

**HIGH-LEVEL CONFERENCE ON WORLD FOOD SECURITY:
THE CHALLENGES OF CLIMATE CHANGE AND BIOENERGY
(3-5 June 2008)**

**INFORMATION CIRCULAR ON
ARRANGEMENTS BEFORE AND DURING THE CONFERENCE**

A. REGISTRATION AND ACCREDITATION

1. Building passes will be issued only to officially registered members of delegations of countries and organizations invited to the Conference. Registration of participants will be processed only after receipt of completed Registration Form with photo, available on Conference Website. The forms should be sent to the Director, Conference, Council and Protocol Affairs Division, FAO, Viale delle Terme di Caracalla, 00153 Rome, Italy, by e-mail (FAO-Conference@fao.org) or fax (+39.0657056099).
2. Media Accreditation: the form for media representatives for accreditation to cover the Conference is available on the Conference Website. Applications will be processed only after receipt of a completed Registration Form with photo, verified at FAO.
3. The passes will be available for collection at the Registration Centre upon presentation of a valid identity document.
4. From Friday 30 May, registration for all participants is carried out at the Registration Centre in Via di San Teodoro, 74, operational until 5 June 2008. Opening hours of the Registration Centre are:
 - Friday 30 May (14:00 - 17:00 hours)
 - Saturday 31 May (09:00 - 16:00 hours)
 - Sunday 1 June (09:00 - 16:00 hours)
 - Monday 2 June (10:00 - 20:00 hours)
 - Tuesday 3 June (07:30 - 20:00 hours)
 - Wednesday 4 June (07:30 - 17:00 hours)
 - Thursday 5 June (07:30 - 12:00 hours).
5. The fax number of the San Teodoro Registration Centre is +39 06 8928 0554 and telephone numbers are:
 - **Delegates (Countries, UN, IGOs):** +39-06-57052508;
 - **NGO/CSO:** +39-06-57053562
 - **Media:** +39-06- 340 9959764

B. SECURITY AND TRAVEL ARRANGEMENTS

INFORMATION REQUIRED FROM GOVERNMENT DELEGATIONS

6. The following information is needed to facilitate proper reception and security upon arrival and departure, and should be communicated by Note Verbale from the Embassy or Permanent Representation to the Protocol Branch by fax: (+3906 57056105), and to the *Cerimoniale Diplomatico della Repubblica Ufficio IV* of the Italian Ministry of Foreign Affairs by fax (+3906 3691 4389 or +39 06 3691 6043):
 - List of names of every delegation member in protocol order and with passport number;
 - List of names of members of delegation who will ride in the motorcade from the airport, with the names of security personnel in brackets, the number plate of each car and the names of the drivers;
 - Date of arrival and departure of the Head of Delegation and details of arrival and departure flights;
 - Details of hotel accommodation or official residence.

SECURITY ARRANGEMENTS

7. Security in FAO will be extremely tight in the period prior to, during and immediately after the Conference. Access will be prohibited to those not in possession of a valid pass (*see paragraphs 1 to 6*). 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 57055663).

ARMS

8. To permit the temporary importation of side arms carried by security personnel, Embassies or Permanent Representations should communicate their request by 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 IV* of the Italian Ministry of Foreign Affairs by fax (+3906 3691 4389 or +3906 3691 6043). The final decision on such requests will be taken by the Italian Interior Ministry. 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

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

Colour	Category	Access permitted	Parking
White	Heads of State and Government	Atrium entrance (Aventino side)	Area adjacent to the Stadium
Yellow	Other Heads of Delegation and cars following Heads of State/Government	Main entrance to building A	Area adjacent to the Stadium
Green	Other 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 annex to this Circular

10. Yellow and Green Passes should be requested from the FAO Security Office, tel.: +3906 5705 2162, fax: +3906 5705 5663 by Note Verbale, indicating the number plate and name of driver. In addition to the White Passes allocated to escorted motorcades through the Italian authorities, Yellow and Green Passes will be available for collection by Embassies or Permanent Representations at the FAO Building Pass Office (Ground Floor of Building B) from Friday, 30 May 2008.

