



11th African Private Sector Forum

“Transforming African Economies through Mobilization of the Private Sector and the Capitalization of Good Practices from other Regions of the World”

6-8 November 2019
Antananarivo, Madagascar



Introduction

The African Union, together with its partners (the United Nations Office for South-South Cooperation and the Organisation Internationale la Francophonie) and the Government of Madagascar (host) welcome all participants to the 11th African Private Sector Forum.

The Forum will be held on 6-8 November, 2019 at the Ivato International Conference Centre in Antananarivo (for the exact location, please click [here](#)).

For more information about the Forum, please click [here](#).

This document provides a briefing on logistical and administrative procedures to ensure a smooth experience for participants. Kindly read the information contained in this logistics note carefully.

Also, please note that this is a working document and new information will be included as it becomes available. In this regard, please check back regularly for updated versions.

All times stipulated refer to East African Time (EAT, GMT+3), unless indicated otherwise.

Pre-meeting Organization

Protocol Service, Government Contact for Delegations

The Government of the Republic of Madagascar may provide protocol services based on the guidelines summarized in this document.

Please refer to the sections below for full details on arrival and greeting.

For further details, please contact the event organizer, Ms Lalaina DANIELLE (lalaina.danielle@gmail.com), and the Malagasy Ministry of Foreign Affairs (protocole.fspa@gmail.com) .

Visa Requirements

According to the Government of Madagascar, as of September 22, 2019, all foreign passport holders require a visa to travel to Madagascar apart from those who are issued from SADC countries. Despite this, the process of issuing a visa is considered to be quite simple and fast.

According to Certificate No. 277-16-AE dated 12 July 2016, foreign nationals wishing to travel to Madagascar may apply for a non-immigrant visa not exceeding 90 days at the Malagasy Embassy nearest to their place of residence or online at <https://www.evisamada.gov.mg/fr/#> or also upon arrival in Madagascar.

The airport will have a welcome sign, a corridor and a special desk for participants, a VIP Room for VIPs and protocol officers for the reception and assistance (visas and luggage) of participants.

All visitors to the Republic of Madagascar must hold valid passports for at least 6 months from intended return date, with at least three (3) blank pages.

It is the responsibility of each Delegate/Diplomatic Mission to apply for entry visas for themselves and their delegates. These can be obtained on entry at all international airports in Madagascar.

Health Requirements and Considerations

Yellow Fever Certificate

Proof of inoculation against yellow fever (**a yellow fever vaccination certificate**) will be required for travelers aged nine (9) months and above, arriving from high-risk countries and for travelers having transited for more than 12 hours through an airport of a country with risk of yellow fever transmission.

Malaria

The World Health Organization has assessed a risk for contraction of malaria in Madagascar. Therefore, mosquito bite prevention, plus atovaquone-proguanil or doxycycline or mefloquine chemoprophylaxis (to be selected according to drug-resistance pattern, reported side-effects and contraindications) are recommended.

Other information

In addition to the traditional airport health control procedures, a health watch unit and an isolation room will be set up at the airport;

Equipped ambulances and food monitoring units will cover the different sites of the Forum.

Participants should send their Travel Insurance **before 17 October 2019**.

Registering Delegates

An online form can be downloaded at the **AU website**. Please send the filled Confirmation Form, along with a passport-sized photograph of yourself, a copy of proof of Travel Insurance, and a copy of your passport data page to **EconomicAffairs@africaunion.org** (in cc: **iemondlane@hotmail.com** and **GeorgesA@africa-union.org**).

Please ensure that you submit these by **20 October 2019 at 18:00 CAT**.

Registering Accompanying Person(s) / Spouse

Please ensure to register all accompanying delegates (and Spouse) and fill a Confirmation Form for each delegate.

Registering Support Staff: Security Officers

The Government of Madagascar will provide the necessary security arrangements for delegations. ***This section will be updated a few days before the Forum.***

Tickets

Ethiopian Airways has provided a **discount code** for participants attending the Private Sector Forum in Madagascar. Discounted tickets can be bought both at Ticket Offices and **online** by citing the discount code: **AUC19**. Participants will receive a 15% discount on Business Class fares, and a 10% discount on Economy Class fares.

Please remember to bring invitations along as proof of participation.

Accommodation

Please select preferred hotel in the Confirmation Form.

