



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



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

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EIGHTH SESSION OF THE GOVERNING BODY

Rome, 11– 16 November 2019

Information Note for Participants

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I. MEETING INFORMATION

Opening Ceremony

1. The Eighth Session of the Governing Body will open on **Monday 11 November 2019 at 10:00 hours** at FAO headquarters and close on Saturday, 16 November 2019.
2. The Opening Ceremony will be held in the Plenary Hall, located on the third floor of building A, at 10:00 on Monday 11 November 2019
3. The Provisional Annotated Agenda IT/GB-8/19/1.2 Rev.1 is available on the Treaty's website at: <http://www.fao.org/plant-treaty/meetings/meetings-detail/en/c/1111365/>
4. The Session will be conducted in Arabic, Chinese, English, French, Russian and Spanish.

II. ACCESS TO FAO PREMISES

5. The FAO headquarters complex is located on Viale delle Terme di Caracalla, in front of the Circo Massimo and can be reached by car, bus (No. 60, 75, 81, 118, 160, 271, 628) and metro line B (Circo Massimo stop).
6. 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 must show a valid identification document (passport or other type of official identification with a photograph). A building pass or badge valid for the duration will be issued and must be worn at all times. Please note that participants will not be allowed access to FAO headquarters without a valid building pass.
7. Lost building passes should be reported immediately to the FAO Security Office. For assistance or any request, please contact: extension 53554 (from any telephone inside FAO), or +39 06-57053554 (from outside FAO), or by e-mail: PGRFA-Treaty@fao.org

III. REGISTRATION AND CREDENTIALS

8. The invitation letter to the Session was dispatched in June 2019 through the official communication channels of FAO. Access to FAO premises and participation in the meeting requires registration.
9. The registration desk will be open on:
 - Friday, 8 November 2019, from 14:00 to 16:30 hours.
 - Saturday, 9 November 2019 and Sunday, 10 November 2019, from 9:00 to 12:00 hours and from 14:00 to 15:30 hours.
 - Monday to Tuesday, 11 to 12 November 2019, from 8:30 to 13:00 hours and from 14:30 to 18:00 hours.
 - Wednesday to Saturday, on-demand registration.
 - There are different registration procedures for FAO Members and observers.

Registration Procedure

Registration of delegates

10. All nominated government delegates are kindly invited to contact their country's Permanent Representation to FAO, for pre-registration through the on-line password-protected area of the [FAO Members Gateway](#).

Registration of observers

11. Observers, including international organizations, designated to attend the meeting, should pre-register online. The pre-registration through new web-based application that can be accessed at <http://Event-services.fao.org/it-gb8>. The event code to be used to access the system and register is the following: “**CBD-806-8**”. The pre-registration of participants will require the upload of digital copy of a recent passport size photograph.

12. Entities or agencies requesting to attend a session of the Governing Body for the first time, as observers, should provide the Secretariat of the Treaty with a brief description of their organization, in no more than five hundred words. The note should include the organization’s full name and contact details, its main objectives and activities, and indicating the organization’s qualification in fields relating to the subject matter of the Treaty. It should be sent by email to PGRFA-Treaty@fao.org.

Photo requirements

13. The photo must be in colour, featuring a frontal view of a head and shoulders, 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 de face). The photo must be in digital JPEG format and should 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.

Credentials

14. The Secretariat would appreciate receiving, insofar as possible, not later than 20 August 2019, the name(s) of the delegate, alternate, expert(s) and adviser(s) of each Contracting Party designated to participate in the Session. The credentials for national delegations should indicate which member is the delegate, the alternate and adviser(s), and should be issued by, or on behalf of, the Head of State or Government, the Minister of Foreign Affairs or the Minister of the Department concerned. A model credential was attached to the official letter of invitation.

15. Contracting Party delegates whose names and credentials have not been submitted before the Session will be asked, upon registration, to submit their credentials. The title of the meeting, Eighth Session of the Governing Body of the International Treaty on Plant Genetic Resources for Food and Agriculture, must appear on the document.