11. The Italian authorities will make available White Passes for the cars of Heads of State and Government as well as Yellow Passes for the two additional escorting cars provided by the Embassies or Permanent Representations. On request, up to two Yellow Passes for other Heads of Delegation and up to five Green Passes for additional vehicles to be provided by the Embassies or Permanent Representations will be issued.

12. Vehicles with a Green Pass will be able to park in areas close to FAO and make their way on foot to the entrance of building A. Owners will be responsible for the safety of their vehicles parked in such areas.

ROAD ACCESS IN THE VICINITY OF FAO

13. The following streets (see attached map) will most probably be closed to traffic (except for local residents) from 00:01 hours on Tuesday 3 June until midnight Thursday 5 June 2008:

- Via del Circo Massimo;
- Viale delle Terme di Caracalla - from Piazza di Porta Capena to Piazzale Numa Pompilio;
- Viale Guido Baccelli - from Largo delle Vittime del Terrorismo to Largo Fiorito;
- Via Antonina;
- Via della Fonte di Fauno;

- Via Licinia;
- Via Valle delle Camene;
- Via Aventina;
- Viale Aventino – however, the central lanes might be kept open for public transport and for shuttle buses from Piramide.

TRAFFIC AND PARKING

14. Parking around FAO will be reserved for vehicles with passes. Vehicles with White and Yellow Passes (Official Motorcade) will have access to the entrances to the Conference area. Cars transporting the Heads of State and Government (White Pass) will access the FAO premises through the Atrium (Aventino Side). Other motorcades, as well as cars transporting other Heads of Delegation (Yellow Pass) will access the premises from the main entrance to Building A. These vehicles will park in the parking area alongside the Terme di Caracalla stadium.

PUBLIC TRANSPORT

15. The FAO “Circo Massimo” metro station will most probably be closed from 3 to 5 June 2008 for security reasons. Metro trains will continue to stop at the “Colosseo” and “Piramide” stations, as well as the other Line B stations. Line A will not be affected.

16. A shuttle service from Rome Fiumicino Airport to the Registration Centre will be operational from 09:00 to 19:00 hours on Monday 2 and Tuesday 3 June.

17. Rome Fiumicino Airport is connected to the centre of town during the day by train. The express train between Fiumicino Airport and Termini station costs € 11.00 and takes approximately 30 minutes. It departs from and arrives at track 26 to 29 at Termini station, Rome's main train station. Tickets can be bought at any tobacco shop and newsstand inside the train station, at vending machines at Termini and Fiumicino, and at the ticket window by the platform at Fiumicino.

- Fiumicino to Roma Termini: first train at 6.35am, and then every 30 minutes until the last train at 11.35pm;
- Roma Termini to Fiumicino: first train at 5.52am, and then every 30 minutes until the last train at 10.52pm.

18. There is another train that connects Fiumicino Airport to central Rome. When you are at the airport train station, look for the train with the destination Orte or Fara Sabina. It stops at local stations on the way into Rome, but does NOT stop at Termini. Get off at the Ostiense station, in the vicinity of FAO. These trains leave every 15 minutes (every hour on Sundays) and cost €5. The trip from the airport to Ostiense takes about 25 minutes.

19. Taxis will pick up and drop off clients at the beginning of Via dei Cerchi.

ACCESS TO FAO

20. 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 is for Heads of State and Government, and two additional passengers in the car displaying the **White** Pass. Only cars displaying the White Pass may approach this entrance.

21. Cars with **Yellow** Passes may drive up to the entrance at the front of Building A, drop off passengers, exit the premises and then park in the area alongside the Terme di Caracalla stadium.

22. Other authorised vehicles will display a **Green** Pass and 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 *Annex 1* and make their way on foot to the main entrance of building A.
23. 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 NGO and media representatives.
24. Embassy service staff who need to enter FAO during the Conference will be issued a pass if their names have been notified to the Registration Centre as part of their country delegation.
25. 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.
26. Arms are not allowed on the premises. Arms carried by security personnel accompanying Heads of Delegation will be deposited in a reserved area near to the entrance to Building A. Security personnel included in delegations should liaise with the Italian authorities regarding this matter (see para 8).
27. FAO will be under strict surveillance from 07:00 hours on 2 June 2008, and the entire area will be sealed off from the morning of 3 June 2008. Normal passes for Permanent Representatives to FAO will not be valid after 1 June 2008. Access will be permitted only to holders of Conference passes as of 2 June 2008.
28. 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.

