

INFORMATION NOTE FOR PARTICIPANTS



EIGHTEENTH MEETING OF THE CHEMICAL REVIEW COMMITTEE (CRC-18) OF THE ROTTERDAM CONVENTION

Introductory Information

The eighteenth meeting of the Chemical Review Committee will be held at FAO headquarters from 19 to 23 September and will open in the Green Room (A-122) on Monday, 19 September at 09:30 hours.

FAO headquarters is in Viale delle Terme di Caracalla, in front of the Circo Massimo area. It can be reached by car, by bus (Nos. 80 express, 75, 81, 118, 160, 175, 271, 628), by tram (No.3) and metro (B Line, Circo Massimo stop).

Access to the FAO headquarters Premises

Access to FAO premises is allowed for people holding a valid Building Pass: participants are therefore requested to collect and/or show it at the entrance and to always wear it when in the premises.

To access FAO headquarters, participants can go through the visitors' access at the Pavilion, located in front of the exit of the metro station (Circo Massimo). Pavilion is open from Mondays to Fridays, from 7.00 to 17.00hrs.

Loss of Building Passes must be immediately reported to FAO office of Security Services.

Registration of Participants and building passes

Building passes can be collected by prior registered participants starting from Sunday, 18 September, from 08.00 a.m. onwards. Please note that to receive your building pass, a valid ID document is required.

Security Services

The FAO Office of Security Services operates all days from 7.30 to 17.00 in office B062 (extension numbers 54571/54427); for urgent issues, after 17.00, you can contact FAO Security Desk, located in the main entrance of Building A, ground floor (ext. numbers 53145/54480 and 06-5705-3145/4480 if calling outside FAO premises).

All Security measures are strictly observed in FAO headquarters. Metal detectors operate at the main entrance of Building A.

Participants are kindly requested not to leave briefcases and/or any other valuable items unattended in meeting rooms.

COVID-19 Protocol for access to FAO headquarters and related safety measures (as of 14 July 2022)

Further to the COVID-19 pandemic, all FAO personnel and visitors who have any flu symptoms (e.g. temperature of more than 37.5C, general body aches and pains, cough, or sore throat) are kindly invited to not come to the meeting venue and take a COVID-19 test.

Quarantine and sanitary measures enforced by the Host Government for close contacts and confirmed cases should be adhered..

Complete COVID-19 vaccination is strongly encouraged.

Emergency medical contacts in FAO and in the city of Rome can be found [here](#).

While inside the premises, FAO visitors shall adhere to the following precautionary measures:

- a) The use of FFP2/N95 or equivalent masks is mandatory in catering areas, unless seated for food/drink consumption, the use of masks is voluntary in the FAO premises, though strongly recommended at all times while, in elevators and other closed spaces;
- b) It is highly recommended to maintain adequate physical distancing when in-door (1.5 metres when without masks and 1 metre with masks), in particular in areas with large concentration of persons;
- c) Frequent hand washing with soap and water or rubbing with alcohol hand sanitizer;

Further information will be provided in case the measures related to COVID-19 change close to the meeting dates.

Medical Services

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

Access and Facilities for Disabled Persons

All entrances to FAO headquarters are accessible to disabled persons: a ramp is available at FAO main entrance in Building A and at the side entrance at Building D. All the lifts in the Organization are provided with wheelchair access.

Emergency Telephone Numbers in Rome

In case of emergency issues, please call the unique number **112** to request for medical, fire or any other general aid.

Banking and Currency Exchange Facilities

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

Cash dispensers are also available to issue effective (EFT) withdrawals: Cash dispenser are located inside the bank Banca Intesa San Paolo, near the glass window of the Banca di Sondrio.

Telephone, Fax and Internet Facilities

The official telephone numbers of FAO headquarters are composed as follows: **+39 06-5705** + extension number. If the extension is unknown, please dial (+3906) 57051 to reach FAO Switchboard.

Telephones devices are available in all meeting rooms and lounges, and may be used for internal and/or local calls. For internal calls, please lift the receiver and dial the required extension. For local calls (within the city), please lift the receiver, press "0", and wait for the external dial tone, then press the city code "06." and the phone number. The use of the prefix "06" is mandatory, even for local calls.