16. States that are not Contracting Parties, as well as the United Nations, its specialized agencies and the International Atomic Energy Agency, may be represented as observers at the Session. Observers should communicate to the Secretary by 20 August 2019 the name(s) and contact details (including address, telephone and fax numbers, and e-mail address) of the person or persons designated to participate in the Session. Observers whose names are not communicated before the Session will be asked, upon registration, to show a letter, on official letter-headed paper, confirming their nomination to participate in this Session.

17. Any other international body or agency, whether governmental or non-governmental, qualified in fields relating to conservation and sustainable use of plant genetic resources for food and agriculture, may also be represented at the Session as observer. Admission of observers will be subject to the receipt by the Secretary of an official letter from the body or agency before 20 August 2019, providing the name, official title and contact details (including address, telephone and fax numbers, and e-mail address) of the person(s) representing the body or agency. Observers will be asked upon registration to provide a letter, on official letter-headed paper, from their body or agency confirming their nomination to participate in this Session. For more information, please contact the Secretariat of the International Treaty.

Visas

18. Participants requiring visas must obtain them from the Italian Consulate or competent Diplomatic Mission in their country before leaving for Rome. Visa applications must be submitted well in advance of departure. On average, three weeks or more may be required for an Italian visa to be issued. Visas are the individual responsibility of delegates. Please note that Italy is a signatory to the Schengen Treaty, which does not allow shortcuts to the established procedure, hence FAO cannot intervene in any way to hasten the process.

IV. DOCUMENTATION

19. Working and information documents for the Eighth Session of the Governing Body will be published on the website of the International Treaty as soon as they become available at the following address: <http://www.fao.org/plant-treaty/meetings/meetings-detail/en/c/1111365/>.

20. With a view to minimizing the environmental impact of the meeting, the Secretariat will limit the use of paper as much as possible. Paper copies will be made available at the meeting venue only for a limited number of pre-session documents, such as the Provisional Annotated Agenda and the draft Programme of Work and Budget. Participants may make use of the ‘Print- on – demand’ service if required, at the Document desk (1st floor, Building A). Documents also bear a QR code and can be downloaded at : <http://www.fao.org/plant-treaty/meetings/meetings-detail/en/c/1111365/>.

21. Participants are therefore advised to bring their own copies of documents, as they deem appropriate, and to refrain from requesting additional copies from the document distribution desk. Those participants who are not in a position to bring their own copies of the documents should inform the Secretariat to that effect, and arrangements will be made for a full set of working documents to be ready in the language, or languages requested. Such requests should be made as soon as possible but no later than 25 October 2019.

22. Documents issued during the Session will be made available at the document distribution desk. Delegations are requested to provide their oral interventions to the floor electronically to the Secretariat at PGRFA-Treaty@fao.org

23. The circulation of any documents during the Session must be first cleared with the Secretariat.

V. REGIONAL CONSULTATIONS

24. Regional and inter-regional consultations will be held on 9 and 10 November 2019. The following rooms have been reserved for the Regional Groups and non-governmental organizations (NGOs) so that they may meet, discuss or consult between Regions. Each room is equipped with a computer with Internet connection, a printer and basic stationery.

25. The rooms will also be at the disposal of the Regional Groups throughout the duration of the Eight Session of the Governing Body (11-16 November 2019).

Groups	Room
Africa	Lebanon Room (D209)
Asia	Pakistan Room (A127)
Europe	Iraq Room (A235)
Latin America and the Caribbean	Mexico Room (D211)

Near East	Ethiopia Room (C285/89) (9-10 Nov. 19) India Room (A327) (11-16 Nov. 19)
North America	Canada Room (A356)
South West Pacific	Cuba Room (B224)
NGOs	Malaysia Room (B227)

26. Two sessions of simultaneous interpretation, per day, in Arabic, French, and Spanish, as appropriate, will be available.

