



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



The International Treaty
ON PLANT GENETIC RESOURCES
FOR FOOD AND AGRICULTURE

SIXTH SESSION OF THE GOVERNING BODY

Rome, Italy, 5-9 October 2015

NOTE FOR PARTICIPANTS

TABLE OF CONTENTS

	<i>Pag.</i>
I. ACCESS TO FAO	3
II. REGISTRATION	3
Registration desk	3
Registration procedure	
Credentials	3
Visas	4
III. MEETINGS	4
Opening Ceremony	4
Plenary Session	4
Ad Hoc Open-ended Working Group on the MLS	4
Regional Consultations	4
Side Events and Promotional material	4
IV. ACCOMODATION AND DSA	5
V. FACILITIES AND ADDITIONAL SERVICES	5
Banking and currency exchange facilities	5
Newsstand	5
Postal Service	5
Electricity	6
Emergency telephone numbers	6
Internet access	6
Medical services	6
Catering facilities	6

Security	7
Public transport	7
Taxis	7
Telephone	8
Valuables	8
Documents	8
FAO map	9

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 car, bus (No. 60, 75, 81, 118, 160, 271, 628) and metro line B (Circo Massimo stop).
2. 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. Proceed to the Turkish Registration Center to collect your building pass which is valid for the duration of the meeting and must be worn at all times. 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:
(extension 53554 or +39 06-57053554 from outside FAO);
e-mail: pgrfa-treaty@fao.org

II. REGISTRATION

4. The registration desk will be open on:
 - Friday 2 October 2015 from 8:30 to 13:00 exclusively for the 4th meeting of the *Ad Hoc* Open-ended Working Group to enhance the functioning of the MLS
 - Saturday and Sunday 3 - 4 October 2015 from 09:00 to 12:00 and from 14:00 to 15:30 for the Regional Consultations
 - Monday to Wednesday 5-7 October 2015 from 8:30 to 13:00 and from 14:30 to 18:00 for the Regular Sessions
5. **Registration Procedure**

All nominated country delegates are kindly invited to contact their country's Permanent Representation to FAO in Rome, for registration through the password-protected Permanent Representatives Website (PRWS) <http://www.fao.org/members-gateway/home/en/>

Please note that online registration requires the uploading of a recent passport-size digital photograph. Should there be no FAO Permanent Representative of your country, please contact the Treaty Secretariat at pgrfa-treaty@fao.org

Observers, including international organizations designated to attend the meeting, are requested to forward their names, official titles and addresses by email to pgrfa-treaty@fao.org together with a recent passport size digital photograph.

Contact person

Ms. Jesi-Galletti: ext. 54981 (+39 06 57054981 from outside FAO), e-mail: Silvia.JesiGalletti@fao.org, or Ms. Ariella Braslavski: ext. 54917, e-mail: Ariella.Braslavsky@fao.org

6. Credentials

For States that are Contracting Parties, it is recommended to submit credentials prior to the meeting, in order to facilitate the preliminary clearing of participants by the Secretariat. Credentials should be issued by, or on behalf of, the Head of State or Government, the Minister of Foreign Affairs or the Minister of the Department concerned.

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 must appear in the document.

7. 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. MEETINGS

8. Opening Ceremony

The Opening Ceremony will take place in the the Green Room, located on the first floor of building A at **10:00** on Monday 5 October 2015

9. Plenary Session

The Plenary Session will open at 10:00 on Monday 5 October 2015 in the **Green Room** and will end on Friday afternoon, 9 October 2015.

A provisional time-table of the meetings is given in the document Provisional Annotated Agenda IT/GB-6/15/2 which will be posted at: <http://www.planttreaty.org/content/gb6>

The session will be conducted in Arabic, Chinese, English, French, Russian and Spanish

10. *Ad Hoc* Open-ended Working Group to enhance the functioning of the MLS

Prior to the Governing Body meeting, the *Ad Hoc* Open-ended Working Group to enhance the functioning of the Multilateral System for Access and Benefit-sharing will hold its fourth meeting. Documentation will be posted at <http://www.planttreaty.org/content/fourth-meeting-ad-hoc-open-ended-working-group-enhance-functioning-multilateral-system-access>

11. Regional Consultations

Regional Consultations will be held on 3 and 4 October in the rooms provisionally listed herewith:

Cuba B224	South-West Pacific
Red Room	Africa and G-77
Ethiopia C285/89	Near East
German C269	Europe
Malaysia B227	Asia
Mexico D211	GRULAC
Nigeria C215	NGOs
Offices A362 and A363	North America

These rooms are allocated to Regional Groups throughout the session. The largest rooms are equipped with projector, screen, PC and printer.

12. Side Events and Promotional Material

Side Events will be scheduled during lunch hours or in the evening. The agenda of side events will be available at: <http://www.planttreaty.org/content/gb6-meeting-room>

Requests for side events received before the deadline are being scheduled according to the needs of the Session. Rooms for side events are equipped with screen and projector. Requests for catering must be sent directly to massimo.albanesi@fao.org

For information on the shipment of promotional material to FAO prior to the Session please do contact Ms Zakia Slimane at zakia.slimane@fao.org

IV. ACCOMMODATION AND DSA

The participation of developing country Contracting Parties to the Governing Body session is financially supported by the Secretariat of the International Treaty through the Trust Fund funded by Contracting Parties, dedicated to support participation in Treaty meetings. Accommodation is booked individually, a list of hotels is published on the Treaty website at <http://www.planttreaty.org/content/gb6-meeting-room>

Daily Subsistence Allowance (DSA) is to be collected, where possible, at the FAO Representation of the relevant country. In some cases, payment is finalized in Rome. Please go to CSFP, Room D202, ext. 56875 and show your passport in order to receive the allocated amount.

V. FACILITIES AND ADDITIONAL SERVICES

13. **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.

Cash dispensers (ATM) for credit and debit card withdrawals are located at the entrance of the Bank and Post Office.

The *Banca Popolare di Sondrio*, located on the ground floor of building D (D016), is open from 8:30 to 16:30 hours.

In addition to the banks, the Italian Post Office located next to the *Banca Intesa San Paolo* also processes postal/money orders.

14. 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).

15. 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.

16. 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.

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).

The FAO Sales Point is located in front of the *Banca Intesa San Paolo* (Ground Floor, Building B) and is open from 09:00 hours to 12:30 hours

17. **Electricity**

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

18. **Emergency telephone numbers**

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

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

19. **Internet access, printing, photocopying**

In the atrium before the Green Room there are some computers with internet facilities. Rooms for Regional Groups are equipped with PC and printer. In case of large photocopying needs, please contact the Secretariat.

20. 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: **visitor** and password **wifi2internet**

21. **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).

22. **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).

23. 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.

24. 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). Not all buses and trams have a ticket machine 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).

25. 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.

26. 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*.

27. 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.

28. Documents

Meeting documents can be collected at the Documents Desk in front of the Green Room. 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.

