

**Evaluation  
Week  
2018**



**UNEG**  
United Nations Evaluation Group

# **Logistical Information**

**7-11 May 2018**

**FAO Headquarters Rome, Italy**



## **Host agencies:**

Food and Agriculture Organization of the United Nations (**FAO**), International Fund for Agricultural Development (**IFAD**) and World Food Programme (**WFP**).

## Contents

<b>MEETING INFORMATION</b>	<b>1</b>
Overview of the EvalWeek	1
Indicative Agenda	5
Location of the Meetings	6
Registration and Building Access	6
Online Community of Practice	6
Documentation	7
Wi-Fi Coverage	7
Reception and Social Events	7
Dining Facilities	7
Reaching FAO Headquarters	8
FAO building	8
FAO Headquarters – Orientation Map	9
<b>SERVICES AVAILABLE AT FAO</b>	<b>10</b>
Banking and Currency Exchange Facilities	10
Security	10
Medical Services	10
Access and Facilities for Disable Persons	11
Telephone	11
Travel Facilities	11
Postal Services	11
Snack Bars and Vending Machines	11
Bookshop	12
The David Lubin Memorial Library	12
Lost and found	13
Meditation rooms	13
Hotel Accommodation	13

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## MEETING INFORMATION

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The UNEG 2018 Evaluation Week will take place from 7 to 11 May 2018 in Rome, Italy. The event will be co-hosted by the three Rome-Based Agencies (FAO, IFAD, WFP).

### Overview of the EvalWeek

The 2018 Evaluation Week will include **three main components**:

#### 1. Professional Development Seminar – 1 day: 7 May 2018

A one-day Professional Development Seminar will be organized on the first day of the UNEG week for all participants of the EPE. The purpose of the seminar is to provide training to participants on topics which emerged as highly useful in evaluation work, based on the UNEG members' survey. Information on the trainings will be made available at the following link: [www.unevaluation.org/2018 UNEG PDS](http://www.unevaluation.org/2018%20NEG%20PDS)

→ **Who can attend?** UNEG Heads, observers, staff members from UNEG member agencies, and invited partners.

The seminar will consist of four parallel topics. The topics selected are presented in the table below. The information provided is indicative and changes will be communicated as the organization of the trainings proceeds. Trainings will be organized only if a minimum number of participants will express their interest to attend. Participants will need to indicate in the registration form their preferred choice as well as a second option in case the first choice will not be available.

Topic	Description of the Training
<b>Approaches to Impact Evaluation</b>  <b>Trainer:</b> <a href="#">Jo Puri</a> <a href="#">Anna Henttinen</a> (to be confirmed)	<p>This 1-day workshop aims to provide an opportunity to discuss recent methodological developments in experimental and quasi-experimental IEs within the increasingly complex development and humanitarian contexts we work. Have things changed or are we getting better at creatively applying IE methods in the field?</p> <p>In situations where conditions are not perfect, how can experimental or quasi-experimental IEs be undertaken, and should they be undertaken or alternative methods used? What does a good impact evaluation design look like - what components does it need to succeed in answering the questions?</p> <p>The day starts with recap of impact evaluation, and what it can be used for, moving to examples of creative quasi-experimental impact evaluations, with an afternoon of group work for delegates to discuss and design different IE plans around real examples.</p>
<b>Data visualization</b>	The 'Data Visualization and Infographic Design' 1-day workshop aim to provide delegates

<p><b>tools</b></p> <p><b>Trainer:</b> <u>Andy Kirk</u></p>	<p>with an accessible and comprehensive introduction to data visualization and infographic design.</p> <p>The focus of the training is to teach the craft of this discipline, helping delegates to know what to think, when to think about and how to resolve all the analytical and design decisions involved in any data-driven challenge.</p> <p>The workshop is structured around a proven design workflow. Across the session delegates will build up, stage by stage, a detailed understanding of all the different aspects of decision-making that goes into any data visualization or infographic design work.</p> <p>The content is delivered through a blend of teaching, discussion, and group practice. The practical exercises vary in nature from evaluating work, conceiving ideas, and forensically assessing design choices.</p> <p>The approach to teaching this subject is not framed around specific tools or applications. Across the session there will be references for some of the most common, contemporary technologies but the emphasis is on the underlying craft, regardless of your tools or skills.</p> <p>Materials will be issued digitally (eg. Dropbox/USB flash drive) covering all teaching content, exercise files and useful resources. Attendees are required to bring fully-charged laptops to use as a convenient workspace for the session. The only software requirements are Excel, a browser and pdf reader, no other technical or skill-based prerequisites exist.</p>
<p><b>An introduction to the practice of SenseMaker</b></p> <p><b>Trainer:</b> <u>Steff Deprez</u></p>	<p>Sensemaker is an innovative narrative-based research, monitoring and decision-making methodology designed to generate actionable insights and guide interventions in complex systems and processes. SenseMaker is based on the collection and indexing of fragmented material including personal experiences, pictures, reports, blogs and other forms of data.</p> <p>This one-day seminar is an introduction to the SenseMaker methodology. It is designed for participants that want to understand the principles and practice of SenseMaker and how it can be used in design, monitoring and evaluation of complex international development programmes. In this practical and interactive workshop, participants will be introduced to the different steps of the SenseMaker process and will understand how SenseMaker can generate (real-time) feedback to track progress and inform meaningful interventions. Throughout the workshop examples and experiences from different SenseMaker projects will be presented.</p> <p>The workshop will be delivered and facilitated around the following core themes:</p> <ul style="list-style-type: none"> <li>• The principles and the background of the SenseMaker methodology.</li> <li>• The design steps of a SenseMaker project</li> <li>• The data collection process</li> <li>• The analysis process</li> <li>• Examples of the use of SenseMaker for monitoring and evaluation</li> </ul>
<p><b>Ethics in evaluation</b></p> <p><b>Trainer:</b> <u>Anna Henttinen</u></p> <p><i>The ethics session will start at 11h00</i></p>	<p>Workshop Purpose: To explore current understanding and practice with regard to application of ethics in evaluation and to map out how we might improve our practice moving forwards.</p> <p>Workshop objectives: This workshop will be a success if all participants:</p> <ul style="list-style-type: none"> <li>• Have explored expectations regarding application of ethics in the management of evaluations.</li> <li>• Have explored where we are at the moment with regard to applying ethics in the management of our evaluations, including sharing initial reflections on gaps in current practice.</li> <li>• Share a common understanding of what 'good' ethical management of evaluations looks like, throughout the entire evaluation management process.</li> </ul>

