

**Tenth Joint Annual Meetings of the African Union Specialized
Technical Committee on Finance, Monetary Affairs, Economic
Planning and Integration and the Economic Commission for Africa
Conference of African Ministers of Finance, Planning and Economic
Development**

Information note for participants

(Updated on 22 February 2017)

Delegates are encouraged to retain this copy throughout the week, as it will not be reprinted, in the interests of the environment and to keep costs down. All details contained in this document can be found on the ECA conference website at <http://www.uneca.org/cfm2017>

Welcome to Senegal and to the 2017 Joint Annual Meetings of the African Union Specialized Technical Committee on Finance, Monetary Affairs, Economic Planning and Integration and the Economic Commission for Africa Conference of African Ministers of Finance, Planning and Economic Development. Please find below some general information on meeting arrangements that you may find useful.

1. General information about Senegal

Sahelian country, situated at the western end of the African continent, Senegal covers an area of 196,722 km² and shares borders with Mauritania to the north, with Mali to the east, to the south with Guinea and Guinea-Bissau, and in its southern part with the Gambia. Three rivers run through the country: the Senegal River (from 1700 km long), the Gambia River (750 km) and the Casamance River (300 km). Senegal is divided into 14 administrative regions and quarantine departments. The name of Senegal comes from the Wolof “Sunugaal”, which means “our canoe”. The official language of Senegal is French. Additional information on Senegal can be found online at the conference website.

Dakar has a tropical climate, but the characteristic heat and humidity are moderated in the city by cool breezes. The rainy season, between June and November, brings heavy downpours along with strong south-easterly winds. The dry season, between December and April, is dominated by the harmattan (a hot, dry tradewind).

Electric current in Senegal is 220 volts, 50Hz. Two-pin attachment plugs are in use.

The official currency is the CFA franc (legal tender in eight West African States), which is divided into 100 centimes. The CFA franc is fixed to the euro at a rate of €1 = CFAF 656.17 and US\$ 1.00 = CFAF 618.86. Participants are advised to check exchange rates at the time of their arrival in Senegal. Credit cards are only accepted by major establishments catering to the tourist trade, with American Express being the most widely accepted. A commission is charged.

2. Conference venue

The Committee of Experts will meet 23 – 25 March 2017 at the King Fahd Hotel. A number of high-level side events, including the eighteenth session of the Regional Coordination Mechanism for Africa (RCM-Africa) will be held on 25 and 26 March 2017, again at the King Fahd Hotel. The Conference of Ministers will take place on 27 and 28 March 2017 at the Centre International de Conférences de Dakar [Abdou Diouf](#) (CICAD).

3. Registration and badges

To expedite the registration process, delegates are asked to register online at http://events.uneca.org/registration/register?eventId=8b4c6a36-62b5-e611-a277-005056950_04f. The deadline for online registration is Tuesday, 14 March 2017 at 5 p.m. (Addis Ababa time, GMT +3).

All delegates and participants who have not registered online are encouraged to register as soon as possible upon arrival in Dakar. Onsite registration at the King Fahd Hotel Registration Desk takes place from 17 March 2017, and will be open daily from 8.30 a.m. to 12.30 p.m. and from 2.30 to 8 p.m. Delegates are requested to report to the Registration Desk with their passports or other photographic identification. Each delegate or participant will be given a badge for identification during the period of the meetings. For security reasons, delegates are requested to wear their badges at all times while in the Conference venue, as well as during social functions. More up-to-date information about the accreditation arrangements for the Conference of Ministers will be posted on the conference website in due course.

4. Visa and immigration requirements

In order to enter Senegal, all delegates and travellers must obtain entry visas and have a full passport valid for a minimum period of six months from the date of entry into the country. All participants coming from countries in which there are Senegalese embassies or consulates are strongly advised to obtain their Senegalese visas prior to arrival in Senegal. For participants who are not able to process their visas in advance, ECA will make a request for them to be given business visas upon arrival at the Léopold Sédar Senghor International Airport.

In order to assist participants in obtaining visas upon arrival, the secretariat needs to receive the following particulars at least **10 working days** before arrival at Dakar:

- (1) Full name;
- (2) Nationality;
- (3) Flight details (arrival and departure).

