

**Fifty-second session of the Conference of
African Ministers of Finance, Planning
and Economic Development**

Information note for participants

Thank you for confirming your participation at the fifty-second session of the Economic Commission for Africa Conference of African Ministers of Finance, Planning and Economic Development, to be held in Marrakech, Morocco from Wednesday, 20 March, to Tuesday, 26 March 2019. Please find below some general information on meeting arrangements that may be helpful in planning your travel to Marrakech and for your participation at the Conference.

Participants are encouraged to kindly keep this copy of the information note throughout the week. To keep costs down and in the interest of safeguarding our environment, it will not be reprinted. All details contained in this document can be found on the ECA website for the Conference (<http://www.uneca.org/cfm2019>).

Conference overview

The fifty-second session of the Conference of African Ministers of Finance, Planning and Economic Development will be held at the Palmeraie Golf Palace in Marrakech, Kingdom of Morocco, on the theme, “Fiscal policy, trade and the private sector in a digital era: a strategy for Africa”.

The Committee of Experts will commence on Wednesday, 20 March and end on Friday, 22 March 2019. The ministerial segment of the Conference of Ministers will take place on Monday, 25 and Tuesday, 26 March 2019. The twentieth session of the Regional Coordination Mechanism for Africa (RCM-Africa) and side events will take place on Saturday, 23 and Sunday, 24 March 2019 at the same venue.

For more information, please refer to the provisional annotated agenda (E/ECA/COE/38/1/ADD.1), which is available on the ECA website at: <https://www.uneca.org/cfm2019>.

Accreditation

Delegations are kindly requested to submit to the Executive Secretary of the Economic Commission for Africa their letters of credentials, duly signed by the appropriate authorities of their respective Governments, at their earliest convenience but no later than the day before the start of the session, that is, 19 March 2019.

The letter, which must indicate the names, titles and contact details of delegates nominated to attend the meeting, can be sent via email to ECA-SOC@un.org, with a copy to guoshe@un.org. Originals should be sent to the attention of the Executive Secretary at the address below:

Office of the Executive Secretary
Economic Commission for Africa
United Nations
9th Floor, Niger Building
Menelik II Avenue
P.O.Box 3002
Addis Ababa, Ethiopia

Questions regarding the accreditation procedure should be directed to:

Ms. Yuki Daijo
Secretary of the Commission and Legal Advisor
Office of the Executive Secretary
Economic Commission for Africa

United Nations
Tel. +251-11-544-3378
Email: ECA-SOC@un.org

Registration and identification badges

Online registration

All participants are encouraged to use the online registration system at <https://www.uneca.org/cfm2019> well in advance but no later than Monday, **11 March 2019** to accelerate the accreditation process and the coordination of the issuance of badges with photographs. This online system facilitates the encoding of required information from participants and the logistical preparations. All registered participants will be issued with a confirmation letter that can also be used to facilitate visa processing requirements.

Onsite registration

Access to the meeting venue is subject to the presentation of a valid conference badge. Conference badges with photographs will be issued at the registration counter located in front of the main entrance. Registration will start on 18 March 2019 and continue until 26 March 2019.

For security reasons, the display of conference badges is mandatory at all times to gain access to the conference venue and meeting rooms. Any loss of a conference badge should be reported immediately to the registration counter.

Conference languages

The working languages of the Conference are Arabic, English and French.

Language



The official language of Morocco is Arabic. The Berber language is also recognized as official by the Constitution of the Kingdom of Morocco. French is commonly used.

Currency



The monetary unit is the Moroccan dirham.

Reference rate (as at 18 December 2018):

US\$ 1.00 = 9.50 Moroccan dirham

1 euro = 10.86 Moroccan dirham

Major credit cards (Visa, Mastercard, Maestro, Diners Club, Discover, JCB, American Express) and major foreign currencies are generally accepted at major hotels, restaurants and most department stores. Banknotes denominated in major foreign currencies can be exchanged at all commercial banks and at most hotels and bureaux de change. There are also ATMs. Banking hours are from 8.15 a.m. to 3.45 p.m., Monday to Friday. Value added tax (VAT) is 20 per cent.

Electricity supply and voltage



The standard voltage is 220 V and the standard frequency is 50 Hz. Power sockets are type C and E, also known as the standard “Euro” plug.



Visa and immigration requirements



All participants must have a passport that is valid for at least three months and should check the visa requirements to enter.

