

INFORMATION NOTE FOR PARTICIPANTS



TWENTIETH MEETING OF THE CHEMICAL REVIEW COMMITTEE OF THE ROTTERDAM CONVENTION (CRC-20)

GENERAL INFORMATION

The twentieth meeting of the Chemical Review Committee (CRC-20) of the Chemical Review Committee will be held at FAO headquarters from 17 to 20 September 2024, and will open in the Green Room (A-122) on Tuesday, 17 September at 9:30 hours. The schedule of the meeting is available in document UNEP/FAO/RC/CRC.20/INF/2. Pre-meetings of Intersessional Task Groups and other pre-meetings will take place on Monday, 16 September 2024.

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).

Meeting documents

The provisional agenda, other pre-session documents, including the scenario note and the tentative schedule of work, are made available on the meeting documents webpage.

Language of the meeting

As per decision RC-1/6 on the establishment of the Chemical Review Committee and in line with usual arrangements, the meeting will take place in English only.

Access to the FAO headquarters premises and building passes

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). The Pavilion is open from Mondays to Fridays, from 7.00 to 17.00 hours.

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

Building passes can be collected by prior registered participants starting from Monday, 16 September from 8.00 hours onwards. Please note that to receive your building pass, a valid ID document (national passport, picture identification document, picture residency card) issued by a government recognized by the United Nations is required.

Accommodation in Rome

This year, funded and non-funded members, as well as observers, have to book their own accommodation. 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.

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

Visas

It is the responsibility of each participant to obtain the required entry visa for Italy. Participants requiring entry visa must obtain it from the Italian Consulate or Diplomatic Mission in their country before leaving for Rome. It should be noted that the issuance of an Italian entry visa might require up to a month, therefore it is highly advised starting the procedure at your earliest convenience.

Insurance

It is strongly recommended that delegates take out international medical, accident and travel insurance. The United Nations does not cover life or medical insurance for participants. Therefore, it is the responsibility of all participants to ensure that they obtain adequate insurance prior to their travel to Rome.

DSA disbursement (for funded members only)

For funded members the DSA disbursement will take place the first day of the meeting, 16 September, at 9.00 hours outside of the Green room. Kindly bring your passport, flight ticket or e-ticket receipt and boarding passes when you claim the DSA.

Guidelines for rules of conduct for meeting participants

The attention of meeting participants is drawn to the following guidelines for rules of conduct developed:

- [Guidelines on the use of cameras and audio/video recording devices](#) by participants at meetings of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions (BRS) and their subsidiary bodies;
- [Guidelines for the participation of representatives of observers](#) at meetings of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions (BRS) and their subsidiary bodies;
- [Guidelines on preventing and addressing all forms of harassment](#) at meetings of the Basel, Rotterdam and Stockholm conventions.

Side events

Requests for side events should be sent to the Secretariat before 9 August 2024 by e-mail to: Ms. Kei Ohno Woodall (E-mail: kei.ohno@un.org).

If the number of requests exceeds the available slots, the organizers may be asked to combine their events or hold parallel sessions.

Preparatory briefings

A number of online briefings are being organized prior to the meeting whose schedule will be available on the meeting website. These briefings will provide an overview of the issues that will be considered at the meeting and will take place on the Webex platform. The briefings are open to all meeting participants, as well as Parties to the Rotterdam Convention, observers and stakeholders in general.

Paperless meeting

A paperless meeting has the benefit of reducing costs considerably and has a smaller carbon footprint than a traditional meeting. The paperless system makes it easier for participants to access meeting documents at all times and facilitates faster distribution of conference room papers during the meeting.

All documents will be available on internet or, upon request by e-mail only. Printed documents will not be available at the meeting.

Participants are requested to follow the requirements described below:

- To gain access to meeting documents each participant must have a laptop computer running basic applications (Word, Excel, PDF Reader, updated antivirus software).
- Laptops must be virus-free and pre-checked for viruses before they are brought to the meeting. Virus-free laptops are crucial to a successful paperless meeting.
- Laptops must be configured for standard WiFi connections.
- Participants should carry virus-free memory sticks for the purpose of transferring data, if necessary.
- It is important that each participant provide a valid e-mail address when confirming participation in the meeting. Participants should ensure that their e-mail service will allow them to receive e-mails containing meeting documents as attachments.

INFORMATION ABOUT FAO FACILITIES AND TRANSPORTATION

Security Services

The FAO Office of Security Services operates all days from 7.30 to 17.00 hours 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.

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 06-5705-3577 when outside FAO. 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 hours. 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 hours.

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 the 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, print documents or 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.

