



GEF-5

Fifth Replenishment of GEF Resources (GEF-5)

**March 9-10, 2010
IFAD Headquarters, Rome, Italy**

Note on Logistics

Schedule/ Location

The Fifth GEF-5 Replenishment Meeting will be held at the IFAD Headquarters in Rome, Italy on Tuesday, March 9 and Wednesday, March 10, 2010, located at:

International Fund for Agricultural Development (IFAD)
Via Paolo di Dono, 44
Conference Room: (S105) on the -1 level
Rome 00142
Italy

Phone: +39.06.5459.2151 or +39.06.5459.2459
Fax: +39.06.5459.3151 or +39.065459.34

Registration

Registration is required to attend the replenishment meeting. Registration and distribution of event badges will be provided at the main guard house starting at 8:30 am on Monday, March 8, 2010. Please retrieve your badge by 8:15 am on Tuesday, March 9; the meeting will begin at 9:00 am. The meeting will be held in the Italian Conference Room (S105) on the -1 level.

Please confirm your attendance, and any members of your delegation, by **Friday, February 19, 2010** by sending an e-mail addressed to Ms. Julie Wagshal at geftrustee@worldbank.org, and to Ms. Kathia Coupry at Kcoupry@worldbank.org.

Accommodation

Participants are responsible for making their own hotel bookings and paying for their accommodation costs. Please see *Annex 1* for a list of hotels which offer special IFAD rates.

Events

Mr. Axel van Trotsenburg, Vice President, Concessional Finance and Global Partnerships, and Ms. Monique Barbut, CEO and Chairperson, Global Environment Facility, will host a cocktail reception/dinner for the Heads of Delegation on Monday, March 8, 2010 at 7:30 pm. This event will take place at the following venue:

HOSTARIA DELL'ARCHEOLOGIA

Via Appia Antica, 139

Tel: +39-06.788-0494

www.larcheologia.it

Please confirm your attendance by Friday, February 19 by sending an e-mail addressed to Ms. Kathia Coupry at kcoupry@worldbank.org. Thank you for including any dietary needs in your response.

Lunch will be served for all participants on Tuesday and Wednesday (March 9–10) at IFAD Headquarters in the Executive Dining Room located on the -1 level.

Visas – See *Annex 2*.

Other

IFAD Location: Please refer to *Annex 3* for directions to IFAD and further details on how to navigate IFAD headquarters.

Internet Café / Wi-Fi access: Delegates may access the internet using the desktop computers located in the Conference area (S-1) near the documents desk. Alternatively, Delegates may access the internet using IFAD's free wireless connection by selecting **IFAD-FreeExternalAccess** under the network connections prompt.

Medical services: Should medical assistance be required during the meeting, participants may contact the IFAD medical center at extension 2811, or participants can proceed directly to the medical center which is located on the ground floor. IFAD medical services will liaise with the nearest hospital for any emergencies during the meeting.

If you have any further questions regarding this meeting, please contact Ms. Kathia Coupry via e-mail (kcoupry@worldbank.org) or telephone (+1 202.458.0569; mobile +1 202.549.6467).

HOTELS IN ROME – TARIFFS FOR YEAR 2010
WHICH HAVE AGREED TO APPLY SPECIAL RATES FOR IFAD

Rates posted are special UN rates provided for hotels in Rome. Single rates may vary according to low/high season. The agreement is with IFAD and extended to other UN Agencies. Bookings must be done directly and not through IFAD. Payments must be made directly to the Hotel with absolutely no responsibility on the part of IFAD, who will be responsible only and exclusively for the bookings made by IFAD directly. IFAD's contact with hotels in Italy has included a questionnaire to measure the degree of environmental awareness of each establishment. This has enabled us to devise an eco-friendly rating where 28 is the maximum number of points able to be scored and N/A indicates no reply was received. These figures are the result of self-assessments so are not scientifically comparable. They nonetheless constitute a rough guide as to where guests can expect a more or less "green" accommodation experience. As such, in line with the UN's commitment to move its organisation towards climate neutrality, these ratings can be used as additional criteria for hotel selection.

EUR – (IFAD & WFP VICINITY)

Euro

<p>ARAN MANTEGNA HOTEL Via Andrea Mantegna, 130 00147 Rome Tel: 0039-06/989521 Fax: 0039-06/98952799 E-mail: info@aranhotels.com Web site: www.aranhotels.com</p>	<p>Double single use: 135,00 Double: 180,00 Green rating: 19</p>
<p>HOTEL TRE FONTANE Via del Serafico, 51 00142 Rome Tel: 0039-06/51956556; 06/51963538 Fax: 0039-06/51955419 E-mail: info@hoteltrfontane.it Web site: www.hoteltrfontane.it</p>	<p>Double single use: 110,00 Double: 120,00 Green rating: 15</p>
<p>CASA SAN BERNARDO Via Laurentina, 289 00142 Rome Tel: 0039-06/5407651 Fax: 0039-06/5407654 E-mail: info@casasanbernardo.it</p>	<p>Double single use: 90,00 Double: 130,00 Green rating: 16</p>
<p>HOTEL CRISTOFORO COLOMBO Via Cristoforo Colombo, 710 00144 Rome Tel: 0039-06/5921901 Fax: 0039-06/5913262 E-mail: info@hotelcolomboroma.it Web site: www.hotelcolomboroma.it</p>	<p>Single: 100,00 Double single use: 120,00 Double: 140,00 Green rating: 1</p>