	<ul style="list-style-type: none"> <li>• Are clear of our own role and shared roles in enhancing the ethical management of evaluations.</li> <li>• Have mapped out next steps for moving forward.</li> </ul> <p>Workshop outputs:</p> <ul style="list-style-type: none"> <li>• Participants have a better understanding of practice, both internal and external, with regard to ethics in evaluation.</li> <li>• UN Evaluation colleagues have a set of next steps for taking forward ethics in their evaluations.</li> <li>• Participants have a clear set of commitments for moving forward to enhance consideration of ethics in evaluation.</li> <li>• Participants have an enhanced sense of collective responsibility, understanding of and engagement with ethics in evaluation.</li> <li>• The UN Ethics Task Force has inputs to inform a clear set of deliverables for 2018.</li> </ul> <p>This workshop will be facilitated, informal and participative. The intention is to co-create our learning through open discussions and sharing of participant experiences and questions.</p>
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## 2. Evaluation Practice Exchange (EPE) – 2 days: 8-9 May 2018

The UNEG **EPE** seminar is an informal forum for UNEG members to share their experiences on a range of topics. Information on the EPE will be made available at the following link [www.unevaluation.org/2018 UNEG EPE](http://www.unevaluation.org/2018%20NEG%20EPE)

→ **Who can attend?** UNEG Heads, observers, staff members from UNEG member agencies, and invited partners.

The 2018 EPE will have **three main themes**, covering relevant aspects of the work of evaluation professionals. These are: 1) Managing Evaluations; 2) Evaluation Principles; and 3) Evaluation Methods. Under each of these themes, **several topics** will be discussed in separate sessions (see table below for the list of sessions).

Themes	Sessions
<b>Theme 1: Managing Evaluations</b>	<p>1.1 - Quality Assurance beyond the checklist: how can we ensure the reports are evidence-based?</p> <p>1.2 - Following up on recommendations: what are the successful practices?</p> <p>1.3 - As managers, we also make mistakes: let's share them and learn from them.</p> <p>1.4 – How can we ensure a gender focused evaluation?</p> <p>1.5 - The role of donors in evaluations: how should we involve them and how to manage expectations?</p>
<b>Theme 2: Evaluation</b>	<p>2.1 - We ask others to demonstrate impact: how can we demonstrate the impact of our evaluations?</p>

<b>Principles</b>	<p>2.2 – Importance of Independence today?</p> <p>2.3 - Cost of evaluations: how can we make efforts to rationalize the use of resources in evaluations? And what are the best practices for low-cost evaluations?</p> <p>2.4 – Evaluation and hindsight: assessing past interventions against yesterday’s standards or today’s wisdom (e.g. in light of new knowledge on climate change, gender, etc.)</p> <p>2.5 - Evaluations and evidence-based decision making in the Era post-truth</p>
<b>Theme 3: Evaluation Methods</b>	<p>3.1 - No baseline: how to measure impact?</p> <p>3.2 - Making the best use of Theories of Change in Evaluations</p> <p>3.3 - Country Programme Evaluations - methodological challenges</p> <p>3.4 – ICT for data analysis in evaluations</p> <p>3.5 – Evaluating Policy support</p>

### 3. UNEG Annual General Meeting (AGM) – 2 days: 10-11 May 2018

The Heads of evaluation units that are members of UNEG meet each year at its Annual General Meeting (**AGM**) to review progress and results of the work programme and decide on strategies and work areas for the following years. For more information: [www.unevaluation.org/2018\\_UNEG\\_AGM](http://www.unevaluation.org/2018_UNEG_AGM).

The first day (10 May 2018) will focus on UNEG SO work in the past year and discussions on several strategic issues, such as the UN reforms and SDGs, evaluation criteria, evaluation training and national evaluation capacity development. The second day (11 May 2018) will focus on UNEG business matters, such as Executive Group transition, Executive Coordinator’s report, finance, Mid-term Review of UNEG Strategy 2014-2019, and the future workplan.

→ **Who can attend?** UNEG Heads, observers, staff members from UNEG member agencies, and invited partners; for business decisions, one vote per agency.

