

BOARDS OF GOVERNORS • 2015 ANNUAL MEETINGS • LIMA, PERU

INTERNATIONAL MONETARY FUND

THE WORLD BANK GROUP

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT
INTERNATIONAL FINANCE CORPORATION INTERNATIONAL DEVELOPMENT ASSOCIATION
INTERNATIONAL CENTRE FOR SETTLEMENT OF INVESTMENT DISPUTES
MULTILATERAL INVESTMENT GUARANTEE AGENCY

OFFICIAL USE ONLY

September 15, 2015

To: Department Heads

**2015 Annual Meetings
Information Technology and Communication Services in Lima
for IMF Staff at the Annual Meetings**

Please be advised of the following arrangements concerning laptops and mobile devices for the 2015 Annual Meetings in Lima.

Staff will be encouraged to use remote access facilities similar to the previous meetings abroad. There will be a comprehensive Wi-Fi infrastructure covering all the meeting venues for Internet access.

Laptops

1. Each office space assigned to Fund departments at the Banco de la Nacion will be provided with one wired laptop, directly connected to the Fund network, and one printer. Fund staff at other workstation(s) in the office may use their Fund laptops or request the short-term loan of a laptop from Mission Checkout Services at Headquarters.
2. Staff members using other workstation(s) within the office may be required to use remote access. To support this functionality, there will be a comprehensive Wi-Fi infrastructure covering all the meeting venues and office spaces for Internet access. It is therefore important that all staff travelling to Lima ensure they are familiar with remote access procedures and are in possession of a SecurID token.

Desk Phones/Local Cell Phones

3. Office spaces have been provided with desks phones (land line) per the request confirmed by the MTS Office Arrangements team. A local cell phone has also been assigned to each staff person traveling. Please be advised that all local calls will be borne by the host government. Any long distance or international calls made from the desk phone will be charged to the respective Fund department.

4. Calls to Washington (Fund and Bank headquarters) will be supported toll-free over the internal network and will be accessed via a special dial prefix. The special dial prefix will be provided when in Lima.

Mobile Devices

5. Fund Detailed information regarding the use of your IMF iPhone in Lima can be found by visiting:

<http://www-intranet.imf.org/sites/WorkingWith/mobiledevices/Pages/AnnualMeetingandyour-iPhone.aspx>

6. Staff traveling with their personal devices (iPhones, Android and others) should check with their local cellular provider before traveling to avoid incurring significant roaming charges. TGS will not be responsible for any charges incurred while using a personal phone.