VILLA EUR PARCO DEI PINI	Single: 70,00 Double single use: 82,00 Double: 130,00 Green rating: N/A
Piazzale Marcelino Champagnat, 2 00144 Rome Tel: 0039-06/54220627-659 Fax: 0039-06/54220912 E-mail: info@villaeur.com Web site: www.villaeur.com	
SHANGRI-LA`CORSETTI	Single: 119,00 Double single use: 128,00 Double: 164,00 Green rating: N/A
Viale Algeria, 141 00144 Rome Tel: 0039-06/5916441 Fax: 0039-06/5413813 E-mail: info@shangrilacorsetti.it Web site: www.shangrilacorsetti.it	
SHERATON ROMA HOTEL & CONFERENCE CENTER	Single Classic: 126,00 Single Superior: 144,00 Double Classic: 144,00 Double Superior: 162,00 Green rating: 19
Viale del Pattinaggio, 100 00144 Rome Tel: 0039-06/54537000; 800 780 525 Fax: 0039-06/5940555 E-mail: res497.sheraton.roma@sheraton.com Web site: www.sheraton.com/roma	
HOLIDAY INN ROME EUR PARCO DEI MEDICI	Single: 126,00 Double single use: 126,00 Double: 126,00 Green rating: 9
Viale Castello della Magliana, 65 00148 Rome Tel: 0039-06/65581826-827 Fax: 0039-06/6557005 E-mail: reservations@holidayinn-eur.it Web site: www.holidayinn-eur.it	
OLY HOTEL	Double single use: 104,00 Double: 122,00 Green rating: N/A
Via Santuario Regina degli Apostoli, 36 00145 Rome Tel: 0039-06/59444.1 Fax: 0039-06/59444444 E-mail: info@olyhotel.it Web site: www.olyhotel.it	
FOUR POINTS SHERATON - ROMA WEST HOTEL	Single: 90,00 Double single use: 99,00 Double: 130,00 Green rating: N/A
Viale Eroi di Cefalonia, 301 00128 Rome Tel: 0039-06/508341 Fax: 0039-06/50834701 E-mail: info@fourpointsroma.com Web site : www.fourpoints.com/romawest	

