



**Group Meetings on “Capacity Building on Tax Treaty Negotiation and Administration”
28-29 January 2013
Rome, Italy**

INFORMATION NOTE

General

The Financing for Development Office (FfDO) of UN-DESA and the International Tax Compact (ITC) are jointly organizing two parallel meetings on “Capacity Building on Tax Treaty Negotiation and Administration”, to be held on 28-29 January 2013, at the International Fund for Agricultural Development (IFAD) Headquarters, Via Paolo di Dono, 44 00142 Rome, Italy.

How to get to IFAD

Metro: IFAD Headquarters is a 15 minute walk from the Laurentina Metro station, the last stop on the Metro Line B, which directly connects with the city centre of Rome. The station also serves as a bus terminal. Tickets for public transportation can be purchased at Metro stations (self-service machines), tobacco shops, and newspaper kiosks. They have a validation time of 75 minutes including one underground transport and unlimited bus travel.

Shuttle bus service: A shuttle bus service runs from Monday to Friday (with the exception of IFAD holidays) from 7:40 to 9:25 am between Laurentina Metro Station and IFAD Headquarters and from 16:45 to 18:50 pm from IFAD Headquarters to Laurentina. The pick-up and drop-off point at Laurentina station is on Viale Luca Gaurico, on the main road behind the station. The drop-off and pick-up at IFAD Headquarters is at the regular yellow bus stop adjacent to the main entrance of the guardhouse (between via Paolo di Dono, 44-82).

Airports: The two main airports in Rome are Leonardo da Vinci (Fiumicino) Airport and Ciampino Airport. Fiumicino Airport is 36 km west of Rome and Ciampino Airport is 16 km southwest of Rome. Fiumicino can easily be reached by public transport on Line B). From Ciampino Airport there are Terravision shuttle buses connecting with Termini Station. There is no direct rail connection to the city centre from Ciampino airport.

Organization of the meeting

There will be joint opening session for both meetings, which will be held on 28 January 2013, from 9:30 a.m. – 10:20 a.m. in the Oval Room S120 which is located on the (- 1) floor. Following the opening, the meetings will split into their respective parallel sessions. The parallel sessions of the Group Meeting on “Capacity Building on Tax Treaty Negotiation” will be held in Conference Room C-100, which is located at the 1st floor. The parallel sessions of the Group Meeting on “Capacity Building on Tax Treaty Administration” will be held in Conference Room C-500, which is located at the 5th floor.

In the course of the meetings there will be additional joint sessions, which will be held in the Oval Room S120 on the (-1) floor. Please refer to the tentative programme of the meetings for more detailed information on the programme.

Registration and Identification Badge

Participants will receive their IFAD guest passes at the IFAD Security main gate, upon presenting a valid photo ID (Passport, National ID or Driver's license). Participants are advised to arrive by 9:00 a.m. to complete the security procedures.

Participants will collect their Identification Badges at the Registration Desk just outside the Oval Room S-120 located on the (-1) floor. For identification and security reasons, all participants are requested to wear their badges at all times during the meeting.

Only the names of duly registered participants will be included in the provisional list of participants. For those who have not sent their participant form for the meetings, please send the completed and signed form by Monday, 21 January, either by fax at +(1 917) 367-5869 or by e-mail at panghulanv@un.org.

Documentation

Tentative Programme, Terms of Reference for Participants and Provisional List of Participants will be distributed during the meeting.

Copies of the 2011 Update of the UN Model Double Taxation Convention between Developed and Developing will be distributed.

Language and Interpretation

The working language of the meeting is English. Interpretation will not be provided.

Internet Connection

The conference rooms are equipped with internet access points.

Website

Further information on the meeting is available at the Financing for Development Office, UN-DESA website at <http://www.un.org/esa/ffd/tax/2013CBTTNA/index.htm>

Other Facility

Participants will be able to purchase lunch and refreshments at IFAD cafeteria.

Hotel Accommodations

Participants are kindly advised to arrange for the booking of their own hotel accommodation. Attached is a list of hotels in Rome.

Visa

Participants should obtain a visa through the Italian Consulate in their home country, if required.

Contact Information

For substantive information:

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We hope that you have a pleasant stay in Rome.