

INFORMATION FOR PARTICIPANTS AT MEETINGS AT FAO HEADQUARTERS

Conference, Council and Government Relations Branch, KCCO



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I. INTRODUCTORY INFORMATION

1. FAO Headquarters is located on Viale delle Terme di Caracalla, in front of the *Circo Massimo*. It can be reached by car, bus, tram and metro line B (*Circo Massimo* stop).
2. There are six buildings in FAO Headquarters, all interconnected. The large conference rooms (Plenary Hall, Red Room, Green Room) are all in Building A. Several smaller meeting rooms are located in Buildings A, B, C and D. Conference and meeting rooms are listed in the [Annex](#).
3. The two-story glass-enclosed Atrium interconnects Buildings A and B and may be the center of some of the activities scheduled during meetings.



Access to FAO Headquarters

4. Access to FAO Headquarters is restricted to persons in possession of a valid building pass (see section on Registration). Pass-holding visitors may use the following entrances to FAO Headquarters:
 - Building A Main Entrance (gate on Viale delle Terme di Caracalla).
 - Building B Entrance (side entrance past the petrol station in FAO parking area).
 - Building D Entrance (gate on Viale Aventino).



Registration of Participants and Admission to Meetings

5. On the first day of each meeting, participants are requested to use the Main Entrance in Building A, and proceed to the Turkish Registration Centre to the immediate left to register and pick up their Building Pass.
6. Building Passes will be issued only after receipt of completed Registration Forms. A valid identity document will need to be presented to registration officials to collect the Building Pass.
7. Lost Building Passes should be reported without delay to the FAO Security Office.



Security

8. The FAO Security Office operates from 07.30 hours to 17.30 hours from Room B062 (extension 55159); after 17.30 hours contact the Security Guards in Building A (extension 53145, 06-5705-3145 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);
 - handles lost and found properties.
9. Strict security measures are observed at the FAO Headquarters. Metal detectors are in operation at the Building A entrance. Participants are requested to wear their Building Passes at all times.
10. Participants are advised not to leave briefcases or any valuable items unattended in conference rooms.



Medical Services



11. The Medical Service provides emergency medical assistance in FAO to participants at meetings.
12. For medical emergencies, dial 30 from all in-house telephones. For all other medical services, call extension 53577 from in-house telephones (06-5705-3577 from outside FAO Headquarters).



Access and Facilities for Disabled Persons

13. All entrances (see paragraph 4) at FAO Headquarters are accessible to disabled persons with wheelchairs. A lift is provided in Building A, and a ramp is provided in Building D.
14. Most lifts at FAO Headquarters have wheelchair access.
15. Restroom facilities for disabled visitors are located in Building A on the ground, first and third floors near the meeting rooms.



Emergency Telephone Numbers in Rome

16. The following numbers may be useful in case of emergency outside FAO Headquarters:

- Medical Emergencies 118
- General Emergencies 113
- Fire 115
- Ambulance 118
- City Physician on Call (*Medico di Guardia*) 06-58201030



Protecting Valuables

17. 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.

II. MEETING SERVICES



Korean Conference Service Centre

18. Meeting documents can be downloaded from the [FAO web site](#). For reasons of economy, documents are produced in limited number quantities. Participants are requested to bring documents to meetings and refrain from asking for additional copies.
19. FAO distributes official documents in the Organization's languages. Participants who wish to make available documents should contact the Supervisor of the Documents Desk.



Journal of the Conference and Order of the Day

20. During Conference sessions, the Conference, Council and Government Relations Branch (KCCO) prepares a daily programme of meetings, events and announcements. This information appears in the form of the Journal during sessions of the Conference and the Order of the Day during the Council and is available online and at the Documents Desk.



Duration of Meetings

21. Normally, morning meetings are scheduled from 09.30 hours to 12.30 hours, and afternoon meetings from 14.30 hours to 17.30 hours, or later if required. On the first day, the morning meeting is scheduled from 10.00 hours to 13:00 hours.
22. It is essential that meetings start on time and that the schedule be respected. Delegates are urged to arrive in good time.



Languages used in Meetings

23. The languages of the Organization are Arabic, Chinese, English, French and Spanish. Simultaneous interpretation is provided in these languages at Sessions of the Governing Bodies. Governing Body meeting documents are also published in these languages.



