



35th Session of the Intergovernmental Committee of Senior Officials and Experts of Central Africa (ICE)

International Conference Centre

Sipopo (Malabo), Equatorial Guinea

23 - 27 September 2019

INFORMATION NOTE

Dear participants,

You will find herein all practical information you need to participate in the meeting of the Intergovernmental Committee of Senior Officials and Experts of Central Africa organised by the Sub-Regional Office for Central Africa of the United Nations Economic Commission for Africa (ECASRO-CA):

- 1. VENUE OF THE MEETING: SIPOPO INTERNATIONAL CONFERENCE CENTRE, (MALABO) EQUATORIAL GUINEA**
- 2. VISAS:**
 - a.** Participants that are holders of official, diplomatic, service or UNLP Passports will not need a visa to enter the Republic of Equatorial Guinea.
 - b.** Participants that are holders of an ordinary passport and live in a country where the Republic of Equatorial Guinea has a diplomatic representation, must apply for visa in their country of residence and pay the visa fee required by law.
 - c.** Participants that are holders of an ordinary passport and live in a country where the Republic of Equatorial Guinea does not have a diplomatic representation, must apply for a visa upon arrival against payment of the visa fee required by law.
- 3. VACCINATION:** Vaccination against yellow fever is required for all participants entering Equatorial Guinea and shall be clearly specified in their vaccination booklet issued by the competent health services.
- 4. AIRPORT:**

- a. In order to permit reception under the best conditions possible at the Malabo international airport, participants are requested to communicate to the Secretariat at the earliest convenience their flight information, including their full names, nationality, passport number, flight number, date of arrival as well as the time of departure and arrival.
- b. Participants shall be bound to present to the competent airport authorities the letter of invitation issued to them by the ECA/SRO-CA.
- c. Forex, ATM and telephone services will be available at the airport and at the hotel.

5. HOTELS

a. **Participants provided United Nations DSA:**

- In order to afford them comfort, all participants earning the United Nations DSA will be lodged in SOFITEL Hotel, SIPOPO, at a preferential rate.
- The service provided by the SOFITEL Hotel comprises accommodation, breakfast and dinner.
- An amount will be paid to them for minor expenses, including for lunch during meeting days (23 to 27/09/2019). Accordingly, they shall submit a copy of their passport to the Secretariat on the very first day they arrive for the meeting.

b. **Participants NOT provided United Nations DSA:**

- SOFITEL Hotel, SIPOPO: If you wish to lodge at the SOFITEL Hotel, please inform the ECA/SRO-CA in advance for the requisite booking to be done. The cost of the service provided by SOFITEL Hotel comprising accommodation, breakfast and dinner stands at CFAF 100,000/night, inclusive of tax.
- Other hotels: The list of other hotels available in Malabo may be consulted at the following web-link: (www.hotelypunto.com). It should however be noted that all these hotels are located more than 15 kilometres away from the venue of the meeting. Accordingly, any participant wishing to lodge outside SIPOPO shall bear their own daily transport costs by taxi between Malabo and the meeting venue in SIPOPO.

6. CONTACTS: For additional information, please contact the following persons:

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THANK YOU!