

# Agro-Industry Measurement – Expert Group Meeting

hosted by

**FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS (FAO) &  
UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO)**

23-24 November 2015  
Rome, Italy

## INFORMATION NOTE FOR PARTICIPANTS

### I. Workshop-related information

#### Venue and opening session

1. The expert group meeting on *Agro-Industry Measurement (AIM)* is scheduled to be held at the Food and Agriculture Organization of the United Nations, Rome, Italy, on 23-24 November 2015. FAO is located in Rome, Viale delle Terme di Caracalla, 00153.
2. Registration will begin at **9.30 hours on 23 November 2015 in the CANADA Room, 3<sup>rd</sup> floor Building A, (Room A357)**, where the morning and afternoon sessions will also be held. The opening session begins at 10:00.

#### Registration and identification badges

3. Participants are requested to collect their meeting badges at the Visitor's Centre, located on the ground floor, in front of building A entrance, FAO, before 09:15 on 23 November 2015.
4. For identification and security reasons, all participants are requested to wear the meeting badges at all times during the meeting, at social functions and in the FAO building.

#### Documents

5. The meeting will be conducted principally in English. The FAO database and supporting methodological documentation and metadata will be available in advance. Documents that participants wish to circulate during the meeting should be provided at least two days to Ms. Sangita Dubey ([Sangita.Dubey@fao.org](mailto:Sangita.Dubey@fao.org)) before the meeting in order to provide time for copies to be made and circulated.

### Internet and e-mail services

6. There are several Internet-connected computers available in the David Lubin Memorial Library, Internet Point, room A022 bis, which participants can use free of charge during breaks to access the Internet, including their personal web-based email accounts.

### Catering services

7. FAO Restaurant, cafeteria and bars:

<b>FACILITIES</b>	<b>Opening hours</b>
<b>Cafeteria</b> (8th floor)	<b>12:00 - 14:30</b>
<b>Restaurant</b> (8th floor)	<b>12:00 - 14:00</b>
<b>Bar B</b> (8th floor)	<b>09:00 - 14:30</b>
<b>Bar C</b> (8th floor)	<b>07:30-11:15      11:45- 17:00</b>
<b>Bar A</b> (ground floor)	<b>07:30 - 17:00</b>
<b>Bar D</b> (ground floor)	<b>07:30 - 16:30</b>

There are also numerous bars and restaurants nearby FAO. Lunch and coffee/snacks will be provided during the 23<sup>rd</sup> and 24<sup>th</sup> of November.

### Officers concerned with servicing the meeting

8. The FAO staff members to contact are:

#### ***Technical matters:***

**Ms. Sangita Dubey**  
Senior Statistician & Economic  
Statistics Team Leader  
Statistics Division, FAO  
Phone: (0039 06) 570 55890  
E-mail: [Sangita.Dubey@fao.org](mailto:Sangita.Dubey@fao.org)

**Ms Marie Vander Donckt**  
or Statistician/National Accountant  
Statistics Division, FAO  
Phone: (0039 06) 570 53786  
E-mail: [Marie.Vanderdonckt@fao.org](mailto:Marie.Vanderdonckt@fao.org)

#### ***Administrative matters, travel and accommodation arrangements:***

**Ms. Beverley New**  
Secretary/Team Assistant  
Statistics Division, FAO  
Phone: (0039 06) 570 54078  
E-mail: [Beverley.New@fao.org](mailto:Beverley.New@fao.org)

## **II. Travel Requirements**

9. To facilitate travel/flight arrangements, please contact Ms. Beverley New at (0039 06) 570 54078 or via e-mail at [Beverley.New@fao.org](mailto:Beverley.New@fao.org). To facilitate obtaining your preferred flight, please provide these details on the form in Annex 1.

### **Arrival in Rome by air**

10. Participants should make their own transport arrangements to and from the airport and during their stay in Rome. The Daily Subsistence Allowance (DSA) provided to participants includes a fixed amount in your departure city and in Rome to cover the costs of transportation to and from both sets of airports. Rome is served by two airports: Fiumicino and Ciampino.