VI. EVENTS AND EXHIBITION OF MATERIAL

Special Event on the 15th Anniversary of the International Treaty on Plant Genetic Resources for Food and Agriculture

27. A special event will be held at FAO headquarters on Saturday 9 November at 11 am. The special event will celebrate the progress and the achievements of the International Treaty since its entry into force in June 2004, and explore new ideas for its future direction.

28. The Event will be held in the Red Room, which is located in building A, 1st floor.

29. Simultaneous interpretation in Arabic, French and Spanish will be available.

Side Events and Promotional Material

30. Side events are scheduled to take place at the meeting venue from 12 – 15 November 2019, from 13.15 to 14.30 and from 18.15 to 19.30. The list of side events and venue will be available at <http://www.fao.org/plant-treaty/eighth-governing-body/list-side-events>.

31. Requests for side events should be submitted through an online registration form available on the website of the International Treaty at <http://www.fao.org/plant-treaty/eighth-governing-body/en/>. The request form must be fully completed to be considered and will be processed on a first-come, first-served basis. The deadline for submission is **5 September 2019**. Requests received through other means and after the deadline may not be considered.

32. Requests for side events received before the deadline (5 September 2019) will be scheduled according to the needs and relevance to the agenda of the Session. The link to the form to be used for requests to organize a side event can be found online at <http://www.fao.org/plant-treaty/eighth-governing-body/en/>

33. Rooms for side events are equipped with a screen and a projector. Requests for catering services must be sent directly to catering@fao.org, once the side event is confirmed by the Secretariat.

34. In order to accommodate as many requests for side events as possible, proposals that involve several organizing entities/partners are particularly encouraged. The Secretariat encourages a balanced gender and geographical representation among the lead speakers and contributors to the event. If more requests for side events are received than the slots available, organizers may be invited to consider combining their events with others of a similar subject matter.

35. The Secretary reserves the right to change the room or revise time slots of any proposed side event according to the needs of the Session.

Exhibition of Material

36. A number of tables will be set up at the meeting venue to display promotional materials. For information on the shipment of information material to FAO prior to the Session, please contact PGRFA-Treaty@fao.org.

VII. SUPPORT TO THE PARTICIPATION OF DEVELOPING COUNTRIES CONTRACTING PARTIES

37. Limited extra-budgetary funds have been made available to the Secretariat for the purpose of supporting one representative per developing country that is a Contracting Party to the International Treaty. Support will be provided upon request. Countries wishing to avail themselves of such support should inform the Secretariat before 30 August 2019.

38. For assistance with financial support to the participation of developing country Contracting Parties, please contact us by email at PGRFA-Treaty@fao.org, or by phone at +3906 5705 53554.

VIII. ACCOMMODATION

39. Accommodation is the individual responsibility of each delegate or participant. Financial support will be provided to one delegate from each developing country Contracting Party, through the Trust Fund dedicated to support participation in Treaty meetings. They must, however, book their own accommodation themselves. A list of recommended hotels is published on the Treaty website at <http://www.fao.org/plant-treaty/eighth-governing-body/hotels>.

IX. FACILITIES AND ADDITIONAL SERVICES

Cloakroom

40. During the Session of the Governing Body, a cloakroom is available for use by participants in the main entrance of building A (opposite side of the Turkish Lounge).

Banking services and other facilities

41. Banca Intesa San Paolo (Ground floor, building B), and Banca Popolare di Sondrio (Ground floor, D-016) are open Monday to Friday, from 08.35 to 16.35 hours.

42. Cash dispensers (ATM) are located at the entrance of the banks (Ground floor, buildings B and D) and at the entrance of the Post Office (Ground floor, building B).

43. *The Food for Thought Bookshop*, (Ground floor of building B), offers a selection of English, French, Italian and Spanish language books, gifts, stationery, greeting cards and guidebooks. The Bookshop is open from 08:30 to 17:00 hours. For more information, dial extension 53127 (Tel. 06 57053127).