HOTEL PULITZER ROMA

Viale Guglielmo Marconi, 905

00146 Rome

Tel: 0039-06/598591

Fax: 0039-06/59859815

E-mail: bookings@hotelpulitzer.itWeb site: www.hotelpulitzer.it

Single:	96,00
Double single use:	110,00
Double:	128,00
Green rating:	4

AVENTINO - (FAO VICINITY)**HOTEL VILLA SAN PIO**

Via di Santa Melania, 19

00153 Rome

Tel: 0039-06/570057

Fax: 0039-06/5741112

E-mail: info@aventinohotels.comWeb site: www.aventinohotels.com

Double single use:	135,00
Double:	150,00
Green rating:	26

HOTEL AVENTINO

Via di San Domenico, 10

00153 Rome

Tel: 0039-06/570057

Fax: 0039-06/57005488

E-mail: info@aventinohotels.comWeb site: www.aventinohotels.com

Double single use:	105,00
Double:	120,00
Green rating:	26

HOTEL SAN ANSELMO

Piazza San Anselmo n. 2

00153 Rome

Tel: 0039-06/570057

Fax: 0039-06/5783604

E-mail: info@aventinohotels.comWeb site: www.aventinohotels.com

Double single use:	160,00
Double:	180,00
Green rating:	26

AVENTINO BLUE GARDEN

Via Santa Melania, 2

00153 Rome

Tel: 0039-06/5743693; 3381744779

Fax: 0039-06/5756802

E-mail: g.carducci@mclinkWeb site: www.bluegarden.it

Double single use:	80,00
Double:	120,00
Green rating:	18

CENTRAL AREA ROME

<p>HOTEL AMBASCIATORI PALACE Via Vittorio Veneto, 62 00187 Rome Tel: 0039-06/47493 Fax: 0039-06/4743601 E-mail: info@ambasciatoripalace.com Web site: www.royalgroup.it</p>	<p>Double single use(Classic): 200,00 Double (Classic) 240,00 Green rating: 12</p>
<p>HOTEL FORUM Via Tor de' Conti, 25 00184 Rome Tel: 0039-06/6792446 Fax: 0039-06/6786479 E-mail: info@hotelforum.com Web site: www.hotelforum.com</p>	<p>Single: 126,00/144,00 Double single use: 144,00/171,00 Double: 162,00/234,00 Green rating: N/A</p>
<p>HOTEL NERVA Via Tor de' Conti, 3 00184 Rome Tel: 0039-06/6793764 Fax: 0039-06/69922204 E-mail: info@hotelnerva.com Web site: www.hotelnerva.com</p>	<p>Single: 70,00/110,00 Double single use: 85,00/140,00 Double: 100,00/170,00 Green rating: 21</p>
<p>HOTEL LANCELOT Via Capo d' Africa, 47 00184 Rome Tel: 0039-06/70450615 Fax: 0039-06/70450640 E-mail: info@lancelothotel.com</p>	<p>Single: 103,00 Double single use: 135,00 Double: 161,00 Green rating: 19</p>
<p>HOTEL MEDITERRANEO Via Cavour, 15 00184 Rome Tel: 0039-06/4884051; 06/4814276; 800860004 Fax: 0039-06/4744105; 06/4824976 E-mail: mediterraneo@bettojahotels.it Web site: www.bettojahotels.it Contract number: 4247</p>	<p>Single: 108,00/117,00 Double single use: 126,00/135,00 Double single use (Superior): 149,00/166,00 Double (Standard): 140,00/158,00 Double (Superior): 167,00/188,00 Green rating: 21</p>
<p>HOTEL MASSIMO D'AZEGLIO Via Cavour, 18 00184 Rome Tel: 0039-06/4620561; 06/4827386; 800860004 Fax: 0039-06/4827386; 06/4824976 E-mail: dazeglio@bettojahotels.it Web site: www.bettojahotels.it Contract number: 4247</p>	<p>Single: 99,00/108,00 Double single use: 117,00/131,00 Double single use (Superior): 144,00/160,00 Double (Standard): 131,00/144,00 Double (Superior): 158,00/173,00 Green rating: 21</p>

<p>HOTEL ATLANTICO Via Cavour, 23 00184 Rome Tel: 0039-06/485951; 800860004 Fax: 0039-06/4827492; 06/4824976 E-mail: atlantico@bettojahotels.it Web site: www.bettojahotels.it Contract number: 4247</p>	<p>Single: 95,00/99,00 Double single use: 104,00/113,00 Double (Standard): 113,00/126,00 Green rating: 21</p>
<p>HOTEL NORD NUOVA ROMA Via Amendola, 3 00185 Rome Tel: 0039-06/4885441; 800860004 Fax: 0039-06/4817163; 06/4824976 E-mail: nord@bettojahotels.it Web site: www.bettojahotels.it Contract number: 4247</p>	<p>Single: 77,00/86,00 Double single use: 90,00/ 99,00 Double single use (Superior): 106,00/119,00 Double (Standard): 104,00/113,00 Double (Superior): 119,00/133,00 Green rating: 21</p>
<p>HOTEL SAVOY Via Ludovisi, 15 00187 Rome Tel: 0039-06/421551 Fax: 0039-06/42155555 E-mail: reservations@savoy.it Web site: www.savoy.it</p>	<p>Single: 149,00 Double single use: 172,00 Double: 207,00 Green rating: 10</p>
<p>HOTEL SPLENDIDE ROYAL Via di Porta Pinciana, 14 00187 Rome Tel: 0039-06/42168828 Fax: 0039-06/42168800 E-mail: reservations@splendideroyal.com Web site: www.splendideroyal.com</p>	<p>Double single use: 210,00 Double Superior: 255,00 Breakfast: 21,00/32,00 Green rating: 22</p>

OTHER AREAS IN ROME

<p>ALBERGO SANTA CHIARA Via di Santa Chiara, 21 00186 Rome Tel: 0039-06/6872979 Fax: 0039-06/6873144 E-mail: info@albergosantachiara.com Web site: www.albergosantachiara.com</p>	<p>Single: 140,00 Double single use: 169,00 Double: 200,00 Green rating: 24</p>
<p>THE DUKE HOTEL Via Archimede, 69 00197 Rome Tel: 0039-06/367221; 06/36722770 Fax: 0039-06/36722706 E-mail: prenotazioni@thedukehotel.it Web site: www.thedukehotel.com</p>	<p>Single: 135,00 Double single use: 150,00 Double: 170,00 Green rating: N/A</p>