#### **1) Fiumicino Airport – 26 kms. from city centre (16 miles)**

*By Taxi:* You will find a taxi rank immediately at the airport exit. The ride into the city should take between 30-40 minutes depending on the time of day, and the fixed fare should be 48 Euros (in the day and more at night). Beware of offers for taxis from persons inside the terminal, these are unauthorized and can charge whatever they like.

*By Train:* There is a train that connects Fiumicino airport with the *Ostiense* station, which is within walking distance of FAO and the hotels in the FAO area (approximately 10 Euros), and from where you can take the underground (*Metropolitana*, 1.50 Euros per trip). There is also a faster train, the Leonardo Express, to Rome's Central Station (Roma Termini) which runs frequently between 07.00 and 22.00 and takes 30 minutes (approximately 14 Euros). You must validate your ticket by inserting it in the validation machine before you enter the train. From Roma Termini taxis can be taken to hotels in the centre of Rome.

*Airport shuttle:* Please see the following website for the shuttle service between the airport and Rome hotels: [www.rome-airport-shuttle.com](http://www.rome-airport-shuttle.com)

#### **2) Ciampino Airport – 15 km from city centre**

Public transport to and from this airport is very limited. A special coach service Ciampino Airport – Stazione Termini serves Ryanair and Easyjet flights. The coach leaves around 30 minutes after the arrival of the flight and arrives at Via Marsala (alongside Stazione Termini) around 40 minutes later. Taxis to the centre should cost €35.

### **Hotel accommodation**

11. Under the Organization's travel guidelines, following the introduction of the Preferred Hotel Programme (PHP), travellers to Rome are required to stay in one of the hotels listed in the following site (please use Internet Explorer): [PHP Hotel Directory - http://hoteldirectory.lanyon.com/home\\_landing.aspx](http://hoteldirectory.lanyon.com/home_landing.aspx). Annex 2 also contains a print-out of the list of hotels and further information in case the link is difficult to access.

You will need to indicate your hotel preference, sending a list of your three preferred hotels in order of preference when the time comes to make your travel arrangements (Annex 1 hereunder).

### **III. Other information**

### Local transportation

12. Taxis are generally available. Public transportation and subway is available at a walking distance from FAO . Notice that FAO is located on metro line B (“Circo Massimo” stop).

### Foreign exchange

13. Participants may exchange US dollars for Euros. Exchange facilities are normally available at hotels as well as at various banks in Rome including the Banca Intesa San Paolo located in FAO, building B, ground floor and the Banca di Sondrio, located in building D, ground floor . They are open from 08:30 to 16.30 hours, from Monday to Friday.

### Medical services

14. The FAO Medical Service is available to participants requiring medical assistance. The **Medical Service** in FAO is located on the first floor of Building B near to the Marble Staircase. On entering the Medical Service there is a Reception Area for general enquiries or to make an appointment - extension 53577.

### Postal services

15. There is a post office in FAO, building D, first floor, which is open from 08:30 to 15:30.

### Electrical Systems in Italy

16. The standard voltage in Italy is 220 VAC at 50Hz. Plugs are Type C (round pin attachment plug), and type L (round pins with ground -in line).

**Agro-Industry Measurement – FAO-UNIDO Expert Group Meeting**

**Rome, Italy**

**23-24 November 2015**

Please complete this form and send an e-mail as soon as possible to **Ms. Beverley New**, (email: [Beverley.New@fao.org](mailto:Beverley.New@fao.org)) but preferably not later than **9 November 2015**.

**Flight details (preferred flights to book, if possible):**

Arrival date: \_\_\_\_\_ arrival time \_\_\_\_\_  
Departure date: \_\_\_\_\_ departure time \_\_\_\_\_

As FAO has a preferred hotel program (PHP), please select from the list of preferred hotels, available at: [https://hoteldirectory.lanyon.com/home\\_landing.aspx](https://hoteldirectory.lanyon.com/home_landing.aspx). Annex 2 also contains a print-out of the list of hotels and further information in case the link is difficult to access.

**Hotel Registration Form**

Name \_\_\_\_\_  
Surname \_\_\_\_\_  
Organization \_\_\_\_\_

Single Room:.....  
Double Room: .....

