



## Second Session of the Governing Body of the International Treaty on Plant Genetic Resources for Food and Agriculture

Rome, Italy, 29 Oct - 2 Nov 2007

### DELEGATES' HANDBOOK (IT/GB-2/07/Inf.2)

The Second Session of the Governing Body of the International Treaty on Plant Genetic Resources for Food and Agriculture will be held at the FAO Headquarters in Rome, from 29 October to 2 November 2007. The opening session will begin at 10.00 a.m. on Monday 29 October 2007. The meeting will be preceded by a one-day regional consultation, on 27 October 2007. The Governing Body is convened under the provisions of Article 19 of the Treaty and is open to all Contracting Parties to the International Treaty and to observers.

#### Table of Contents

<b>I. Meetings.....</b>	<b>2</b>
Regional Consultations and Meetings .....	2
Opening Ceremony .....	2
Plenary Session .....	2
Side Events .....	2
<b>II. Planning, Arrival and Essential Information .....</b>	<b>3</b>
Assistance to Delegates from Developing Countries .....	3
Visas.....	3
Registration of Participants.....	3
Documentation: Korean Conference Service Centre.....	3
Slovak Business Centre.....	3
Telephone, Telefax and Internet Facilities.....	4
Interpretation .....	4
<b>III. Facilities and Services for Participants .....</b>	<b>4</b>
National Holiday.....	4
Accommodation and Travel Facilities.....	4
Banking and Currency Exchange Facilities.....	5
Postal Services .....	5
Catering Facilities .....	5
Medical Services .....	5
Emergency Telephone Numbers in Rome.....	5
<b>IV. Additional Information .....</b>	<b>5</b>
Credit Cards .....	5
Protecting your Valuables .....	5
Underground (Metro) .....	6
Taxis.....	6
Contact Details.....	7
FAO Headquarters Compound.....	8
How to reach FAO Headquarters.....	9

Error! Bookmark not defined.

## I. Meetings

### Regional Consultations and Meetings

1. For the duration of the Second Session of the Governing Body of the International Treaty, the following rooms have been put at the disposal of the FAO Regional Groups, as well as NGOs. Each room is equipped with a computer with Internet connection, and basic stationary. On 27 October Regional Groups will hold their consultations in the different rooms according to the schedule below:

<i>Region</i>	<i>Room</i>	<i>Location</i>
<b>Africa</b>	<b>Philippines Room</b>	<b>C277/281</b>
<b>Asia</b>	<b>Malaysia</b>	<b>B227</b>
<b>Europe</b>	<b>German Room</b>	<b>C269</b>
<b>Latin America</b>	<b>Mexico Room</b>	<b>D211</b>
<b>Near East</b>	<b>Ethiopia Room</b>	<b>C285/89</b>
<b>North America</b>	<b>Nigeria Room</b>	<b>C215</b>
<b>South West Pacific</b>	<b>Cuba</b>	<b>B224</b>
<b>NGOs</b>	<b>Espace Gabon</b>	<b>Building A, ground floor</b>

### Opening Ceremony

2. The Opening Ceremony will take place in the Green Room (Building A, 1st floor) at 9:00 on Monday 29 October.

### Plenary Session

3. The Plenary Session will open at 10:00 on Monday 29 October in the Green Room and will end on Friday afternoon, 2 November.

4. A provisional time-table of the meeting is given in the document *Draft Provisional Agenda* which can be found at: [http://www.planttreaty.org/index\\_en.htm](http://www.planttreaty.org/index_en.htm)

### Side Events

5. Side events will be scheduled during lunch hours and, with the exception of Friday 2 November, in the evening after the closing of the afternoon session. A note with the schedule will be distributed to participants upon arrival. The agenda of side events will be also available on the Treaty Web site.

6. Requests of side events should be submitted to Francisco López by fax (+39 06570 56347) or by e-mail ([francisco.lopez@fao.org](mailto:francisco.lopez@fao.org)) before 15 September 2007. Please note that side events may be rescheduled to facilitate the needs of the Session.

## II. Planning, Arrival and Essential Information

### Assistance to Delegates from Developing Countries

7. Extra-budgetary funds have been made available to the Secretariat, for the purpose of supporting one representative of developing country Contracting Parties, if requested. Countries wishing to avail themselves of such support should inform the Secretariat before 30 September 2007.