PERIPHERAL

BEST WESTERN HOTEL SELENE Via Pontina Km.30 00040 Pomezia –Rome Tel: 0039-06/911701 Fax: 0039-06/91601570 E-mail: booking@hotelsele.com Web site: www.hotelsele.com	Double single use: Double: Green rating:	76,00 112,00 N/A
COURTYARD BY MARRIOTT ROME AIRPORT HOTEL Via Portuense, 2470 00054 Fiumicino (Rome) Tel: 0039-06/999351 Fax: 0039-06/9993588 E-mail: info@romeairport.com Web site: www.marriott.com/romcy	Double single use: Double: Green rating:	120,00 130,00 23
HILTON ROME AIRPORT Via Arturo Ferrarin 00054 Fiumicino (Rome) Tel: 0039-06/65258 Fax: 0039-06/65256525; 06/65256112 E-mail: sales.romeairport@hilton.com Web site: www.hilton.com	Double single use: Double: Green rating:	167,00 167,00 N/A
HILTON GARDEN INN ROME AIRPORT Via Vittorio Bragadin 00054 Fiumicino (Rome) Tel: 0039-06/65259000; 06/65258 Fax: 0039-06/65259001; 06/65256112 E-mail: sales.romeairport@hilton.com Web site: www.hilton.com	Double single use: Double: Green rating:	108,00 108,00 N/A
HOTEL CASTELVECCHIO Viale Pio XI, 23 00040 Castel Gandolfo Tel: 0039-06/9360308 Fax: 0039-06/9360579 E-mail: info@hotelcastelvecchio.com Web site: www.hotelcastelvecchio.com	Single: Double single use: Double: Green rating:	65,00 75,00 120,00 23
CORTE IN FIORE Via degli Olivi, 16 00040 Ardea – Rome Tel: 0039-06/91648015 Fax: 0039-06/91648384 E-mail: info@corteinfiore.com Web site: www.corteinfiore.com	Single: Double: Green rating:	55,00 80,00 9

Entry Visas

Delegates are advised that to enter to Italy their travel document (United Nations laissez-passer or national passport) should be valid at least six months after the expected date of departure from Italy and that it is necessary to verify if a visa is required.

Entry to Italy using United Nations laissez passer (UN LP)

Delegates holding a UN laissez passer, irrespective of their nationality, do not require a visa when visiting Italy on official mission and for a stay of less than 90 days. Nonetheless, to avoid delays at entry, IFAD provides a declaration to the border authorities informing them of the arrival of an official visitor holding a laissez-passer. A copy of this declaration is forwarded to the visitor, who should show it to the airport border police, together with his or her laissez-passer. To enable IFAD to submit this declaration, delegates holding a laissez-passer are kindly requested to complete the attached form (Annex 2(a)) and forward it to the IFAD Privileges and Visa Management Section (privilegesvisa@ifad.org) copied to Aisha Nazario (a.nazario@ifad.org) one month prior to the meeting (01 February 2010).

UN LP holders entering Italy at Fiumicino Airport should note that there is a dedicated checkpoint for laissez-passer holders to the right of the passport control line. It is marked with the sign "Staff Only/Lasciapassare". Using that checkpoint will speed up entry.

Entry to Italy using National Passport

Delegates with national passport from other Schengen countries can enter Italy without a visa.

IFAD can facilitate all other Delegates who require an entry visa. To do so, Delegates are kindly requested to complete the attached form (Annex 2 (a)) and forward it to the IFAD Privileges and Visa Management Section (privilegesvisa@ifad.org) copied to Aisha Nazario (a.nazario@ifad.org) one month prior to the meeting (01 February 2010). The information provided will be used as the basis for a note verbale that IFAD will send to the relevant Italian embassy in support of the delegate's visa application. The invitation letter will be sent directly to the required authorities, copied to the Delegate.

It is recommended that Delegates contact the Italian representation in their country of residence at least three weeks before they intend to enter Italy, supporting their application with a copy of IFAD's letter of invitation to the Meeting/Conference. Should difficulties arise, delegates are advised to inform the IFAD Privileges and Visa Management Section, copied to Aisha Nazario (a.nazario@ifad.org).

Delegates coming from countries that have no Italian consulate may be able to obtain a visa from the representation of another Schengen country that has been authorized to represent Italy. Should this not be possible, a ten-day visa may be granted upon the traveller's arrival in Rome. Delegates intending to apply for such a visa should inform the IFAD Privileges and Visa Management Section at least one month before their expected arrival in Rome, again using the attached form. Please note that, in this case, Italy should be the visitor's first point of entry in the Schengen zone.

**VISA FORM
WORKSHOP / SEMINAR / MEETING**



Title of the event:
IFAD-hosted GEF5 Replenishment and Bilateral Meetings

Country of departure of the participant:

Period of stay on the Italy:
TO:
FROM:

Name: Mr/Ms

Surname:

Nationality:

Date of birth:

Passport no.: Ordinary: Diplomatic:

Date of issue:
Date of expiry:

Title:

E-mail: Fax:

