



Food and Agriculture  
Organization of the  
United Nations

## INFORMATION NOTE FOR PARTICIPANTS

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REGIONAL PREPARATORY MEETING FOR THE 2017 MEETINGS OF THE CONFERENCES OF  
THE PARTIES TO THE BASEL, ROTTERDAM AND STOCKHOLM CONVENTIONS

AND

WORKING SESSION TO ADDRESS REGIONAL SPECIFIC ISSUES RELATED TO RATIFICATION  
AND EARLY IMPLEMENTATION OF THE MINAMATA CONVENTION

AFRICA REGION

14 - 17 MARCH 2017, DAKAR, SENEGAL

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### 1. Dates and Venue

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The regional preparatory meeting for the 2017 meetings of the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions will take place on 14-16 March 2017, followed by a working session to address regional specific issues related to the Minamata Convention on 17 March 2017 in Dakar, Senegal at:

#### **Hôtel Ngor Diarama Dakar**

PO Box 8092 Dakar Yoff

Senegal

Phone: (+221) 33 820 10 05 / 33 820 01 45 / 33 820 27 24

Fax: (+221) 33 820-27-23 / 33 820-11-80

Mail: [ngordiarاما@orange.sn](mailto:ngordiarاما@orange.sn); [ngordiarاما@hotmail.com](mailto:ngordiarاما@hotmail.com)

Internet: <http://www.hotels-ngordiarاما.com>

### 2. Opening ceremony

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- The regional preparatory meeting will open on Tuesday, 14 March 2017 at 9 am and end on Thursday, 16 March 2017 at 6 pm.
- The working session will open on Friday, 17 March 2017 at 9 am and end on the same day at 6 pm.
- The opening ceremony of both meetings will be held on Tuesday, 14 March at 9 am.

### 3. Registration

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Participants' registration to both meetings will start on Tuesday, 14 March at 8 am.

### 4. Working languages

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English and French will be the working languages of the meetings, with simultaneous interpretation.

## **5. Accommodation**

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Participants receiving financial assistance will be provided with a room at the hotel Ngor Diarama which will be directly covered by the organizers.

Non-funded participants who want to stay at the hotel Ngor Diarama can personally email their booking request to the hotel at: [ngordiarama@orange.sn](mailto:ngordiarama@orange.sn); [ngordiarama@hotmail.com](mailto:ngordiarama@hotmail.com), copying: [ddcoubadiom@yahoo.fr](mailto:ddcoubadiom@yahoo.fr).

Single occupancy room, including breakfast, airport shuttle and tourist tax, is at a rate of FCFA 67,000 which is approximately USD114 USD a day.

## **6. Financial assistance**

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Participants receiving financial assistance will be provided with an economy class return ticket, using the most direct route and least costly fare, single occupancy room at Hotel Ngor Diarama over the duration of the meetings as well as the payment of daily subsistence allowances (DSAs) in accordance with applicable United Nations rules. In order to facilitate payment of the DSAs, participants are requested to bring their passport and boarding passes on the first day of the meetings.

Travel will be organized by the Basel and Stockholm Conventions Regional Centre for Francophone Countries in Africa (CRCBS-AF), which will send a proposed flight itinerary to each concerned participant.

UNEP shall not be liable for any costs or damages, including:

- Costs incurred by participants for travel insurance, accident insurance, medical or hospital expenses, as well as any compensation for death, disability or illness of participants as part of their participation to the meetings;
- International travel expenses, such as costs for obtaining/renewing passports, visas, or costs related to vaccinations, stopovers, transport to and from airport;
- Material losses or damages;
- Purchase of items or compensation for damages caused by weather or other conditions;
- Any other unforeseen expenses.

## **7. Visa/insurance**

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A visa may be required for entry into Senegal, except for nationals of ECOWAS and Morocco. It is the responsibility of each participant to obtain their entry and/or transit visas for their participation in the meetings. The letter of confirmation to the meetings can be used for visa procedures.

Should they wish to, participants may contract accident insurance covering the duration of their stay in Senegal.

## **8. Transport from/to the airport**

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Hotel Ngor Diarama is located at 15-minute drive from the Dakar-Yoff International Airport. Participants can reach the hotel in two ways:

- The Hotel Ngor Diarama provides an airport shuttle free of charge, for those participants staying at the hotel. If interested, kindly email your confirmation at the earliest convenience to: [ngordiarama@orange.sn](mailto:ngordiarama@orange.sn); [ngordiarama@hotmail.com](mailto:ngordiarama@hotmail.com), with a copy to: [ddcoubadiom@yahoo.fr](mailto:ddcoubadiom@yahoo.fr). Upon arrival, please contact Mr Amel Kane at (+221) 77 543 97 44; Email: [amelkane04@gmail.com](mailto:amelkane04@gmail.com).

- By Taxi: A simple fare is around FCFA 2,500 during the day, and FCFA 7,000 at night.

## 9. Currency

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The local currency is Franc CFA. The exchange rate is around FCFA 600 for 1 dollar.

## 10. Time and weather

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Dakar is located in the GMT/UTC + 00:00 hour time zone. Average temperature at this time of the year would be between 25 and 30 degrees Celsius.

## 11. Contacts

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For any practical information related to the meetings, please contact:

- In CRCBS-AF:
  - Ms. Dédé Coumba Ndiaye (+221) 33 823 89 82, [ddcoumbadiom@yahoo.fr](mailto:ddcoumbadiom@yahoo.fr) , or
  - Mr. Michel Seck, [michelseck@gmail.com](mailto:michelseck@gmail.com)
- In the secretariat: [marylene.beau@brsmeas.org](mailto:marylene.beau@brsmeas.org); [mercury.chemicals@unep.org](mailto:mercury.chemicals@unep.org)