



منظمة الأغذية
والزراعة
للأمم المتحدة

联合国
粮食及
农业组织

Food
and
Agriculture
Organization
of
the
United
Nations

Organisation
des
Nations
Unies
pour
l'alimentation
et
l'agriculture

Продовольственная и
сельскохозяйственная
организация
Объединенных
Наций

Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE

Thirteenth Regular Session

Rome, 18-22 July 2011

INFORMATION NOTE FOR PARTICIPANTS

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This document is printed in limited numbers to minimize the environmental impact of FAO's processes and contribute to climate neutrality. Delegates and observers are kindly requested to bring their copies to meetings and to avoid asking for additional copies. Most FAO meeting documents are available on the Internet at www.fao.org

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I. SPECIAL INFORMATION SEMINAR ADDRESSING CLIMATE CHANGE AND GENETIC RESOURCES FOR FOOD AND AGRICULTURE: STATE OF KNOWLEDGE, RISKS AND OPPORTUNITIES

16 July 2011
Red Room (1st floor, A Building)

1. On 16 July 2011, a special information seminar addressing *Climate change and genetic resources for food and agriculture: state of knowledge, risks and opportunities* 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 aims to facilitate consideration of one of the main cross-sectorial topics of the Commission's Thirteenth Regular Session, climate change and genetic resources for food and agriculture. The programme of the information seminar will be made available on the Commission's website: <http://www.fao.org/nr/cgrfa>

II. REGIONAL CONSULTATIONS

17 July 2011

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. Each room is equipped with a computer with Internet connection, and basic stationery.

Region	Room
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. THIRTEENTH REGULAR SESSION OF THE COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE

18-22 July 2011
Green Room (1st floor, A Building)

Regular Session

4. The Thirteenth Regular Session of the Commission on Genetic Resources for Food and Agriculture will open on Monday morning at 10:00 in the Green Room at FAO Headquarters and will end on Friday afternoon, 22 July 2011.

5. A provisional time-table of the meeting is given in the document, *Provisional annotated agenda* (CGRFA-13/11/2) which may be downloaded, as it becomes available from the Commission's website: <http://www.fao.org/nr/cgrfa>

Regional meeting rooms

6. For the duration of the Thirteenth Regular Session of the Commission, the following rooms have been put at the disposal for the Regions, as well as NGOs. Each room is equipped with a computer with Internet connection, a printer and basic stationary.

Region	Room
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)

Side events

7. Side-events may be scheduled during lunch hours and, with the exception of 22 July 2011, in the evening after the closing of the afternoon sessions.

8. Requests for side events should be submitted before 1 June 2011 to the CGRFA Secretariat to the attention of Ms Eva Hain at Eva.Hain@fao.org with copy to cgrfa@fao.org (fax: +39. 06.570.55246), using the form contained in *Annex I* to this note. Please note that side events may be rescheduled to facilitate the needs of the Regular Session of the Commission.

Exhibition of information material

9. Member Countries or Organizations wishing to exhibit information material, are kindly requested to fill in the form contained in *Annex II* to this note, and return it to the CGRFA Secretariat to the attention of Ms Eva Hain at Eva.Hain@fao.org with copy to cgrfa@fao.org (fax: +39 06 57055246) before 1 June 2011.

10. If sent by mail or courier, exhibition materials should reach the Secretariat between 11 and 15 July 2011 at the address provided in *Annex II*.

Reception

11. A reception for participants will be held on Monday 18 July 2011 at 18.00 hrs.

IV. REGISTRATION

16-22 July 2011

Access to FAO

12. 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. After having passed the metal detectors at the security check point, participants are kindly requested to proceed to the Turkish Registration Center to collect their building pass. A special quick queue counter will be available for participants having registered online. Representatives of International Observer Organizations can collect their building pass at the same center. The building pass 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.

13. The registration desk will be open on:

- Saturday, 16 July 2011, from 8:30 to 13:00 and from 14:30 to 18:00
- Sunday, 17 July 2011, from 10:00 to 12:00 and from 14:00 to 15:30
- Monday to Friday, 18-22 July, from 8:30 to 13.00 and from 14.30 to 18:00

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

Registration procedure

15. 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.
- *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, 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

16. With funds made available by donors, assistance is being provided to a limited number of delegates from developing countries and countries with economies in transition, 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.