LIAISON

29. FAO will provide a Liaison Aide for each delegation headed by a Head of State or Government. Arrangements should be made with the Protocol Branch: tel.: +3906 5705 3356; fax: +3906 5705 6105; e-mail Tareq.Aref@fao.org; MariaGrazia.DeAngelis@fao.org; Paolo.Trippa@fao.org.

C. AT FAO HEADQUARTERS

ACCESS TO FAO BUILDINGS

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

FLOATING PASSES

31. Due to the limited seating capacity of the Plenary Hall, only three seats per country delegation (six 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 Conference. Separate floating passes will be issued for the morning and afternoon of Tuesday 3 June.
32. Floating passes for countries may be picked up from the FAO Protocol Office from Friday 30 May (fax: +3906 5705 6105). Those collecting the passes on behalf of a delegation must provide proof of identity.
33. A limited number of observers will be issued with a floating pass as of 16.00 hours on Monday 2 June.

OVERFLOW ROOMS

34. 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 3 June am and 5 June pm may follow the proceedings. Such video link will also be made in the Green Room for those unable to enter the Red Room on 3 June pm, 4 June and 5 June.

SPEAKING TIME AND STATEMENTS

35. Statements will be limited to five minutes for country delegations and four minutes for UN Agencies and other organizations.

36. Governments should indicate the day on which the Head of State, Government or Delegation wishes to address the Conference by submitting a Request for Speaking Time form, available at www.fao.org/foodclimate/conference/regform.html, to FAO-Conference@fao.org (to be preferred) or by fax: +3906 5705 6099. Confirmation of speaking time will be given shortly before the Conference opens.

37. Verbatim records will not be made of the Conference. It is therefore essential that statements be submitted timely for posting on the Website. No text will be posted prior to being delivered, and each text will be posted as submitted.

38. To ensure accurate interpretation of statements and timely posting after delivery, statements should be submitted electronically (in WORD or PDF) to Conference-Statements@fao.org. Those unable to use e-mail should send the text by fax to +3906 5705 5700. The name of the country and speaker should be indicated at the top of the first page in English, French or Spanish.

39. FAO cannot guarantee that statements which are not submitted as outlined above will be posted on the Conference website. Although every effort will be made to post scanned copies of statements submitted on paper after they have been delivered, the quality of presentation of such statements may be lower than those submitted electronically.

LANGUAGES OF PROCEEDINGS

40. Proceedings will be conducted in Arabic, Chinese, English, French 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 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.

MEETING ROOMS FOR HEADS OF STATE AND GOVERNMENT

41. A limited number of meeting rooms will be available for bilateral meetings. They will be reserved for a specified time and date by submitting a request form at FAO-Conference@fao.org, downloadable at www.fao.org/foodclimate/conference/regform/en/.

DOCUMENTS AND PUBLICATIONS

42. Only official Conference documents (HLC 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). Conference fact sheets will also be displayed in the Atrium.

43. No documents or posters may be displayed in FAO without approval of the Conference Secretariat. Any unauthorized material will be removed by FAO Security. Documents and posters should be removed from FAO by 18.00 hours on Thursday 5 June.

CATERING FACILITIES

44. FAO offers the following dining and snack bar facilities – please see the table in *Annex 2* for detailed information.

HOTEL RESERVATIONS

45. Hotel bookings for participants can be made through the FAO travel agent: Carlson Wagonlit Travel (Building D, ground floor, room D-074; tel +39 0657055970; e-mail: faotravel@cwtravel.it; fax: +39 0657053619). The Secretariat is not in a position to make hotel bookings or other travel arrangements. FAO cannot bear any responsibility for arrangements made with hotels. Carlson Wagonlit Travel can also assist delegations with flight bookings and tour reservations. To address emergency requirements outside business hours, CWT also offer a 24 Hour Emergency Service dedicated to providing traveller assistance: tel: from within Italy 800 871932; and +44 208 757 9000 from all other countries.

TELEPHONE, FAX, PRINTING AND INTERNET FACILITIES

46. The Slovak Business Centre (ground floor, Building B, extension 57090) is available for Internet, printing, telephone and fax services. An internet point is also 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.

