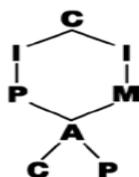




Food and Agriculture
Organization of the
United Nations



World Health
Organization

Fourteenth Joint CIPAC/FAO/WHO Open Meeting (61th CIPAC Meeting and 16th JMPS Meeting)

FAO Headquarters
6-15 June 2017
(JMPS meeting 6-10 June 2017)

Information Note

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VISA REQUIREMENTS

We would like to draw your attention to the strict provisions in force regarding entry into Italy. Participants requiring entry visas must obtain these from the Italian Consulate or Diplomatic Mission in their country before leaving for Rome. It should be noted that, since Italy's adherence to the Schengen Agreement, the issuance of an Italian entry visa may require up to three weeks.

REGISTRATION UPON ARRIVAL IN FAO

1. Participants are requested to register at the Visitor Registration Centre from 08:30 onwards with a valid identity document in order to collect a Building Pass.
2. Building passes are strictly personal. For identification and security reasons, participants are requested to wear the pass at all times within FAO. If a building pass is lost, duplicates can be granted only after reporting the loss to FAO Security.

MEETING VENUES

CIPAC Meetings

Red Room

Building A, 1st floor, Room A-121



JMPS Meeting

Lebanon Room

Building D, 2nd floor, Room D209



COFFEE BREAKS

Coffee break will be served at **10:30 a.m.** and **3:30 p.m.** at **Atrium**

GETTING FROM THE AIRPORT TO FAO

From Fiumicino Airport to FAO by train:

- The Leonardo Express is a non-stop train which costs €14 (journey time: 30 minutes from the airport to **Termini Station**). From Termini Station, take the **Metro Line B** (direction: **Laurentina**) for three stops to **Circo Massimo**. The entrance to FAO is in front of you as you go up the steps from the subway station. Subway tickets can be purchased in "Tabaccheria" and from automatic vending machines at the subway stations.

- From Fiumicino airport you can also take a local train (direction: Roma Tiburtina, Fara Sabina, Poggio Mirteto or Orte). These trains stop at every station and cost €8. You should get off at Roma Ostiense station (journey time: 30 minutes). The Roma Ostiense station is connected to the Piramide Line B Metro stop. Take the Metro in the direction of Rebibbia or Conca D'Oro for one stop to Circo Massimo. You will see the FAO building behind you as you come up the steps.

From Fiumicino Airport to FAO by taxi:

- The tariff for a taxi from Fiumicino Airport to FAO or any other area within the historical Aurelian Walls is €48 (fixed rate for taxis registered with the Municipality of Rome). NB: tariffs are €60 if you take a taxi from the Municipality of Fiumicino).

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.
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

Access to FAO Headquarters is restricted to persons in possession of a valid building pass (see section on Registration). Participants with meeting badge can enter only through Building A Entrance (Visitor Centre).

Registration of Participants and Admission to Meetings

4. On the first day of each meeting, participants are requested to use the Main Entrance in Building A – the Visitor Centre, where metal detectors for security control are in operation, and proceed to the Turkish Registration Centre to the immediate left to register and pick up their Building Pass.
5. 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.
6. Lost Building Passes should be reported without delay to the FAO Security Office.

Security

7. The FAO Security Office operates from 7:30 to 17:30 hours. To contact the Security Guards in Building A, dial ext. 53145 or +39 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.
8. Strict security measures are observed at the FAO Headquarters. Participants are requested to wear their Building Passes at all times.
9. Participants are advised not to leave briefcases or any valuable items unattended in conference rooms.

Medical Services

10. The Medical Service provides emergency medical assistance in FAO to participants at meetings.
11. For medical emergencies, dial 30 from all in-house telephones. For all other medical services, call ext. 53577 from in-house telephones (+39 06 5705 3577 from outside FAO Headquarters).

Access and Facilities for Disabled Persons

12. 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.
13. Most lifts at FAO Headquarters have wheelchair access.
14. Restroom facilities for disabled visitors are located in Building A on the ground, first and third floors near the meeting rooms.