Important contacts

17. For assistance or any request, please contact:

Ms. S. Jesi-Galletti (extension 54981 or +39 06-57054981 from outside FAO); e-mail: Silvia.JesiGalletti@fao.org

V. ACCOMMODATION

18. The following list includes a selection of hotels near FAO offering special rates to FAO visitors. Please mention that you are attending an official FAO meeting and ask for the reduced rate (the reduced rates for double rooms at single occupancy, breakfast included, are given in brackets):

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

19. Unfortunately, the Secretariat cannot assist participants in making reservations. However, the travel agency in FAO, Carlson Wagonlit, can assist participants in making hotel reservations at reduced rates; Carlson Wagonlit's handling fee is € 10,00. For further information, please contact extension 55970 (+39 06 57055970 if calling from outside FAO), or faotravel@cwbook.it.

VI. FACILITIES AND ADDITIONAL SERVICES

Banking and currency exchange facilities

20. 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.
21. Cash dispensers (ATM) for credit and debit card withdrawals are located at the entrance of the Bank and Post Office.
22. The *Banca Popolare di Sondrio*, located on the ground floor of building D (D016), is open from 8:30 to 16:30 hours.
23. In addition to the banks, the Italian Post Office located next to the *Banca Intesa San Paolo* also processes postal/money orders.

Bookshop

24. 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).

Catering facilities

25. 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.
26. 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.
27. The FAO Restaurant, located on the 8th floor of Building C, offers a daily menu and à la carte service. Please telephone ext. 56823 (+39 06 57056823 if calling from outside FAO) for reservations.
28. Other restaurant facilities are located on Viale Aventino close to FAO Headquarters.
29. 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

30. 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

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

FAO sales point

32. 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.

Internet access, printing, photocopying, fax

33. 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.

34. 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: **2go2web**.

35. The Slovak Business Centre (Ground Floor, Building B; extension 57090) will be available for the duration of the Regular Session for Internet, printing, fax and photocopying services.

Medical services

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

37. 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).

Newsstand

38. 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 07:00 to 14:00 hours and from 15:00 to 17:30 hours.

Pharmacy

39. The pharmacy is located on the Ground Floor of Building B (Room B0L2) and is open from Monday to Friday (08:00 to 17:30 hours) with a one hour break for lunch between 14:00 and 15:00 hours.

Postal service

40. 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.

41. 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

42. 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.

43. Tickets cost 1 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.

44. 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

45. 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).

Security

46. 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

47. 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.

48. 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.

Telephone

49. 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.

50. 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.

51. 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.

52. 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*.

Valuables

53. 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.

Vending machines

54. Vending machines with assorted refreshments are located at various points throughout the premises, including on the 2nd Floor of Building A and the Ground Floor of Building B.

Please note that FAO is a smoke-free area. Smoking is not permitted inside FAO buildings

Request Form for Side Event

During the

Thirteenth Regular Session of the Commission on Genetic Resources for Food and Agriculture

FAO, Rome, 18-22 July 2011

Member State/Organization requesting facilities for a side event including name and contact details of contact person:	
Title and Description of content of side event (please attach a detailed agenda if available):	
Name of speaker(s):	
Venue and Time preferences (if any):	
Technical Assistance needed (beamer, internet connection, etc.):	

Time slots and venues for side events will be allocated by FAO according to available capacity and at the Organization's convenience. Side Events are organized under the responsibility of the requesting organizer. FAO will provide technical assistance in the form of a projector (beamer) and internet connection upon written request by means of this form.

No interpretation will be available.

Please return this form before 1 June 2011 to the CGRFA Secretariat to the attention of Ms Eva Hain at Eva.Hain@fao.org and send a copy to cgrfa@fao.org (fax: +39 06 57055246).

Request Form for Exhibition of Information Material

During the

Thirteenth Regular Session of the Commission on Genetic Resources for Food and Agriculture

FAO, Rome, 18-22 July 2011

Member State/Organization requesting exhibition of material including name and contact details of contact person:	
Type of material and number of items to be exhibited:	

Information material provided will be exhibited at FAO's headquarters for the duration of the Thirteenth Regular Session of the Commission on Genetic Resources for Food and Agriculture according to availability of space and at the Organization's convenience.

Member States or Organizations that wish to exhibit information material are kindly requested to return this form to the CGFRA Secretariat to the attention of Ms Eva Hain at Eva.Hain@fao.org and be copied to cgrfa@fao.org (fax: +39 06 57055246) before 1 June 2011.

Information material to be exhibited should be sent to the CGRFA Secretariat at the address mentioned below between 11 and 15 July 2011. Please provide the Secretariat with the track number of the parcel and the name of the courier company:

CGRFA Secretariat
 c/o Mr. Cerrai, FAO Mail and Distribution Service
 FAO Headquarters Room B-641
 Viale delle Terme di Caracalla 1
 00100 Rome
 Italy