

[REDACTED]

From: [REDACTED]@wfp.org>
Sent: 05 May 2022 16:54
To: [REDACTED]
Subject: Data Protection within International Organizations Workshop - Administrative note
Attachments: IOs Conference - Administrative note.docx

Dear participant,

Please find enclosed the Administrative Note for the upcoming Workshop on *Data Protection within International Organizations*.

Regards,

[REDACTED]
World Food Programme
Rome, Italy

T:+39 [REDACTED]
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[REDACTED]@wfp.org



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Workshop on Data Protection within International Organizations EDPS - WFP

Date: 12 – 13 May 2022

Venue: World Food Programme, Via Cesare Giulio Viola, 68, 00148 Rome, Italy

MEETING FOCAL POINTS

██████████ phone: +39 ██████████ email: ██████████@wfp.org_and ██████████@wfp.org

ARRIVAL & DEPARTURE

Airport/Train Transfers

The venue is located approximately 16 km from Fiumicino Airport and 22 km from Ciampino Airport. Transport from and to the airport are to be organised by the traveller.

From Fiumicino airport to Muratella Station (WFP venue) or city centre, a train connection is available. Please [click here](#) for time schedule/tickets.

Fixed Rates for Official Taxis

From/to Fiumicino Airport to/from Rome centre: €50.

From/to Fiumicino Airport to/from Parco dei Medici (WFP venue): €31.

From/to Ciampino Airport to/from Rome centre: €31.

WORKSHOP TIME & ACCESS TO WFP PREMISES

The workshop will commence Thursday 12 May 2022 at 09.00 and ends Friday 13 May at 14:30, therefore participants are encouraged to arrive in Rome on Wednesday 11 May 2022 to allow enough time.

To enable smooth entry into WFP headquarters including security checks, participants have been divided into three groups and time slots for the first day. Please refer to the email you received for your time slot. On the second day, please note that the workshop will commence at 08:45 and that participants should allow adequate time to obtain their guest badges. We suggest therefore to arrive at 08.00.

All participants must bring a valid ID card/passport to show it upon arrival; tThis should be the same ID which you have previously provided to WFP by email.

Guest badges will be provided at your arrival and must be visible at all times while on headquarters premises and must be returned to Security Desk once the event is over. As noted, badges will need to be obtained both days.

ACCOMMODATION & TRANSPORTATION TO VENUE

All participants will need to book their own accommodation. There are hotels located close to the World Food Programme; however, the venue is also accessible via public transportation from the city centre where more hotel options are available. The venue can be reached via train in 10-13 minutes from Ostiense or Trastevere train stations, where trains depart every 15 minutes (tickets can be bought for €1.50 euros). From Muratella train station, the venue is an eight minutes' walk. A taxi from the city centre to the venue is approximately €20.

HOTELS (suggestions)

Hotels located close to the World Food Programme: [Holiday Inn](#) and [Sheraton](#) (about 18 km from the centre of Rome).

Hotel located in the centre of Rome: [Hotel Atlante Star Roma](#) (Castel Sant'Angelo area), [Hotel San Anselmo in Rome](#) (boutique hotel nearby FAO and Circo Massimo area), [Hotel Scalinata di Spagna](#) (Via dei Condotti, Piazza di Spagna area), <https://www.hotelpontesisto.it> (Campo di Fiori area) and <https://www.hotelriparoma.com> (located in Trastevere with easy access to WFP premises via Trastevere train station).

ENTRY VISA

EU citizens do not require a visa for entering Italy. For visa requirements for Italy please check <https://vistoperitalia.esteri.it/home/en>

COVID-19

A basic Green Pass (either vaccination with an EMA-recognized vaccine, proof of recovery from COVID-19, or a negative COVID-19 test from the previous 48 hours) continues to be required for all travelers, regardless of country of origin, to enter Italy. A Passenger Locator Form (PLF) is no longer required to enter Italy.

During your stay in Italy, please note the below regarding face masks:

- J FFP2 masks are mandatory in the following situations:
 - o Onboard the following means of public transport: airplanes ships, ferries, trains, buses, local public transport, and school shuttles/buses/etc.
 - o To attend any indoor shows open to the public, whether in theatres, concert halls, cinemas, or any other entertainment venues, including for indoor sports events.
- J Face masks are recommended to be worn in any indoor venues open to the public, including workplaces.

During the workshop, participants will be required to take necessary COVID-19 precautions, including maintaining physical distance, wearing FFP2 masks and hand sanitizing.

CULTURAL VISIT & COCKTAIL RECEPTION

On the evening of **Thursday 12 May**, all participants are cordially invited to a cultural visit to [Castel Sant'Angelo](#) hosted by WFP (pick up service scheduled at 17:00 from WFP premises). A cocktail reception hosted by the EDPS will follow at [Hotel Atlante Star Roma](#).

Should there be any dietary restrictions and/or food allergies that we should be aware of, please inform [\[REDACTED\]@wfp.org](#).

INTERPRETATION SERVICE

The workshop will be conducted in English. No interpretation service will be provided.

EVENT PHOTOGRAPHY

There will be a WFP photographer on site to take a few photos throughout the workshop, and organize a group photo. If you do not wish to appear in any photos please inform [\[REDACTED\]](#) by email or on the day of the event.

WEATHER

Temperatures in Rome average between 14°C (min) and 24°C (max) during May. For more details on weather information for Rome, please check [here](#).