



UNIDROIT

International Institute for the Unification of Private Law
Institut international pour l'unification du droit privé

UNIDROIT International Program for Law and Development 2023

Guidelines for participants, speakers, interns and guests

February 3, 2023

The UNIDROIT International Program for Law and Development is an initiative aimed at sharing international legal instruments, including International Conventions, Model Laws, Principles and Legal and Contractual Guides mainly developed by UNIDROIT in the field of international private law. Some of UNIDROIT's work served as the basis for a number of international instruments adopted under the auspices of other International Organisations, several of which are already in force.

The following guidelines are provided for the convenience of participants, speakers, interns, and guests.

1. Chatham House Rule: The classes scheduled during the residential weeks (June 19 - July 7) will be an opportunity to share the knowledge of these legal instruments with participants in an interactive format, also opening to a frank exchange of opinions and suggestions under the [Chatham House Rule](#).

Adopting the Chatham House Rule helps create a trusting environment to understand and resolve complex problems. Its guiding spirit is: share the information you receive, but do not reveal the identity of who said it. The Rule reads as follows: When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

2. "HELP desk": To better serve our guests there will be a HELP desk active Monday-Friday from 9:00 am to 9:30 and during the coffee breaks at 10:30-10:45 and 11:45- 12:00 noon to assist participants with specific requests, including, but not limited to: - "reasonable accommodations" for persons with special needs¹;
- food & drink intolerance/allergies and cultural/religious restrictions;
- Wi-Fi connections;
- info related to the access and use of the UNIDROIT library;
- scanning/photocopying, etc.
- collection of forms for transfer of financial contributions to your personal bank accounts;

¹ [UN Convention on the Rights of Persons with Disabilities, Article 2](#)

- registration for your free membership (for two years) to the UNIDROIT Alumni Association;
- arrange meetings with speakers and/or UNIDROIT staff and School's Director;
- Privacy disclosure

At the HELP desk, we will also advertise evening seminars, social events, accept confirmation of your participation in the scheduled guided visits, and the delivery of certificates of attendance/participation at the end of the Program.

3. Dietary restrictions: Please kindly communicate any dietary restrictions due to allergies, cultural, religious, and personal restrictions in order to serve you during your stay better. Please reach out to IPLD@unidroit.org to make us aware of any restrictions.

4. Policy on Discrimination and Harassment: In order to create the productive and welcoming environment necessary for this Program to be effective, harassment in any form and by any participant cannot be tolerated. This includes offensive and discriminatory behaviour based on race, ethnicity, gender, disability as well as sexual harassment of any individual. Every participant has a right to be free of inappropriate words and actions during this program. It is for the safety of all that we ask that these expectations be met.²

5. Building Security: For security reasons, it is not possible to walk around the building outside of the areas specifically assigned to the Program's activities and other public areas (e.g. the library and reading rooms). The only exceptions to this are scheduled meetings or events. Please contact the HELP Desk if you need to arrange meetings with UNIDROIT Staff.

6. Privacy: Kindly familiarise yourself with the Statement on Privacy found below. When you arrive at the UNIDROIT office in Rome, we will ask that you sign this statement concerning the privacy of the participants. UNIDROIT takes the privacy of the participants in its International Program for Law and Development very seriously. Names, contacts, and other sensitive information, such as emails, will be made available to other participants in the school only in order to foster collaboration between the participants. This information is shared in good trust, and it is the expectation that the sensitive information of other participants will not be shared without their permission to a third party. Dissemination or distribution of the private information of another individual to an entity or person outside this program is not allowed and is a breach of this trust.

² [UN Policy on discrimination, harassment, including sexual harassment, and abuse of authority.](#)

Discrimination is any unfair treatment or arbitrary distinction based on a person's race, sex, religion, nationality, ethnic origin, sexual orientation, disability, age, language, social origin or other status. Discrimination may be an isolated event affecting one person or a group of persons similarly situated, or may manifest itself through harassment or abuse of authority. Harassment is any improper and unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment may take the form of words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another or which create an intimidating, hostile or offensive work environment. Harassment normally implies a series of incidents. Disagreement on work performance or on other work-related issues is normally not considered harassment and is not dealt with under the provisions of this policy but in the context of performance management. Sexual harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behaviour, it can take the

form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both males and females can be either the victims or the offenders.

7. Useful Information:

- **The Value Added Tax (VAT):** Goods bought in the European Union can be refunded to non-EU citizens when they leave the EU. There are several specific conditions for receiving this tax refund and the goods must be shown to customs with a valid invoice when you are exiting the EU. More information on the requirements can be found [here](#).
- **SIM cards:** To have cell phone coverage in Italy, it is easiest to buy an Italian SIM card to temporarily replace the one currently in your phone. This can be done at a number of stores in Rome, but know that you will get a new, Italian phone number for the duration of your use of the SIM card and that you must have your passport with you to purchase a SIM card. More information about this process and stores where you can buy SIM cards can be found [here](#).
- **Prepaid cards:** For your convenience, you can purchase prepaid debit cards online or in a store to be used in place of debit cards, credit cards, or cash. These cards are useful because if they are lost or stolen, your personal banking information is not at risk. More information about prepaid cards can be found [here](#) and they can be purchased at stores like Carrefour and la Feltrinelli.
- **Bus and metro system:** The public buses and metro in Rome are a very useful and economical way of getting around the city. You can buy tickets for 100 minutes, 24 hours, 48 hours, 72 hours, one week, and one month. Tickets can be bought at Tabacchi shops (identified with their black and white 'T' sign), newsstands, and at the metro stations. If you buy a month pass, know that you must keep the receipt with it. Officials do often come onto the buses to check tickets, and you must show either your ticket or your month pass with the receipt or be at risk of a fine. More information can be found [here](#) and on the [transportation system website](#).

8. Dressing Code: Considering the hot season in Rome, the Program for Law and Development adopts a Business Casual dressing code to make your stay more comfortable. We leave to your own judgement what you feel appropriate as Business Casual, also based on your own cultural standards, however, below are some examples for your convenience.



Men can play it safe with khakis, a button-down shirt, and non-athletic shoes.



Women can play it safe with a simple blouse-pant combo and closed-toe shoes. Knee-length dresses and skirts are also usually appropriate.