

INFORMATION NOTE FOR DELEGATES

COMMISSION ON PHYTOSANITARY MEASURES

First Session

Rome, 3 –7 April 2006

I. INTRODUCTORY INFORMATION

The 1ST meeting of the Commission on Phytosanitary Measures (CPM) will open in the Red Room on Monday morning, 3 April 2006 at 10.00.

The FAO Headquarters Complex is located on Viale delle Terme di Caracalla, in front of the Circo Massimo. It can be reached by car, bus (No. 60, 75, 81, 118, 160, 271, 628,) and metro line B (Circo Massimo stop).

There are six buildings in the FAO Headquarters Complex, all interconnected. The Red Room is situated on the first floor of Building A. In addition, there are several other smaller meeting rooms in Buildings A, B, C and D. Conference and meeting rooms used during the CPM are listed in Annex A to this document.

The two-story glass-enclosed Atrium interconnects Buildings A and B.

Access to the FAO Headquarters Complex

Access to the FAO Headquarters Complex is permitted only for persons who possess a valid Building Pass (refer to the section on Registration). Delegates may use the following entrances to the FAO Headquarters Complex:

- Building A Main Entrance (gate on Viale delle Terme di Caracalla) – open from Monday to Saturday, 06.00 to 23.00 hours; Sunday, 06.00 to 23.00 hours, cars only from 08.00 to 20.00 hours.
- Building B Entrance (side entrance past the petrol station in FAO parking area) - open from Monday to Friday, 06.00 to 18.30 hours.

Registration of Delegates and Admission to Meetings

On the first day of the meeting, participants must enter at 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.

Building Passes will be issued only after receipt of completed Registration Forms. A valid identity document will need to be presented to registration officials in order to collect the Building Pass.

The Registration Centre will be open on 03 April from 08.00 to 13.00.

Security

The FAO Office of Security operates from 07.30 a.m. to 17.30 from Room B062 (extension 55159); after 17:30 contact the Security Guards in Building A (extension 53145, 06-5705-3145 from outside FAO). It provides the following services:

- assists in locating and notifying the Organization's senior officials in an emergency;
- liaises with national security representatives regarding protection arrangements for dignitaries;
- liaises with local authorities whenever outside emergency assistance (ambulance, medical, police) is required;
- handles lost and found properties.

Strict security measures are observed at the FAO Headquarters Complex. Metal detectors are in operation at the Building A entrance. Delegates are requested to wear their Building Passes at all times, as access to the FAO Headquarters Complex is prohibited to any individual not in possession of a valid Building Pass.

Lost Building Passes should be reported without delay to the FAO Office of Security.

Delegates are requested not to leave briefcases or any valuable items unattended in conference rooms.

Medical Services

The Medical Services Division provides emergency medical assistance to delegates and Members of missions accredited to FAO. For medical emergencies, delegates may dial 30 from all in-house telephones or 06-5705-3400 from outside the FAO Headquarters Complex. For all other medical services, delegates may call extension 53577 from all in-house telephones (06-5705-3577 from outside the FAO Headquarters Complex). They may also go directly to the Medical Service (First Floor, Building B) during the working hours of the Organization.

Access and Facilities for Disabled Persons

All entrances at the FAO Headquarters Complex are accessible to disabled persons with wheelchairs. A lift is especially provided in Building A, and a ramp is provided in Building D. All lifts throughout the FAO Headquarters Complex have wheelchair access.

Emergency Telephone Numbers in Rome

The following numbers may be useful in case of emergency:

- Medical Emergencies 118
- General Emergencies 113
- Fire 115
- Ambulance (Red Cross) 06-5510
- City Physician on Call 06-58201030

Protecting Your Valuables

A word of caution. International cities that attract many tourists also attract those people who steal from tourists. Consequently, delegates are advised to carry their valuables safely, especially on public transport. There might be pickpockets on the street, the underground and on buses and trams. Once delegates 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 while delegates are sightseeing, shopping or dining out. Delegates should keep photocopies of all these documents in a safe place in case they need to have them replaced.

