



United Nations  
Economic Commission for Africa

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**21<sup>st</sup> MEETING OF THE INTERGOVERNMENTAL COMMITTEE OF EXPERTS  
(ICE)**

**Transformative Growth in Eastern Africa:**

***Catalysts and Constraints***

**Venue: Moroni, Comoros**

**Dates: 7-9 November 2017**

**INFORMATION NOTE FOR INTERNATIONAL PARTICIPANTS**

# Information Note for International Participants of the 21<sup>st</sup> Meeting of the Intergovernmental Committee of Experts (ICE)

The Government of the Union of the Comoros and the UN Economic Commission for Africa (ECA) wish to extend their welcome to all participants to the twenty-first Meeting of the Intergovernmental Committee of Experts (ICE), scheduled to take place in Moroni, Comoros on 7-9 November 2017.

The theme of the 21<sup>st</sup> ICE is ***Transformative Growth in Eastern Africa: Catalysts and Constraints***

Please read the following information carefully as you plan your travel to Moroni.

## 1. Meeting Venue

The meeting venue will be the Retaj Moroni Hotel.

## 2. Arrival and departure dates

Sponsored international participants will arrive in Moroni on Monday 6 November 2017 and depart on Friday 10<sup>th</sup>. Self-sponsored participants are encouraged to travel on the same dates.

## 3. Visa and Immigration Requirements

Courtesy visas will be issued to all international ICE participants upon arrival at Prince Said Ibrahim International Airport. For entry in Comoros, a valid passport which expires at least six months after the departure date is required.

To assist participants in obtaining visas upon arrival, the secretariat needs to receive in advance the following particulars:

- **First name and last name**
- **Nationality**
- **Flight details (arrival/departure dates and times)**
- **Scanned copy of passport or UN Laissez-Passer for UN staff**

- All ICE participants should carry with them their personal official letter of invitation to the ICE and the *Note Verbale* issued by the Government of Comoros. These documents should be presented to the immigration authorities at the airport.
- For more information regarding visiting Comoros, please visit:
- <http://www.tourisme.gouv.km/index.php>

## 4. Arrival at the Airport

Prince Said Ibrahim International Airport (Hahaya airport) is the international airport serving Moroni in Comoros.

For sponsored participants, please communicate any changes of your date and time of arrival in Moroni as soon as possible to:

**Mr. Dereje Bune, Administrative & Finance Officer, ECA**

**Email: [bune@un.org](mailto:bune@un.org)**

and

**Ms. Yasmina Mze, Event Coordinator, MYC Events**

**Email: [mzeyasmina@gmail.com](mailto:mzeyasmina@gmail.com)**

Tel. +269 3225102

Airport shuttles will be provided to and from hotels where all international participants have been booked.

## 5. Hotel Reservations

ECA/ SRO-EA has made block bookings and will cover the cost of hotel rooms for sponsored participants at the Retaj Moroni and Golden Tulip (ex-Itsandra) hotels on a bed and breakfast basis.

The duration of accommodation for sponsored participants will depend on the authorized itinerary of the ticket issued by UNECA/ SRO-EA. For participants who wish to arrive earlier and/or stay at the hotel longer than their authorized itinerary, they will personally settle the hotel expenses for the extra days. ECA/SRO-EA will not pay for the stay that exceeds the days of the authorized ticket.

All invited self-sponsored participants have also been booked at the Retaj and Golden Tulip (ex-Itsandra) hotels. They will settle their bills directly with the hotels.

All sponsored participants will be responsible for additional costs – i.e. telephone, room service, mini-bar, laundry, other meals (dinner) – and must pay for these directly to the hotel. Lunch will be served for meeting participants.

## 6. Registration

Participants will be required to register and obtain identification badges prior to the start of the Conference. Registration desks will be set at the Retaj Moroni and Golden Tulip (ex-Itsandra) Hotel. For security reasons, identification badges should be worn by all participants at all times, during the Conference as well as during official social functions around the ICE.

Kindly bring along your invitation letter and personal identification document for registration purposes.

## 7. Daily Subsistence Allowance (DSA)

To facilitate DSA/Per diem payment, participants are required to bring their original passports as they will be requested to show them before collecting the DSA/ Per diem.

## 8. Documents and Languages

Participants will be issued with copies of the 21<sup>th</sup> ICE documents at the time of registration. Documents can also be downloaded from [www.uneca.org/ea-ice21](http://www.uneca.org/ea-ice21)

Participants are advised to consult the Secretariat on any matters pertaining to the issuance or distribution of documents.

The working languages in the meeting are English and French, with simultaneous translation.

## 9. Health and Health Care Requirements

Participants should be in possession of a valid yellow fever vaccination certificate. Vaccination requirements change from time to time. We suggest you consult your local doctor or health department for information on the latest health precautions.

Comoros has made impressive strides towards achieving malaria eradication but caution is still advised. Avoid as much as possible mosquitoes and meetings in open places and carry with you some antimalarial prevention drugs.

Also, if you are on prescription medication, please ensure you have an adequate supply to last the duration of your stay and a copy of your prescription(s).

With regard to the recent plague outbreak in Madagascar some of the neighboring countries, namely Comoros, Mauritius and South Africa have put in place measures to protect their population, including entry screening, information provision to passengers on how to seek medical care in case of symptoms and other preparedness measures.

## 10. Security and safety

Crime levels in Moroni are low, but you should take sensible precautions. Comorian Authorities will ensure that all precautionary measures are taken for delegates' safety and security. However, participants are personally responsible for their movements.

For your own safety and security, kindly follow the tips listed below:

- Minimize your exposure in crowded areas especially public places.
- If travelling on foot on streets avoid carrying large sums of money and valuables that could attract attention or that are not required for immediate use.
- Be observant of your surroundings, and report any suspected hostile surveillance;
- Pay closer attention when approaching the gates to the hotel, shopping centres and places of entertainment. Always take evasive action when you reasonably suspect that you are being followed by suspected criminals; whether in a vehicle, motorcycle or on foot.
- Do not accept food and drinks from strangers.
- When you are in your hotel, please follow this safety advice: upon entering or leaving your room, make it a habit to lock the door.
- Before leaving, inspect your room to make sure that no money; jewelry, cameras, etc. are visible.
- Deposit valuables or portable items at the reception desk and obtain a receipt.

## 11. Money and Banking

The official currency of the Republic of Comoros is the Comoros Francs (KMF). The current exchange rates is approximately 1 Euro for KMF 490 Euros are the preferred hard currency to be carried in Comoros as it is widely used in most hotels, shops, restaurants etc... US Dollars can be changed in certain banks, but at a much less favorable rate than Euros.

Cash is the main means of paying for goods and services in Comoros. At Banque Internationale des Comores (BIC) and Exim Bank, cash can be withdrawn in local currency only against a credit card from a Forex Bureau or ATM. ATM withdrawals can also be made in KMF against certain credit cards at the Retaj Moroni Hotel.

Retaj and Golden Tulip (ex-Itsandra) hotels accept credit cards for payment of bills (this can sometimes be problematic due to technical /connectivity issues), but will not provide local currency against credit cards. Some hotels and restaurants will accept some foreign currencies (Euros preferred). Change may be given in local currency.

## 12. Language

The official languages of the Comoros are Shikomori, French and Arabic. Comorian (or Shikomori) is closely related to Swahili. It is the most commonly spoken language in the country

## 13. Time zone

The local time in Moroni is GMT + 0300 hours (same as Nairobi and Addis Ababa).

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