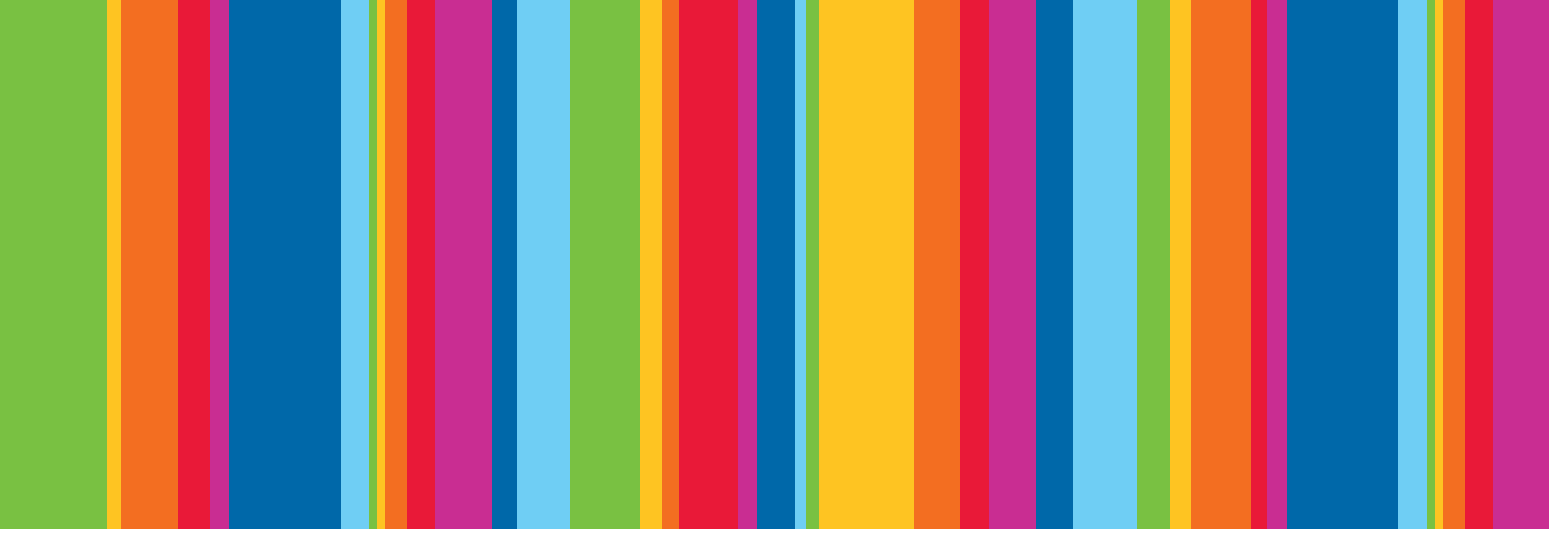
Flight details:

Important:

Please ensure to attach a copy of your personal document (national passport/ UN LP) when sending to IFAD (priviledgesvisa@ifad.org) by 01 February 2010.

Please ensure that personal documents (National passport / UN Laissez-Passer) are valid for at least six months after day of departure from the country hosting the event.**

Finding your way around the new Headquarters



IFAD's new headquarters is colour-coded to help people find their way around the building

Departments and divisions by floor and wing

7th floor

- A Action Plan
- A Global Environment and Climate Change Unit
- A Office of Internal Audit
- B Office of the General Counsel
- C Belgian Survival Fund
- C Office of the President and the Vice-President

6th floor

- A Office of Evaluation
- B Global Mechanism
- C Asia and the Pacific Division

5th floor

- A/B Near East and North Africa Division
- B/C Latin America and the Caribbean Division
- C Technical Advisory Division

4th floor

- A/B Africa I - Western and Central Africa Division
- B/C Africa II - Eastern and Southern Africa Division
- C Programme Management Department
- Office of the Assistant President

3rd floor

- A Office of the Secretary
- B Office of the Secretary
- Language Services
- C Communications Division
- C External Affairs Department
- Office of the Assistant President

2nd floor

- A International Land Coalition
- A Strategic Planning and Budget Division
- B Policy Division
- C Human Resources Division
- C Finance and Administration Department
- Office of the Assistant President

1st floor

- A Administrative Services Division
- B Treasury Division
- C External Services*
- C Financial Services Division

Ground floor

- A Information Technology Division
- A Security
- A Bank
- B Bookstore/Newsstand
- B Childcare
- B Credit Union
- B Duty Free
- B Medical Services
- B Travel agency
- B Cafeteria
- C Information Centre