II. MEETING SERVICES

Korean Conference Service Centre

Meeting documents have been distributed in advance to all invited Governments and Organizations. A limited number of copies is available at the Documents Desk at the Korean Conference Service Centre located on the First Floor of Building A (in front of the Room). For reasons of economy, documents are produced in a limited number of copies. Delegates are kindly requested to bring them to the meetings and to refrain from asking for additional copies, unless strictly indispensable. Most of the meeting documents are available on Internet at <https://www.ippc.int/IPP>.

Delegates who wish to make available documents other than the official documents should contact the Supervisor of the Documents Desk regarding the procedure to be followed.

Duration of Meetings

The morning meetings are scheduled from 10.00 to 13.00 and the afternoon meetings from 15.00 to 18.00.

It is essential that meetings start on time and that the above-noted schedule be respected. Delegations are therefore urged to be present at the meetings on time.

Languages Used

The meetings will be conducted in Arabic, Chinese, English, French and Spanish. Simultaneous interpretation will be provided in these five languages. Similarly, all meeting documents are published in these five languages.

III. FACILITIES AND ADDITIONAL SERVICES

Banking and Currency Exchange Facilities

The currency of Italy is the EURO. The *Banca Intesa* Bank is located on the Ground Floor, Building B. Opening hours are from 08.35 to 16.35 hours.

Cash dispensers are available to handle credit card withdrawals and are located on the Ground Floor of Building B.

In addition to *Banca Intesa* Bank, the Italian Post Office located next to the Bank on the Ground Floor, Building B also processes postal/money orders.

Telephone, Telefax and Internet Facilities

The official telephone number of the FAO Headquarters Complex is +3906-5705 + extension. If the extension is unknown, please dial +3906-57051 for the FAO Switchboard.

Telephones are available in all meeting rooms and lounges, which may be used for internal and local calls. For internal calls, please lift the receiver and dial the required extension. For local (Rome) calls, please lift the receiver, press "0" and wait for the external dial tone, then press the city code "06." You may then dial the desired telephone number. Use of the "06" is mandatory, even for local calls.

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.

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 telephone cards that can be purchased from the News Stand on the Ground Floor of Building B.

For delegates carrying portable GSM phones, there are four GSM operators active in Italy: TIM, Omnitel, Wind and Blu. They operate on the 900/1800 MHz bands. Delegates are requested to check with their home country provider whether roaming is available with one or more of the above-noted operators.

Delegates are reminded that all cellular phones should be switched off in meeting rooms.

Delegates wishing to send faxes may do so from the Slovak Centre for a small charge.

An Internet Café will be available to delegates in the "Flag Hall" on the Ground Floor of Building B.

A Wireless Internet Service is available in the Atrium between Building A and Building B. Please contact the IPPC Secretariat for further information.

Slovak Business Centre

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

Postal Services

The Italian Post Office, located on the Ground Floor, Building B, is open Monday to Friday, from 08.30 to 15.00 hours.

The DHL Courier Service Office is located in C005. The DHL service is available for private and official dispatches from 10.30 to 12.30 hours and from 13.30 to 16.00 hours, Monday through Friday. Please call the Mail and Pouch Service at extension 54881 for information and rates (06-5705-4881 from outside the FAO Headquarters Complex).

Delegates who wish to send documents back to their countries may do so using the above-mentioned postal and other delivery services.

Catering Facilities

- The FAO Headquarters Complex offers a variety of dining and snack bar facilities where delegates may sit down for a meal, or order a quick snack and beverage. Listed hereunder are all of the available locations, as well as a brief description of the catering facilities offered.
- The FAO Cafeteria, located on the Eighth Floor, Building B, is available to delegates from 12.00 to 2.30 p.m. for lunch. The free-flow complex offers a selection of hors d'oeuvres, first and second courses, grill and salads.
- The FAO Restaurant, located on the Eighth Floor, Building C, offers a daily menu and "à la carte" service. Please telephone ext. 56823 (06-5705-6823 from outside the FAO Headquarters Complex) for bookings.