## Indicative Agenda

The overview of the EvalWeek is provided in the table below. As the organization of the sessions develops further, a detailed agenda for the three components of the week (professional development seminar, EPE and AGM) will be available on the UNEG website: [www.unevaluation.org/2018 UNEG EvalWeek](http://www.unevaluation.org/2018%20UNEG%20EvalWeek)

	Monday 7 May				Tuesday 8 May				Wednesday 9 May				Thursday 10 May	Friday 11 May
	Professional Development Seminar				EPE - Day 1				EPE - Day 2				AGM - Day 1	AGM - Day 2
Room	Iraq A235	Ethiopia C285	Philippines C277	Nigeria C215	Iraq A235	Ethiopia C285	Philippines C277	Nigeria C215	Iraq A235	Ethiopia C285	Philippines C277	Nigeria C215	Iraq A235	Iraq A235
8:30-9:00	Morning coffee Iraq room				Morning coffee Iraq room				Morning coffee Iraq room				Morning coffee Iraq room	Morning coffee Iraq room
9:00-10:30	Topic 1	Topic 2	Topic 3		Opening session and Group Photo Sheikh Zayed (Atrium)				Session 1.4	Session 2.4	Session 3.4	tbd	AGM	AGM
10:30-11:00	Coffee Break				Coffee Break				Coffee Break				Coffee Break	Coffee Break
11:00-12:30	Topic 1	Topic 2	Topic 3	Topic 4	Session 1.1	Session 2.1	Session 3.1	tbd	Session 1.5	Session 2.5	Session 3.5	tbd	AGM	AGM
12:30-14:00	Lunch				Lunch				Lunch				Lunch	Lunch
14:00-15:30	Topic 1	Topic 2	Topic 3	Topic 4	Session 1.2	Session 2.2	Session 3.2	tbd	tbd	tbd	tbd	tbd	AGM	AGM
15:30-16:00	Coffee Break				Coffee Break				Coffee Break				Coffee Break	Coffee Break
16:00-17:30	Topic 1	Topic 2	Topic 3	Topic 4	Session 1.3	Session 2.3	Session 3.3	tbd	Theme 1 wrap up	Theme 2 wrap up	Theme 3 wrap up	tbd	AGM	AGM
					Self-Paid Social Dinner 7 pm								Reception 6pm	

## Location of the Meetings

The UNEG 2018 Evaluation week will take place at **FAO Headquarters**, located on Viale delle Terme di Caracalla, in front of the *Circo Massimo*. It can be reached by car, bus, tram and metro line B (*Circo Massimo* stop).

The different sessions of the professional development seminar and the EPE will take place in the meeting rooms below:

- Iraq A235
- Ethiopia C285
- Philippines C277
- Nigeria C215

The AGM will take place in the Iraq meeting room (A235).

All the meeting rooms are located on the second floor in building A and C. For ease of reference, see FAO HQ building map.

## Registration and Building Access

To register, participants will need to fill in the registration form (attached to the email) and send it to [Evaluation-Week-Registration@fao.org](mailto:Evaluation-Week-Registration@fao.org)

On the first day of the meeting, participants are requested to use the Main Entrance in Building A (Viale Aventino, next to the metro exit) – the Visitor Centre, where metal detectors for security control are in operation.

Participants will obtain their Meeting Passes at the External Pavilion just after the security control. A valid identity document will be necessary any time for identification from the check in procedure and during their staying in the premises until the end of the meeting.

During the week, participants may only use the Building A Main Entrance to enter/exit FAO Headquarters. No other entry/exit points in other parts of the buildings can be used.

The Building Pass should be deposited in the marked container in the Visitors Centre on the last day of the meeting.

Lost Building Passes should be reported to the FAO Security Office as soon as possible.

## Online Community of Practice

UNEG colleagues are invited to [join SLACK](#) to find Evalweek documents, discuss Evalweek topics, share ideas and thoughts, and receive update/notifications. In addition, SLACK App is available for smart phone, ipad and desktop computer.

What is Slack? SLACK is an acronym for "Searchable Log of All Conversation and Knowledge". Slack has become a popular tool for workplace communication and is used by many



companies worldwide, including TIME, BuzzFeed, Harvard University, ORACLE, Samsung, NASA, etc.

## Documentation

The UNEG 2018 Evaluation Week will adopt a **paperless approach**. Participants will have access to all documents and statements on the UNEG website as they become available: [www.unevaluation.org/2018 UNEG EvalWeek](http://www.unevaluation.org/2018%20UNEG%20EvalWeek).

Please consult this site or [SLACK](#) regularly for any announcements or updates concerning the meeting.

## Wi-Fi Coverage

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

Participants with laptops, smartphones or tablet 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: **visitor**
- password: **wifi2internet**

No support can be provided if problems arise when connecting to, or using, the wireless internet service.

## Reception and Social Events

Two social events will be arranged for participants. For organizational purposes, participants will need to indicate in the registration form if they intent to attend these events.

**Self-Paid Social Dinner:** the event will take place in a typical Roman restaurant close to FAO on **Tuesday May 8 at 7 pm**. The cost of the dinner will be 40 EUR. Money for the self-pay dinner will be collected from all participants who have registered attendance before the dinner. The dinner will only be confirmed based on a minimum number of participants having expressed interest to attend.

**Reception:** the reception will take place on FAO terrace on **Thursday May 10 at 6 pm**.

## Dining Facilities

Coffee and refreshments will be provided during coffee breaks.

The FAO Cafeteria, located on the eighth floor, Building B, is available to participants from 12:00 to 14:30 hours for lunch. The free-flow cafeteria offers a selection of first and second courses, grill and salads.

