

برنامج  
الأغذية  
العالمي



Programme  
Alimentaire  
Mondial

World  
Food  
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Programa  
Mundial  
de Alimentos

**Executive Board  
Third Regular Session**

**Rome, 11–14 October 2004**

## **INFORMATION NOTES**



Distribution: GENERAL  
**WFP/EB.3/2004/INF/1**

27 August 2004

ORIGINAL: ENGLISH

## **INFORMATION FOR PARTICIPANTS**

### **Venue**

The Third Regular Session of the Executive Board will take place from 11 to 14 October 2004 at WFP Headquarters: Via Cesare Giulio Viola 68—Parco de' Medici.

### **Registration and building passes**

Delegates should register at the registration desk in the Entrance Lobby, before the 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 documents distribution desk after adjournment of the last meeting of the session.*

### **Portable phones**

Delegates are kindly requested to turn off 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.

This document is printed in a limited number of copies. Executive Board documents are available on WFP's WEB site (<http://www.wfp.org/eb>).



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## Documents distribution

- 👉 Documents may be obtained at the documents distribution desk, on the Ground floor, adjacent to the entrance to the Executive Board Room, or from a messenger in the meeting room. Each delegation has a pigeonhole assigned to it, where documents issued during the sessions will be placed.
- 👉 Delegates requiring information not covered by this paper should address questions to the staff at the documents distribution desk.

## Cloakroom

- 👉 The cloakroom is located directly opposite the documents distribution desk.

## Lounge, bar and cafeteria

- 👉 The delegates' lounge and bar are located on the ground floor of the building. The bar will be open daily from 09:00 until adjournment of the meeting.
- 👉 A cafeteria and a bar are also located on the ground floor of the WFP Headquarters building, near the entrance. The bar is open from 07:30 to 16:45, and the cafeteria from 12:00 to 14:30.

## Library

- 👉 The Reading Room and collections of books, periodicals, online resources and PCs with internet connections are available to delegates from 08:30 to 17:00. The Library is located on the first floor of the Green Tower (1G34); the staff will be delighted to assist you. For further information: Ext. 2632/2234/2464.

## Computer facilities and Internet connection

- 👉 Computer workstations with connection to Internet are located in the delegates' lounge and the WFP Internet Café, located in the Red Tower (1R01). The Café is open to delegates from 13:00 to 15:00. Those wishing to access their electronic mail are welcome to use these facilities.

## Travel facilities

- 👉 A travel agency (CARLSON WAGONLIT) is located on the first floor of the Yellow tower, Room 1Y02; its business hours are from 09:00 to 13:00 and 14:00 to 17:00.

## Telephones

- 👉 Public telephones, from which local and international calls may be made using coins or telephone cards, are located near the entrance lobby on the ground floor. Telephone cards are on sale at the Post Office and the newsstand. Change for public telephones may be obtained from a money-changing machine located in the public telephone area.



## Other services

Post Office – Ground floor	08:30–14:00
Bank (Banca Intesa) – First floor, Yellow tower	08:40–13:30 and 14:45–16:15
Newsstand – Ground floor	07:30–17:00

## Transportation

### ⇒ *WFP-FAO Shuttle Bus*

☞ The schedule of the shuttle bus is as follows:

from WFP	From FAO
09:10	10:10
10:50	11:30
12:10	13:40
14:10	14:40
15:10	15:40

☞ An **additional** bus will be made available for Board participants. It will leave from FAO for WFP at 09:00, and from WFP for FAO fifteen minutes after adjournment of the last meeting.

### ⇒ *Shuttle Bus Muratella/WFP*

☞ Morning 07:30 every 15 minutes until 09:00

☞ Afternoon 17:03 back and forth until 19:45

### ⇒ *Consortium Shuttle Bus*

☞ A shuttle bus serving the entire Parco de' Medici Consortium is also available. The itinerary and schedule are given below.

#### **Itinerary:**

Vle. Europa; Vle. Boston; Metro Magliana - Sheraton Hotel (Roma-Fiumicino highway) - WFP Headquarters and vice-versa

#### **Schedule**

to WFP: 07:30 - 07:45 - 07:55 - 08:10 - 08:20 - 08:30 - 08:45 - 09:00 - 09:15

from WFP: 16:30 - 16:45 - 16:55 - 17:05 - 17:15 - 17:25 -  
17:35 - 17:45 - 18:00 - 18:30 - 19:00



## Restaurants and hotels

- ☞ The hotels closest to headquarters, with which WFP has stipulated special rates, are:  
Holiday Inn - Roma, V.le Castello della Magliana, 65 - Parco de' Medici  
Sheraton Golf Club, V.le Parco de' Medici 165-167 - Parco de' Medici
  
- ☞ The restaurants closest to WFP are “L'Angolo”, and those of the Holiday Inn and Sheraton Golf Club.