Participants are kindly reminded that all mobile phones should be switched off or set in a silence mode when attending meetings. Participants wishing to send faxes, printing documents, access PC devices may go to the Slovak Delegates' Lounge (B013).

Wi-Fi coverage

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

Participants with laptops, smartphones or and tablets 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: **guest_internet**,
Password: **wifi2internet**.

Courier Services

The DHL Courier Service Office is available in office C005. The DHL Service is available for private and official dispatches, from 9.00 to 12.30 hours, Mondays through Fridays. Please call the Mail and Pouch Service at extension **54881** for information and rates (06-5705-4881 when outside FAO Headquarters).

Catering Facilities

FAO headquarters offers a variety of dining and snack bar facilities where participants may sit for meal or order a quick snack and beverage to take away, between 8 and 17:00 hours. Masks should be used in all catering areas, unless seated for consumption.

Travel Facilities (Flight Reservations and Confirmation)

The Carlson Wagonlit Travel Agency (faotravel.it@contactcwt.com), the official FAO travel agency is located on the Ground Floor of Building D ([r](#)oom D-074). Opening hours are from 9.00 to 17.00.

For further information, please contact the extension number 55970 or dial (06-5705 +-5970 if calling outside FAO). The following services are provided by Carlson Wagonlit for both official and private travels:

- 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 for some services provided by the agency, a charge may be required. Participants are reminded that most of the airline offices in Rome are open from 09.00 to 17.00hrs through the week and that may be closed during lunchtime hours. Airline offices are closed over the weekend.

For any urgent requirement please note that the Carlson Wagonlit Travel Agency offers a 24-Hour Emergency Service to provide assistance to travellers (tel: from Italy **800 - 871932**; and **+44 208 7579000** from all other countries).

Accommodations in Rome

For funded participants: booking of Hotel accommodation are organized by the Rotterdam Convention Secretariat through Carlson Wagonlit Travel Agency (CWT).

For Non-funded participants: please find here below a list of hotels close to FAO.

Hotel Villa San Pio; Hotel Mercure Roma Centro Colosseo; Abitart Hotel; Hotel Domus Aventina; Lancelot; Hotel Aventino; Circo Massimo Exclusive Suite; Hotel Celio; Hotel Santa Prisca; Hotel Morgana; B&B Circus Maximus; Hotel Maximus; Hotel Quirinale.

CWT Agency can assist participants in booking hotel reservations.

It is suggested to book your accommodation well in advance due the short availability in Rome during this period.

Bookshop

The “Food for Thought” Bookshop, located on the Ground Floor and offers a selection of English, French and Spanish language books, gift stationery, writing paper, gift wrapping paper, greeting cards and guidebooks.

Taxis

It is recommended to use only licensed taxis. Surcharge fares are applied for baggage, night runs and runs requested on Sundays and during official holidays. FAO Security Desk (Ground Floor, Building A) will assist participants in their request for Taxi service.

Participants can also call Radio Taxi Service at: +39 06-3570- 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.

Public Transport

Tickets for ATAC public transport that serves within the city of Rome should be purchased in advance and can be bought in metro stations, tobacco shops and newspaper kiosks.

Tickets cost €1.50 and have a validity time of 150 minutes. Tickets must be validated when accessing buses/trams or at the very entrance of metro stations.

Daily or weekly ATAC tickets are also available.

Rome is served by three (metro) lines, A B and C. The stops are marked by a sign showing a white “M” on a red background. Termini Station is the metro station where the A and B lines intersect. Please note that the metro stop for FAO is Circo Massimo is located through the B Line.

Buses/Trams

Both buses and trams displays the related number of the route and the destination path.

Buses 75, 81, 118, 160, 271, 628, and Tram No 3 stop right outside and in front of the FAO Building. For any further information on public transports in Rome (including routes and schedules of buses and trams), please call: 06-469-54444 or consult the website www.atac.roma.it.