8. For assistance on such support please contact Ms. Ariella Braslavsky ([Ariella.Braslavsky@fao.org](mailto:Ariella.Braslavsky@fao.org)), phone +390657054917 and Ms Kim-Anh Tempelman ([KimAnh.Tempelman@fao.org](mailto:KimAnh.Tempelman@fao.org)). Payment will be made starting on 29 October, Monday, at the Bank within FAO premises (Banca Intesa).

### Visas

9. Attention is drawn to the strict provisions in force regarding entry into Italy, including the refusal of entry to persons not having the required visas. Participants requiring entry visas must obtain these from the Italian Consulate or Diplomatic Mission in their country before leaving for Rome. It should be noted that, since Italy's adherence to the Schengen Agreement, the issuance of an Italian entry visa may require up to three weeks. Those participants travelling from a country where there is no Italian Consulate or Diplomatic Mission may obtain a visa on arrival in Rome provided that they advise the FAO Protocol Branch, Rome, by fax of their arrival. Participants must provide their full name, date and place of birth, nationality, passport number, flight number, date of arrival and their travel itinerary. This information must reach FAO at least three weeks before the arrival of participants to permit the Protocol Branch to request the issue of an entry visa at Rome airport or other point of entry into Italy. Participants failing to comply with the above will not be allowed by the Italian authorities to enter Italy.

### Registration of Participants

10. The registration of participants will begin at 8:30 a.m. on the reception at Building "A" on 27 October 2007. Participants who have pre-registered will find their building passes ready for collection at the registration area. A valid identity document needs to be presented to registration officials for collection to take place.

### Documentation: Korean Conference Service Centre

11. Meeting documents will be distributed to all invited participants. A limited number of copies are available at the Documents Desk at the Korean Conference Service Centre located on the First Floor of Building A (just in front of the Red and Green rooms). The meeting documents are available on Internet at <http://www.planttreaty.org>.

12. For assistance on documentation please contact Mr Francisco López ([francisco.lopez@fao.org](mailto:francisco.lopez@fao.org)), phone +390657056343.



### Slovak Business Centre

13. The Slovak Business Centre is located on the Ground Floor, Building B (B013), extension 57090 (06-5705-7090 from outside the FAO Headquarters Complex) and comprises a reception area, Internet workstations, a lounge area, and a small meeting room. The Business Centre is a multi-functional



workspace equipped with phone, fax and PC facilities. No food is permitted in this facility.

### **Telephone, Telefax and Internet Facilities**

14. The official telephone number of the FAO Headquarters Complex is +39 - 06570 + extension. If the extension is unknown, please dial +3906-57051 for the FAO Switchboard.
15. Telephones are available in all meeting rooms and lounges, which may be used for internal and local calls. For internal calls, please lift the receiver and dial the required 5 digits extension. For local (Rome) calls, please lift the receiver, press "0" and wait for the external dial tone, then press the city code "06." You may then dial the desired telephone number. Use of the "06" is mandatory, even for local calls.
16. Telephones for internal or Rome calls are also located at the entrance to Building A and in the corridors of the First and Third Floors of Building A.
17. 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 telephone cards that can be purchased from the News Stand on the Ground Floor of Building B.
18. Incoming telephone calls for participants are received by the telephone receptionist in Room A235bis and in the Slovak Business Centre (Ground Floor, Building B - B013), extension 57090 (06-5705-7090 from outside the FAO Headquarters Complex). Every effort will be made to locate participants receiving incoming calls.

### **Interpretation**

19. Plenary sessions will be conducted in Arabic, Chinese, English, French, Russian and Spanish. Simultaneous interpretation in these languages will be provided. Most side events and/or workshops will be conducted only in English. Translations services may be available for some regional meetings.

## **III. Facilities and Services for Participants**

### **National Holiday**

20. Please, be aware that 1 November is a National Holiday in Italy and many services will be closed, including some restaurants and catering facilities.

### **Accommodation and Travel Facilities**

21. Ticket confirmations and other travel services are available from Summertime Travel Agency, located on the ground floor in building "D". The opening hours are from 9:00 to 12:45 hours and from 14:00 to 17:00 hours.
22. There are several hotels located around FAO Headquarters, which offer special rates. The Summertime Travel Agency could assist participants in making hotel reservations at reduced rates. For further information contact: [summertime@summertime.it](mailto:summertime@summertime.it) Participants are advised to make their own reservations as soon as possible in order to ensure that reservations are secured and rates applied. The Secretariat is not responsible of any hotel reservation. Payments should be made directly to the hotel.