Catering Facilities	Location	Lifts	Opening Hours	Notes
Food Court	Bldg. B 8th floor	Take lift B3 and B4 , on the two sides of the building B entrance from the Atrium OR take B5 and B6 , which are adjacent to the marble staircase OR take D2 and D3 upon accessing building D opposite the insurance office	12:00-14:30	Self-service option offering a variety of organic and international food choices.
Restaurant/Buffer	Bldg. C 8th floor	Take lift C1 upon accessing building C next to the Mail areas (DHL and SPS)	12:00-14:30	Open buffet food choice.
Uzbekistan Lounge	Bldg. C 8th floor	Take lift C1 upon accessing building C next to the Mail areas (DHL and SPS)	08:00-17:00	Offers an assortment of coffee, teas, pastries, sandwiches, yoghurts, fruit and beverages..
Fountain Bar	Bldg. B 8th floor	Take lifts B3 and B4 , on the two sides of the building B entrance from the Atrium OR take lifts B5 and B6 , which are adjacent to the marble staircase OR take lifts D2 and D3 upon accessing building D opposite the insurance office	08:00-15:00	Offers an assortment of coffee, teas, pastries, sandwiches, yoghurts and beverages..
Bar A (Polish Bar)	Bldg. A ground floor		07:30 – 17:00	Offers and assortment of coffees, teas, pastries, beverages, ice creams and sandwiches. At lunch time traditional foods from around the world on rotational basis.
Bar D (Eden/Casa Bar)	Bldg. D ground floor		07:30-17:00	Offers an assortment of sandwiches, pizza, fresh salads, hot main dishes, beverages, yoghurts, ice creams, fruits and coffee.

Bookshop

The “Food for Thought” Bookshop, located on the Ground Floor, 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 on the B Line.

Buses/Trams

Both buses and trams display 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.

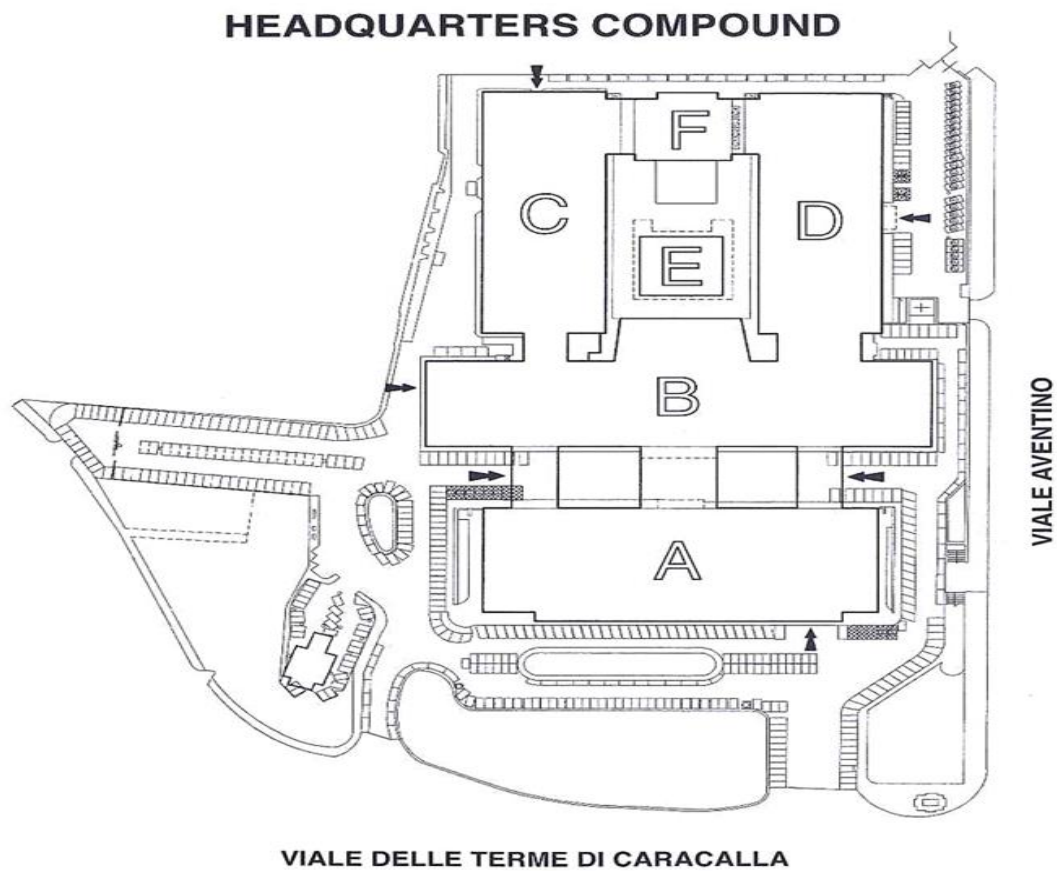
Shopping

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 orientation workshop:

<u>GREEN ROOM</u> (Plenary)	<u>A 122</u> <u>FIRST FLOOR – BUILDING A</u>
<u>ETHIOPIA ROOM</u> (Working group)	<u>C 289</u> <u>SECOND FLOOR – BUILDING C</u>
<u>PHILIPPINES ROOM</u> (Working group)	<u>C 277</u> <u>SECOND FLOOR – BUILDING C</u>