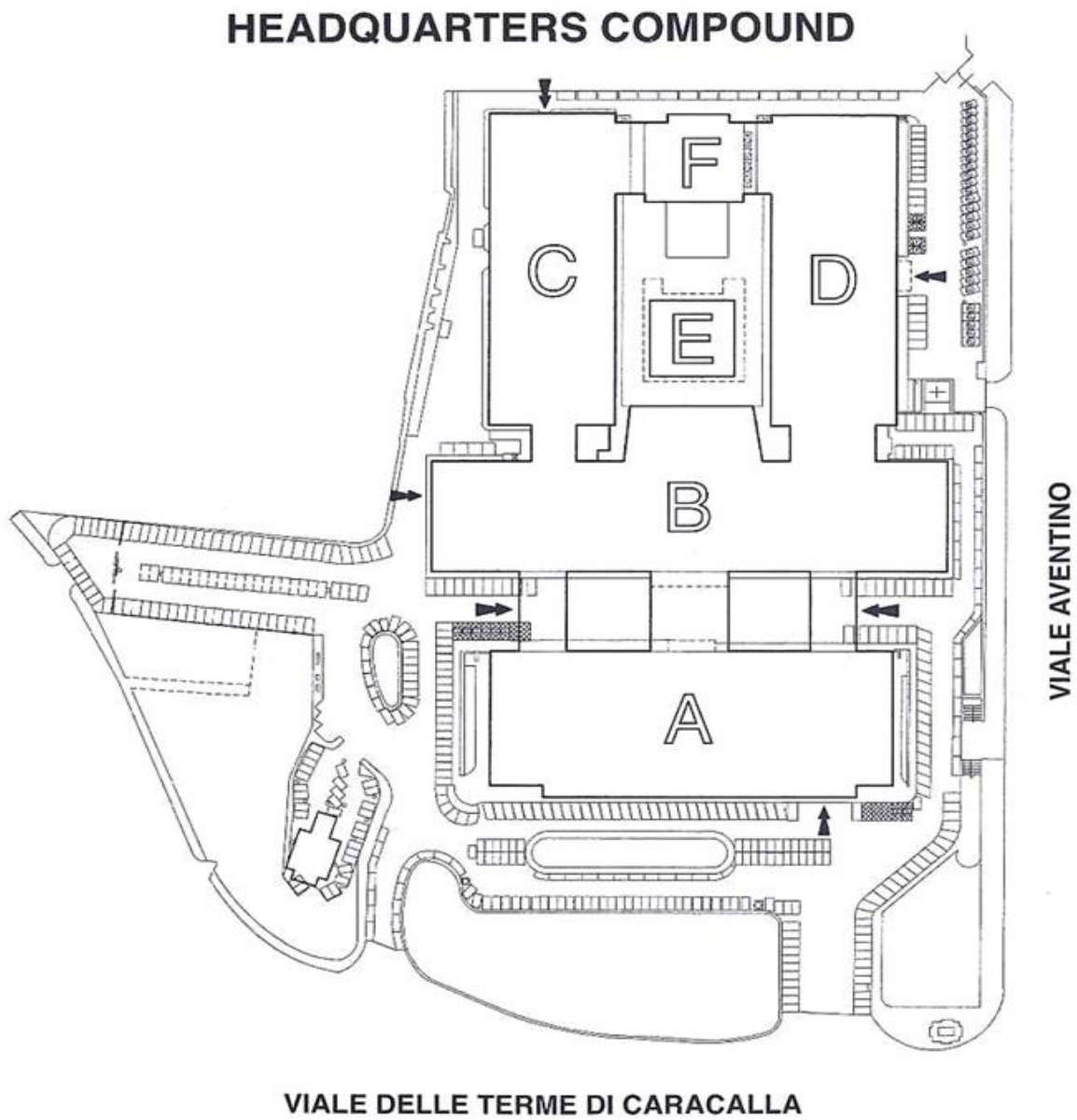
Shopping

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

Credit Cards

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

FAO headquarters Compound



Meeting rooms in use during CRC-18:

<u>GREEN ROOM</u> (Plenary Meeting)	<u>A 122 INT</u> <u>FIRST FLOOR – BUILDING A</u>
<u>ETHIOPIA</u> (Working group)	<u>C 289</u> <u>SECOND FLOOR – BUILDING C</u>
<u>QUEEN JULIANA</u> (Working group)	<u>B 323</u> <u>THIRD FLOOR – BUILDING B</u>