United Nations staff travelling on a United Nations laissez-passer (UNLP) do not require a visa.

Participants requiring an entry visa must ensure that they apply for their visa no later than three weeks before the opening of the session, which is 27 February 2019.

PLEASE NOTE

Visas are required for entry into Morocco by nationals of most African member States.

ECA is not responsible for informing participants of their respective visa requirements.

Participants are advised to contact the nearest Mission of the Kingdom of Morocco for more information in that regard. The following link may be useful:

<https://www.consulat.ma/en/consular-services>

Participants from countries with an applicable embassy or consulate

If you need an entry visa and you are coming from a country where Morocco has an embassy or a consulate, please communicate with the diplomatic representations of Morocco in your country of residence to obtain your visa. For further information about the visa requirement, please refer to the link below:

<https://www.consulat.ma/en/types-granted-visas>

Participants from countries with no applicable embassy/consulate

For countries where Morocco is not represented, requests must be made to the diplomatic mission accredited in that country or to the Honorary Consuls. In the absence of these representations, requests will be addressed directly to the Moroccan Ministry of Foreign Affairs and International Cooperation, Directorate of Consular and Social Affairs - Rabat (visa@maec.gov.ma) for a visa to be issued at the airport.

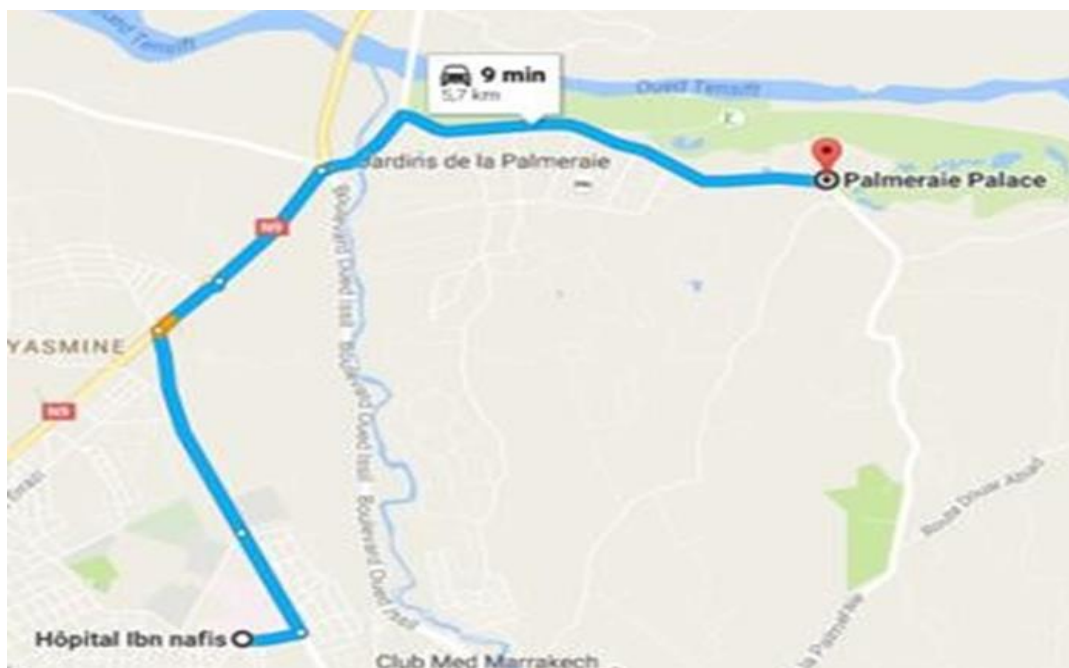
For further information, please refer to the link below:

<https://www.consulat.ma/en/types-granted-visas>

Medical facility



The hotel where the Conference is being held usually has a resident nurse on duty until 11 p.m. The hotel reception has a defibrillator, and 10 per cent of the hotel staff are trained in using it. The nearest hospital, Ibn Nafis, is 5.7 km (about a nine-minute drive) from the hotel.



All participants are requested to ensure that their vaccines are up-to-date at least four to six weeks prior to their travel to Morocco.

Airport reception and transportation



As part of the online registration process, it is important that participants provide details of their travel itinerary, including their port of entry and the date and time of their arrival. All participants will be met upon arrival at Marrakech or Casablanca airports by Protocol Service and host country representatives and will be assisted with immigration and customs formalities. There will be a dedicated Conference protocol desk labelled with the Conference banner.