The FAO Restaurant, located on the eighth floor, Building C, offers a daily menu and à la carte

service. Please call ext. 56823 (Tel. 06-5705-6823) for reservations.

Many of the restaurants and available services around FAO Headquarters are located on Viale Aventino.

## Reaching FAO Headquarters

**FAO Headquarters** are located on Viale delle Terme di Caracalla, in front of the *Circo Massimo*. It can be reached by public transportation.

**Metro:** The nearest Metro stop for FAO is Circo Massimo (Line B). The stop is immediately outside the FAO main entrance in Building A.

**Bus:** A number of public buses stop near FAO, including Lines 3, C3, 75, 81, 118, 160, 628 and 673. Bus/tram stops can easily be distinguished by a yellow or white metal post.

**Taxi:** Participants should give the address indicated above when arriving by taxi and are advised to use only licensed taxis with meters. Taxi can be booked at the entrance desk of building A.



## FAO building

There are six buildings in FAO Headquarters, all interconnected. The large conference rooms (Plenary Hall, Red Room, Green Room) are all in Building A. Several smaller meeting rooms are located in Buildings A, B, C and D. The two-story glass-enclosed Atrium interconnects Buildings A and B and may be the center of some of the activities scheduled during meetings

## FAO Headquarters – Orientation Map

### FAO SERVICES

- |                                   |                 |
|-----------------------------------|-----------------|
| ENTRANCE / EXIT                   | MEETING ROOMS   |
| RECEPTION AREA                    | ATRIUM          |
| INFORMATION DESK                  | LIBRARY         |
| D. LUBIN LIBRARY                  | BAR / CAFETERIA |
| BANK                              | FACILITIES      |
| POST OFFICE                       | HEALTH SERVICES |
| NEWSTAND / BOOKSHOP               | EMERGENCY EXIT  |
| LACTATION ROOM                    | ASSEMBLY POINT  |
| INSURANCE                         | TOILETS         |
| TRAVEL AGENCY                     | LIFTS           |
| BAR                               |                 |
| CAFETERIA / RESTAURANT AND BUFFET |                 |

### FAO MEETING ROOMS

#### 3 FLOOR

- |    |               |          |
|----|---------------|----------|
| 21 | PLENARY       | A335 int |
| 22 | CARIBBEAN     | A335 bla |
| 23 | THAILAND      | A382 bla |
| 24 | SUDAN         | A381     |
| 25 | CANADA        | A357     |
| 26 | INDIA         | A327     |
| 27 | QUEEN JULIANA | B324     |

#### 2 FLOOR

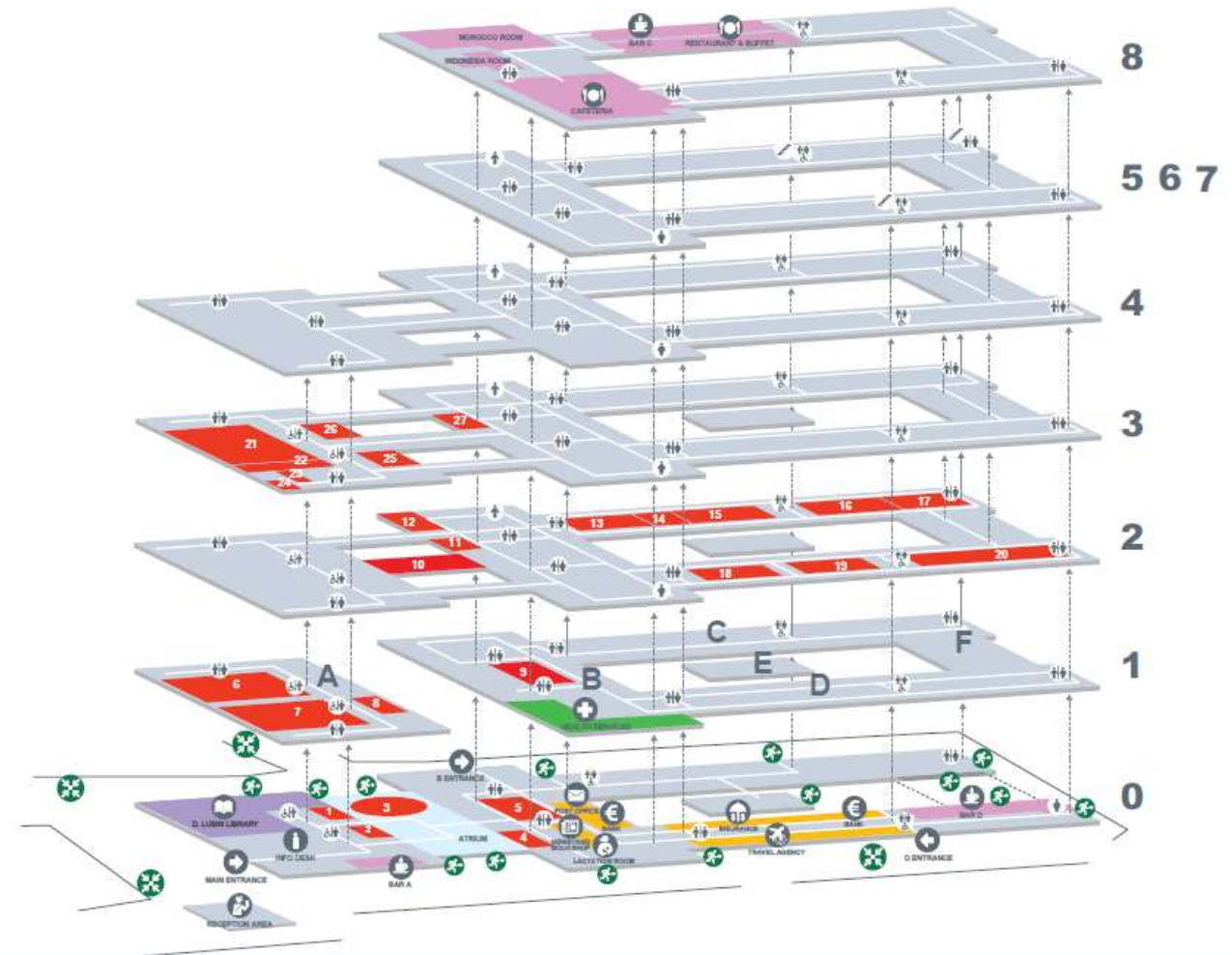
- |    |             |      |
|----|-------------|------|
| 10 | IRAQ        | A235 |
| 11 | MALAYSIA    | B227 |
| 12 | CUBA        | B224 |
| 13 | ETHIOPIA    | C285 |
| 14 | NIGERIA     | C215 |
| 15 | PHILIPPINE  | C277 |
| 16 | GERMAN      | C269 |
| 17 | AUSTRIA     | C237 |
| 18 | LEBANON     | D209 |
| 19 | MEXICO      | D211 |
| 20 | KING FAISAL | D263 |

