

**PARTNER ADVISORY COMMITTEE**

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Secretariat

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Rome, Italy, 27 and 28 October 2014

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**ADMINISTRATIVE NOTE**

Thank you for confirming your attendance at the First Meeting of the Partner Advisory Committee of the IBCS, scheduled on 27 and 28 October 2014. The meeting will take place at the World Food Programme Headquarters.

**Venue:** Room 0R00 (ground floor, red tower) at WFP Headquarters, via Cesare Giulio Viola 68-70, 00148, Rome, Parco Dei Medici (click to see the [map](#)).

**Air Tickets and Visas:** Each traveller will be responsible for flight and visa arrangements.

**Hotel accommodation:** In the following list of hotels available at Parco dei Medici and in the city centre participants can book accommodations taking advantage of WFP special rates.

**In Parco Dei Medici:**

- Holiday Inn Parco Dei Medici, 4\*: SGL 126 Euro, DBL 126 Euro  
<http://www.ihg.com/holidayinn/hotels/it/rome/romdm/hoteldetail>  
6 minutes walking distance from WFP HQ, [map here](#)
- Sheraton Golf Hotel, 4\*: SGL 100 Euro, DBL 120 Euro  
<http://www.sheratongolfroma.com/it>  
Ad hoc shuttle service available from/to WFP HQ

**In the City Centre**

- Abitart Hotel, 4\*: SGL 135 Euro, DBL 155 Euro <http://www.abitarthotel.com/en>;  
7 minutes walking distance from **Ostiense Station (FR1 train line** – see document on transport for more details), [map here](#)  
6 minutes walking distance from **Piramide Metro Station (Line B blue colour** – see document on transport for more details), [map here](#)
- Lancelot Hotel, 3\*: SGL 118 Euro, DSU 145 Euro, DBL 180 Euro  
<http://www.lancelothotel.com/index.htm>  
8 minutes walking distance from **Colosseo Metro Station (Line B blue colour** – see document on transport for more details) [map here](#)

Prices listed above include breakfast and city tax.

Please note that the hotels have reconfirmed their current availability for the nights 26, 27 and 28 October but no rooms' allotment has been blocked for the event.

The hotels have been informed of the name of the event hosted by WFP accordingly (Partner Advisory Committee - PAC) so the guests will need to specify that upon reservation.

**Transport:** Details on transport options and a map of transport via metro and train in Rome is found in two attachments.

Taxi from airport to Rome city centre and to Parco Dei Medici is charge at fixed rate of 40 euros. If you wish to take public transport from the airport to WFP HQ, you can take the train from Fiumicino airport to Muratella (4 stops, 8 Euros. Once out from Muratella station turn right and walk for about 100 metres until you find the sign with WFP's logo on your left indicating a passageway to WFP. At the end of this path turn right again until you reach the entrance of WFP HQ).

**Building Passes:** Be reminded to bring along an identity document that you will need to leave at WFP Security Gate. You will be provided with a Visitor Pass for the two days. The pass must be displayed by all persons in clearly visible manner at all times.

**Coffee Break:** WFP will cover the cost of coffee breaks.

For any questions, please contact **Antonella Sisti** ([antonella.sisti@wfp.org](mailto:antonella.sisti@wfp.org); tel 0665132371) or **Kaisu-Leena Rajala** ([kaisuleena@wfp.org](mailto:kaisuleena@wfp.org); tel 0665133645).