



United Nations  
Economic Commission for Africa



United Nations  
Sustainable Development  
Group



**African Union**

## **Regional Coordination Mechanism for Africa**

Twentieth Session

Third Joint Meeting of the Regional Coordination Mechanism  
for Africa and the United Nations Development Group team in Africa

Marrakech, Morocco, 23-24 March 2019

## **Information note for participants**

Thank you for confirming your participation at the twentieth session of the Regional Coordination Mechanism for Africa and the Third Joint Meeting of the Regional Coordination Mechanism for Africa and the Africa regional United Nations Sustainable Development Group to be held on 23 and 24 March 2019, in parallel with 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 20 to 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 meeting.

Participants are encouraged to kindly keep this copy of the information note for the duration of their stay in Marrakech. 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 meeting ([www.uneca.org/rcm](http://www.uneca.org/rcm)) and at a website dedicated to the Economic Commission for Africa Conference of African Ministers of Finance, Planning and Economic Development ([www.uneca.org/cfm2019](http://www.uneca.org/cfm2019)).

## **1. Meeting overview**

The meeting will be held on 23 and 24 March 2019 on the margins of the fifty-second session of the Economic Commission for Africa Conference of African Ministers of Finance, Planning and Economic Development, at the Palais des Congrès de la Palmeraie de Marrakech, Morocco, on the theme “United Nations system support for the African Union in commemorating 2019 as the Year of Refugees, Returnees and Internally Displaced Persons: towards durable solutions to forced displacement in Africa”.

For more information, please refer to the aide memoire (E/ECA/RCM/20/INF1) provisional annotated agenda (E/ECA/RCM/20/1/ADD.1), which is available on the meeting website ([www.uneca.org/rcm](http://www.uneca.org/rcm)) and the ECA Conference of Ministers website at <https://www.uneca.org/cfm2019>.

Questions regarding RCM-Africa 20 should be directed to the following:

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## 2. Registration and identification badges

### Online registration

All participants are encouraged to use the online registration system at [www.uneca.org/cfm2019](http://www.uneca.org/cfm2019) and **tick the RCM box**, well in advance but no later than **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 23 March 2019. Registering online shortens the time at the registration desk.

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.

## 3. Meeting languages

The working languages of the meeting are English and French.

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.

## 4. 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 top 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.

## 5. 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.



## 6. 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 (1 March 2019), or prior to the meeting (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 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 or 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](mailto:visa@maec.gov.ma)) for a visa to be issued at the airport.

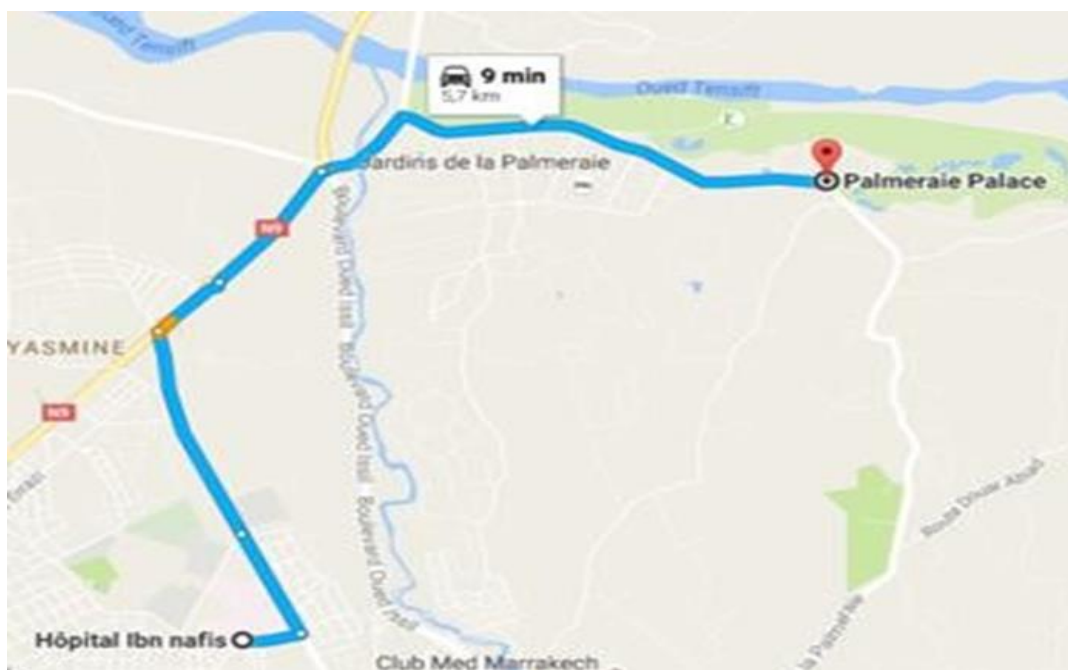
For further information, please refer to the link below:

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

## **7. Medical facility**



Most hotels have 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 is Ibn Nafis, which is 5.7 km (around 9 minutes' drive) from the meeting location.



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.

## 8. 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 meeting 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 meeting 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 meeting venue.

In the event that participants wish to arrange transportation within the city outside of the time of the meeting or to go to the airport at the end of the meeting, 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 matters, contact us at [com2019logistics@un.org](mailto:com2019logistics@un.org).

## **9. 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 meeting 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.

## **10. Procedures for media accreditation**

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

### **Note for media attending the meeting from outside of Morocco**

All invited sponsored and non-sponsored media representatives travelling to Morocco will be requested to register online at <http://events.uneca.org/registration/register?eventId=0db3764f-94e2-e811-824a-00505695004f> . 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](mailto: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 meeting venue to facilitate media coverage of the meeting. More information on this will be communicated directly to registered media.

**Media equipment:** Media travelling to attend the meeting 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](mailto:denekews.uneca@un.org) closer to the time for more information on the exact venue.

## 11. 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.

## 12. 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 at 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 adviser 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	<a href="mailto:Sherif.shahin@undss.org">Sherif.shahin@undss.org</a>
Mr. Abdelmajid Hsini	Local Security Assistant	+212 661 14 00 05	<a href="mailto:Abdelmajid.hsini@undss.org">Abdelmajid.hsini@undss.org</a>
Mr. Adil Lahdya	Local Security Assistant	+ 212 661 13 85 99	<a href="mailto:Adil.lahdya@undp.org">Adil.lahdya@undp.org</a>



### 13. 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

Pompiers/Ambulance 15

Renseignements 160

#### Map of the meeting venue (Palmeraie Resorts)