### **Banking and Currency Exchange Facilities**

23. The currency of Italy is the EURO. The Banca Intesa Bank is located on the Ground Floor, Building B. Opening hours are from 8:40 to 16:30 hours. Cash dispensers (ATM) are available to handle credit card withdrawals and are located inside the Bank.

### **Postal Services**

24. The Italian Post Office, located on the Ground Floor, Building “B” (adjacent to the Banca Intesa Bank), will provide normal services for stamps, parcels, telex, telegrams, registered mail, postal/money orders, etc. The Post Office is open from 08:30 to 15:00 hours, Monday to Friday.

### **Catering Facilities**

25. The FAO Headquarters Complex offers a variety of dining and snack bar facilities where participants may sit down for a meal, or order a quick snack and or beverage. The restaurant (Eighth Floor) and cafeterias serve meals from 12:00 to 14:30. There are several snack bars on the premises, offering hot and cold beverages and a variety of pastries and sandwiches. Vending machines with refreshments are located in all buildings in FAO Headquarters.

- Polish Bar – Ground Floor, Building A
- Blue Bar “C” - Eighth Floor, Building C
- Eighth Floor Bar - Eighth Floor, Building B

### **Medical Services**

26. For medical emergencies, participants may dial 30 from all in-house telephones or 06-5705-3400 from outside the FAO Headquarters Complex. The FAO Medical Service is located at Building “B”, 1<sup>st</sup> floor

### **Emergency Telephone Numbers in Rome**

27. The following numbers may be useful in case of emergency:

Medical Emergencies	118
General Emergencies	113
Fire	115
Ambulance (Red Cross)	06-5510
Physician on Call	06-58201030

## **IV. Additional Information**

### **Credit Cards**

28. Internationally-recognised travel checks and credit cards are accepted in hotels, major shops and restaurants. Any problems encountered with the use of credit cards should be referred to the local representatives of the credit card agencies.

### **Protecting your Valuables**

29. International cities that attract many tourists also attract people who steal from tourists. Consequently, participants are advised to carry their valuables safely, especially on public transport. There are many pickpockets (including children) 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 while participants are sightseeing, shopping or dining out. Participants should keep photocopies of all these documents in a safe place in case they need to have them replaced.

### Underground (Metro)

30. There are two underground lines in Rome called Line A and Line B. The stops are marked by a red metal disk showing a white "M" sign. The Termini Station is the only Metro station where the two lines intersect. **The Metro stop for FAO is Circo Massimo (Line B).** Participants are reminded that tickets must be purchased before boarding.

### Taxis

31. 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 in requesting taxis. Participants can also call Radio Taxi Service (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 (which will be marked on both sides of the car) as well as the estimated time it will take to reach the caller.

- Taxi Service from **Fiumicino Airport** to Rome and vice versa.

At the Fiumicino Airport, near exits A, B and C, there is a taxi service for Rome. The cost of the taxi service is 40 euro, inclusive of luggage, for a maximum of four passengers, for all destinations within the Aurelian Walls delimiting the central area of the city. For further information check with the P.I.T. – Tourist Information Point of the City of Rome inside the airport, which will explain the service and let you know whether your particular destination is subject to the fixed rate. The cost of the service is the same for the opposite direction also, going from Rome to Fiumicino. For destinations outside of the central area of the city, the cost will be indicated by the taximeter, to which the luggage fee must be added.

- Taxi Service from Ciampino Airport to Rome and vice versa.

At the Ciampino Airport, near the exit, there is a taxi service for Rome. The cost of the taxi service is 30 euro, inclusive of luggage, for a maximum of four passengers, for all destinations within the Aurelian Walls delimiting the central area of the city. The cost of the service is the same for the opposite direction also, going from Rome to Ciampino.

For destinations outside of the central area of the city, the cost will be indicated by the taximeter, to which the luggage fee must be added.

32. Vehicles providing the City of Rome taxi service are white and have a "TAXI" sign on their roof, as well as an identifying number on their doors, on the rear, and inside the vehicle. In the area around the exit it is also possible to find a rental service, indicated with the initials NCC ("noleggio con conducente" – rental with driver), which is generally provided with blue or grey cars that apply different rates depending on the destination. This service may be requested, at the time of departure or arrival, at the authorized structures inside the airport. The NCC is therefore not an alternative taxi service, which is the only service accessible directly at the parking area.

