



Distribution: General

WFP/EB.1/2016/INF/1

Date: 22 December 2015

Information Notes

Original: English

Executive Board documents are available on WFP's Website (<http://executiveboard.wfp.org>).

Information for Participants

Venue

Executive Board Room at WFP Headquarters.

Registration and meeting passes

Delegates should register at the registration desk in the entrance lobby before commencement of the session.

All Permanent Representatives and other accredited members of Permanent Representations should register to ensure that their participation is appropriately reflected in the list of participants. All registered delegates will be issued meeting passes; these should be worn at all times.

Delegates should return their passes to the meeting information desk after adjournment of the last meeting of the session.

Security

All delegates and guests are required to have a WFP building pass. At the first opportune moment on the first day of the session, delegates without a WFP building pass are kindly asked to go to the Building Pass Office located in the entrance lobby of the main building.



Portable phones

Delegates are requested to turn off their portable telephones before entering the Executive Board Room.



Seating arrangements

In the Executive Board Room, a seat at the conference table and one seat behind it are provided for each member delegation, to accommodate the representative and his/her alternate. One representative from each observer delegation may be accommodated in the Executive Board Room. Given the limited space available, delegations will be issued with nameless green badges for the opening session ONLY — two for each member delegation and one for each observer — to allow entry by the guards in the Executive Board Room. Additional delegation members are invited to follow the proceedings from the Delegates Lounge.


Meeting information desk

-  The meeting information desk is located on the ground floor, adjacent to the entrance to the Executive Board Room.
-  Delegates requiring information on meeting arrangements and documentation can address questions to the staff at the desk.

Documentation

-  In line with WFP's Greening Initiative and in order to reduce meeting costs, as of the First Regular Session in 2016 printed versions of documents will no longer be available from the information desk. Documents are posted on the WFP Executive Board website (<http://www.wfp.org/eb>) only.
-  WFP's EBdocs app, allowing easy access to electronic versions of Board documents, is supported on devices with iOS 7, Android 4 and above. To ensure trouble-free access, delegates should download the new app to their devices via ebdocs.wfp.org (username: ebdocs@wfp.org; password: ebdocs). Delegates requiring technical assistance can refer to the meeting information desk.


Listening devices

-  At the end of each day, all participants are kindly requested to leave the listening devices on their chairs in the Executive Board Room and in the Delegates Lounge for recharging.



Cloakroom

-  The cloakroom is located across from the meeting information desk.


Quiet room

-  The quiet room is located across from the meeting information desk, around the corner next to the cloakroom.


Lounge, bar and cafeterias

-  The Delegates Lounge and bar are located on the ground floor of the building. The coffee bar will be open daily from 09:00 until adjournment of the meeting.
-  Two cafeterias are available. One is near the main entrance; its coffee bar is open from 07:45 to 17:00 and its meal service is available from 12:00 to 14:30. The Red Café is located on the ground floor of the Red tower and is open from 07:00 to 17:00 and its restaurant service is available from 12:00 to 15:30.

Drinking water facilities

-  Water fountains and biodegradable cups are available at both entrances of the Executive Board Room. Water pitchers and glasses are also available at the oval table.

Computer facilities and Internet connection

-  Computer workstations with connection to internet are located in the Delegates Lounge and on the first floor of the Green tower by the elevators. The password to log on is written on the frame of workstations. A multi-service photocopy machine is available in the Delegates Lounge.

Library

- ☞ The Reading Room and collections of books, periodicals and electronic resources are available to delegates from 08:30 to 17:00. The Library is located on the first floor of the Green tower (1G12); staff is available to assist you. For further information please call ext. 2464 or 2128.

Other services

Bank (Banca Intesa San Paolo) – Ground floor, Red tower	08:30–13:30 and 14:45–16:15
Bank (Banca Popolare di Sondrio) – Ground floor, Red tower	08:30–13:30 and 14:45–16:15
Newsstand – Ground floor, Red tower	08:00–15:30

Transportation

⇒ WFP–FAO shuttle bus

- ☞ The schedule of the shuttle bus is as follows:

from WFP

09:00, 10:40, 12:00, 15:00, 16:00

from FAO

09:50, 11:20, 13:30, 14:30, 15:30, 16:30

- ☞ A bus is made available for Board participants. It leaves from FAO for WFP at 09:00, and from WFP for FAO fifteen minutes after the end of the last meeting of the day.

⇒ Saracini shuttle bus

- ☞ A private shuttle bus serving Parco de' Medici is also available. The driver may ask to see your WFP/FAO badge.

Itinerary

Viale Europa (corner junction with Viale Shakespeare); Viale Europa (corner junction with Via Tupini); Magliana metro station–WFP Headquarters and vice-versa.

Schedule

to WFP:	07:25, 07:40, 07:50, 08:00, 08:10, 08:20, 08:30, 08:40, 08:55, 09:10
from WFP:	16:30, 16:45, 16:55, 17:05, 17:15, 17:25, 17:35, 17:45, 18:00, 18:15, 18:30, 19:00

Hotels and restaurants

- ☞ The hotels closest to Headquarters with which WFP has stipulated special rates are:

Holiday Inn–Roma (Viale Castello della Magliana 65) – Parco de' Medici

Sheraton Golf Club (Viale Parco de' Medici 165–167) – Parco de' Medici

- ☞ The restaurants closest to WFP are Verde Smeraldo (Via C.G. Viola 13/15) and those of the Holiday Inn and Sheraton Golf Club.