1st basement

- Conference area
- Mail room
- Print shop

2nd basement

- Archives and records
- Gymnasium
- Stockrooms
- Technical rooms

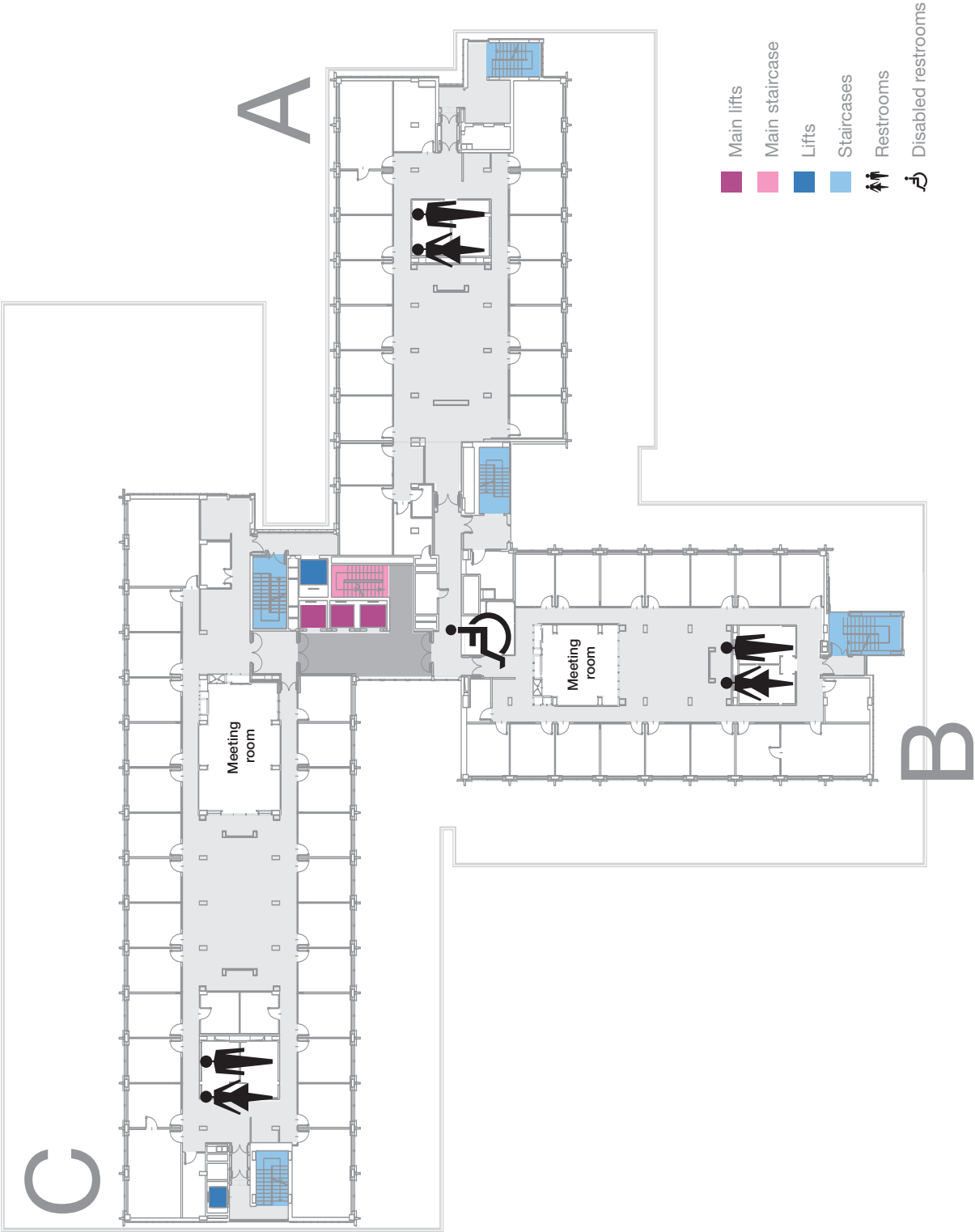
* External services: C112

- | | | |
|-----------|---------------------------|---------------|
| Aci | Wednesday | 14:30 - 15:30 |
| Insurance | Tuesday, Thursday, Friday | 14:30 - 16:30 |
| Lawyer | by appointment | |
| Notary | by appointment | |

Country sponsored rooms

- Kingdom of Saudi Arabia Room
7th floor, wing C
- Belgian Room
7th floor, wing B
- China Room
6th floor, wing C
- Community of Portuguese Language Countries Room
5th floor, wing C
- Ghana Room
4th floor, wing C
- The Demeter Room
3rd floor, wing C
- Algeria Room
2nd floor, wing C
- German Room
2nd floor, wing B
- Pakistan Room
1st floor, wing C
- Bangladesh Room
1st floor, wing B
- Qatar Information Centre
Ground floor
- The Italian Conference Room
1st basement