Participants' Lounges

15. Participants may use:

Flag Hall (area at the entrance of Building B, Ground Floor)

- 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

16. The FAO Headquarters offers dining and snack bar facilities where participants may sit down for a meal, or order a quick snack and beverage.
 - a. The FAO Restaurant is situated on the 8th floor of Building B.
 - b. A self-service Cafeteria is also situated on the 8th floor of Building B (from 12:00 to 14:30 hours for lunch).
 - c. A large bar with snack facilities is situated on the 8th floor of Building C (the blue bar)
 - d. A small bar with snack facilities is situated on the Ground floor of Building A (the Polish bar) A small bar with snack facilities is situated on the Ground floor of Building D (the Casa bar)

Dining Facilities

17. Many of the restaurants and available services around FAO Headquarters are located on Viale Aventino.

Vending Machines

18. 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.

Telephone

The telephone number of FAO Headquarters is +39 06 5705 + extension. If the extension is not known, dial +39 06 57051 for the FAO switchboard operator.

19. Telephones are available in all meeting rooms and lounges and may be used for internal calls, dialing the required extension. They are also located at the entrance to Building A and in the corridors of the first and third floors of Building A.
20. Cellular phones should be switched off in meeting rooms.
21. Public Skype stations are available in the Estonian Contact Centre next to the Flag Hall (Building B, Ground Floor)

Wi-Fi Coverage

22. FAO offers free Wi-Fi coverage in all meeting rooms and catering areas.
23. Participants with laptops, smartphones or tablet with Wireless Local Area Network (LAN) capabilities, conforming to the 802.11b or 802.11g standards, may use this service, selecting the network "*guest_internet*" - username: **visitor**, password: **wifi2internet**
24. No support can be provided if problems arise when connecting to, or using, the wireless internet service.

Postal Services

25. The Italian Post Office, located on the Ground Floor, Building B, is open Monday to Friday, from 8:30 to 15:00 hours.
26. The DHL Courier Service Office is located in C005 and is available for private and official dispatches from 08:30 to 12:30 hours, Monday through Friday. Call the Mail and Pouch Service at ext. 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.

Travel Facilities (Flight Reservation and Reconfirmation)

27. Carlson Wagonlit Travel (CWT) is the official travel agency of FAO. Their offices, located on the Ground Floor of Building D (Room D-074), are open from 9:00 to 17:00 hours. For further information, participants may contact CWT on extension number 55970 (or 06 570 55970 from outside FAO) or e-mail address: faotravel@cwtbook.it.
28. For emergency requirements outside business hours, CWT offer a 24 Hour Emergency Service dedicated to providing traveller assistance (Tel: from within Italy 800 - 871932; and +44 208 7579000 from all other countries).

Banking and Currency Exchange Facilities

29. The currency of Italy is the Euro. The *Banca Intesa San Paolo*, located on the Ground Floor, Building B, is open from 8:35 to 16:35 hours.
30. Cash dispensers (ATM) for credit card withdrawals are located at the entrance of the Bank and Post Office.
31. The *Banca Popolare di Sondrio*, located on the ground floor of building D (D016), is open from 8:30 to 16:00 hours.
32. In addition to the banks, the Italian Post Office located next to the *Banca Intesa San Paolo* also processes postal/money orders.
33. A special counter is set up in both Banks during large sessions to assist participants.

FAO Sales Point

34. The FAO Sales Point is located in front of the *Banca Intesa San Paolo* (Ground Floor, Building B) and is open from 9:00 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

35. 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 6:00 to 18.00 hours. For more information, dial extension 53273 (Tel. +39 06 5705 3).

Bookshop

36. 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 8:00 to 17:30 hours. For more information, dial ext. 53127 (Tel. 06-5705-3127).

FAO Headquarters



Information Note

- Meeting Rooms
- Bar / Cafeteria
- Facilities
- WC
- Handicap WC
- WC with Grab bars
- Lifts
- Handicap Lifts
- Corridors