#### 1 FLOOR

- |   |          |          |
|---|----------|----------|
| 6 | RED      | A121 int |
| 7 | GREEN    | A121 int |
| 8 | PAKISTAN | A127     |
| 9 | IRAN     | B116 bla |

#### 0 FLOOR

- |   |              |        |
|---|--------------|--------|
| 1 | U.E.M.O.A.   | A018   |
| 2 | GABON        | A025   |
| 3 | SHEIKH ZAYED | Atrium |
| 4 | SLOVAK       | B013   |
| 5 | FLAG         | B018   |



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## SERVICES AVAILABLE AT FAO

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### Banking and Currency Exchange Facilities

The currency of Italy is the EURO. The Banca Intesa San Paolo, located on the ground floor, Building B, is open Monday to Friday, from 08:35 hours to 16:35 hours.

Cash dispensers (ATM) are located at the entrance of the Bank and Post Office.

The Banca Popolare di Sondrio located on the ground floor of building D (D016), is open from 8:30 to 16:00 hours.

In addition to the banks, the Italian Post Office located next to the Banca Intesa San Paolo also processes postal/money orders.

A special counter is set up in both Banks during large sessions to assist participants.

### Security

The FAO Security Office operates from 7:30 to 17:30 hours. To contact the Security Guards in Building A, dial ext. 53145 or +39 06 5705 3145 from outside FAO Headquarters. The Security Office:

- receives official telephone calls requiring follow-up action after normal working hours;
- assists in locating and notifying the Organization's senior officials in an emergency;
- liaises with national security representatives regarding security arrangements for dignitaries;
- liaises with local authorities whenever outside emergency assistance is required (e.g. ambulance, medical, police);
- handles lost and found properties.

Strict security measures are observed at the FAO Headquarters. Participants are requested to wear their Building Passes at all times.

Participants are advised not to leave briefcases or any valuable items unattended in conference rooms.

### Medical Services

The Medical service provides emergency medical assistance in FAO to participants at meetings.

For emergencies, dial 30 from all in-house telephones. For all other medical services, call ext. 53577 from in-house telephones (+39 06 5705 3577 from outside FAO Headquarters).

## **Access and Facilities for Disable Persons**

All entrances at FAO Headquarters are accessible to disabled persons with wheelchairs. A lift is provided in Building A, and a ramp is provided in Building D.

Most lifts at FAO Headquarters have wheelchair access.

Restroom facilities for disabled visitors are located in Building A on the ground, first and third floors near the meeting rooms.

## **Telephone**

The telephone number of FAO Headquarters is +39 06 5705 + extension. If the extension is not known, dial +39 06 57051 for the FAO switchboard operator.

Telephones are available in all meeting rooms and lounges and may be used for internal calls, dialing the required extension. They are also located at the entrance to Building A and in the corridors of the first and third floors of Building A.

Cellular phones should be switched off in meeting rooms.

## **Travel Facilities**

Carlson Wagonlit Travel (CWT) is the official travel agency of FAO. Their offices, located on the Ground Floor of Building D (Room D-074), are open from 9:00 to 17:00 hours. For further information, participants may contact CWT on extension number 55970 (or 06 570 55970 from outside FAO) or e-mail address: [faotravel@cwtbook.it](mailto:faotravel@cwtbook.it).

For emergency requirements outside business hours, CWT offer a 24 Hour Emergency Service dedicated to providing traveler assistance (Tel: from within Italy 800 - 871932; and +44 208 7579000 from all other countries).

## **Postal Services**

The Italian Post Office, located on the Ground Floor, Building B, is open Monday to Friday, from 8:30 to 15:00 hours.

The DHL Courier Service Office is located in C005 and is available for private and official dispatches from 10:30 to 12:30 hours and from 13:30 to 16.00 hours, Monday through Friday. Call the Mail and Pouch Service at ext. 54881 for information and rates (Tel. 06 5705 4881). Participants who wish to send documents back to their countries may do so using these services.