Plenary Meetings during Conference Sessions

24. The first two Plenary meetings of a Conference Session consist mainly of procedural matters. At its first Plenary meeting, the Conference elects its Chairperson and three Vice-Chairpersons, appoints the seven members of the General Committee and the nine members of the Credentials Committee. These appointments are followed by the delivery of the McDougall Memorial Lecture. The Plenary meeting then adjourns to enable the General Committee to hold its first meeting.
25. At its second Plenary meeting in the afternoon, the Conference, acting on the first report of the General Committee, adopts the Agenda, establishes the Commissions, appoints a Resolutions Committee and deals with the admission of observers and other procedural matters. It also adopts the first report of the Credentials Committee. The votes on the admission of new Members take place, and are followed by the ceremony of admission. While the votes are being counted, the presentation of the B.R. Sen Awards, the A.H. Boerma Award, the Edouard Saouma Award and the Margarita Lizárraga Medal takes place.
26. The Third Plenary meeting includes the Director-General's Statement to the Conference on the work of the Organization, followed by the Statement of the Independent Chairperson of the Council.
27. The General Debate by Heads of Delegation on *the State of Food and Agriculture* usually takes place from the Third to the Eighth Plenary meetings. Friday morning is set aside for the vote on the Programme of Work and Budget, and the afternoon for the election of the Independent Chairperson and Members of the Council.
28. The remaining Plenary meetings are used to conclude other items on the Agenda and to adopt the report of the Conference.



Meetings of Commission I and Commission II during Conference Sessions

29. As the Plenary proceeds with its work, Commission I and Commission II are also in session. Each of these Commissions has its own Chairperson, Vice-Chairpersons, Drafting Committee and Secretariat.
30. Commission I begins its work on Monday, and adopts its report within the Commission by Thursday. Commission I Reports are then adopted in Plenary on the last day of the Conference.
31. Commission II also begins its work on Monday morning, and adopts its report in Commission on Thursday afternoon. Commission II Reports are forwarded to the Plenary for final adoption on the last day of the Conference.



Plenary Meetings during Council

32. During sessions of the Council, working hours are the same as those indicated in paragraph 21.



List of Speakers during Conference

33. Requests for speaking time during the General Debate on the *State of Food and Agriculture* in Plenary are made through the Office of the Director, Conference, Council and Protocol Affairs Division (KCC), Room A140, extension 56186 (Tel. 06-5705-6186; e-mail: FAO-Conference@fao.org). Reservations are made on a first-come, first-served basis, using the speaking time request downloadable from the Conference web page.
34. Delegates are advised that statements should not be longer than 5 minutes for Heads of Delegation and 4 minutes for observers. To facilitate the observation of time available, a light system installed on the lectern indicates when the time limit has been reached.
35. To facilitate interpretation, 10 copies of each statement should be delivered in advance to the Office of the Chief Interpreter, extension 54503 (Tel. 06-5705-4503) preferably in electronic format to FAO-Conference@fao.org.



Meeting Rooms for Heads of Delegation

36. Upon request, delegates to the Conference and Council may reserve small rooms for discussions with other Conference participants for two to three hour throughout the course of any given day because of the large number of requests received.
37. Delegates are requested to consult the Order of the Day or the Journal of the Conference regarding the specific procedures to be followed to reserve such rooms.



Verbatim Records of Meetings

38. Verbatim Records are produced for all sessions of the Plenary and Commission I and Commission II during Conference sessions, as well as for all sessions of the Council.
39. Verbatim Records are available at the Documents Desk in the Korean Conference Service Centre in English, French and Spanish within 24 hours of completion of a meeting. Texts delivered in Arabic are transcribed in either English or French, and those delivered in Chinese are transcribed in English.
40. Verbatim Records are also posted on the FAO Intranet Web site.
41. Corrections may be submitted by delegates after Verbatim Records have been printed/posted. Please refer to the Journal of the Conference or the Order of the Day of the Council for information regarding the procedure to be followed.
42. Corrections appear on the posted versions of the texts, and are subsequently incorporated into the final, printed Verbatim Records within one month of the conclusion of the Conference or Council sessions.



Reports of Meetings and Drafting Committee

43. Reports of the proceedings of all Conference and Council sessions are produced in the five languages of the Organization for adoption in Plenary.
44. For more information on Council Drafting Committee, contact the Secretary of the Drafting Committee, extension 54096 (Tel. 06-5705-4096).



Special Events during Conference and Council

45. Special Events on issues of interest to FAO members are scheduled to take place during the Conference and Council sessions and are described in the Journal of the Conference or the Order of the Day for the Council.

