

برنامج
الأغذية
العالمي



Programme
Alimentaire
Mondial

World
Food
Programme

Programa
Mundial
de Alimentos

Executive Board

First Regular Session
Rome, 23–27 February 2004

INFORMATION NOTES



Distribution: GENERAL
WFP/EB.1/2004/INF/1
9 January 2004
ORIGINAL: ENGLISH

INFORMATION FOR PARTICIPANTS

Venue

The First Regular Session of the Executive Board will take place from 23 to 27 February 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.

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 hours 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 hours, and the cafeteria from 12:00 to 14:30 hours.

Computer facilities and Internet connection

- ☞ Four computer workstations, with connection to Internet, are located in the delegates' lounge. Delegates wishing to access their electronic mail addresses are welcome to use the 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 hours.

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	08:00–14:00 hours
Bank (Banca Intesa) – First floor, Yellow tower	08:40–13:35 and 14:45–16:20 hours
Newsstand – Ground floor	07:30–17:00 hours



Transportation

⇒ *WFP-FAO Shuttle Bus*

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

from WFP	from FAO
09:05	09:45
10:30	11:15
12:00	12:45
13:30	14:15
15:00	15:45

☞ An **additional** bus will be made available for Board participants. It will leave from FAO for WFP at 9:00 hours, and from WFP for FAO fifteen minutes after adjournment of the last meeting.

⇒ *Shuttle Bus Muratella/WFP*

☞ Morning 07:25 every 15 minutes up until 08:55

☞ Afternoon 17:03 back and forth up until 19:00

⇒ *Consortium Shuttle Bus*

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

Itinerary:

V. Europa; V. Boston; Metro Magliana - Sheraton Hotel (Roma-Fiumicino highway) - WFP Headquarters

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.