Lodging – Please indicate Hotels (three in order of priority):

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**1. Aventino S.Anselmo Hotels Snc** ★★★★★ [Rate the Hotel](#) Distance 1.67 Miles



**Negotiated Rate**  
from € 135.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Via Di Sant' Anselmo, Rome, 00153, Italy

City Cap in USD 129 - Check-In 14:00 - Check-Out 12:00

Closest Office: FAO ROME, VIALE DELLE TERME DI CARACALLA, ROME, ITALY 0.85 Mi

Cancellation Policy: 24 HOURS B

Contact: +39 6 570051

Fax: +39 6 5783604

<http://www.aventinohotels.com/sa/en/hotel.htm>

[View Transportation](#) | [View Amenities](#)

**2. B&B Circus Maximus** ★★★★★ [Rate the Hotel](#) Distance 1.58 Miles



**Negotiated Rate**  
from € 80.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Viale Aventino 61, Rome, 00153, Italy

City Cap in USD 129

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

Check in: 11:00  
Check out: 10:30  
Cancellation Policy: 24 HOURS B

Contact: +39 328 8965367

<http://www.bbcircusmaximus.it>

[View Transportation](#) | [View Amenities](#)

**3. Bettoja Nord Nuova Roma** ★★★★★ [Rate the Hotel](#) Distance 0.14 Miles



**Negotiated Rate**  
from € 105.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Via G. Amendola, 3 Rome, 00184, Italy

City Cap in USD 129

Closest Office: FAO ROME, VIALE DELLE TERME DI CARACALLA, ROME, ITALY 1.57 Mi

Check in: 14:00  
Check out: 00:00  
Cancellation Policy: BEFORE 18:

Contact: +39 06 4885441

Fax: +39 6 4817163

<http://www.hotelnordnuovaroma.it/en/default.html>

[View Transportation](#) |

[View Amenities](#)

**4. Diplomatic Hotel** ★★☆☆☆☆ [Rate the Hotel](#) Distance 1.26 Miles



Via Vittoria Colonna 28, Rome, 00193, Italy  
City Cap in USD 129

Closest Office: FAO ROME, VIALE DELLE TERME DI CARACALLA, ROME, ITALY 2.19 Mi

Contact: +39 06 6874372

Fax: +39 6 6832685

<http://www.hoteldiplomatic.it>

[View Transportation](#) | [View Amenities](#)

**Negotiated Rate**  
from € 100.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Check in: 14:00  
Check out: 12:00  
Cancellation Policy: 24 HOURS B

**5. Hotel Ariston** ★★☆☆☆☆ [Rate the Hotel](#) Distance 0.36 Miles



Via Filippo Turati 16, Rome, 00185, Italy  
City Cap in USD 129

Closest Office: FAO ROME, VIALE DELLE TERME DI CARACALLA, ROME, ITALY 1.45 Mi

Contact: +39 06 4465399

Fax: +39 6 4465396

<http://www.hotelariston.it/en/default.html>

[View Transportation](#) | [View Amenities](#)

**Negotiated Rate**  
from € 125.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Check in: 12:00  
Check out: 11:00  
Cancellation Policy: 12 NOON DA

**6. Hotel Domus Aventina** ★★☆☆☆☆ [Rate the Hotel](#) Distance 1.51 Miles



Via Di Santa Prisca 11 B, Rome, 00153, Italy  
City Cap in USD 129

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

Contact: +39 65 746135

Fax: +39 6 57300044

<http://www.hoteldomusaventina.com>

**Negotiated Rate**  
from € 108.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Check in: 14:00  
Check out: 12:00  
Cancellation Policy: 48 HOURS B

[View Transportation](#) | [View Amenities](#)

**7. Hotel Lancelot** ★★☆☆☆☆ [Rate the Hotel](#) Distance 1.00 Miles



Via Capo D Africa 47, Rome, 00184, Italy

City Cap in USD 129 - important rate information : Room type 1 - season 5 : 01/11/2015 to 26/12/2015 - 100EUR - season 6 : 27/12/2015-31/12/2015 - 118EUR // Room type 2 - season 5 : 01/11/2015 to 26/12/2015 - 118EUR - season 6 : 27/12/2015-31/12/2015 - 140EUR

Closest Office: FAO ROME, VIALE DELLE TERME DI CARACALLA, ROME, ITALY 0.69 Mi

Contact: +39 6 70450615

Fax: +39 6 70450640

<http://www.lancelothotel.com>

[View Transportation](#) | [View Amenities](#)