III. FACILITIES AND ADDITIONAL SERVICES



Participants' Cloakrooms

46. A cloakroom is available for use by Participants, at Conference and Council sessions, in the Atrium (between Buildings A and B).



Participants' Lounges

47. Participants may use:

- Japan Lounge (area to the immediate right of the Plenary Hall, Third Floor, Building A).
- Caribbean Lounge (area to the immediate left of the Plenary Hall, Third Floor, Building A).
- Belgian Lounge (area directly in front of Plenary Hall, Third Floor, Building A).
- Nordic Lounge (area between Red and Green Rooms, First Floor, Building A).



Catering Facilities

48. The FAO Headquarters offers dining and snack bar facilities where participants may sit down for a meal, or order a quick snack and beverage.



Dining Facilities

49. Many of the restaurants and available services around FAO Headquarters are located on Viale Aventino.
50. The FAO Cafeteria, located on the eighth floor, Building B, is available to Participants from 12.00 hours to 14.30 hours for lunch. The free-flow cafeteria offers a selection of hors d'oeuvres, first and second courses, grill and salads.
51. The FAO Restaurant, located on the eighth floor, Building C, offers a daily menu and *à la carte* service. Please telephone ext. 56823 (Tel. 06-5705-6823) for reservations.

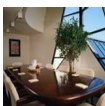


Snack Bars and Vending Machines

52. 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” (Eighth Floor, Building C).
- Eighth Floor Bar (Eighth Floor, Building B).
- Bar D (Ground Floor, Building D).

53. Vending machines with assorted refreshments are also located at various points throughout the premises, including the Second Floor of Building A and the Ground Floor of Building B.



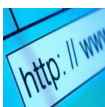
Slovak Business Centre

54. The Slovak Business Centre is a multi-functional workspace equipped with phone, fax and PC facilities, located on the Ground Floor of Building B (B013), extension 57090 (Tel. 06-5705-7090) and comprises a reception area, Internet workstations, a lounge area, and a small meeting room. No food is permitted in this facility.



Telephone, Telefax

55. The telephone number of FAO Headquarters is +3906 5705 + extension. If the extension is not known, dial +3906 57051 for the FAO switchboard operator.
56. 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.
57. Telephones for internal or Rome calls are also located at the entrance to Building A and in the corridors of the first and third floors of Building A.
58. 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*.
59. A fax transmission service is available for a flat fee of €1 per page in the Slovak Business Centre.
60. Cellular phones should be switched off in meeting rooms.



WiFi Coverage

61. FAO offers WiFi coverage in the main Meeting Rooms (Red and Green Rooms), as well as the Atrium, Cuba Room, David Lubin Library, Korean Lounge, Nordic Lounge, German Room, Pakistan Room, Gabon Room, Mexico Room, Philippines Room, UEMOA Meeting Room, Slovak Business Centre.
62. Participants with a laptop or Personal Digital Assistant (PDA) which has Wireless Local Area Network (LAN) capabilities, conforming to the 802.11b or 802.11g standards, may use this free service.
63. There are three steps to take in order to connect to the service:
 - Step 1: Turning on laptop or PDA, while in one of the WiFi areas.
 - Step 2: Allowing laptop or PDA to detect the network “guest_internet”.
 - Step 3: Opening a browser and trying to connect to an Internet site. The following username and password should be used:
Username: visitor.
Password: connect2web.
64. No support can be provided if problems arise when connecting to, or using, the wireless internet service.



Internet Point and Downloading of Documentation for Governing Bodies

65. This service point is available for participants in the David Lubin Library, located on the ground floor of Building A, Room A.022bis.A. The computers in this area allow access to the FAO Web site, the Internet in general and personal e-mail accounts.
66. Governing Body Documents are available on the [FAO Internet Web Pages](#) and can be accessed by clicking on [Governing Bodies](#) on the FAO home page



Postal Services

67. The Italian Post Office, located on the Ground Floor, Building B, is open Monday to Friday, from 08.30 hours to 15.00 hours.
68. 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 (Tel. 06-5705-4881). Participants who wish to send documents back to their countries may do so using these services.

Parking Facilities



69. Limited parking is available for the use of Participants to FAO meetings. It is, however, possible to park in the immediate vicinity of FAO Headquarters.



Local Transportation

70. FAO does not provide cars for delegates. Delegates requiring transportation can make their own arrangements with local car hire firms.



Car Rental

71. Some car rental companies have offices at both Ciampino and Fiumicino Airports (open from Monday to Sunday, 09.00 hours to 18.30 hours).