Important: As soon as possible, please provide details of your arrival and departure to/from Antananarivo and complete your preferred check-in/check-out dates in the Confirmation Form.

Please select the desired place of stay in the Confirmation Form to secure rooms.

The AUC has negotiated for preferential rates for the participants staying at the hotels listed below. To get these preferential rates, please input the discount code **APSF2019** when making the reservation.

Hotel Colbert		
Type	Negotiated Price (Euros)	Original Price (Euros)
Standard Business	60	92
Standard Premium	72	122
Executive	105	187
De Luxe	130	235

Suite Senior	200	375
Suite Presidentielle	400	735

- Includes breakfast
- Includes breakfast and airport shuttle
- Includes breakfast and lunch (or dinner) and airport shuttle

Hotel Carlton		
Type	Negotiated Price (Euros)	Original Price (Euros)
Standard Classic	80 Single / 90 Double	135 Single / 155 Double
Standard Premium	96 Single / 108 Double	160 Single / 180 Double
Club suite	150 Single / 162 Double	250 Single / 270 Double
Junior Suite	240 Single / 252 Double	400 Single / 420 Double
Presidential Suite	727 Single / 747 Double	727 Single / 747 Double

To book at the Carlton, please click [here](#).

Tamboho Suites		
Type of rooms/suites	Negotiated price (Euros)	Original price (Euros)
Studio deluxe (25 m2)	103	129
Studio premium (30 m2)	111	139
Suite deluxe (45 m2)	127	159
Suite premium (60 m2)	135	169

To book at Tamboho Suites, please click [here](#).

IBIS Hotel & Spa		
Type of rooms/suites	Negotiated price (Euros)	Original price (Euros)
Single Standard Room B&B	65 €	114 €

To book at Ibis Hotel & Spa, please click [here](#).

CENTELL HOTEL & spa		
Type of rooms/suites	Price by (contract corporate)	Public price (Euros)
Superior room	59€	66€
Luxury city view room	69€	86€
Family room	89€	121€

To book at Centell Hotel & Spa, please click [here](#).

As an alternative, and for more information, the hotels have also provided us with the following contact details to which participants can book directly with them, by citing the discount code **APSF2019**.

Hotel	Contact Person	Phone number	Email
Carlton	Mme Hary RAZAKAMAHEFA	+261202226060	reservation@carlton.mg
Colbert	Mme Hortensia RASOANAIVO	+261202220202	bdm.colbert@moov.mg
Tamboho Suites	Mme Elodie RAZAFIMANANTSOA	+261202269400	reservations@tambohohotels.com
Ibis Hotel & Spa	Mme Tsanta or Mme Riantsoa	+261202355555	h6857-re@accor.com
Centell Hotel & Spa	M. Rojo Ravoniandro	+2612264004	resa@centellhotel.com

It is to be noted that transportation will only be provided from these hotels to the Venue (and back). Should participants opt for other hotels, individual (privately organized) arrangements will have to be made.

Please note that while every effort will be made to accommodate delegations in groups, we cannot guarantee that all will be accommodated at their preferred hotels. Please ensure to submit preferences (through the Confirmation Form) as soon as possible.

Bilateral Meetings

Rooms for bilateral meetings must be reserved prior to the Forum. Please contact the event's organisers for more details.

Please note that bilateral meetings will only be arranged for the sponsors and VIP delegates (if requested). Please contact event organisers for more information: Ms Anais Georges (georgesa@africa-union.org). The other participants will be able to contact the persons concerned directly. A list with the contact details of all Forum participants will be released in the upcoming weeks.

Transportation and Logistics in Antananarivo

Arrival at Ivato International Airport

Full protocol facilities will be provided for dignitaries arriving on private aircraft at Ivato International Airport. Additionally, dignitaries arriving on commercial flights will be met at the aircraft by a protocol officer and the resident ambassador only (if applicable).

Participants and delegates other than ministers should follow the normal channels for both arrivals and departures.

Delegations are further reminded to take note of import requirements and allowances. For further information on import and export restrictions, please click [here](#).

Private Jets and Jet Parking

Aircraft parking is limited at Ivato International Airport. The coordination and allocation for arrival and departure time slots, as well as refueling, will be managed by the Central Airspace Management Unit (CAMU) based in Johannesburg, South Africa. Private and State aircrafts are kindly requested to request for clearance from the Malagasy Ministry of Foreign Affairs, which will refer the matter to the relevant national authorities.

