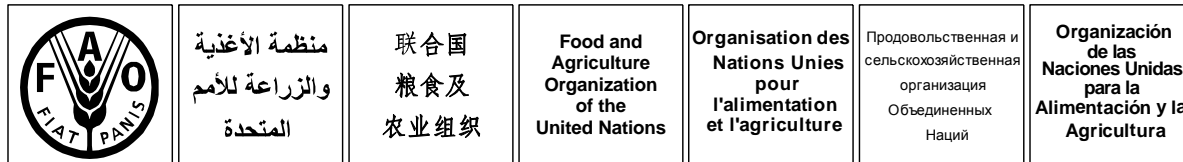


December 2012

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# COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE

## Fourteenth Regular Session

Rome, 15 – 19 April 2013

### INFORMATION NOTE FOR PARTICIPANTS

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**I. SPECIAL INFORMATION SEMINAR  
BIODIVERSITY FOR FOOD AND AGRICULTURE: TAKING STOCK FOR THE  
FUTURE**

13 April 2013  
Red Room (1st floor, building A)

1. On 13 April 2013, a special information seminar addressing *Biodiversity for Food and Agriculture: Taking Stock for the Future* will be held in the Red Room (1st floor, Building A) at FAO Headquarters, from 10:00-18:00 hours. 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. The seminar offers government representatives, scientists, policy makers, civil society and other stakeholders the opportunity to exchange views on the status and contributions of biodiversity to food and nutrition security, human well-being and sustainability, and on the challenges to biodiversity conservation and sustainable use. The programme will be made available on the Commission's website: [www.fao.org/nr/cgrfa](http://www.fao.org/nr/cgrfa).

**II. REGIONAL CONSULTATIONS  
14 April 2013  
15-19 April 2013**

3. The following rooms have been put at the disposal of the regions and NGOs so that they may meet, prepare their positions, and discuss between Regions on 14 April 2013. Each room is equipped with a computer with Internet connection, a printer and basic stationary.
4. The rooms will also be at the disposal of the Regions during the Fourteenth Regular Session of the Commission (15-19 April 2013).

<b>Region</b>	<b>Room</b>
Africa	Philippines Room (C277/C281)
Asia	Malaysia Room (B227)
Europe	German Room (C 269)
Latin America	Mexico Room (D211)
Near East	Ethiopia Room (C285/289)
North America	Cuba Room (B224)
South West Pacific	Espace Gabon (ground floor, building A)
NGOs	Pakistan Room (A127)

**III. FOURTEENTH REGULAR SESSION OF THE COMMISSION ON GENETIC  
RESOURCES FOR FOOD AND AGRICULTURE**

15-19 April 2013  
**Green Room (1st floor, building A)**

**Regular Session**

5. The Fourteenth Regular Session of the Commission on Genetic Resources for Food and

Agriculture will open on 15 April 2013 at 10:00 a.m. in the Green Room at FAO Headquarters and will end on Friday afternoon, 19 April 2013.

6. The provisional agenda is available on the Commission's website: [www.fao.org/nr/cgrfa](http://www.fao.org/nr/cgrfa). Pre-session documents will be published on the website, as they become available.

#### **Side events**

7. Requests for side events should be submitted before 11 February 2013 to the CGRFA Secretariat to the attention of Ms Anna Asfaw at [Anna.Asfaw@fao.org](mailto:Anna.Asfaw@fao.org) with copy to [cgrfa@fao.org](mailto:cgrfa@fao.org) (fax: +39 06 570 55246). Please note that side events may be rescheduled to facilitate needs of the regular session.

#### **Exhibition of information material**

8. Members and Observers wishing to exhibit information material, are kindly requested to send their requests to [cgrfa@fao.org](mailto:cgrfa@fao.org) before 1 April 2013.

### **IV. REGISTRATION**

#### **Access to FAO**

9. Enter the FAO premises by the main entrance for visitors on Viale Aventino and make sure to bring a valid identification document (passport or other type of official identification card with a photograph). Proceed to the Turkish Registration Center to collect your building pass which will be valid for the duration of the meeting and must be worn at all times.

The registration desk will be open on:

- Saturday, 13 April 2013, from 8:30 to 13:00 and from 14:30 to 18:00
- Sunday, 14 April 2013, from 10:00 to 12:00 and from 14:00 to 15:30
- Monday to Friday, 15-19 April 2013, from 8:30 to 13:00 and from 14:30 to 18:00

10. Lost Building Passes should be reported without delay to the FAO Security Office.

#### **Registration procedure**

11. Different registration procedures exist for FAO Members and Observers:

- *Members of the Commission and Members and Associate Members of the Organization that are not Members of the Commission* are kindly invited to contact their FAO Permanent Representative in Rome, Italy, for registration through the password-protected Permanent Representatives Website (PRWS). 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 [cgrfa@fao.org](mailto:cgrfa@fao.org).
- *Representatives from states that are not Members or Associate Members of the Organization and from international organizations* designated to attend the meeting as observers are requested to forward their names, official titles and addresses by email to [cgrfa@fao.org](mailto:cgrfa@fao.org), together with a recent passport-size digital photograph.

**Photo requirements:** the photo must be in colour, featuring a frontal view of head and shoulders, similar to a passport photo; 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 the face). The photo must be in digital JPEG (.jpg or .jpeg) format and should also 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.