33. Warning: Any other vehicles could be driven by persons who do not possess the official Taxi or Rental authorization, and the fare demanded could be higher.

## Contact Details



### **-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

Tel: +39 06 5705 53554

Fax: +39 06 5705 56347

E-mail: [PGRFA-Treaty@fao.org](mailto:PGRFA-Treaty@fao.org)

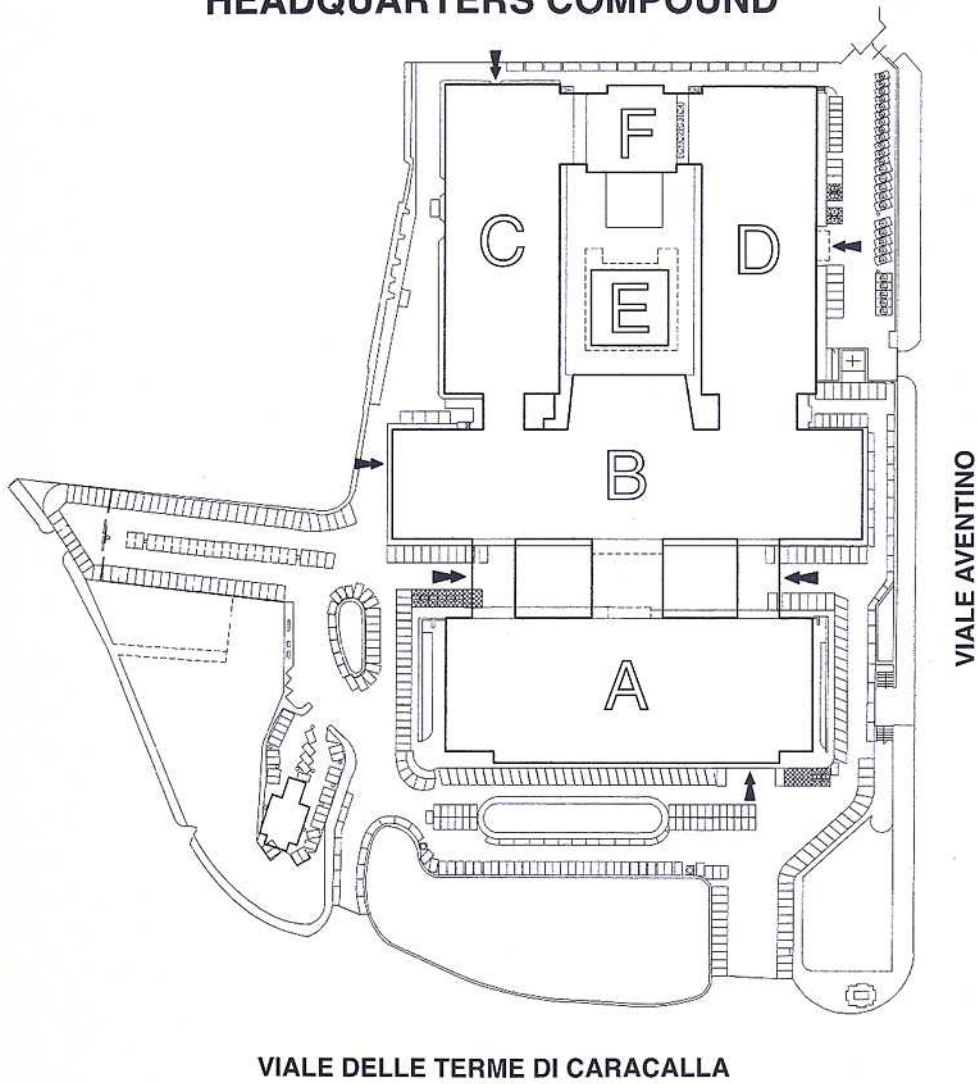
During the Second Session of the Governing Body the Secretariat will be located in room A117 (In front of Green Room) :

Tel: +39 06 5705 57008

Tel: +39 06 5705 57009

### FAO Headquarters Compound

#### HEADQUARTERS COMPOUND





## How to reach FAO Headquarters



- FAO HQ is located in the centre of Rome, near Colosseum, the Circo Massimo, the Terme di Caracalla and the Foro Romano.