**Negotiated Rate**  
from € 100.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Check in: 13:00  
Check out: 11:00  
Cancellation Policy: 48 HOURS B

**8. Hotel Massimo D'azeglio** ★★☆☆☆☆ [Rate the Hotel](#) Distance 0.23 Miles



Via Cavour, 18 Rome, 00184, Italy

City Cap in USD 129

Closest Office: FAO ROME, VIALE DELLE TERME DI CARACALLA, ROME, ITALY 1.52 Mi

Contact: +39 06 4870270

Fax: +39 6 4827386

<http://www.romehoteldazeglio.it/en>

[View Transportation](#) | [View Amenities](#)

**Negotiated Rate**  
from € 114.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Check in: 14:00  
Check out: 12:00  
Cancellation Policy: BEFORE 18:

**9. Hotel Mediterraneo** ★★☆☆☆☆ [Rate the Hotel](#) Distance 0.22 Miles



Via Cavour, 15 Rome, 00184, Italy

City Cap in USD 129

Closest Office: FAO ROME, VIALE DELLE TERME DI CARACALLA, ROME, ITALY 1.53 Mi

Contact: +39 06 488 4051

**Negotiated Rate**  
from € 118.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Check in: 14:00  
Check out: 12:00



Fax: +39 6 4744105

Cancellation Policy: BEFORE 18:

<http://www.romehotelmediterraneo.it/en>

[View Transportation](#) | [View Amenities](#)

**10. Hotel Pulitzer Roma** ★★☆☆☆☆ [Rate the Hotel](#) Distance 3.98 Miles



Viale Marconi 905, Rome, 00146, Italy  
City Cap in USD 129

Closest Office: IFAD ROME, 44 VIA PAOLO DI DONO, ROME, ITALY 1.53 Mi

Contact: +39 06 598591

Fax: +39 6 59859815

<http://www.hotelpulitzer.it>

[View Transportation](#) | [View Amenities](#)

**Negotiated Rate**  
from € 105.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Check in: 14:00  
Check out: 12:00  
Cancellation Policy: 24 HOURS B

**11. Hotel Ripa** ★★★★★ [Rate the Hotel](#) Distance 1.93 Miles



Via Degli Orti Di Trastevere 3, Rome Italy, Rome, 00153, Italy  
City Cap in USD 129

Closest Office: FAO ROME, VIALE DELLE TERME DI CARACALLA, ROME, ITALY 1.31 Mi

Contact: +390 658 61849

Fax: +39 6 5814550

<http://www.ripahotel.com>

[View Transportation](#) | [View Amenities](#)

**Negotiated Rate**  
from € 110.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Check in: 14:00  
Check out: 12:00  
Cancellation Policy: 18:00 HRS

**12. Hotel Romance Rome** ★★★★★ [Rate the Hotel](#) Distance 1.01 Miles



Via Marco Aurelio 37A, Rome, 00184, Italy  
City Cap in USD 129

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

Contact: +39 06 89295106

**Negotiated Rate**  
from € 100.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Check in: 14:00  
Check out: 11:00

Fax: +39 6 89767848

Cancellation Policy: 24 HOURS B

<http://www.hotelromance.it>

[View Transportation](#) | [View Amenities](#)

**13. Hotel Santa Prisca** ★★☆☆☆☆ [Rate the Hotel](#) Distance 1.90 Miles



Largo Gelsomini 25, Rome, 00153, Italy  
City Cap in USD 129

Closest Office: FAO ROME, VIALE DELLE TERME DI CARACALLA, ROME, ITALY 0.83 Mi

Contact: +39 6 5741917

Fax: +39 6 5746658

<http://www.hotelsantaprisca.it>

[View Transportation](#) | [View Amenities](#)

**Negotiated Rate**  
from € 93.01 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Check in: 14:00  
Check out: 12:00  
Cancellation Policy: 24 HOURS B

