

INFORMATION NOTE FOR PARTICIPANTS



***TWELFTH MEETING OF THE POPS REVIEW COMMITTEE
STOCKHOLM CONVENTION***

Rome, 19 to 23 September 2016

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I. INTRODUCTORY INFORMATION

The **twelfth meeting of the POPs Review Committee** will open in the Green Room (A122) on Monday, 19 September 2016 at 14:00 hours.

The FAO Headquarters Complex is located on Viale delle Terme di Caracalla, near the Circo Massimo. It can be reached by car, bus (Nos. 80 express, 75, 81, 118, 160, 175, 271, 628), tram (3) and metro (Line B, Circo Massimo stop).

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

1 Access to the FAO Headquarters Complex

Access to the FAO Headquarters Complex is permitted only for persons in possession of a valid Building Pass and participants are requested to wear the pass at all times.

To enter the FAO Headquarters Complex, participants will use the Building A Main Entrance (gate on Viale delle Terme di Caracalla) – open from Monday to Saturday, 06.00 to 23.00 hours.

2 Registration of Participants

Building passes will be ready for previously registered delegates and participants at the FAO Visitor Reception on Monday, 19 September from 08:30 onwards. Please note that a valid identity document will be required.

3 Security

The FAO Office of Security operates from 7.30 to 17.30 at the B062 room (Extension 55159); after 17.30 please contact the Security Guards in Building A (ext. 53145, 06-5705-3145 from outside FAO).

Strict security measures are observed at the FAO Headquarters Complex. Metal detectors are in operation at the Building A entrance. Participants 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 Pass should be reported without delay to the FAO Office of Security.

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

4 Medical Services

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

5 Access and Facilities for Disabled Persons

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

6 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
- ❖ Doctor on call 06-58201030

II. FACILITIES and ADDITIONAL SERVICES

1 Banking and Currency Exchange Facilities

The currency of Italy is the EURO. The *Banca Intesa San Paolo* Bank is located on the Ground Floor, Building B. Opening hours are from 08.35 to 16.35 hrs. The *Banca di Sondrio* Bank is located on Building D (D016) and its opening hours are from 08.30 to 16.30.

Cash dispensers are available to handle credit card withdrawals and are located inside the *Banca Intesa San Paolo* bank on the Ground Floor of Building B and near the glass window of the Banca di Sondrio bank.

In addition to the above-mentioned banks, the Italian Post Office located next to the Bank on the Ground Floor, Building B also processes postal/money orders. It is open Monday to Friday, from 08.30 to 15.00 hours. An ATM is available at the entrance of the office.

2 Telephone, Fax 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.

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

Participants are reminded that all cellular phones should be switched off in meeting rooms. Participants wishing to send faxes may do so from the Slovak Centre for a small charge.

Internet points will be available outside the Green room first floor, Building A.

3 Wi-Fi coverage

FAO offers free Wi-Fi coverage in all meeting rooms and catering areas.

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**.

4 Postal Services

The Italian Post Office, located on the Ground Floor, Building B, opens Monday to Friday, 8.30 -15.00.

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, 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).

5 Catering Facilities

The FAO Headquarters Complex offers a variety of dining and snack bar facilities where participants 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 participants from 12.00 to 14.30 for lunch. The free-flow complex offers a selection of hors d'oeuvres, first and second courses, grill and salads.
- Casa Bar – (Ground floor, Building D): it is open from 7.30 to 16.30. It prepares a wide variety of fresh salads, sandwiches and fresh pasta dishes.
- 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. It opens from 12.00 to 14.00.

6 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): Opening hours 07.30 - 10.55 / 11.45 - 17.00
- Blue Bar "C" – (Eighth Floor, Building C): Opening hours 07.30 - 10.55 / 11.45 - 16.00
- Eighth Floor Bar (Eighth Floor, Building B): Opening hours 09.00 – 14.30

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.

7 The David Lubin Memorial Library

The David Lubin Memorial Library is located on the Ground Floor of Building A. The Library is open to FAO staff, Permanent Representatives to FAO and official participants to FAO Conference, Council and Technical Committees from Monday to Friday 08.30-17.00 hours.

8 Travel Facilities (Flight Reservations and Confirmation)

The Carlson Wagonlit Travel Agency (faotravel@cwtbook.it), the official travel agency of FAO, is located on the Ground Floor of Building D (Room D074). Office hours are 9.00 to 17.00. For further information, please contact extension 55970 or (06-5705-5970 from outside the FAO Headquarters Complex). The following services are provided by Carlson Wagonlit for both official and private travel:

- 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.

Please note that a charge is made for certain services provided by the agency. Participants 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.