The Government of the Kingdom of Morocco will provide transportation to participants from the airports of Marrakech and Casablanca to the recommended hotels listed below. Shuttle bus services will also be provided from these hotels to the conference venue. These recommended hotels will have an information stand for any further queries.

Shuttle buses will be available to participants travelling between the recommended hotels and the conference venue in the mornings and at the end of the daily sessions. Transportation will not be provided during lunch breaks, as all lunch breaks will take place within the conference venue.

In the event that participants wish to arrange transportation within the city outside of the time of the conference or to go to the airport at the end of the conference, information and contact details of recommended taxi and car hire companies in Marrakech can be found on the

conference website. For all protocol and logistics matter contact us at: com2019logistics@un.org.

Hotel accommodation



All non-sponsored participants are kindly requested to contact the hotels directly to arrange, confirm and guarantee their bookings. Participants will be responsible for bearing all the costs associated with their accommodation. Special United Nations rates are available to participants for rooms booked at the hotels listed in the following link (<http://booking.stoursevents.com/cea2019/>).

All participants are kindly requested to note that the conference organizers will not be in a position to provide hotel accommodation to those who fail to arrange their hotel accommodation directly with the recommended hotels.

Procedures for media accreditation

All media will require accreditation by the Host Government and the conference secretariat.

Note for media attending the Conference from outside of Morocco:

All invited sponsored and non-sponsored media representatives travelling to Morocco will be requested to register online at <http://www.uneca.org/content/registration-form-participants>. Once your registration is approved by the organizing team, an official invitation letter will be sent to each individual to facilitate the visa process. Media residing in countries without an Embassy of the Kingdom of Morocco will be advised on attendance modalities once registration is approved.

Invited media will be required to submit to denekews.uneca@un.org, a letter of assignment, one form of valid identification (for example, press card, work identification, driver's licence or passport) as proof of media affiliation. These items should also be presented on arrival at the registration desk in Marrakech.

A media centre will be set up at the conference venue to facilitate media coverage of the Conference. More information on this will be communicated directly to registered media.

Media equipment: Media travelling to attend the Conference from outside Morocco will be required to fill out an equipment form to facilitate customs clearance. The form will be sent to invited media together with the official visa invitation letter.

Onsite registration: Morocco-based media can apply for onsite registration. You will need to present your letter of assignment and passport at the designated media desk, which will be located at the site of accreditation, starting 18 March 2019. Please contact denekews.uneca@un.org closer to the time for more information on the exact venue.

Facilities and services

An Internet café will be set up with wireless access. Delegates and participants are encouraged to bring their laptop. In addition, there will be restaurants, banking and medical facilities that delegates and participants will have access to.

Security advisory

Marrakech is one of the most secure cities in Morocco. There is a police officer on nearly every corner. However:

- It is NOT recommended to walk alone by night, especially in the old city (Medina) for security reasons.
- Leave your valuables in the safe in your hotel room before going out.
- Keep a low profile in public areas.
- Pay attention to your surroundings.
- Do not withdraw cash from an ATM at night in a remote place.
- Do not exchange money in the street or in non-official offices.
- Do not take white taxis, which are crowded and have a specific itinerary. If you go out, take a yellow taxi or ask the hotel to call for one for you.
- Try to eat in safe restaurants.
- In case of assault, always try to keep as calm as possible and obey the aggressor's requests. You should then contact the security advisor using the contact numbers below.
- Seek help from the police if needed; touristic police are constantly patrolling touristic sites.
- Apply your security common sense and remain safe.

Emergency numbers 24/7

United Nations Department of Safety and Security – Morocco

Mr. Sherif Shahin	Security Advisor	+212 661 292 321	Sherif.shahin@undss.org
Mr. Abdelmajid Hsini	Local Security Assistant	+212 661 14 00 05	Abdelmajid.hsini@undss.org
Mr. Adil Lahdya	Local security Assistant	+ 212 661 13 85 99	Adil.lahdya@undp.org

Other general information

Morocco

International Country Code +212

SOS Médecins Maroc (0)522.98.98.98

Maroc Assistance Internationale (0)522.30.30.30

Marrakech

SAMU (0)524.43.30.30

Police 19

Gendarmerie 177

Pompier/Ambulance 15

Renseignements 160

Map of the Conference venue (Palmeraie resorts)