**14. Lungotevere Suite** ★★☆☆☆☆ [Rate the Hotel](#) Distance 0.74 Miles



Lungotevere Degli Artigiani 20, Rome, 00153, Italy  
City Cap in USD 129

Closest Office: FAO ROME, VIALE DELLE TERME DI CARACALLA, ROME, ITALY 1.19 Mi

Contact: +39 6 94518330

Fax: +39 6 94518335

<http://www.lungoteveresuite.com>

[View Transportation](#) | [View Amenities](#)

**Negotiated Rate**  
from € 110.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Check in: 14:00  
Check out: 12:00  
Cancellation Policy: 48 HOURS B

**15. Marriott Rome Marriott Park Hotel** ★★☆☆☆☆ [Rate the Hotel](#) Distance 7.24 Miles



Via Colonnello Tommaso Masala 54, Rome, 00148, Italy  
City Cap in USD 129

Closest Office: WFP ROME, 68 VIA CESARE GIULIO VIOLA, ROME, ITALY 0.93 Mi

Contact: +39 06 658821

**Negotiated Rate**  
from € 110.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Check in: 15:00  
Check out: 12:00

Fax: +39 6 65882750

Cancellation Policy: BEFORE 16:

<http://www.marriott.com/romau>

[View Transportation](#) | [View Amenities](#)

**16. Mercure Roma Delta Colosseo** ★★★★★  Rate the Hotel Distance 0.89 Miles



Via Labicana 144, Rome, 00184, Italy  
City Cap in USD 129

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

Contact: +39 06 770021

Fax: +39 6 77250198

<http://www.accorhotels.com/fr/hotel-2909-mercure-rome-centre-colisee/index.shtml>

[View Transportation](#) | [View Amenities](#)

**Negotiated Rate**  
from € 137.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Check in: 14:00  
Check out: 12:00  
Cancellation Policy: BEFORE 18:

**17. Residence Palazzo Al Velabro** ★★★★★  Rate the Hotel Distance 1.16 Miles



Via Del Velabro 16, Rome, 00186, Italy  
City Cap in USD 129

Closest Office: FAO ROME, VIALE DELLE TERME DI CARACALLA, ROME, ITALY 1.00 Mi

Contact: +39 6 6792758

Fax: +39 6 6793790

<http://www.velabro.it>

[View Transportation](#) | [View Amenities](#)

**Negotiated Rate**  
from € 123.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Check in: 14:00  
Check out: 11:00  
Cancellation Policy: 48 HOURS B

**18. The Aventino Guest House** ★★★★★  Rate the Hotel Distance 1.59 Miles



Viale Aventino 98, Rome, 00153, Italy  
City Cap in USD 129

Closest Office: FAO ROME, VIALE DELLE TERME DI CARACALLA, ROME, ITALY 0.56 Mi

Contact: +39 331 4675450

**Negotiated Rate**  
from € 86.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Check in: 14:00  
Check out: 11:00

Fax: +39 6 57133175

Cancellation Policy: 48 HOURS B

<http://www.aventinoguesthouse.com>

[View Transportation](#) | [View Amenities](#)

**19. The Aventino Hotel** ★★☆☆☆☆ [Rate the Hotel](#) Distance 1.62 Miles



**Negotiated Rate**  
from € 105.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Via San Domenico 10, Rome, 00153, Italy

City Cap in USD 129

Closest Office: FAO ROME, VIALE DELLE TERME DI CARACALLA, ROME, ITALY 0.84 Mi

Contact: +39 6 570057

Fax: +39 6 5783604

Check in: 14:00

Check out: 12:00

Cancellation Policy: 24 HOURS B

<http://www.aventinohotels.com/ha/en/hotel.htm>

[View Transportation](#) | [View Amenities](#)

**20. Tre Fontane** ★★☆☆☆☆ [Rate the Hotel](#) Distance 5.07 Miles



**Negotiated Rate**  
from € 100.00 EUR

[View all rates & taxes](#)  
[Currency Converter](#)

Via Del Serafico 51, Rome, 00142, Italy

City Cap in USD 129

Closest Office: IFAD ROME, 44 VIA PAOLO DI DONO, ROME, ITALY 0.51 Mi

Contact: +39 06 51956556

Fax: +39 6 51955419

Check in: 00:00

Check out: 00:00

Cancellation Policy: 24 HOURS B

<http://www.hoteltrfontane.it>

[View Transportation](#) | [View Amenities](#)