44. The DHL Courier Service Office is located in C005 and is available for private and official dispatches from 9:00am to 12:30 pm, Monday through Friday. Call the Mail and Pouch Service at extension 54881 for information and rates (+39 06 57054881 if calling from outside FAO).

45. The FAO Sales Point is located in front of the Banca Intesa San Paolo (Ground floor, building B), for branded items, souvenirs and memorabilia.

Electricity

46. In Italy, the current voltage is 220 volts; plug type is European standard.

Emergency telephone numbers

47. The following numbers would be useful, in case of emergency outside FAO headquarters:

- Medical Emergencies 118
- General Emergencies 112
- Fire Service 115

Internet access, printing, photocopying

48. There will be some computers with internet facilities in the lobby area near the Green Room. In case of large photocopying needs, please contact the [Secretariat](#).

49. 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 device, which has Wireless LAN capabilities, conforming to 802.11b or 802.11g standards.

50. To connect to this service, please follow the steps below:

Step 1: Turn on your laptop or other devices, while in one of the WiFi areas;

Step 2: Allow laptop or other devices to detect the network “guest_internet”; and

Step 3: Open a browser and try to connect to an Internet site. When prompted for a username and a password, use the following: Username: **visitor** and password "**wifi2internet**"

Medical services

51. The Health Service provides emergency medical assistance in FAO to participants during meetings. Reception hours are:

- Monday through Thursday 08.30 to 12.30 and 13.30 to 17.00 hours
- Friday 8.30 to 12.00 and 13.00 to 17.00 hours

52. For medical emergencies, dial 30 from all in-house telephones. For all other medical services, call extension 53577 from in-house telephones or 06-53400 (from outside FAO headquarters).

Catering facilities

53. 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.

54. The FAO Cafeteria, located on the eighth 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.

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

56. 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 “Eden Bar” (Ground floor, building D).

57. Debit (Bancomat) and credit cards are accepted at the Cafeteria, Restaurant, Open Buffet, Polish Bar and Blue Bar.

58. 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 next to the book shop.

59. Other restaurant facilities are located on Viale Aventino close to FAO headquarters.

Security

60. 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, or +39 06 57053145 from outside FAO headquarters).

61. 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.

Public transport

62. 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 vendors. Not all buses and trams have a ticket machine on-board.

63. Tickets cost 1,50 Euro, and may be used for one underground ride and unlimited bus/tram travel within the ticket validity time of 100 minutes. Tickets need to be validated upon entering bus, tram or metro. Day tickets valid for the entire bus/tram and metro network may also be purchased.

64. 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.

65. Three underground (metro) lines, A, B, and C, serve Rome. A sign showing a large white "M" on a red background marks the stops. Termini Station is the metro station where two lines intersect. The metro stop for FAO is Circo Massimo (Line B). San Giovanni is the metro station where lines A and C intersect.

66. More information is available at: <http://www.fao.org/about/meetings/information/travel/en/>

Taxis

67. 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.

68. 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

69. The telephone number of FAO headquarters is (+39)06-570 + extension. If the extension is not known, dial (+39)06-570-51 for the FAO switchboard operator. Telephones are available in all meeting rooms and lounges and may be used for internal calls by dialling directly the required extension

70. The Estonian Contact Centre for Skype connections is available in the Ground floor of building B (B016), next to the Flag Hall.

Valuables

71. 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.

Communication material

72. The Secretariat will prepare specific communication material and resources for use by delegates. Please regularly check our website and social media accounts for updates:

- Website: www.fao.org/plant-treaty
- Twitter handle: [@PlantTreaty](https://twitter.com/planttreaty)
- LinkedIn profile: [@PlantTreaty](http://www.linkedin.com/in/plant-treaty-unfao)

Please note that FAO is a smoke-free area.

Smoking is not permitted inside FAO buildings.