



African Union Commission



Republic of Côte d'Ivoire

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Third Conference of African Ministers responsible  
for Civil Registration

AUC/CRMC3/2015/inf 1

Yamoussoukro, Republic of Côte d'Ivoire  
9-11 February 2015

## Information Note for participants



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## 1. Introduction

This administrative note is for participants attending the 3<sup>rd</sup> Conference of African Ministers responsible for Civil Registration that will take place from 9 to 13<sup>th</sup> February at the *Fondation Félix Houphouët-Boigny* conference centre, in Yamoussoukro, Côte d'Ivoire.

## 2. Website of the conference

The conference website is available at

[www.uneca.org/crmc3](http://www.uneca.org/crmc3)

<http://ea.au.int/en/content/%203rd-African-Ministers-responsible-for-Civil-Registration-andwww.crmc3.org>.

The agenda, the concept note and other documents related to the conference are available on these websites.

## 3. Organisation and coordination

The conference is co-organised by the Republic of Cote d'Ivoire as the host country, African Union Commission (AUC), the United Nations Economic Commission for Africa (ECA) and the African Development Bank (AfDB). Other partners supporting the conference include: the secretariat of the Africa Symposium on Statistical Development (ASSD), the United Nations Children's Fund (UNICEF), the United Nations Populations Fund (UNFPA), the World Health Organisation (WHO), the United Nations High Commissioner for Refugees (UNHCR), Plan International and the Indepth Network.

### *National coordinator of the Conference:*

#### Côte d'Ivoire

Mr. AMANI IpouFélicien, DG DGAT

Postal Address : BP V192 Abidjan – Côte d'Ivoire

Location : DGAT/Cocody Lycée Technique

Tel : (225) 09484868

Fax : (225) 22 44 25 76

Email : [info@crm3.org](mailto:info@crm3.org)

### *Coordinators of the Conference Secretariat*

#### AUC

Mr. Nougbohohou Samson Bel-Aube

Adresse : Statisticien – Economic Affairs Department

Addis Abeba - Ethiopia

Tel : (251) 115517700

Email : [Bel-AubeN@africa-union.org](mailto:Bel-AubeN@africa-union.org)

#### ECA

Mr. Oumar SARR

Address : Statistician –African Centre for Statistics

Abidjan – Côte d’Ivoire

Tel : (251) 115443614

Email : [osarr@uneca.org](mailto:osarr@uneca.org)

#### AfDB

Mr. Kouakou Louis

Address : ESTA –African Development Bank

Avenue Jean Paul II BP V 316

Abidjan – Côte d’Ivoire

Tel : (225) 77307550

Email : [k.l.kouakou@afdb.org](mailto:k.l.kouakou@afdb.org)

### **4. Accreditation**

Accreditation centres for the delivery of conference badges that will be required for accessing the conference premises can be found at Hotel President and Hotel des Parlementaires in Yamoussoukro (Côte d’Ivoire) from Friday 6<sup>th</sup> February 2015 onwards. Participants without badges may be refused access to the conference centre. Specific security measures will be in place to ensure authorised participation by accreditation only.

### **5. Accommodation**

#### **5.1 Transit hotels in Abidjan**

Please find below a list of selected hotels for transit stay in Abidjan (detailed room rates can be found in Annex):

- **Hôtel Onomo**(Félix Houphouet-Boigny Airport)
- **Hôtel Ibis** (Plateau)
- **Hôtel Sofitel Abidjan Hotel Ivoire**(Cocody)

#### **5.2 Hotels in Yamoussoukro**

Please find below a list of recommended hotels for Yamoussoukro (detailed room rates can be found in Annex):

- **Hôtel Président**
- **Hôtel des Parlementaires**

For reservations, participants and sponsoring organizations are kindly requested to contact hotels directly by e-mail or telephone. Please send a copy of your reservation to the organisers to the following address: [info@crmc3.org](mailto:info@crmc3.org).

*N.B. Hotels room rates are being negotiated (Please re-visit the Information Note for updates).*

## **6. Transport**

The host country will organise transport from Abidjan to Yamoussoukro and back.

For all Ministers, State protocol will be followed. Ministers will be welcomed through the VIP lounge at the Félix Houphouët-Boigny airport in Abidjan.

