

# World Summit on Food Security

## Note for participants

### Call centre for the World Summit on Food Security (WSFS)

A Call Centre for the Summit, tel. (+39) 06 570 53101, has been set up to receive calls, reply to queries and refer callers to relevant offices.

## TRAVEL, ACCREDITATION AND SECURITY ARRANGEMENTS

### Hotel bookings

Hotel bookings for participants in the WSFS can be made through the FAO travel agent Carlson Wagonlit Travel through their dedicated web page.

### Click here for Carlson Wagonlit Travel website

Tel: (+39) 055 094 91863

Fax: (+39) 055 436 7299

Opening Hours: GMT+1:00 from Monday to Friday 09.00-13.00 and 14.00-18.00.

For any other specific requirements during the WSFS, Carlson Wagonlit Travel has an office at FAO Headquarters (Building D, ground floor, room D074). FAO cannot bear any responsibility for arrangements made with hotels.

### Flight bookings

Carlson Wagonlit Travel can also assist delegations with flight bookings, transfers and tour reservations.

The Secretariat is not in a position to make hotel bookings or other travel arrangements.

### Credentials

In accordance with Rule III-2 of the General Rules of the Organization, which specifies that credentials of delegates, alternates, associates and advisers, and of the representatives of participating international organizations shall be deposited with the Director-General not less than 15 days before the date fixed for the opening of the meeting, delegates are requested to submit credentials no later than 2 November 2009.

The credentials for national delegations should indicate, in accordance with Rule III-2 of the General Rules of the Organization, which member of the delegation is the **delegate**, which are the **alternates** and which are the **associates** and **advisers**. The attention of Governments is drawn to the fact that credentials should be in the form of **letters**, signed by the competent national authority. Note Verbales and e-mails will not be accepted as valid credentials.

### Registration and accreditation

Summit passes will be issued only to officially registered members of delegations of Countries and Organizations invited to the Summit. Registration of country delegates is through the Online Registration System available on the password-protected

Permanent Representatives Website (<http://permreps.fao.org/>). A photo should be uploaded for each participant.

**IGOs and NGOs:** Summit passes will be issued only to invited IGOs and international NGOs. Registration of participants will be processed only upon submission of duly completed Registration Form, which was attached to the official invitation. Each participant is required to include a photo. The completed forms should be submitted to [WSFS2009-Services@fao.org](mailto:WSFS2009-Services@fao.org) or by fax to: +3906 89280554.

Summit passes will be available for collection at the Registration Centre, Via della Consolazione 4, by staff of Embassies or Permanent Representations upon presentation of a valid identity document.

### Security Arrangements

Security in FAO will be extremely tight in the period prior to, during and immediately after the Summit. Access will be prohibited to those not in possession of a valid pass. Metal detectors will be in operation at all entrances to FAO. Access to certain areas will be restricted. Specific requests for individual security requirements should be directed to the Chief, Security Service (AFDU) (fax: +3906 570 55663).

To permit the temporary importation of side arms carried by security personnel, Embassies or Permanent Representations should communicate their request by a Note Verbale, including detailed information on the type, model and identification number of such arms, the number of rounds, the name of the bearer and his/her passport number, prior to arrival to the *Cerimoniale Diplomatico della Repubblica Ufficio III* of the Italian Ministry of Foreign Affairs by fax (+3906 323 6165). The final decision on such requests will be taken by the Italian Ministry of Interior. Details of the frequency range of two-way telecommunication equipment used by delegations should also be communicated to the above focal point.

### Passes for Vehicles

The following categories of passes for vehicles will be made available on request:

Colour	Category	Access permitted	Parking
Red	Heads of State and Government	Main entrance of building A	Area adjacent to the Stadium
Yellow	Cars accompanying Heads of State and Government	Main entrance of building A	Area adjacent to the Stadium
Green	Other Heads of delegation and delegates	No access to FAO Headquarters, but can drop delegates off at the Circo Massimo metro entrance to FAO	Within the restricted area described in the Map of the area (to be posted later on)

The Italian authorities will provide Red Passes for the cars of Heads of State and Government as well as Yellow Passes for up to one additional accompanying cars.

