

May 2017



**Food and Agriculture
Organization of the
United Nations**



The International Treaty
**ON PLANT GENETIC RESOURCES
FOR FOOD AND AGRICULTURE**

**INTERNATIONAL TREATY ON PLANT GENETIC RESOURCES
FOR FOOD AND AGRICULTURE**

**SECOND MEETING OF THE SCIENTIFIC ADVISORY COMMITTEE ON THE
GLOBAL INFORMATION SYSTEM OF ARTICLE 17 OF THE TREATY**

Rome, Italy, 13 – 14 June 2017

Information Note for Participants

TABLE OF CONTENTS

	<i>Pag.</i>
I. ACCESS TO FAO	2
II. ACCOMMODATION AND DSA	2
III. DOCUMENTATION	
IV. FACILITIES AND ADDITIONAL SERVICES	2
Banking and currency exchange facilities	2
Bookshop	3
Catering facilities	3
Electricity	3
Emergency telephone numbers in Rome	3
FAO sales point	3
Internet access, printing, photocopying, fax	3
Medical services	4
Newsstand	4
Postal service	4
Public transportation	4
Security	5
Taxis	5
Telephone	5
Valuables	5

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. The lost building passes should be reported without delay to the FAO Security Office.
3. For assistance or any request related to the access, please contact extension 53554 or +390657053554 from outside FAO or the e-mail: pgrfa-treaty@fao.org
4. The meeting will start on 13 June 2017, at 10:00 in the the Mexico Room (D-211), located on the second floor of building D.

II. ACCOMMODATION AND DSA

6. The participants receiving travel support will get a room booked through the FAO PHP programme and will receive the corresponding hotel voucher by email in advance.
7. Daily Subsistence Allowance (DSA) is to be collected, where possible, at the FAO Representation of the relevant country. Only on exceptional cases the disbursement can be authorized in Rome. The Secretariat can be contacted by email to explore additional payment methods before the meeting.

III. DOCUMENTATION

8. The documents of the meeting will be circulated by email to the participants and posted in advance on the following dedicated web page:
<http://www.fao.org/plant-treaty/meetings/meetings-detail/en/c/853660/>
9. The participants are requested to bring their own paper copies. If you need a complete set of documents at the venue you can order it in advance by email: pgrfa-treaty@fao.org
10. The documentation for the meeting includes an annotated provisional agenda and a timetable.

IV. FACILITIES AND ADDITIONAL SERVICES

BANKING AND CURRENCY EXCHANGE FACILITIES

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

BOOKSHOP

15. 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

16. 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.

17. 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.

18. The FAO Restaurant, located on the 8th floor of Building C, offers a daily menu and à la carte service and a buffet restaurant at fixed price. Please call ext. 56823 (+39 06 57056823 if calling from outside FAO) for reservations.

19. Other restaurant facilities are located on Viale Aventino close to FAO Headquarters.

20. 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 "Casa Bar" (Ground Floor, Building D).

ELECTRICITY

21. 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

22. 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

23. 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

24. 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, confirming 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 which will be provided to you on the first day of the meeting.

MEDICAL SERVICES

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

26. 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

27. 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

28. 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.

29. 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

30. 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.

31. Tickets cost 1,50 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.

32. 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

33. 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

1. 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

2. 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.

3. 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. There are also several smartphone applications that do work in Rome to order a taxi such as "mytaxi".

TELEPHONE

4. 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.

5. 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.

6. 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.

7. 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

8. 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.

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