Floor plan 1 to 7





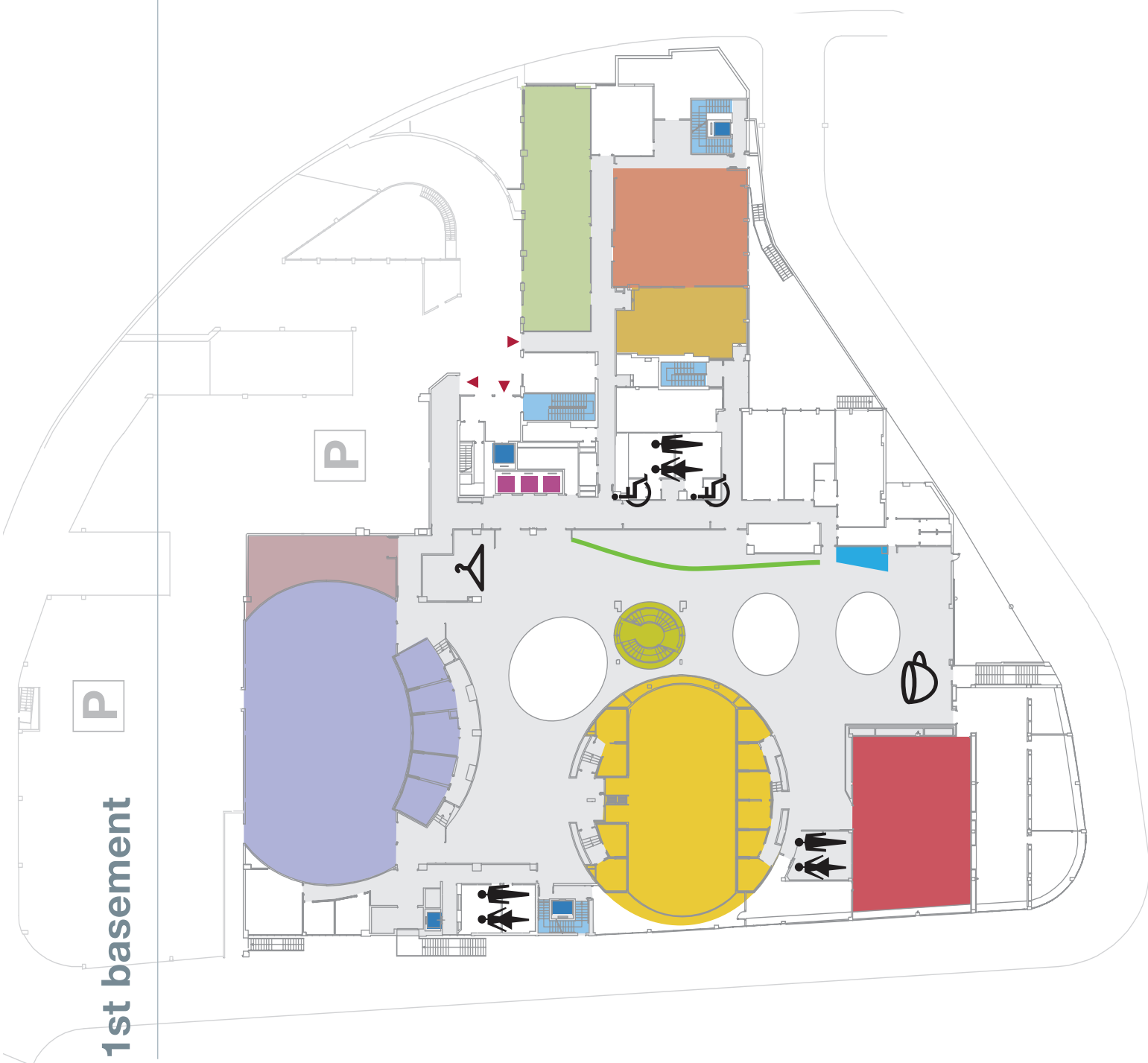
-  Main lifts
-  Main staircase
-  Lifts
-  Staircases
-  Reception
-  Staircase - Conference area
-  Main street entrance
-  Street entrance
-  Entrance
-  Exit
-  Bank
-  Bookstore/Newsstand
-  Cafeteria
-  Cashpoint
-  Childcare
-  Credit Union
-  Disabled restrooms
-  Medical services
-  Restrooms
-  Security services
-  Travel agency

Opening hours

Bank (Banca Popolare di Sondrio)	Monday - Friday	08:30 - 13:30 14:30 - 16:00
Bookstore/Newsstand	Monday - Friday	08:30 - 17:00
Cafeteria		
Café	Monday - Friday	07:30 - 18:00
Lunch	Monday - Friday	12:00 - 14:30
Childcare	Monday - Friday	08:30 - 18:00
Credit union	Monday - Friday	09:00 - 12:00
Medical services	Monday - Friday	08:30 - 12:00 14:00 - 17:00
Travel agency (Carlson Wagonlit Travel)	Monday - Friday	09:00 - 17:00

