

October 2012



The International Treaty

ON PLANT GENETIC RESOURCES FOR FOOD AND AGRICULTURE



**FOURTH MEETING OF THE *AD HOC* ADVISORY TECHNICAL COMMITTEE ON
THE STANDARD MATERIAL TRANSFER AGREEMENT AND THE MULTILATERAL
SYSTEM OF THE TREATY**

Rome, Italy, 6-7 November 2012

NOTE FOR PARTICIPANTS

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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. 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.
3. Lost Building Passes should be reported without delay to the FAO Security Office.
4. For assistance or any request, please contact:

(extension 55430 or +39 06-57055430 from outside FAO);

e-mail: pgrfa-treaty @ fao.org
5. The meeting will start on 6 November, at 10.00 hrs in the TC Meeting Room (D642) located on the sixth floor of building D. On 7 November the meeting will take place in the Library-Culture-Change-Room (A046) located on the ground floor of building A, inside the David Lubin Memorial Library.

II. ACCOMMODATION AND DSA

6. The participation of developing country members of this committee is funded by the Secretariat of the International Treaty. All participants will receive an email with a Beneficiary Form attached to it. We will be grateful if you could return us the form duly completed, either scanned by return e-mail or by fax to Tel. no. +39 06 57052133, together with the travel itinerary by the most direct and economic route and the estimated cost of the flight, in order to raise the Travel Authorization.
7. Ticket and Daily Subsistence Allowance (DSA) will be authorized through the FAO Representation in the traveler's country. All designated participants have to contact these offices at their earliest convenience for the travel arrangements, with the most direct and economic route, and send them to the Treaty's Secretariat together with the ADM 61.
8. Kindly note that from March 2012, a new hotel booking system called "Preferred Hotel Programmed (PHP)" is implemented in FAO, so we kindly request you to choose three options from the list of hotels provided in the link <https://www.cwthotel.com/utn/pc3454.htm> and communicate your options to the Secretariat. You will receive a voucher from the FAO's Travel Agency with the hotel booking confirmed for you.

III. FACILITIES AND ADDITIONAL SERVICES

BANKING AND CURRENCY EXCHANGE FACILITIES

9. 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.

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

BOOKSHOP

13. 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

14. 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.
15. 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.
16. 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.
17. Other restaurant facilities are located on Viale Aventino close to FAO Headquarters.
18. 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

19. 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

20. 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

21. 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

22. 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.

23. 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 the password will be provided to you by our staff.

MEDICAL SERVICES

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

25. 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

26. 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.

POSTAL SERVICE

27. 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.

28. 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

29. 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.

30. Tickets cost 1,5 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.

31. 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

32. 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

33. 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

34. 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.

35. 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

36. 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.

37. 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.

38. 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.

39. 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

40. 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

41. 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 building