47. 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 following user name and password should be used: Username: **visitor**. Password: **connect2web**.

MEDICAL EMERGENCIES

48. For medical emergencies, participants may dial 30 from all in-house telephones or 0657053400 from outside FAO Headquarters. For all other medical services, participants may call extension 53577 from all in-house telephones (065703577 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 Conference. For urgent medical assistance outside the working hours of the Conference, participants are requested to call 118 or the Guardia Medica/Doctors-on-Call 06 58201030 or avail of the services of the hotel doctor.

OTHER SERVICES

49. Several services are located on the ground floor of Buildings B and D, including: banks (open from 08:40 to 16:30 hours); automated teller machines that accept international bank cards; a post office (08:30 to 15:00 hours); a newspaper stand which also sells city bus/metro tickets; a bookshop and a chemist.



ADMINISTRATIVE ARRANGEMENTS DURING THE HIGH LEVEL CONFERENCE ON WORLD FOOD SECURITY: THE CHALLENGES OF CLIMATE CHANGE AND BIOENERGY

The following streets are expected to be closed to traffic (except for local residents) as of **00:01 hours of Tuesday, 3 June** and until **midnight of Thursday, 5 June**:

- **VIA DEL CIRCO MASSIMO**
- **VIALE DELLE TERME DI CARACALLA** - from Piazza di Porta Capena to Piazzale Numa Pompilio
- **VIALE GIULIO BACCELLI** - from Largo delle Vittime del Terrorismo to Largo Fiorito
- **VIA ANTONINA**
- **VIA DELLA FONTE DI FAUNO**
- **VIA LICINIA**
- **VIA VALLE DELLE CAMENE**
- **VIA AVENTINA**
- **VIALE AVENTINO** - however, the central lanes might be kept open for public transport and for shuttle buses from Piramide.

Catering Facilities

Authorized Personnel	Name	Location	Seats Capacity	Opening Hours	Note
FAO Staff	Catering marquee	external courtyard of building D	200	11.30 - 15.30	This area offers a Fixed Price Buffet and a Bar offers a small assortment of sandwiches, beverages and soft drinks.
FAO Staff	Bar D	ground floor building D	100	9.30 - 17.00	This Area offers an assortment of sandwiches, pizza, fresh salads, hot main dishes, beverages, yoghurts, ice creams and fruits.
Media	Media marquee	motorbike parking area	200	7.30 - 18.30	This area offers a Fixed Price Buffet and a Bar offers a small assortment of sandwiches, beverages and soft drinks.
Delegates	Polish Bar	ground floor building A	30	7.30 - onward	This bar offers an assortment of sandwiches, pizza, prepared salads and one pasta dish. There is also a large assortment of beverages, yoghurts and desserts.
Delegates	Blue Bar	8th floor building C	130	7.30 - 10.30	This bar offers an assortment of sandwiches, beverages, yoghurts and fruits.
Delegates	Blue Restaurant	8th floor building C	130	12.00 - 15.00	A la Carte Menu - Menu of the Day.
Delegates	Restaurant	8th floor building C	70	12.00 - 15.00	A la Carte Menu - Menu of the Day.
Delegates	Cafeteria	8th floor building B	475	12.00 - 15.00	a grill offers freshly char-grilled meat and fish dishes, a pasta corner offers soup and four different pasta selections, an entree island offers main dishes with accompanying sauces, a self-service salad island, a cold dish island offers various vegetable, cheese, and seafood salads, and a selection of desserts, cheeses and beverages are also available.
Delegates	Bar B	8th floor building B	30	9.30 - 17.00	This bar is proposing an assortment of sandwiches, beverages, yoghurts and fruits.
Delegates	Terrace Bar	8th floor building B	200	9.30 - 17.00	This bar is proposing an assortment of sandwiches, beverages, yoghurts and fruits.
Total seats			1565		

Bancomat and credit cards will be accepted at the FAO Restaurant, Polish Bar and Blue Bar. Meal tickets may be bought in advance by contacting the Catering Manager at extension 54268. Lastly snacks, sandwiches and beverages will be available from vending machines located throughout the buildings.