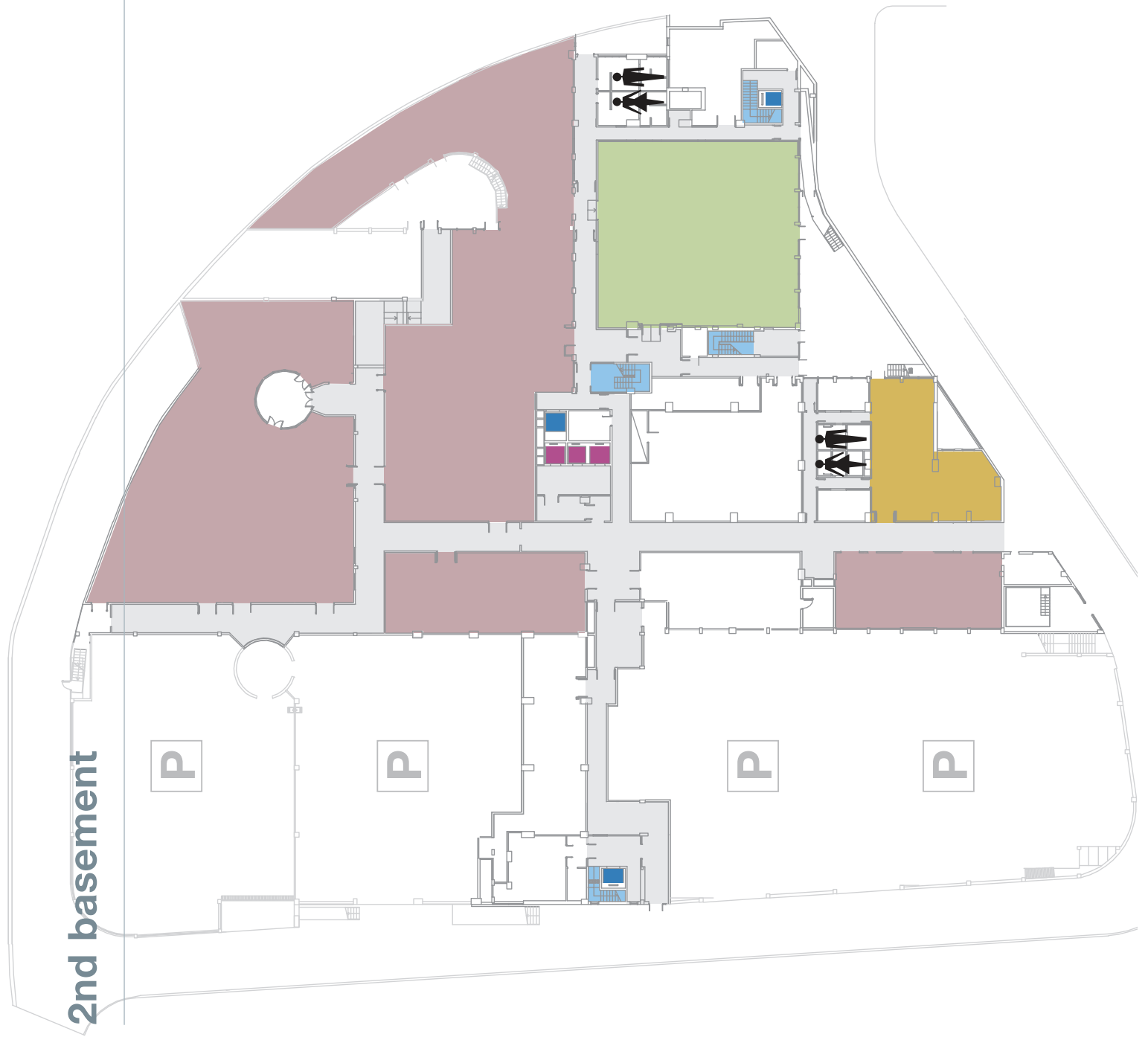
1st basement

- Entrance ▲
- Main lifts ■
- Lifts ■
- Staircases ■
- Staircase - Conference area ●
- The Italian Conference Room ■
- Oval Conference Room ■
- Executive Dining Room ■
- Conference desk ■
- Internet point ■
- Café ☉
- Cloakroom ☂
- Disabled restrooms ♿
- Restrooms ♂♀
- C.E.D. ■
- Mail room ■
- Print shop ■
- Stockroom ■



2nd basement

- Main lifts
- Lifts
- Staircases
- Archives/Records
- Gymnasium
- Stockrooms
- Restrooms/Dressing rooms



Environmentally friendly headquarters

The new headquarters has been designed to be as environmentally friendly as possible. The new building has:

- Energy-efficient machinery for the air conditioning, elevators, lighting, power transformers and pumps
- Strong façade insulation and air duct insulation to prevent the escape of heat in the winter and cool air in the summer
- Motion and daylight sensors for the lighting system
- Natural certified materials such as wood flooring, which is derived from forests that are managed to acceptable environmental and social standards
- Recycled stone for the external areas
- High indoor air quality with zero CFC emissions from the air conditioning system and fire suppression system
- Storm water system for watering the gardens



International Fund for
Agricultural Development
Via Paolo di Dono, 44
00142 Rome, Italy
Telephone: +39 06 54591
Facsimile: +39 06 5043463
E-mail: ifad@ifad.org
www.ifad.org
www.ruralpovertyportal.org