## **Snack Bars and Vending Machines**

There are several snack bars on the premises, offering hot and cold beverages and a variety of pastries and sandwiches:



- Polish Bar (Ground Floor, Building A).
- Blue Bar “C” (Eighth Floor, Building C).
- Eighth Floor Bar (Eighth Floor, Building B).
- Bar D (Ground Floor, Building D).

Vending machines with assorted refreshments are also located at various points throughout the premises, including the Second Floor of Building A and the Ground Floor of Building B.

## Bookshop

The *Food for Thought* Bookshop, located on the Ground Floor of Building B, offers a selection of English, French and Spanish language books, gift stationery, writing paper, gift wrapping paper, greeting cards and guide books. The Bookshop is open from 8:00 to 17:30 hours. For more information, dial ext. 53127 (Tel. 06-5705-3127).

## The David Lubin Memorial Library

The David Lubin Memorial Library is located at FAO Headquarters on the Ground Floor of Building A. Established in 1952, the Library is named in honour of the founder of the International Institute of Agriculture (IIA), David Lubin. The extensive IIA collection constituted a starting point for the present-day Library, which is considered one of the world's finest on food, agriculture and rural development.

The Library has over one million volumes, and the journal collection contains approximately 13,000 titles of which over 3,000 are electronic. The heavily-used working collection consists of FAO documentation, books and serials in FAO subject fields, the reference collection and specialized Branch Library collections in Fisheries and Forestry. The Library also includes the IIA and Rare Books collections.

Subjects covered include agriculture, food and nutrition, rural development, plant production and protection, animal production and health, agroforestry, forestry, fisheries, sustainable development, statistics, agricultural economics, environmental issues, natural resource management, bioenergy, climate change and other related subjects.

The FAO Library Catalogue On-line includes FAO publications and technical documents from 1945 to date, library book holdings from 1976 and journal holdings.

Electronic access to scholarly scientific journals and databases in FAO's subjects of interest is also available.

The David Lubin Memorial Library offers reference and information services, tours and briefings to FAO staff and delegations, inter-library loans and reproduction of FAO documents. For specific information requests, contact the library in person or via email [fao-library-reference@fao.org](mailto:fao-library-reference@fao.org).

The Library is open to FAO staff, Permanent Representatives to FAO and delegations to FAO Conferences, Councils and Technical Committees from Monday to Friday 8.30 hours - 17.00 hours.

The Library is not open to the general public. Access may, however, be granted on Tuesdays and Thursdays 9:30 hours - 16:00 hours to university students, researchers and members of the development community. Requests should be addressed to the Reference Section, ext. 53784 (Tel. +39 06 5705 3784, [fao-library-reference@fao.org](mailto:fao-library-reference@fao.org))

## Lost and found

If you have lost or found something, please contact the Entrance Reception on the ground floor, Building A or the Guard Service, extension 5442

## Meditation rooms

Meditation areas are available in Building A, rooms A 128 (first floor) and A 250 (second floor).

## Hotel Accommodation

**Participants should make their own arrangements for hotels.** A non-exhaustive list of hotels with the negotiated rates for international organizations and meeting participants is provided below.



### 1. Abitart Hotel

Distance 1.40 Kilometers

Via Pellegrino Matteucci 10/20, Rome, 00154, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 1.40 Km

Contact: +39 06 4543191

Fax: +0039 06 454319899

Tier: Upscale

<http://www.abitarthotel.com>

#### Negotiated Rate

from  € 120.00 EUR

Check In: 14:00

Check Out: 00:00

Cancellation Policy: 48  
hours

### 2. B&b Circus Maximus

Distance 0.30 Kilometers

Viale Aventino 61, Rome, 00153, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 0.30 Km

Contact: +39 328 8965367

Fax: +italy rome 8965367

Tier: Midscale

<http://www.bbcircusmaximus.it>

#### Negotiated Rate

from  € 50.00 EUR

Check In: 11:00

Check Out: 10:30

Cancellation Policy: 48  
Hours

### 3. Bettoja Hotel Massimo D'azeglio

Distance 2.08 Kilometers

Via Cavour 18, Rome, 00184, Italy

City Cap 106 USD - Check-In 14:00 - Check-Out 12:00

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 2.08 Km

Contact: +39 06 4870270

Fax: +39 6 4827386

Tier: Upscale

<http://www.bettojahotels.it>

#### Negotiated Rate

from  € 113.00 EUR

Cancellation Policy: Noon



#### 4. Bettoja Nord Nuova Roma

Distance 2.12 Kilometers

Via G. Amendola, 3 Rome, 00184, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 2.12 Km

Contact: +39 06 4885441

Fax: +39 06 4817163

Tier: Upscale

<http://www.hotelnordnuovaroma.it>

#### Negotiated Rate

from  € 71.00 EUR

Check In: 14:00

Check Out: 00:00

Cancellation Policy: 24  
Hours

#### 5. Cavour Forum Suites

Distance 1.29 Kilometers

Via Cavour 211, Rome, 00184, Italy

City Cap 106 USD - Check-In 13:00 - Check-Out 12:00

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 1.29 Km

Contact: +39 06 4820361

Fax: ++39 06 97656055

Tier: Upscale

<http://www.cavourforumsuites.com>

#### Negotiated Rate

from  € 60.00 EUR

Cancellation Policy: 24hours

#### 6. Cecil Hotel

Distance 2.32 Kilometers

55a Via Francesco Crispi, Rome, 00187, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 2.32 Km

