

**Fifth session of the Africa Regional Forum on  
Sustainable Development**

**Marrakech, Morocco**

**16-18 April 2019**

**Information note for participants**

Thank you for confirming your participation at the Fifth session of the Africa Regional Forum on Sustainable Development, to be held in Marrakech, Morocco from 16 April 2019 to 18 April 2019. Please find below some general information on meeting arrangements that may be helpful in planning your travel to Marrakech and for your participation at the Forum.

Participants are encouraged to kindly keep this copy of the information note throughout the week. To keep costs down and in the interest of safeguarding our environment, it will not be reprinted. All details contained in this document can be found on the ECA website for the Forum (<http://www.uneca.org/arfsd2019>).

## **Forum overview**

The Fifth session of the Africa Regional Forum on Sustainable Development will be held at the Palais des Congrès de la Palmeraie de Marrakech, Morocco on the theme, “Empowering people and ensuring inclusiveness and equality”.

The pre-events will take place on 16 April 2019, while the Forum will commence on 17 April with a high-level panel discussion and end on 18 April 2019. Side events will be organized in tandem with the Forum on 17 and 18 April 2019, all at the same venue.

**For more information, please refer to the provisional programme of work (ECA/RFS/2019/INF/2), which is available on the ECA website at: <https://www.uneca.org/arfsd2019>.**

## **Accreditation**

Government delegations are kindly requested to submit to the Economic Commission for Africa their letters of nomination, duly signed by the appropriate authorities of their respective Governments, at their earliest convenience but no later than the day before the start of the session, 15 April 2019.

The letter, which must indicate the names, titles and contact details of the representative nominated to attend the meeting, can be sent via an online form accessible using the link provided in the invitation letters.

Questions regarding the accreditation procedure should be directed to:

Mr. Oliver Chinganya  
Officer-in-Charge,  
Technology, Climate Change and Natural Resource Management Division  
Economic Commission for Africa  
Email: [chinganya@un.org](mailto:chinganya@un.org); [eca-arfsd@un.org](mailto:eca-arfsd@un.org).

## **Registration and identification badges**

### **Online registration**

All participants are encouraged to use the online registration form provided in the invitation letters well in advance but no later than Wednesday, **10 April** 2019 to accelerate the

accreditation process and the coordination of the visa processing and issuance of badges. This online system facilitates the encoding of required information from participants and the logistical preparations. All registered participants will be issued with a confirmation letter that can also be used to facilitate visa processing requirements.

## Badges

Access to the meeting venue is subject to the presentation of a valid Forum badge. Forum badges will be issued at the registration counter located in front of the main entrance. Registration will start on 15 April 2019.

For security reasons, the display of Forum badges is mandatory at all times to gain access to the Forum venue and meeting rooms. Any loss of a Forum badge should be reported immediately to the registration counter.

## Forum languages

The working languages of the Forum are English and French.

## Language



The official language of Morocco is Arabic. The Berber language is also recognized as official by the Constitution of the Kingdom of Morocco. French is commonly used.

## Currency



The monetary unit is the Moroccan dirham.

Reference rate (as at 12 March 2019):

US\$ 1.00 = 9.43 Moroccan dirham

1 euro = 10.61 Moroccan dirham

Major credit cards (Visa, Mastercard, Maestro, Diners Club, Discover, JCB, American Express) and major foreign currencies are generally accepted at major hotels, restaurants and most department stores. Banknotes denominated in major foreign currencies can be exchanged at all commercial banks and at most hotels and bureaux de change. There are also ATMs. Banking hours are from 8.15 a.m. to 3.45 p.m., Monday to Friday. Value Added Tax (VAT) is 20 per cent.

## Electricity supply and voltage



The standard voltage is 220 V and the standard frequency is 50 Hz. Power sockets are type C and E, also known as the standard “Euro” plug.



## Visa and immigration requirements



All participants must have a passport that is valid for at least three months and should check the visa requirements to enter.

United Nations staff travelling on a United Nations laissez-passer (UNLP) do not require a visa.

Participants requiring an **entry visa must ensure that they apply for their visa no later than three weeks before the opening of the session.**

**PLEASE NOTE**

Visas are required for entry into Morocco by nationals of most African member States.

ECA is not responsible for informing participants of their respective visa requirements.

Participants are advised to contact the nearest Mission of the Kingdom of Morocco for more information in that regard. The following link may be useful:

<https://www.consulat.ma/en/consular-services>

**Participants from countries with an applicable embassy/consulate**

If you need an entry visa and are coming from a country where Morocco has an embassy or a consulate, please communicate with the diplomatic representations of Morocco in your country of residence to obtain your visa. For further information about visa requirement, please refer to the link below:

<https://www.consulat.ma/en/types-granted-visas>.

**Participants from countries with no applicable embassy or consulate**

For countries where Morocco is not represented, requests must be made to the diplomatic mission accredited in that country or to the Honorary Consuls. In the absence of these representations, requests will be addressed directly to the Moroccan Ministry of Foreign Affairs and International Cooperation, Directorate of Consular and Social Affairs - Rabat ([visa@maec.gov.ma](mailto:visa@maec.gov.ma)) for a visa to be issued at the airport.