Participants requesting visas upon arrival should carry with them their personal **official letter of invitation** for the event, so that they can show it to the immigration authorities at the airport.

Holders of diplomatic and service passports and United Nations laissez-passer will receive visas gratis. Bank receipts for money changed at the airport must be kept securely as they may be asked for upon departure.

5. Health requirements

Visitors to Senegal should be in possession of a valid health certificate for yellow fever.

Note: The Zika virus disease is endemic to Senegal, however, we believe the risk to travellers is low. Owing to the risk of birth defects in babies born to women who were infected with the Zika virus while pregnant, women who are pregnant or planning to

become pregnant should discuss their travel plans with their doctor and, if they decide to travel to Senegal, strictly follow [steps to prevent mosquito bites](#).

Vaccines and medicines

Check the vaccines and medicines list and visit your doctor, ideally, four to six weeks prior to your trip, in order to get the vaccines or medicines needed. All travellers, should be up-to-date on routine vaccinations while travelling to any destination.

Routine vaccines

Make sure you are up-to-date on routine vaccines before every trip. These vaccines include measles-mumps-rubella (MMR) vaccine, diphtheria-tetanus-pertussis vaccine, varicella (chickenpox) vaccine, polio vaccine, and the annual vaccine against influenza. All travellers are advised to get travel vaccines and medicines because there is a risk of these diseases in the country you are visiting.

Hepatitis A

The Centres for Disease Control and Prevention recommend the hepatitis A vaccine because the virus can be transmitted through contaminated food or water in Senegal, regardless of where you are eating or staying.

Hepatitis B

You can get hepatitis B through sexual contact, contaminated needles and blood products. The Centres for Disease Control and Prevention recommend this vaccine if you might have sex with a new partner, get a tattoo or piercing, or have any medical procedures.

Malaria

You will need to take prescription medicine before, during and after your trip to prevent malaria. Your doctor can help you decide which medicine is right for you, and discuss other steps that you can take to prevent malaria. See more detailed information about [malaria in Senegal](#).

Typhoid

You can get typhoid through contaminated food or water in Senegal. The Centres for Disease Control and Prevention recommend this vaccine for most travellers, especially if you are staying with friends or relatives, visiting smaller cities or rural areas, or if you are an adventurous eater.

Yellow fever

Health recommendation: Yellow fever is a risk in Senegal, so the Centres for Disease Control and Prevention recommend this vaccine for all travellers who are 9 months of age or older.

Country entry requirement: The Government of Senegal requires proof of yellow fever vaccination if you are travelling from a country where there is a risk of yellow fever (this does not include the United States of America).

[Meningitis \(meningococcal disease\)](#)

Senegal is part of the meningitis belt of sub-Saharan Africa ([see map](#)). The Centres for Disease Control and Prevention recommend this vaccine if you plan to visit Senegal during the dry season (December–June), when the disease is most common.

[Rabies](#)

Rabies can be found in dogs, bats and other mammals in Senegal. The Centres for Disease Control and Prevention recommend this vaccine for:

- Travellers involved in outdoor and other activities (such as camping, hiking, biking, adventure travel, and caving) that put them at risk of animal bites.
- People who will be working with or around animals (such as veterinarians, wildlife professionals and researchers).
- People who are taking long trips or moving to Senegal.
- Children because they tend to play with animals and might not report bites, and because they are more likely to have animal bites on their head and neck.

You are advised to take an adequate stock of your routine medications for the duration of your stay in the country. Such medications may not be found locally and you cannot afford to interrupt your treatment.

6. Guidelines on personal security and safety of participants

A Security Advisory will be circulated among the participants of the 2017 Conference of Ministers upon their arrival in Dakar.

7. Airport reception and transportation

The date and time of arrival in Dakar, with full flight details, should be sent to the secretariat of the Conference of Ministers. Please ensure that you inform the secretariat of any subsequent changes to your time and date of arrival. Delegates will be met at the airport in Dakar by representatives of the host country and the joint secretariat staff of the African Union Commission (AUC) and ECA, and they will assist in processing entry in Senegal, assist with baggage claim and organize transportation to their hotels. There will be a protocol desk labelled with the Conference banner at Léopold Sédar Senghor International Airport to facilitate entry and departure formalities for delegates, and another at the main entrance of the King Fahd Hotel. The Government of Senegal will provide transportation to delegates from the airport to the hotels and between the hotels and the conference venue. The host country, in collaboration with the AUC–ECA Conference Coordination Unit, will provide any information required by delegates.