Contact: +39 06 6797998

Fax: +0039 06 6797996

Tier: Upscale

<http://hotelcecil.it>

#### Negotiated Rate

from  € 90.00 EUR

Check In: 12:00

Check Out: 11:00

Cancellation Policy: 6PM

## 7. Circo Massimo Exclusive Suite

Distance 0.53 Kilometers

Via Dei Cerchi, 87 Roma, 00186, Italy

City Cap 106 USD - Check-In 14:00 - Check-Out 11:00

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 0.53 Km

Contact: +39 6 93575484

Fax: +0 0 0

Tier: Midscale

<http://WWW.CIRCOMASSIMOEXCLUSIVESUITE.COM>

### Negotiated Rate

from  € 95.00 EUR

Cancellation Policy: 48  
Hours

## 8. Clarion Collection Hotel Principessa Isabella

Distance 2.99 Kilometers

Via Sardegna 149, Rome, 00187, Italy

The pet-friendly Clarion Collection Hotel Principessa Isabella in Rome, Italy offers easy access to some of the most famous attractions.

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 2.99 Km

Contact: +39 06 484523

Fax: +39 06 4885964

Tier: Upscale

<http://www.hotelprincipessaisabella.com>

### Negotiated Rate

from  € 100.00 EUR

Check In: 14:00

Check Out: 12:00

Cancellation Policy: 24  
Hours

## 9. Diplomatic Hotel

Distance 2.75 Kilometers

Via Vittoria Colonna 27, Rome, 00193, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 2.75 Km

Contact: +44 208 6042257

Fax: +39 066 832685

Tier: Upscale

<http://www.hoteldiplomatic.it>

### Negotiated Rate

from  € 75.00 EUR

Check In: 14:00

Check Out: 12:00

Cancellation Policy: 48  
Hours

### 10. Donna Camilla Savelli

Distance 1.95 Kilometers

Via Garibaldi 27, Rome, 00153, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 1.95 Km

Contact: +39 06 588861

Fax: +39 06 39 67 12 2

Tier: Upscale

<http://WWW.VOIDONNACAMILLASAVELLIHOTEL.COM>

#### Negotiated Rate

from  € 999.00 EUR

Cancellation Policy: 24  
Hours

### 11. Gulliver's Lodge

Distance 1.64 Kilometers

Via Cavour 101, Rome, 00184, Italy

City Cap 106 USD - Check-In 14:00 - Check-Out 12:00

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 1.64 Km

Contact: +39 06 97273787

Fax: ++39 06 97656055

Tier: Midscale

<http://www.gulliverslodge.com>

#### Negotiated Rate

from  € 55.00 EUR

Cancellation Policy: 24  
Hours

### 12. H10 Roma Citta

Distance 2.28 Kilometers

Via Amedeo Avogadro 35, Ex Via Pietro Blaserna 101, Rome, 00146, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 2.28 Km

Contact: +39 06 5565215

Fax: +39 06 5593263

Tier: Midscale

<http://www.hotelh10romacitta.com>

#### Negotiated Rate

from  € 91.00 EUR

Check In: 15:00  
Check Out: 12:00  
Cancellation Policy: 6PM

### 13. Hotel Borromeo

Distance 1.61 Kilometers

Via Cavour, 117 Roma, 00184, Italy

City Cap 106 USD - Check-In 14:00 - Check-Out 12:00

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 1.61 Km

Contact: +39 6 485856

Fax: +39 6 4882541

Tier: Upscale

<http://www.hotelborromeo.com>

#### Negotiated Rate

from  € 102.00 EUR

Check In: 14:00

Check Out: 12:00

Cancellation Policy: 72HRS

### 14. Hotel Domus Aventina

Distance 0.37 Kilometers

Via Di Santa Prisca 11 B, Rome, 00153, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 0.37 Km

Contact: +39 65 746135

Fax: +39 06 57300044

Tier: Upscale

<http://www.hoteldomusaventina.com>

#### Negotiated Rate

from  € 98.00 EUR

Check In: 14:00

Check Out: 12:00

Cancellation Policy: 24  
Hours

### 15. Hotel Lancelot

Distance 0.93 Kilometers

Via Capo D Africa 47, Rome, 00184, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 0.93 Km

Contact: +39 6 70450615

Fax: +0039 06 70450640

Tier: Upscale

<http://www.lancelothotel.com>

#### Negotiated Rate

from  € 90.00 EUR

Check In: 13:00

Check Out: 11:00

Cancellation Policy: 12  
Hours

### 16. Hotel Palladium Palace

Distance 1.95 Kilometers

Via Gioberti 36, Rome, 185, Italy

City Cap 106 USD - Check-In 14:00 - Check-Out 12:00

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 1.95 Km

Contact: +39 06 4466917

Fax: +0 0 0

Tier: Midscale

<http://WWW.HOTELPALLADIUMPALACE.IT>

#### Negotiated Rate

from  € 75.00 EUR

Cancellation Policy: 24  
Hours

### 17. Hotel Pulitzer Roma

Distance 4.16 Kilometers

Viale Marconi 905, Rome, 00146, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 4.16 Km

