen and projector. In case you need to print any documents, please refer to the Secretariat at ext. 53554 or 53233

A map of the FAO buildings and Meeting Rooms is available at the last page of this document.

### IV. ACCOMMODATION AND DSA

9. The participation of developing country members to the Eighth 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 can be made by means of a P-Card issued by FAO, to be collected in Room D-222, ext. 53043. You will have to show your passport in order to receive the allocated P-Card, equivalent to a pre-paid credit card (in Euro or in USD).

### V. 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 **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).

14. **Electricity**

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

15. **Emergency telephone numbers**

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

- Medical Emergencies 118
- General Emergencies 112
- Ambulance 118

16. **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.

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**

17. **FAO Health services**

The Health 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).

18. **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 16:00 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).

#### 19. 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.

#### 20. 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. 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: 060606 or consult the website: [www.atac.roma.it](http://www.atac.roma.it)

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 the two lines intersect. **The metro stop for FAO is Circo Massimo (Line B).**

#### 21. 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. Fares to and from Fiumicino airport should not exceed 50 Euro.

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.

#### 22. 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.

### **23. Documents**

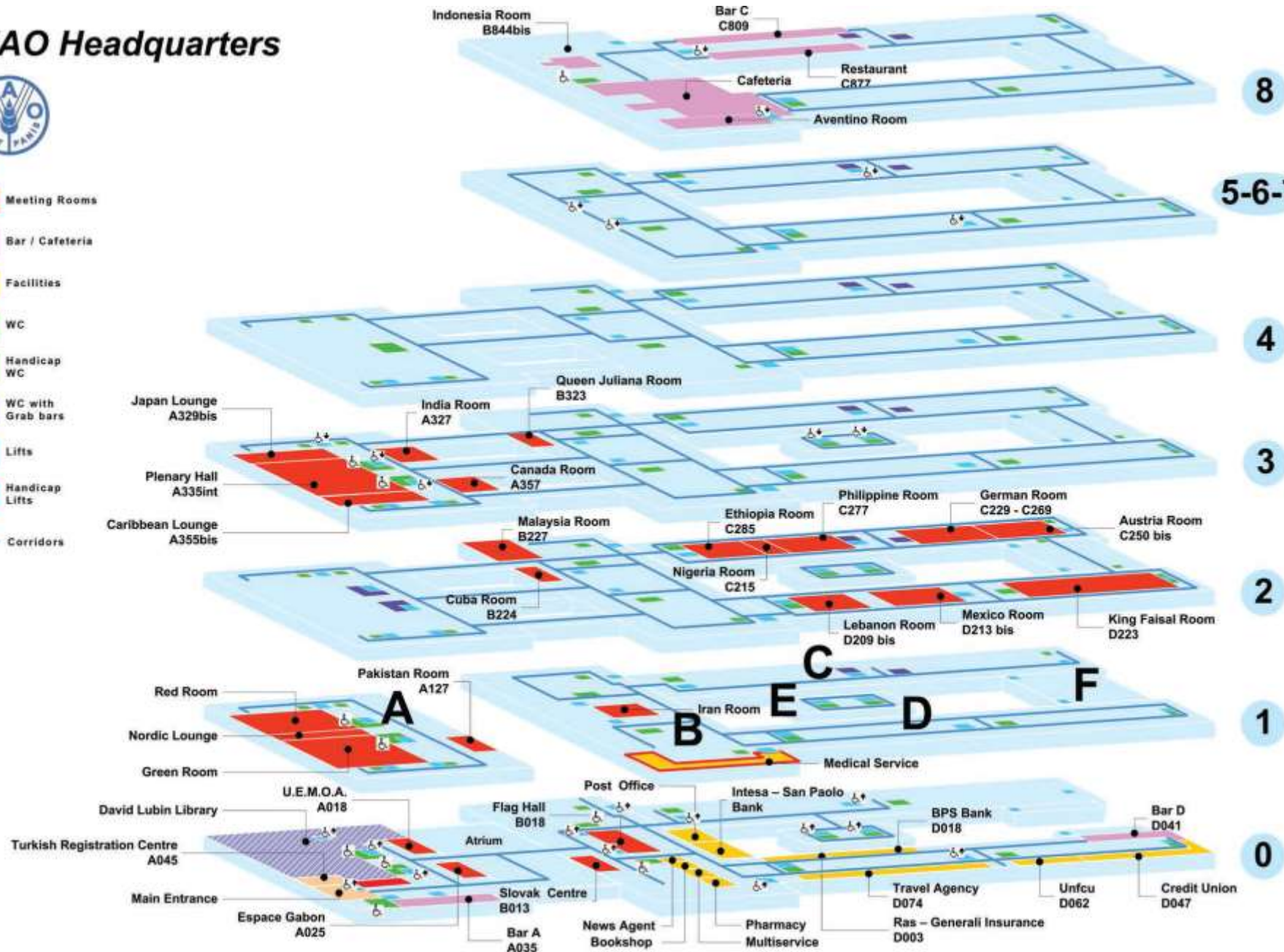
Delegates are reminded that documents are printed in limited numbers to minimize the environmental impact of FAO's processes and contribute to climate neutrality. Participants are kindly requested to bring their copies to meetings and to avoid asking for additional copies.

**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



- 8
- 5-6-7
- 4
- 3
- 2
- 1
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