#### **Assistance to delegates from developing countries**

12. With funds made available by donors, assistance is being provided to a limited number of

delegates from developing countries, particularly from least-developed countries. For this purpose, a special counter will be set up at the Banca Intesa San Paolo, ground floor, building B.

Contact person:

Ms. S. Jesi-Galletti: ext. 54981 (+39 06-57054981 from outside FAO)

e-mail: [Silvia.JesiGalletti@fao.org](mailto:Silvia.JesiGalletti@fao.org)

## V. ACCOMMODATION

13. The Secretariat does not assist participants in making hotel reservations. For your information, please find below a selection of hotels in the vicinity of FAO:

HOTEL S. PRISCA (€110 p.d.) Largo M. Gelsomini, 25 00153 Rome Tel. +39 06-5741917 e-mail: <a href="mailto:hsprisca@hotelsantaprisca.it">hsprisca@hotelsantaprisca.it</a>	HOTEL PRIMUS ROMA (€55 p.d.) Via Giovanni da Empoli, 11 00154 Rome Tel. +39 06-57250515 e-mail: <a href="mailto:info@hotelprimusroma.it">info@hotelprimusroma.it</a>
HOTEL VILLA SAN PIO (€135 p.d.) Via Santa Melania, 19 00153 Rome Tel. +39 06-570057 e-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a>	HOTEL DOMUS AVENTINA (€155 p.d.) Via di Santa Prisca, 11/b 00153 Rome Tel. +39 06-5746135 e-mail: <a href="mailto:info@hoteldomusaventina.com">info@hoteldomusaventina.com</a>
HOTEL SANT' ANSELMO (€160 p.d.) Piazza Sant' Anselmo, 2 00153 Rome Tel. +39 06-570057 e-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a>	HOTEL AVENTINO (€105 p.d.) Via San Domenico, 10 00153 Rome Tel. +39 06-570057 e-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a>
KOLBE HOTEL ROME (€160 single p.d.) Via di San Teodoro, 48 00186 Rome Tel. +39 06-6798866 e-mail: <a href="mailto:info@kolbehotelrome.com">info@kolbehotelrome.com</a>	

## VI. FACILITIES AND ADDITIONAL SERVICES

### Banking and currency exchange facilities

14. *Banca Intesa San Paolo* (ground floor, building B), and *Banca Popolare di Sondrio* (ground floor, building D) are open from Monday to Friday, from 08:30 hours to 16:30 hours.

Cash dispensers (ATM) are located at the entrance of the banks and post office (ground floor, Building B).

### Catering facilities

15. The FAO Cafeteria, located on the 8th floor of building B, is available to participants from 12:00 to 14:30 hours from Monday to Friday.

16. The FAO Restaurant is located on the 8th floor of building C. For reservations, please call ext. 56823 (+39 06 57056823 from outside FAO).

17. Snack bars on the premises, are:
- Polish bar (ground floor, building A).
  - Blue bar “C” (8th floor, building C).
  - Eighth floor bar (8th floor, building B).
  - Casa bar (ground floor, building D).

### **Electricity**

18. In Italy the current is 220 volts, plug type is european standard.

### **Emergency telephone numbers in Rome in case of an emergency outside FAO Headquarters**

19. The following numbers may be useful in case of emergency outside FAO Headquarters:
- Medical Emergency/Ambulance: 118
  - General Emergency: 113
  - Fire: 115

### **Internet access, WiFi, printing, photocopying, fax**

20. Computers with internet facilities are available in the FAO David Lubin Library in room A012 (ground floor, building A), from Monday to Friday from 8:30 to 17:00 hours.

21. FAO provides a free Wireless Internet Service (WiFi) for meeting attendees. This service is available in meeting rooms and in the atrium.

22. To connect to this service, detect the network “guest\_internet”, open a browser and try to connect to an Internet site. You will be prompted for a username and a password which you will be provided with during the meeting.

23. The Slovak Business Centre (ground floor, building B; extension 57090) is available for Internet, printing, fax and photocopying services.

### **Medical services (1<sup>st</sup> floor, building B)**

24. 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).

### **Postal service**

25. 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.

### **Public transportation**

26. Tickets for public transport (€1.50) 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).

#### **Connection to and from Fiumicino Airport:**

- Direct non-stop train Leonardo Express to Termini Station (central station): €14 per ticket
- Local train to “Stazione Ostiense”: €8 per ticket, convenient for participants staying at places close to FAO.

### **Security**

27. The FAO Security Office (ext. 54427), located In room B062, operates from 08:00 to 17:00 hours; after 17:00 hours contact the Security Guards in building A: ext. 53145 (06 57053145 from outside FAO Headquarters).

### **Skype connections**

28. The Estonia Center for skype connections is available in the ground floor of Building B next to

the Flag Hall

**Taxis**

29. Participants are advised to use licensed white “Comune di Roma” taxis. Surcharge fares are applied for baggage, night runs and on Sundays and holidays. Building A Reception on the ground floor, can assist in requesting for taxis. Participants can also call Radio Taxi Service: Tel. 06 3570 / 06 4994.

**Telephone**

30. FAO switchboard operator: Tel. +39 06 57051.

**Vending machines**

31. Vending machines with assorted refreshments are located at various points throughout the premises, including on the 2<sup>nd</sup> floor of building A and the ground floor of building B next to the post office.

**FAO is a smoke-free area. Smoking is not permitted inside any of the FAO buildings.**