Snack Bars and Vending Machines

There are several snack bars on the premises, offering hot and cold beverages and a variety of pastries and sandwiches. Locations are as follows:

- Polish Bar – (Ground Floor, Building A)
- Blue Bar "C" – (Eighth Floor, Building C)
- Caracalla Bar - (Eighth Floor, Building B)
- Casa Bar – (Ground Floor, Building D)

Several vending machines with assorted refreshments are also located on the premises, and especially on the Second Floor of Building B and the Ground Floor of Building B.

Local Transportation

FAO does not provide cars for delegations. It is suggested that delegations requiring local transportation make their own arrangements with local firms.

Car Rentals

Some car rental companies have offices at both Ciampino and Fiumicino Airports (open from Monday to Sunday, 09.00 to 18.30 hours). A valid European or international driving license and credit card are required.

- 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

CPM-1: General Information

- Maggiore: Fiumicino Airport, Ciampino Airport, Termini Station and five offices in town.
Bookings: Tel. 848-867067

Car rental services are also made available on FAO at:

- The Multiservice Office, located on the Ground Floor of Building D, Room D024, offers a variety of automobile services including car rentals. Its operating hours are from 08.30 to 15.00 hours. For more information, please dial extension 53039/55829 (Tel. 06-5705-3039 or 06-5705-5829 from outside the FAO Headquarters Complex).
- The Summertime Travel Agency, located on the Ground Floor of Building D, Room D074, extension 55145 or 56122 (06-5705-5145 or 06-5705-6122 from outside the FAO Headquarters Complex).

Taxis

Delegates 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 in requesting taxis. Delegates 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

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 News Stand at FAO Headquarters (Ground Floor, Building B, across from the *Banca Intesa* Bank).

Tickets cost 1,00 Euro and may be used once for underground transport and unlimited bus 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. There are also day tickets valid for a whole day on the entire bus and metro network.

Buses/Trams

Both buses and trams have electronic displays in the front indicating the number of the route and where they are heading. Access onto buses is both from the rear or front doors. Tickets should be purchased in advance and immediately validated in one of the machines placed on the bus or tram. Bus/tram stops can easily be distinguished by a yellow or white metal post.

Buses 60, 75, 81, 118, 160, 271, 628, and Tram No 3 stop outside FAO Building. 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 website www.atac.roma.it.

Underground (Metro)

There are two underground lines in Rome called Line A and Line B. The stops are marked by a red metal disk showing a white "M" sign. The Termini Station is the only Metro station where the two lines intersect. The Metro stop for FAO is Circo Massimo (Line B). Delegates are reminded that tickets must be purchased before boarding.

Travel Facilities (Flight Reservations and Confirmation)

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

CPM-1 : General Information

- • 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.
- • All other services normally provided by a travel agent.

Delegates are reminded that most airline offices in Rome are open from 09.00 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

The Summertime Travel Agency assists delegates in making hotel reservations at reduced rates. For further information, please contact extension 55145 or 56122 (06-5705-5145 or 06-5705-6122 if calling from outside FAO premises), or contact summertime@summertime.it.

FAO Sales Point

The FAO Sales Point is located in front of the *Banca Intesa* Bank (Ground Floor, Building B) and is open from 09.00 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 at the FAO Sales Point.

News Stand

The News Stand is located on the Ground Floor of Building B near the *Banca Intesa* Bank, and offers a variety of newspapers in numerous languages, a selection of magazines, postcards, maps, and a large selection of periodicals. The News Stand operates from 06.00 until 18.00 hours.

Bookshop

The "Food for Thought" Bookshop, located on the Ground Floor of Building B next to the News Stand, 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 to 17.30 hours.

Photo Shop

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, for purchase. The Photo Shop's operating hours are from 09.30 to 13.00 hours and from 16.00 to 18.00 hours,

Shopping

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

Credit Cards

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

CPM-1: General Information

The David Lubin Memorial Library

The David Lubin Memorial Library is temporarily housed in Building T which is accessible from the Ground Floor of Building D. The Library is open to FAO staff, Permanent Representatives to FAO and official delegates to FAO Conference, Council and Technical Committees from Monday to Friday 08.30-17.00 hours.