Contact: +39 06 598591

Fax: +06 06 9859815

Tier: Upscale

<http://www.hotelpulitzer.it>

#### Negotiated Rate

from  € 105.00 EUR

Check In: 14:00

Check Out: 12:00

Cancellation Policy: 6

### 18. Hotel Ripa Roma

Distance 1.47 Kilometers

Via Orti Di Trastevere 3, Rome, 00153, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 1.47 Km

Contact: +39 06 58611

Fax: +39 06 5814550

Tier: Upscale

<http://www.hotelriparoma.com>

#### Negotiated Rate

from  € 102.00 EUR

Check In: 14:00

Check Out: 12:00

Cancellation Policy: 6PM

### 19. Hotel Santa Prisca

Distance 0.93 Kilometers

Largo Gelsomini 25, Rome, 00153, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 0.93 Km

Contact: +39 6 5741917

Fax: +39 06 5746658

Tier: Midscale

<http://www.hotelsantaprisca.it>

#### Negotiated Rate

from  € 80.00 EUR

Check In: 14:00

Check Out: 12:00

Cancellation Policy: 48  
Hours

### 20. Hotel Trilussa Palace

Distance 1.85 Kilometers

Piazza Ippolito Nievo 27, Rome, 00161, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 1.85 Km

Contact: +39 06 5881963

Fax: +39 06 58331770

Tier: Upscale

<http://www.trilussapalacehotel.it>

#### Negotiated Rate

from  € 108.00 EUR

Check In: 14:00

Check Out: 12:00

Cancellation Policy: 12PM

### 21. Lungotevere Suite

Distance 1.24 Kilometers

Lungotevere Degli Artigiani 20, Rome, 00153, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 1.24 Km

Contact: +39 6 94518330

Fax: +39 06 94518331

Tier: Upscale

<http://www.lungoteveresuite.com>

#### Negotiated Rate

from  € 90.00 EUR

Check In: 14:00

Check Out: 12:00

Cancellation Policy: 48  
HOURS

## 22. Mercure Roma Delta Colosseo

Distance 1.11 Kilometers

Via Labicana 144, Rome, 00184, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 1.11 Km

Contact: +39 06 770021

Fax: +39 06 77250198

Tier: Midscale

<http://www.mercure.com>

### Negotiated Rate

from  € 102.00 EUR

Check In: 14:00

Check Out: 12:00

Cancellation Policy: 6PM

## 23. Monti Palace Hotel Roma

Distance 1.41 Kilometers

Via Cavour n185, Rome, 00184, Italy

City Cap 106 USD - Check-In 14:00 - Check-Out 12:00

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 1.41 Km

Contact: +39 6 480231

Fax: +39 6 48023850

Tier: Upscale

<http://www.montipalacehotel.com>

### Negotiated Rate

from  € 100.00 EUR

Check In: 14:00

Check Out: 12:00

Cancellation Policy: 24  
Hours

## 24. Residence Palazzo Al Velabro

Distance 0.81 Kilometers

Via Del Velabro 16, Rome, 00186, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 0.81 Km

Contact: +39 6 6792758

Fax: ++39 06 6793790

Tier: Luxury

<http://www.velabro.it>

### Negotiated Rate

from  € 103.00 EUR

Check In: 14:00

Check Out: 11:00

Cancellation Policy: 48  
Hours

## 25. The Aventino Guest House

Distance 0.34 Kilometers

Viale Aventino 98, Rome, 00153, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 0.34 Km

Contact: +39 331 4675450

Fax: +39 06 57133175

Tier: Midscale

<http://www.aventinoguesthouse.com>

### Negotiated Rate

from  € 89.00 EUR

Check In: 14:00

Check Out: 11:00

Cancellation Policy: 48  
Hours

## 26. The Aventino Hotel

Distance 0.67 Kilometers

Via San Domenico 10, Rome, 00153, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 0.67 Km

Contact: +39 6 570057

Fax: +0039 06 5783604

Tier: Economy

<http://www.aventinohotels.com>

### Negotiated Rate

from  € 105.00 EUR

Check In: 14:00

Check Out: 12:00

Cancellation Policy: 24  
Hours

## 27. Tre Fontane

Distance 5.96 Kilometers

Via Del Serafico 51, Rome, 00142, Italy

City Cap 106 USD

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 5.96 Km

Contact: +39 06 51956556

Fax: +39 06 51955419

Tier: Upscale

<http://www.hoteltrefontane.it>

### Negotiated Rate

from  € 96.00 EUR

Check In: 00:00

Check Out: 00:00

Cancellation Policy: 24  
Hours



## **28. Villa San Pio**

Distance 0.64 Kilometers

Via Di Santa Melania 19, Rome, 00153, Italy

City Cap 106 USD - Check-In 14:00 - Check-Out 12:00

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 0.64 Km

Contact: +39 6 570057

Fax: +0039 6 5741112

Tier: Economy

<http://www.aventinohotels.com>

### **Negotiated Rate**

from  € 104.00 EUR

Cancellation Policy: 24  
Hours

## **29. Welcome Piram Hotel**

Distance 2.11 Kilometers

Via Giovanni Amendola 7, Rome, 00185, Italy

City Cap 106 USD - Check-In 14:00 - Check-Out 11:00

Closest Office: ROME ITALY, VIALE DELLE TERME DI CARACALLA, ROME 2.11 Km

Contact: +39 06 48901248

Fax: +39 06 97252696

Tier: Upscale

<http://www.welcomepiramhotel.com>

### **Negotiated Rate**

from  € 95.00 EUR

Cancellation Policy: 24  
Hours