For emergency requirements outside business hours, the Carlson Wagonlit Travel Agency offers a 24 Hour Emergency Service dedicated to providing traveller assistance (Tel: from within Italy 800 - 871932; and +44 208 7579000 from all other countries).

9 Accommodation in Rome

The Carlson Wagonlit Travel Agency assists participants in making hotel reservations at reduced rates. For further information, please contact extension 55970 (06-5705-5970 if calling from outside FAO), or contact faotravel@cwtbook.it

10 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. 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.

11 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 07.00 until 17.30.

12 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.

13 Taxis

Participants 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.

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.

14 Public Transport

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 1,50 Euro and may be used once for underground transport and unlimited bus travel within the ticket validation time of 100 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.

Rome is served by two underground (metro) lines, A and B. The stops are marked by a sign showing a large white “M” on a red background. Termini Station is the only metro station where the two lines intersect. The metro stop for FAO is Circo Massimo (Line B). Participants are reminded that tickets must be purchased before boarding (see the paragraph above on Public Transport).

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 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). Participants are reminded that tickets must be purchased before boarding.

15 Shopping

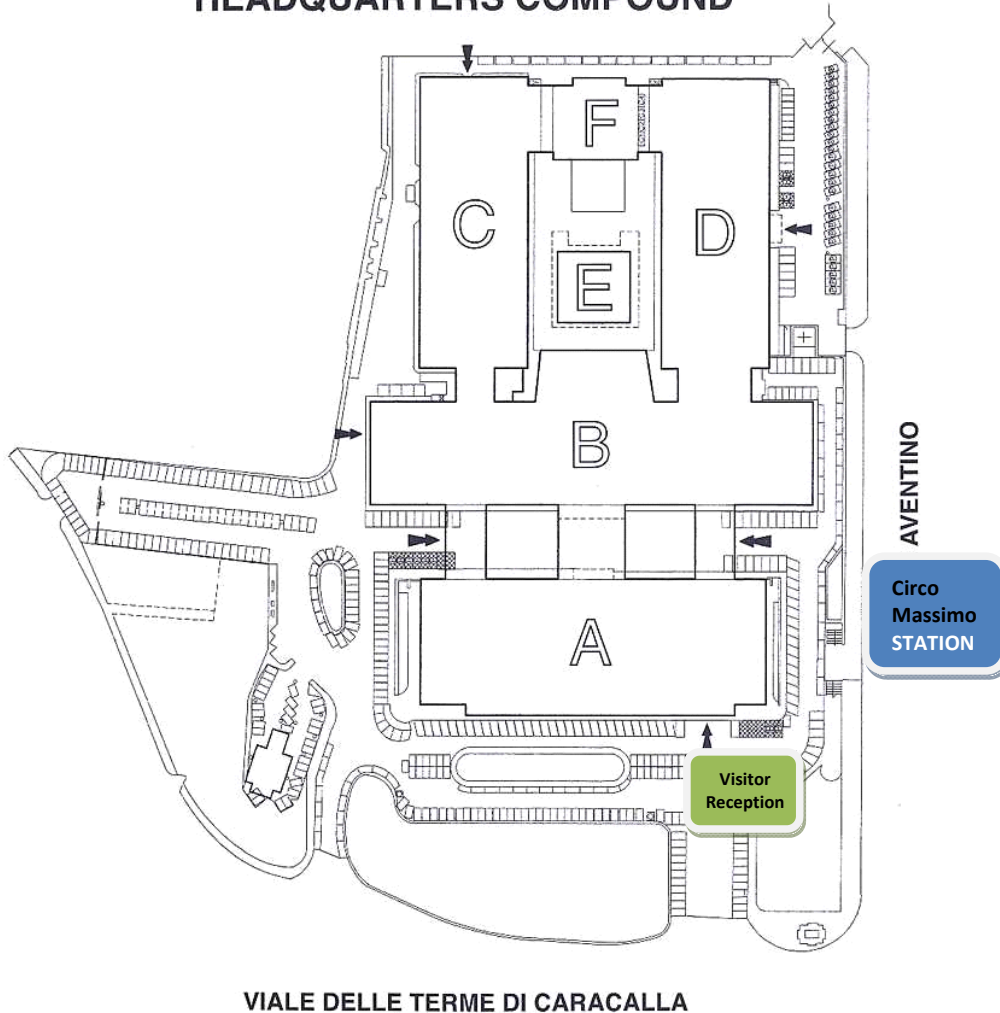
Shops in Italy are usually open from 09.00 to 13.00 hours and from 15.30 to 19.30 hours. However, many of the shops in the downtown area also remain open during the lunch break.