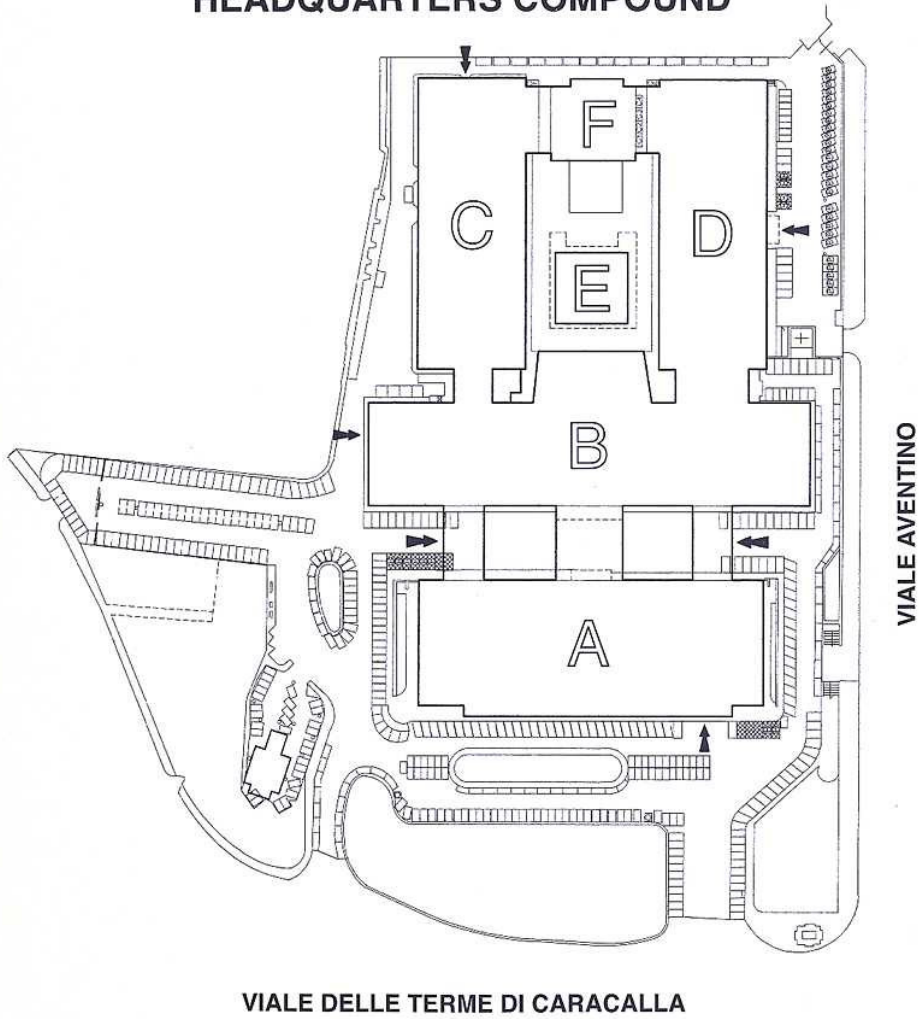
HEADQUARTERS MEETING ROOMS

NAME	NO. OF SEATS	EQUIPMENT CHANNELS SIMULTANEOUS INTERPRETATION	ROOM NO.	EXTENSION
Red Room	440	7	A 1 st floor	56980
Canada Room	100	-	A356	56920/57097
Ethiopia Room	45	4	C285/89	56955/56959
Lebanon Room	61	6	D209	56985/56986
Malaysia Room	117	6	B227	56942/56943
Slovak Business Centre		-	B013	57090

