

## ECONOMIC AND SOCIAL COUNCIL

### Stakeholder Forum

on

“The role of national and local stakeholders in contributing to aid quality and effectiveness “

12 to 13 June 2008

Rome, Italy

## INFORMATION FOR PARTICIPANTS

### **VENUE**

The Stakeholder Forum on “*The role of national and local stakeholders in contributing to aid quality and effectiveness*” will be held from 12 to 13 June 2008 at the headquarters of the **Food and Agriculture Organization (FAO)** located at Viale delle Terme di Caracalla, 00153 Rome, Italy. Telephone: +39-06-57051.

### **REGISTRATION AND IDENTIFICATION BADGES**

In order to confirm your participation at the Forum and provide you with the required security identification badge, please complete the **Registration Form** attached to this Information Note, by no later than 30 May, and fax it to both organizers as follows:

- United Nations Secretariat (New York, USA) at: +1 (212) 963 -2812.
- IPU Secretariat (Geneva, Switzerland) at: + (41 22) 919 4160.

Please complete a separate registration form if two members of parliament are attending. The registration form and other materials can also be obtained from the DCF website at: <http://www.un.org/ecosoc/newfunct/preparations.shtml>

Security regulations at FAO require that all participants be registered in order to enter the Conference Room. Registration will take place on-site on 12 June 2008, from 8:15 to 9:00 a.m. upon presentation of a valid photo ID. For security reasons, Identification Badges should be worn by all participants at all times during the Forum.

### **VISAS**

Please check right away if you need a visa to travel to Italy. If you do, you will be required to submit the visa application form and any accompanying documentation to the nearest Italian Embassy or Consulate in your country of departure, with the Letter of Invitation from the United Nations to the DCF Stakeholder Forum, along with a valid passport. *Please note that you are responsible for any visa fees that you may incur.*

## **FINANCIAL SUPPORT**

A maximum of ten members of parliament from the official list of **Least Developed Countries** (only one person per country) will qualify to have the cost of their travel and accommodation covered by the United Nations.<sup>1</sup>

The United Nations in New York will provide an e-ticket for travel to Italy. The ticket will be for a round-trip, economy fare, from the home country to Rome, Italy, via the most direct route. To arrange for the purchase of air tickets please contact as soon as possible **Ms. Anita Frederick** at the United Nations Secretariat in New York at [fredericka@un.org](mailto:fredericka@un.org), fax: (212) 963-2812.

The authorized date of arrival in Rome will be no later than Wednesday, 11 June 2008 – the day before the Forum. The official date of departure is 13 June 2008 following the conclusion of the Forum or later, depending on the availability of connecting flights. Any increase in the ticket cost, resulting from a change in travel itinerary or travel dates for personal reasons, must be borne by the participant.

Upon arrival in Rome, the ten MPs will receive a UN *Daily Subsistence Allowance* (DSA) of US\$394 per day for the authorized days of stay in Rome for the meeting. The DSA should be used to pay for hotel accommodations, and additional meals and incidental expenses for the duration of the stay in Rome. In addition, a terminal allowance of US\$152 to cover airport transfers will be paid.

## **HOTELS**

Participants will have to reserve their room directly with the hotel of their choice. Please see the attached list of suggested hotels, contacts and rates. Note that the list includes only those hotels which have agreed to provide special rates to our participants, and are either centrally located or near FAO, the venue for the meeting. *Please note that hotel reservations will only be guaranteed with a credit card.*

## **Transportation**

### **To and from Da Vinci Airport:**

By taxi: The official taxi stands are located outside the baggage terminals. There is a fixed rate of 40 Euros to most destinations within the centre of town (within the ancient walls of Rome). Only take official taxis clearly lined up outside the terminals.

By train: The non-stop Leonardo Express train departs Fiumicino every 30-40 minutes (follow the signs within the airport), arriving at the central Termini train station within 35 minutes. One way ticket cost is 9.50 Euro. Tickets can be purchased at ticket machines, bars and tobacco shops. Upon arrival at Termini station you can take a taxi at the taxi stand located in front of the station.

Additional information is available in English at [www.adr.it](http://www.adr.it)

### **To and from Ciampino Airport:**

By coach: Terravision bus transfer from Ciampino to and from Termini train station. Departs outside Ciampino Arrivals hall every half hour from 8:40 am – 12:20 am daily. The return bus departs from

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<sup>1</sup> The Least Developed Countries are: Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Cape Verde, Central African Republic, Chad, Comoros, Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Maldives, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Samoa, Sao Tomé and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia.

opposite Terra Caffè between Via Marsala and track 1 at Termini Station, from 4:30 am – 7:30 pm daily. Single 8 Euro, return 14 Euro. Website is: [www.terravision.eu](http://www.terravision.eu)

By taxi: The taxi stand is located opposite the Arrivals Hall. We advise you to use only authorized taxis: vehicles that have a taximeter. The cost of the taxi service is 30 euro, inclusive of luggage, for a maximum of four passengers, for all destinations within the Aurelian Walls delimiting the central area of the city of Rome.