On request by Embassies or Permanent Representations, up to seven Green Passes for the vehicles transporting other heads of delegation and delegates will be issued. Green Passes should be requested from the FAO Security Office, tel.: +3906 5705 6755, fax: +3906 5705 5663 by a Note Verbale, indicating the plate number and the name of the driver, and will be available for collection at the FAO Building Pass Office (Ground Floor of Building B) by staff of Embassies or Permanent Representations from Monday, 9 November 2009.

Vehicles with a Green Pass will be able to park in areas close to FAO and delegates will make their way by foot to the entrance of building A close to the *Circo Massimo* Metro station. Owners will be responsible for the safety of their vehicles parked in such areas.

### Car Access to FAO

There will be several points of access to FAO, depending on participant status and type of pass displayed by the accompanying car. The entrance from the Atrium Aventino side of building A is for delegations that are not lead by a Heads of State or Government. Delegates can reach this entrance by foot through the gate next to the Circo Massimo metro station. Vehicles displaying a **Green Pass** may either drop off passengers at the Circo Massimo metro entrance to FAO, through which delegates will access the headquarters area or park in the restricted area described in the Map of the area (to be posted later on) and make their way by foot to the Aventino entrance of building A.

Only cars displaying **Red** (Heads of State or Government plus two additional passengers) and one car with **Yellow Pass** (up to four persons of the immediate entourage of Heads of State or Government) will be allowed to enter FAO premises. They will drop off passengers at the front entrance of building A.

The metro entrance in Viale Aventino is the pick-up and drop-off point for other members of government delegations and representatives of inter-governmental organizations. Another entrance, on Viale Aventino, is for FAO Staff and contractors. And another entrance, further along Viale Aventino near the petrol station, is for NGOs and media representatives.

### Traffic and parking

Parking around FAO will be reserved for vehicles with passes.

### Transport

Taxis will pick up and drop off clients in the vicinity of the Registration Centre (Via della Consolazione 4). There is a fixed price of € 40 for taxi destinations within the Roman walls from the Fiumicino Airport. Shuttle buses from the Registration Centre to FAO will also be available.

### Liaison Aides

FAO will provide a Liaison Aide for each Head of delegation. Arrangements should be made with the Protocol Branch:

fax (+39) 06 5705 6105

e-mail: [WSFS2009-Services@fao.org](mailto:WSFS2009-Services@fao.org)

## **AT FAO HEADQUARTERS**

### **Access to FAO buildings**

Access to FAO will be restricted to those who have been issued a Summit pass.

Embassy administrative and service staff will be issued a pass only if they have been notified as members of their country delegation.

Security within FAO and off-premises will be the responsibility of the Italian authorities, coordinated by the FAO Security Service with assistance from FAO guards and assigned staff. Metal detectors and X-ray equipment will be installed at each entrance to control access.

Arms are not allowed on the premises. Arms carried by security personnel accompanying Heads of Delegation will be deposited in a reserved area near the entrance to Building A. Security personnel included in delegations should liaise with the Italian authorities regarding this matter.

Normal passes for Permanent Representatives to FAO will not be valid after 17:00 hours on 14 November 2009. Access will be permitted only to holders of Summit passes as of 15 November 2009.

Surveillance will be strengthened at airports, hotels and embassies. Any delegation requiring especially tight surveillance measures should make their needs known to the Italian authorities through their Embassies or Permanent Representations.

### **Floating Passes**

Due to the limited seating capacity of the Plenary Hall, only three seats per country delegation (five seats if Head of State or Government is leading a delegation) will be assigned. There will also be limited seating for observer delegations invited to the Summit. Separate floating passes will be issued for the morning and afternoon of Monday 16 November.