Shuttle buses will be available to delegates and participants for travelling between their 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 compound.

In the event that delegates and 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 Dakar can be found on the conference website.

8. Hotel accommodation

Delegates and participants should make their own hotel reservations. In order to facilitate online hotel bookings, delegates and participants should use the platform www.tedungalhotels.com to finalize accommodation arrangements. Reservations can be made online with the hotel concerned through its website or by contacting the hotel directly. Block bookings of hotel rooms at special United Nations rates will be made for participants in the hotels listed below. The deadline for confirming the reserved rooms is 28 February 2017. After that date, the reserved room will be released and the hotels will accept accommodation requests on the basis of room availability.

A list of recommended hotels in Dakar, room types and rates can be found in the list below. Delegates will be responsible for paying for their hotel accommodation and payment can be made in CFA francs or in any convertible currency, including United States dollars. Payment in cash is preferred, although some hotels accept credit cards.

All delegates and participants are kindly requested to note that the joint secretariat will not be in a position to provide hotel accommodation to those who fail to arrange their hotel accommodation directly with the hotels listed below. In addition to accommodation costs, participants will be responsible for all other additional costs and must pay for these directly when checking out, including breakfast (where not included), telephone, Internet/fax, room service, mini-bar, laundry, and other meals (lunch and dinner).

The following hotels have been identified for delegates and participants.

Selected hotels in Dakar

No.	Hotels	Rate (FCFA)	Rate (US dollars)	Breakfast included	Tax	No. of available rooms	Remarks
1. 1	FLEUR DE LYS PLATEAU	75 000	121	Yes	1000	60	Blocked
2. 2	YAAS HOTEL DKR ALMADIES	51 000	82	Yes	1000	80	Blocked
3. 3	TERROU BI Garden View Ocean View	85 000 107 200	137 173	Yes Yes	1000 1000	20 15	Blocked Blocked
4. 4	KING FAHD	105 000	170		1000	100	Block through Internet
5. 5	RADISSON BLU	118 000	190	Yes	1000	62	Blocked
6. 6	NOVOTEL	83 000	134	Yes	1000	100	Blocked
7. 7	IBIS	65 000	105	Yes	1000	30	Blocked
8. 8	PULLMANN	95 500	154	No	1000	50	Blocked
9. 9	HOTEL LAGON 2	72 000	116	Yes	1000	54	Blocked
10.	HOTEL ONOMO	74 000	121	Yes	0	40	Blocked
Total blocked rooms						611	

9. Temporary importation of laptops and other conference equipment

To comply with the import customs regulations of the Government of Senegal, participants should declare laptops and any conference equipment they may be bringing into the country. In order to be assisted with the temporary importation of the above items, participants should send the detailed specifications of the items to be brought in, together with their arrival and departure details, to the secretariat of the Conference of Ministers, by 10 March 2017. Detailed information on the focal points will be posted on the conference website shortly. The items will be registered for temporary import by the customs office and they will be taken out of the country at the end of the Conference.

10. Media registration and facilities

All media will require accreditation by the host Government and the joint secretariat. For this accreditation, media representatives will be required to present a letter of assignment, one form of valid identification (for example, press card, work ID, driver's licence or passport) and proof of media affiliation. These items should be presented when registering for the Conference at the Registration Desk. All media representatives are kindly requested to register online at <http://www.uneca.org/content/registration-form-participants>. A media centre will be set up at the King Fahd Hotel and CICAD to facilitate media coverage of

the Conference. More information on this will be communicated directly to registered media.

11. Facilities and services

An Internet café will be set up with wireless access. Delegates and participants are encouraged to bring their laptop. The King Fahd Hotel and CICAD has a travel desk that will be able to assist delegates with ticketing. In addition, there will be banking and medical facilities that delegates and participants will have access to.

12. Interpretation

Simultaneous interpretation is available for the official meetings of the Committee of Experts, the plenary sessions of the Conference of Ministers and selected side events in the following languages: Arabic, English, French and Portuguese.

Contact for more information

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