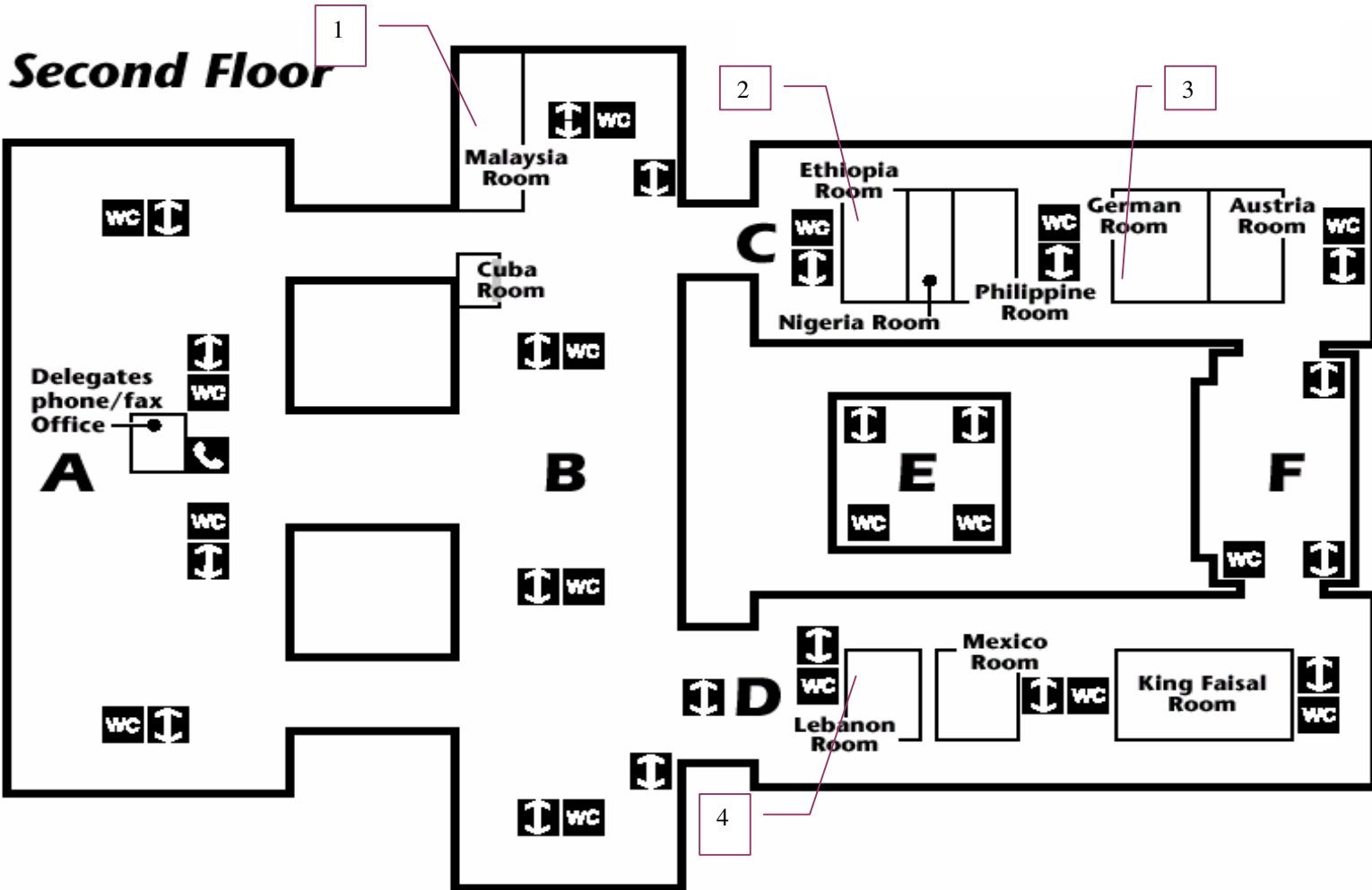
The German Room C269 has been reserved for the European Union




FAO Headquarters Compound

HEADQUARTERS COMPOUND



Floor Plans, FAO Headquarters



-  Elevator/Stairs
-  Toilets
-  Public telephones

ROOMS	Building	Room No.	Phone
1 - MALAYSIA	B	B - 227	56942/56943
2 -ETHIOPIA	C	C - 285	56955/56959
3 - GERMAN	C	C - 269	56951/56958
4 - LEBANON	D	D - 209	56985/56986

CPM-1: General Information



- FAO HQ is located in the centre of Rome, near Colosseum, the Circo Massimo, the Terme di Caracalla and the Foro Romano.