Floating passes for countries may be picked up from the Registration Centre from Thursday, 12 November. Only staff of Embassies and Permanent Representations to FAO will be allowed to collect passes on behalf of a delegation. Such persons must provide proof of identity.

A limited number of observers will be issued with a floating pass as of 12.00 hours on Sunday, 15 November.

### **Overflow Rooms**

Provision will be made for a video link in the Green and Red Rooms (first floor, Building A) so that those unable to enter the Plenary Hall on 16 November may follow the proceedings. Such video link will also be made in the Green Room for those unable to enter the Red Room (Round tables) on 17 and 18 November.

### **Speaking time and statements**

Statements will be limited to five minutes for country delegations and four minutes for United Nations Agencies and other observers.

To ensure accurate interpretation of statements and timely transcription and posting after delivery, statements should be submitted electronically at least three hours before delivery (in Word or PDF) to [WSFS2009-Services@fao.org](mailto:WSFS2009-Services@fao.org). If use of e-mail is not possible, the text may be sent by fax to (+39) 06 570 55700. The name of the country and speaker should be indicated at the top of the first page in English, French or Spanish.

### **Meeting Rooms for Heads of Delegations**

A limited number of small meeting rooms may be reserved for use by Heads of States and Government for bilateral or multilateral meetings. Meeting rooms may be reserved by country delegations on an hourly basis.

To reserve meeting rooms, country delegations are invited to send an email request to [WSFS2009-Services@fao.org](mailto:WSFS2009-Services@fao.org), with a clear indication of the date, preferred time, delegations to be met and number of attendees. Final confirmation of booking will be given via email before the meeting.

### **Languages of proceedings**

Proceedings will be conducted in Arabic, Chinese, English, French, Russian and Spanish. If speakers wish to make statements in a language other than these, they must provide a text in one of the aforementioned languages to the WSFS Secretariat. The delegation concerned should also make available to the Interpretation Group (Room A-273E) a person who knows both the language in which the statement is delivered and the language into which it has been translated to ensure synchronization between the speaker and the interpreter.

### **Documents and publications**

Only official Summit documents (WSFS 2009 series) will be distributed at the documents desk in the Korean Conference Service Centre (first floor, Building A). FAO and other publications will be displayed and distributed in the Flag Hall (ground floor, Building B). Summit fact sheets will also be displayed in the Atrium. No documents or posters may be displayed in FAO without approval of the WSFS Summit Secretariat. Any unauthorized material will be removed. Documents and posters should be removed from FAO by 16.00 hours on November 18.

### **Telephone, fax, printing and internet facilities**

The Slovak Business Centre (ground floor, Building B, extension 57090) is available for Internet, printing, telephone and fax services. An internet point will also be available in the Atrium. The computers in this area allow access to the FAO Web site, the Internet in general and personal e-mail accounts.

Wireless Internet Service (WiFi) will be available in and around the Plenary Hall, the Red and Green Rooms, and in other meeting rooms. To use the service, a laptop or PDA that has Wireless LAN capabilities, conforming to 802.11b or 802.11g standards, is needed. The user name and password will be given in the print version of the Summit Journal.

### **Medical emergencies**

For medical emergencies, participants may dial 30 from all in-house telephones or 06 570 53400 from outside FAO Headquarters. For all other medical services,

participants may call extension 53577 from all in-house telephones (06 570 53577 from outside FAO Headquarters). They may also go directly to the Medical Service (First Floor, Building B) or the Medical Unit in Building A (Rooms A 326-313) during working hours of the Organization (08:30-18:00).

For urgent medical assistance outside the working hours of the Summit, participants are requested to call 118 or the Guardia Medica/Doctors-on-Call 06 582 01030 or avail of the services of the hotel doctor.

### **Other services**

Services located on the ground floor of Buildings B and D include: banks (open from 08:40 to 16:30); automated teller machines that accept international bank cards; and a newspaper stand which also sells city bus/metro tickets.