Transport to Yamoussoukro will be organized daily from Friday 6<sup>th</sup> February 2015 onwards as follows:

- **8:00 am : 1st departure**
- **11:00 am : 2nd departure**
- **3:00 pm: last departure of the day**

All participants whose flights arrive after 2 pm will have to stay at the transit hotel to wait for the transport the following day. Buses will pick up participants from their transit hotels.

Similar arrangements will be made available for return from Yamoussoukro to Abidjan on Friday 13<sup>th</sup> February 2015:

- **All buses will depart from Yamoussoukro at 3:00 pm**

Shuttles are also arranged to transport participants between hotels and the conference centre (Fondation FHB). A detailed schedule elaborating these arrangements will be provided on arrival at the hotel.

For more information please visit the conference website at [www.crmc3.org](http://www.crmc3.org).

## **7. Security**

Security will be assured by the National Police of Cote d'Ivoire.

## **8. Formalities on arrival**

All passengers arriving in Cote d'Ivoire must have a valid passport for at least 30 days after the departure date. The passport must also have at least one blank page at the time of arrival. Participants are advised to obtain visa from the Cote d'Ivoire embassies in their countries. However arrangements have also been made to provide visas to participants at the Abidjan airport upon arrival. In this respect, all participants duly registered to the conference will

receive a letter of invitation that must be presented on arrival. The fee for visa is twenty thousand (**20.000**) francs CFA, equivalent of approximately thirty-five (35) EUR or forty-five (45) USD.

## **9. Health regulations**

As per international health regulations, all passengers entering Cote d'Ivoire must present a valid yellow fever vaccination certificate.

Health personnel will be available at the airport for passengers who fail to present a valid vaccination card. Vaccinations can be given at the airport against a fee of ten thousand (10.000) francs CFA, equivalent of approximately seventeen (17) EUR or twenty-two (22) USD.

Specific measures against Ebola virus are in place at the airport of Abidjan. All arriving passengers must go through health procedures: filling in the health form, temperature check and hand washing.

NB :A national toll free number is available for all questions related to Ebola at 143.

**Recommendation:** Participants are advised to have a valid vaccination against meningitis due to the harmattan that prevails during the time of the conference.

## **10. Health services**

Participants are advised to have a travel insurance that covers costs related to public and private health care services in Cote d'Ivoire.

A medical team will be available at the conference centre for first aid and emergency care in case of an emergency that cannot be treated by the team, patients will be directed at the nearest health centre/hospital.

All medical care requiring a prescription, examinations or hospitalisation will be at the cost of the person concerned.

In the unlikely event of a health related evacuation abroad, personal insurance regulations will apply.

Health centres and hospitals in Abidjan and Yamoussoukro are equipped to provide effective medical care for conference participants.

## **11. Telephone and internet access**

Principal landline and mobile services operators (ORANGE, MTN, MOOV) provide a network for Abidjan and Yamoussoukro. They also provide access to internet, GPRS and/or 3G.

## **12. General information**

### **12.1 Banks and currency**

Banks are open from 8:00 to 15:30 from Monday to Friday and from 9:00 to 12:00 on Saturdays. Most banks have ATMs that accept Visa, Mastercard and GIM-UEMOA. Hotel President and Hotel des Parlementaires in Yamoussoukro also have ATMs available for conference participants. Exchange offices can be found at banks and at the airport for travelers' cheques and foreign currency exchange.

Local currency in Cote d'Ivoire is West African franc (FCFA):

- **1 EUR = 655,957 FCFA**
- **1 USD = approximately 500FCFA**

### **12.2 Climate**

In February, average temperature in Cote d'Ivoire varies between 22°C and 33°C in Yamoussoukro, the place of the conference.

### **12.3 Time zone**

Côte d'Ivoire is in the time zone GMT + 00.

### **12.4 Electrical supply**

In Côte d'Ivoire the electrical supply is 220V.

### **12.5 Opening hours of offices and shopping complexes**

Office opening hours are from 7:30am to 4:00pm from Monday to Friday. Shopping complexes are open from 9:00am to 6:00pm. On Saturdays, opening hours vary but shops are generally open from 9:00am to 5:00pm.

### **12.6 Moving around**

In Cote d'Ivoire and in Yamoussoukro in particular the roads are well developed and maintained. A valid driver's licence (national or international) is required. Local car rentals often require an experience of driving for at least three years.

Taxis and cabs are available for transport in town.

### **12.7 Safety instructions**

Specific measures are in place to ensure safety of all participants during the conference.