- Avis: Fiumicino Airport, Ciampino Airport, Termini Station and eleven offices in town. Information: Tel. 199-100-133 Bookings: Tel. (06)-419-99.
- Eurodollar: Fiumicino Airport, Ciampino Airport and five offices in town. Bookings: Tel. (06)-228-1111.
- Europcar: Fiumicino Airport, Ciampino Airport, Termini Station and eight offices in town. Bookings: Milan Tel. (02)-703-99700.
- Hertz: Fiumicino Airport, Ciampino Airport, Termini Station and four offices in town. Bookings: Tel. 199-112211.
- Maggiore: Fiumicino Airport, Ciampino Airport, Termini Station and five offices in town. Bookings: Tel. 848-867067.

72. Car rental can also be arranged at FAO Headquarters:

- The Multiservice Office, located on the Ground Floor of Building E, Room E006, offers automobile services including car rentals (9:00 to 15:00). For more information, please dial extension 53039/55829 (Tel. 06-5705-3039 or 06-5705-5829).
- The Summertime Travel Agency, located on the Ground Floor of Building D, Room D074, extension 55145 or 56122 (Tel. 06-5705-5145 or 06-5705-6122).



Taxis

73. Participants are advised to use only licensed taxis with meters. Surcharge fares are applied for baggage, night runs, Sundays and holidays. The Main Reception (Ground Floor, Building A) will assist participants to request taxis.

74. 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 (which will be marked on both sides of the car), as well as the estimated time it will take to reach the caller.



Public Transportation

75. Tickets for public transport should be purchased in advance and are available from underground stations, tobacco shops and newspaper kiosks as well as from the Newsstand at FAO Headquarters (Ground Floor, Building B, across from the *Banca Intesa San Paolo*).

76. Tickets cost 1 Euro, and may be used once for underground transport and unlimited bus/tram travel within the ticket validation time of 75 minutes. Tickets are validated upon entering bus/tram or at the point of entrance to the Metro. Day tickets valid for the entire bus/tram and metro network can also be purchased.



Buses/Trams

77. The public buses in Rome are managed by the *Azienda per i Trasporti Autoferrotranviari del Comune di Roma* (ATAC). Access onto buses/trams is both from the rear and front doors. Tickets should be purchased in advance and immediately validated in one of the machines in the bus or tram. Bus/tram stops can be distinguished by a yellow or green metal post.

78. For further information on public transportation in Rome (including the routes and schedules of buses and trams), please call: 06-469-54444 or consult the [ATAC website](#)



Underground (Metro)

79. There are two underground lines in Rome: Line A and Line B. The stops are marked by a red and white “M” sign. Termini Station is the only Metro station where the two lines intersect. The Metro stop for FAO is Circo Massimo (Line B). Tickets must be purchased before boarding.



Travel Facilities (Reservation and Confirmation of Flights)

80. The Summertime Travel Agency (www.summertime.it), the official travel agency of FAO, is located on the Ground Floor of Building D (Room D074) (09.00 hours to 12.45 hours and 14.00 hours to 17.00 hours). For further information, contact extension 55145 or 56122 (Tel. 06-5705-5145 or 06-5705-6122). The following services are provided by Summertime:

- Air ticket reservation and purchase.
- Assistance with return flights.
- Itinerary changes.
- Post-meeting trips and excursions in Italy.
- Tours of Rome and surrounding area.
- Car rentals.
- Train and ferry tickets.

81. Most airline offices in Rome are open from 09.00 hours to 17.00 hours on weekdays and some are closed during the lunch hours. Airline offices are closed on Saturdays and Sundays.



Accommodation in Rome

82. The Summertime Travel Agency (see paragraph 80) assists Participants in making hotel reservations at reduced rates.



Banking and Currency Exchange Facilities

83. The currency of Italy is the Euro. The *Banca Intesa San Paolo*, located on the Ground Floor, Building B, is open from 08.35 hours to 16:35 hours.

84. Cash dispensers (ATM) for credit card withdrawals are located at the entrance of the Bank and Post Office.

85. In addition to *Banca Intesa San Paolo*, the Italian Post Office located next to the Bank also processes postal/money orders.

86. A special counter is set up in the Bank during large sessions to assist participants.



FAO Sales Point

87. 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. A selection of recent FAO publications and CD-ROMs and an assortment of FAO Medals, Coins and Stamps, as well as logo and commemorative items can be purchased here.