16 Credit Cards

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

FAO Headquarters Compound

HEADQUARTERS COMPOUND

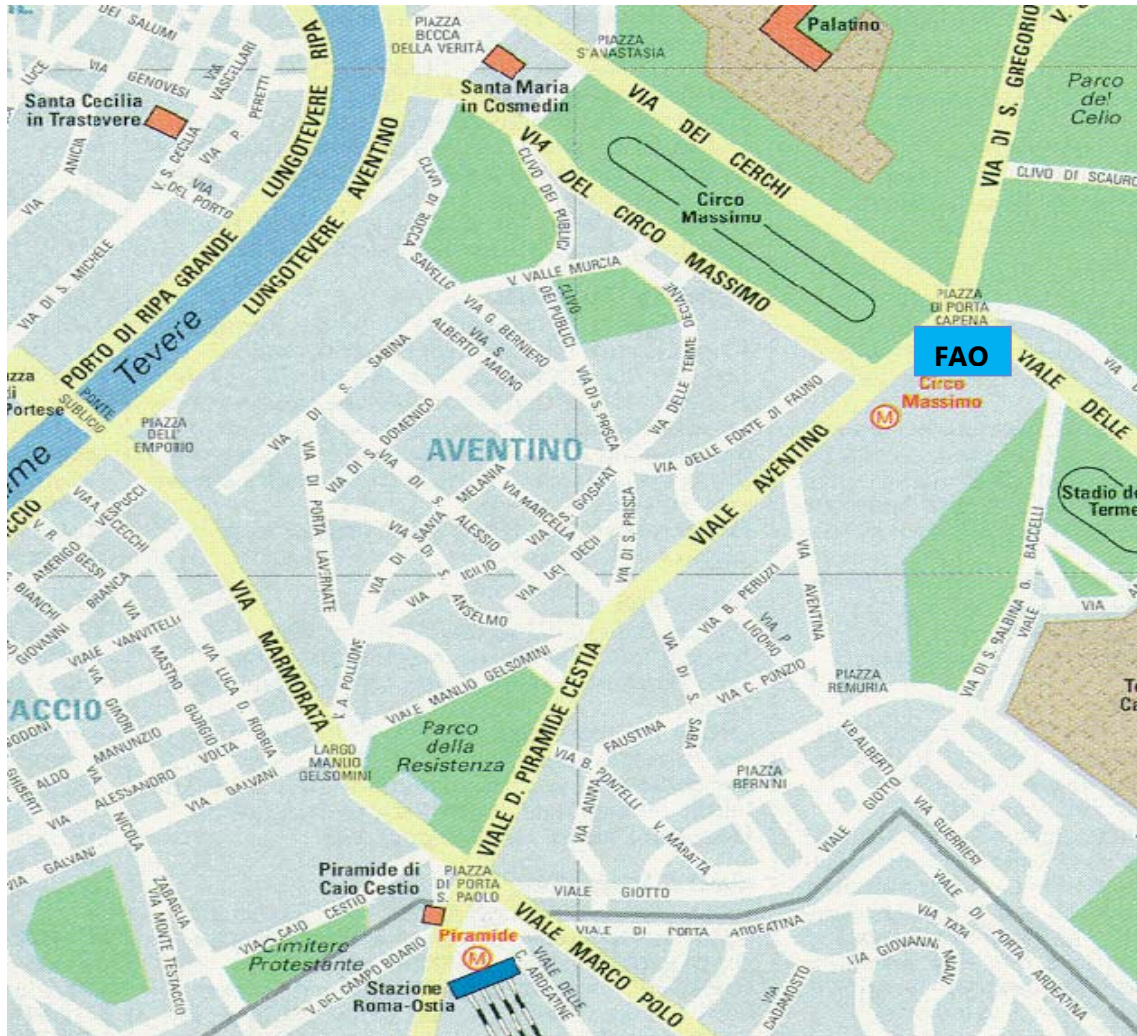


Headquarters meeting rooms¹

NAME	SEATS	ROOM	EXTENSION
Green Room (plenary)	496	A122	56925
Ethiopia Room	56	C285/89	56955
Philippines Room	61	C277	56952
Mexico Room	58	D213	56960
Lebanon Room	66	D209	56985
Slovak Business Centre	-	B011	56916
Canada Room	29	A356	56920

¹ Please note that food and beverages are not allowed in the meeting rooms

Location of FAO Headquarters



- ❖ [FAO HQ](#) is located in the centre of Rome, near the Coliseum, the Circo Massimo, the Terme di Caracalla and the Roman Forum.