### ***Other information***

Weather: June weather in Rome is generally mild to warm. Temperatures range in the upper 70 degrees Fahrenheit during the day.

Electricity supply: 220 Volts

Currency: the Euro was introduced from 1 January 2002. The current exchange rate is US \$1 = 0.65 Euro, or 1 Euro = \$1.54, as of 5 May 2008.

### ***Contact Information***

Any further question concerning the meeting can be addressed to the following individuals:

Ms. Mari Sandström (**IPU**)  
Geneva, Switzerland  
Tel: +(41 22) 919 4158  
Fax: +(41 22) 919 4160  
Email: [ms@mail.ipu.org](mailto:ms@mail.ipu.org)

Ms. Nahleen Ahmed (**United Nations**)  
New York, USA  
Tel: (917) 367-5025  
Email: [ahmed36@un.org](mailto:ahmed36@un.org)

**ANNEX I**

**Some hotels in Rome conveniently located near the FAO (2008 Euro rates). Please mention  
“United Nations System” when making reservations, as normal rates would be higher**

<b>Hotel</b>	<b>Single</b>	<b>Double</b>	<b>Breakfast</b>	<b>Location</b>
<b>DELTA ****</b> Via Labicana, 144 Tel. +39 06 770 021 Fax +39 06 700 5781	129.00	199.00	Yes	Near FAO
<b>DOMUS AVENTINA ***</b> Via di Santa Prisca, 11b Tel. +39 06 574 6135 Fax.+39 06 573 00044	105.00	155.00/ <b>130.00</b> <b>(single use)</b>	Breakfast- buffet	Centre
<b>LANCELOT ***</b> via Capo d’Africa, 47 Tel.+39 06 704 50764 Fax +39 06 704 50640	115.00	165.00	Yes	Near FAO (Colosseum area)
<b>HOTEL PRIMUS ROMA***</b> Via G. da Empoli,11 Piramide Tel. +39 06 57250515 <a href="mailto:info@hotelprimus.it">info@hotelprimus.it</a>	75.00	105.00  85.00 (single use)		Near FAO (Piramide area)
<b>HOTEL SAN ANSELMO****</b> Piazza S Anselmo, 2 Tel.+39 06 570057 Fax.+39 06 578 3604 <a href="http://www.aventinohotels.com/">http://www.aventinohotels.com/</a>	160.00	180.00  140.00/ 98.00 (single use)	Breakfast- buffet	Near FAO
<b>HOTEL AVENTINO***</b> (associated with Hotel San Anselmo) Via San Domenico 10 tel +39.06.570057 fax +39.06.5783604 +39.06.5741112 <a href="http://www.aventinohotels.com/">http://www.aventinohotels.com/</a>	105.00			Near FAO
<b>HOTEL VILLA SAN PIO**8</b> (associated with Hotel San Anselmo) Via Santa Melania, 18 tel +39.06.570057 fax +39.06.5741112 <a href="http://www.aventinohotels.com/">http://www.aventinohotels.com/</a>	105.00	150.00		Near FAO
<b>SANTA PRISCA ***</b> Largo Gelsomini, 25 Tel. +39 06 574 1917 Fax +39 06 574 6658	102.00	110.00- 140.00	Breakfast- buffet	Near FAO
<b>SOURIRE ***</b> via Terme Deciane,3 Tel.+39 06 575 0958 Fax.+39 06 578 0514	100.00	140.00  110.00 (single use)	Breakfast- buffet	Near FAO

UNITED NATIONS



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Development Cooperation Forum Team  
Room DC1-1450, One UN Plaza, New York, N.Y. 10017  
Telephone: +(1-917) 367-5025 Fax : +(1-212) 963-2812  
e-mail address: [ahmed36@un.org](mailto:ahmed36@un.org)

Copy of this form should also be sent to the IPU Secretariat in Geneva, Switzerland.

by either fax or email, as follows:

fax: +(41 22) 919 4160

Email: [postbox@mail.ipu.org](mailto:postbox@mail.ipu.org)

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“The role of national and local stakeholders in contributing to aid quality and effectiveness “**

**12 to 13 June 2008**

**Rome, Italy**

**REGISTRATION FORM**

Date:			
Name:			
Title:			
Parliament of:			
Member of the following parliamentary committee(s)			
E-mail:			
Telephone:		Fax :	
Address:			

Submitting this form confirms my participation at the above meeting.