However, participants are asked to remain vigilant and avoid risks such as moving around with a large amount of money outside secured areas.

## **12.8 Useful numbers**

- **SAMU : 185**
- **Ebola: 143**



## ANNEX :SELECTED HOTELS

### ABIDJAN (*transit*)

HOTEL	ADRESS	CONTACT
<b>Hôtel ONOMO Abidjan Airport</b>	Boulevard de l'Aéroport Félix Houphouët Boigny Abidjan	Responsible: Mme Laetitia M'BADAMA  <a href="mailto:Sales.abidjan@onomohotel.com">Sales.abidjan@onomohotel.com</a> Tel no : +225 21212191 Mobile no : +225 58092557 Fax no : + 225 21217822 <a href="http://www.onomohotel.com">www.onomohotel.com</a>  07 BP 435 Abidjan 07
<b>Hôtel Ibis Abidjan Plateau</b>		Tel no: 20 30 16 00  Fax no: 20 21 78 75  Mail : <a href="mailto:h0732@accor.com">h0732@accor.com</a>
<b>Sofitel Abidjan Hôtel Ivoire</b>	Boulevard Hassan II, Cocody	Responsible: <b>Mme Nadia AKA</b>  Tel no: +225 22 48 25 80 Mobile : +225 58 61 68 40 Mail : <a href="mailto:h8844-re1@sofitel.com">h8844-re1@sofitel.com</a> <a href="http://www.accorhotels.com/fr/france/index.shtml">http://www.accorhotels.com/fr/france/index.shtml</a> <a href="http://www.sofitel.com">www.sofitel.com</a> 08 BP 01 Abidjan 08 - Côte d'Ivoire

**YAMOOUSSOUKRO** (*conference*)

HOTEL	ADRESS	CONTACT
Hôtel Président	Yamoussoukro	<p>Responsible: <b>Mme Dolores KANGA</b>  <b>Attachée Cômmerciale Hotel Président</b>  <b>Email:</b> dolores.kanga@sodertour.ci  <b>Cel: 08 06 96 17,</b>  <b>Tel: 30 64 6133 / 30 64 6121</b></p> <p><b>Mme Malékah Mourad</b>  <b>Phone :+ 225 30 64 64 64</b>  <b>Fax: 30 64 05 77</b>  <b>E.mail: <a href="mailto:info@hotelpresident.ci">info@hotelpresident.ci</a></b>  <b>Site web: <a href="http://www.hotelpresident.ci">www.hotelpresident.ci</a></b></p>
Hôtel des Parlementaires	Yamoussoukro	<p>Responsible: <b>Mme Dolores KANGA</b>  <b>Attachée Cômmerciale Hotel Président</b>  <b>Email:</b> dolores.kanga@sodertour.ci  <b>Cel: 08 06 96 17,</b>  <b>Tel: 30 64 6133 / 30 64 6121</b></p> <p><b>Mme Malékah Mourad</b>  <b>Phone : + 225 30 64 68 00</b>  <b>Site web: <a href="http://www.hotelparlementaires.ci">www.hotelparlementaires.ci</a></b></p>

**TYPES OF ROOMS AND SPECIAL CONFERENCE RATES(including breakfast):**

Transit Hotels in Abidjan				
	Hotels	Standing	Room types	Rate
	Hôtel Onomo ( <i>Airport</i> )	3 Stars (***)	Standard room	66.000 FCFA
			Superior room	75 000 FCFA
	Hôtel Ibis ( <i>Plateau</i> )	3 Stars (***)	Single room	63.000 FCFA
			Double room	70.000 CFA
	Hôtel Sofitel ( <i>Cocody</i> )	5 Stars (****)	Classic room	196 500 FCFA
			Superior room	212.000 FCFA
			Suite	265.500 FCFA

<b>Hotels in Yamoussoukro</b>				
	<b>Hotels</b>	<b>Standing</b>	<b>Room types</b>	<b>Rate</b>
	HôtelPrésident	5 Stars*****)	Standard	50.000 FCFA
			Superior	75.000 FCFA
			Junior Suite	75.000 FCFA
			Senior Suite	100.000 FCFA
			Ministerial Suite	150.000 FCFA
			Executive Suite	250.000 FCFA
	Hôtel des Parlementaires	4 Stars (****)	Standard	50.000 FCFA
			Superior	50.000 FCFA
			De Luxe	68.500 FCFA