Newsstand

88. 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 06.00 hours to 18.00 hours. For more information, dial extension 53273 (Tel. 06-5705-3).



Bookshop

89. 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 hours to 17.30 hours. For more information, dial extension 53127 (Tel. 06-5705-3127).



Photo Shop

90. The Photo Shop, located on the Ground Floor of Building B, Room B0L1, near the *Food for Thought* Bookshop, offers photo processing services along with a selection of films, CDs, batteries and other photo accessories, as well as reading glasses. The Photo Shop operating hours are from 09.30 hours to 13.00 hours and from 16.00 hours to 18.00 hours, and WFP (ext. 2942) from 14.00 hours to 15.30 hours. For more information, dial extension 53278 (Tel. 06-5705-3278).



Pharmacy

91. The pharmacy is located on the Ground Floor of Building B (Room B0L2) near the Photo Shop and is open from Monday to Friday (08.00 hours-17.30 hours) with a one hour break for lunch between 14.00 hours and 15.00 hours. Access to this service, however, is restricted to participants in the medical schemes of the following Organizations: FAO, WFP, IFAD and ICCROM.



Shopping

92. Shops in Italy are usually open from 09.00 hours to 13.00 hours and from 15.30 hours to 19.30 hours. However, many of the shops in the downtown area also remain open during the lunch break.



Credit Cards

93. Internationally-recognized travellers' cheques and credit cards are accepted in hotels, major shops and restaurants.

IV. MEDIA AND LIBRARY SERVICES



Media Working Arrangements, Briefings and Inquiries

94. Working space for a limited number of media representatives covering meetings at FAO Headquarters is available in the UEMOA Press Club, Ground Floor of Building A (A018). This includes computers with Internet access. Journalists will need to present photo identification and recognized Press Cards to obtain access to the FAO Headquarters. The FAO Multimedia Production Group has a library of broadcast quality video material available for use by journalists, and a Radio studio which may be used by visiting journalists by prior arrangement.
95. Meeting Rooms need to be booked well in advance through the Office of Director of Conference, Council and Protocol Affairs Division, who should also be notified of any requirements for interpretation. The cost of interpretation will be charged to the user. The FAO News and Multimedia Service can assist with arrangements and circulate invitations to the Rome-based media for these briefings.
96. All inquiries concerning media arrangements should be addressed to:

Chief, News and Multimedia Service
Room A310
Food and Agriculture Organization of the United Nations
Viale delle Terme di Caracalla
00153 Roma
Italy
Tel: +39.06.5705-3625
Fax: +39 0657053966



The David Lubin Memorial Library

97. The David Lubin Memorial Library is located at FAO Headquarters on the Ground Floor of Building A. Established in 1952, the Library is named in honour of the founder of the International Institute of Agriculture (IIA), David Lubin. The extensive IIA collection constituted a starting point for the present-day Library, which is considered one of the world's finest on food, agriculture and rural development.
98. The Library has over one million volumes, and the journal collection contains approximately 13,000 titles of which over 3,000 are electronic. The heavily-used working collection consists of FAO documentation, books and serials in FAO subject fields, the reference collection and specialized Branch Library collections in Fisheries and Forestry. The Library also includes the IIA and Rare Books collections.
99. Subjects covered include agriculture, food and nutrition, rural development, plant production and protection, animal production and health, agroforestry, forestry, fisheries, sustainable development, statistics, agricultural economics, environmental issues, natural resource management, bioenergy, climate change and other related subjects.
100. The FAO Library Catalogue On-line includes FAO publications and technical documents from 1945 to date, library book holdings from 1976 and journal holdings.

101. Electronic access to scholarly scientific journals and databases in FAO's subjects of interest is also available.
102. The David Lubin Memorial Library offers reference and information services, tours and briefings to FAO staff and delegations, inter-library loans and reproduction of FAO documents. For specific information requests, contact the library in person or via email fao-library-reference@fao.org.
103. The Library is open to FAO staff, Permanent Representatives to FAO and delegations to FAO Conferences, Councils and Technical Committees from Monday to Friday 8.30 hours - 17.00 hours.
104. The Library is not open to the general public. Access may, however, be granted on Tuesdays and Thursdays 09.30 hours - 16.00 hours to university students, researchers and members of the development community. Requests should be addressed to the Chief Librarian, extension 53703 (Tel. +39.06.5705-3703, Jane.Wu@FAO.org) or the Reference Section, extension 53784 (Tel. +39.06.5705-3784, fao-library-reference@fao.org)