State aircrafts should request for clearance from the Malagasy Ministry of Foreign Affairs through the usual diplomatic channel, which will refer the matter to the relevant national authorities.

Private aircrafts are requested to follow conventional procedures without going through the Ministry of Foreign Affairs.

Transportation Policy for Government Dignitaries

Please liaise directly with the organizer: Ms Lalaina DANIELLE (lalaina.danielle@gmail.com) to receive all the necessary details for head of state/government transportation between Ivato Airport, the official hotels and the meeting venue.

Transportation Policy for other Dignitaries

Ivato Airport is approximately 17 km from the hotel and 1 km from the meeting venue. Travel by car requires around 45 minutes from the hotel to the meeting venue and 10 minutes from the meeting venue to the Ivato airport.

A welcoming committee (Government Representative) will visit the airport for VIPs upon their arrival.

In addition to this, a luxury car will be at the disposal of the Head of Delegation having the rank of Minister and more or Secretary General of an International Organization. The luxury car service will be available according to the arrival at the Ivato airport, transfers between the official hotels and departure to the Ivato airport.

Please inform your Forum Contact ahead of time to learn more about the guidelines and book the service. To secure your transfers to/from the airport, flight details should be submitted to the Forum contact person at least 72h in advance.

Shuttle Service for participants

Complementary Forum shuttles will be made available from the hotels listed above to the Venue (and back). This shuttle service will be made available for participants staying at the two hotels.

An airport shuttle service will also be made available for all participants. Please ensure to note in the Confirmation Form that you will require the shuttle service.

Vehicle Access Policy at Meeting Venue

Delegations planning to arrive to the meeting venue by private car should contact the event organizers for further information.

All other participants will be required to enter through the normal channels.

On-Site Information,

Meeting Venue

Ivato International Convention Centre (CCI Ivato) (for the exact location, please click [here](#))

The conference centre is located near the airport and within walking distance to various hotels.

The conference centre can accommodate up to 1200 people, and has various rooms from conference rooms to private lounges, reception rooms among others. It is the largest conference facility in Madagascar.

VIP Lounge

A VIP lounge will be available for the use of dignitaries. The lounge will open for the duration of the Forum, and refreshments will be made available.

Badge Collection at Registration

You may collect your badge(s) at the Registration Venue located at Ivato International Convention Centre (CTICC1) from 6 November 2019 at 8:30 AM EAT.

The same ID/passport which was submitted along with the Confirmation Form must be presented at badge collection for verification purposes.

Access to the Hotel partners

Due to security arrangements, all persons entering Carlton and Colbert hotels from 2 November 2019 18:00 and 9 November 2019 15:00 EAT, will be required to enter through a metal detector and x-ray machine.

1. Checklist

Please ensure to cover all points of these checklist before and on arrival. These summarise the points mentioned on the Note.

Action	Deadline
<input type="checkbox"/> Check visa requirements and contact embassy if necessary	N/A
<input type="checkbox"/> Check for Yellow Fever requirement and Malaria prevention	
<input type="checkbox"/> Complete and submit the Registration Form	17 October 2019
<input type="checkbox"/> Request Hotel unless arranging own accommodation	
<input type="checkbox"/> Register accompanying delegations and/or spouse	
<input type="checkbox"/> Inform Forum contact person of flight details	At least 72h in advance
<input type="checkbox"/> Request transportation from Forum contact person, if required	
<input type="checkbox"/> Collect badges from Registration Venue on-site, or arrange a handover with Forum Contact if required	N/A

African Union Private Sector Forum	
General security enquiries	<p>VIPs with the rank of Minister and more (such as Secretary General) are entitled to an Aide de camps and an accompanying Protocol during their stay.</p> <p>If the VIP is accompanied by a close bodyguard carrying a first-class weapon, it is essential to inform the Malagasy authorities and to request authorization to carry a weapon (with the characteristics) addressed to the Ministry of Foreign Affairs;</p> <p>The various sites will be secured: Conference venue, Hotels, Travelling, etc.</p> <p>Opening cars will be deployed for the security of VIP parades as well as to facilitate the movement of shuttles to and from the Conference Centre.</p>

Telephone numbers in Antananarivo	
General emergency (operator will direct your call)	117 (mobile phone)