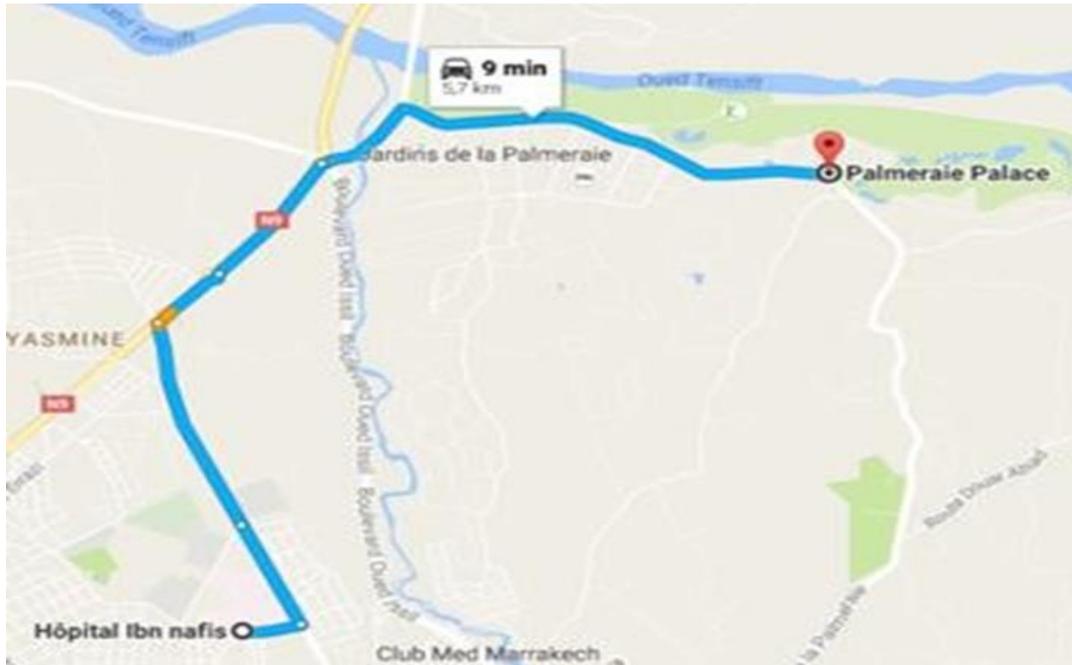
For further information, please refer to the link below:

<https://www.consulat.ma/en/types-granted-visas>.

**Medical facility**



The hotel where the Forum is being held has a resident nurse on duty until 11 p.m. The hotel reception has a defibrillator and 10 per cent of the hotel staff are trained in using it. The nearest hospital is Ibn el Nafis, which is 5.7 km (approximately a nine-minute drive).



All participants are requested to ensure that their vaccines are up-to-date at least four to six weeks prior to their travel to Morocco.

### **Airport reception and transportation**



As part of the online registration process, it is important that participants provide details of their travel itinerary, including their port of entry and the date and time of their arrival. All participants will be met upon arrival at Marrakech airport or the train station by Protocol Service and host country representatives, and will be assisted with immigration and customs formalities. There will be a dedicated Forum protocol desk labelled with the Forum banner.

The Government of Morocco will provide transportation to participants from the airport or the train station of Marrakech to the recommended hotels listed below. Shuttle bus services will also be provided from these hotels to the Forum venue. These recommended hotels will have an information stand for any further queries.

Shuttle buses will be available to participants travelling between the recommended hotels and the Forum 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 Forum venue.

In the event that participants wish to arrange transportation within the city outside of the time of the Forum or to go to the airport at the end of the Forum, information and contact

details of recommended taxi and car hire companies in Marrakech can be found on the Forum website. For all protocol and logistics matters contact us at [eca-arfsd@un.org](mailto:eca-arfsd@un.org).

## Hotel accommodation



All participants are kindly requested to contact the hotels directly to arrange, confirm and guarantee their bookings. Participants will be responsible for bearing all the costs associated with their accommodation. Special United Nations rates are available to participants for rooms booked at the hotels listed in the following table.

<i>Hotels</i>	<i>Available rooms</i>	<i>Price</i>	
		<i>Single</i>	<i>Double</i>
Hôtel La Palmeraie +212 524 334 343	\$100	\$175	
Hôtel/Appart-hôtel Wazo +212 524 298 400/01			
Hôtel Relax +212 529 801 680	\$80	\$60	68

All participants are kindly requested to note that the Forum organizers will not be in a position to provide hotel accommodation to those who fail to arrange their hotel accommodation directly with the recommended hotels.

## Procedures for media accreditation

All media will require accreditation by the Host Government and the Forum secretariat.

## Note for media attending the Forum from outside of Morocco

All invited sponsored and self-sponsored media representatives travelling to Morocco will be requested to register online at <http://www.uneca.org/arfsd2019>. Once your registration is approved by the organizing team, an official invitation letter will be sent to each individual to facilitate the visa process. Media residing in countries without an Embassy of the Kingdom of Morocco will be advised on attendance modalities once registration is approved.

Invited media will be required to submit to [denekews.uneca@un.org](mailto:denekews.uneca@un.org), a letter of assignment, one form of valid identification (for example, press card, work identification, driver's licence or passport) as proof of media affiliation. These items should also be presented on arrival at the registration desk in Marrakech.

A media centre will be set up at the Forum venue to facilitate media coverage of the Forum. More information on this will be communicated directly to registered media.

**Media equipment:** Media travelling to attend the Forum from outside Morocco will be required to fill out an equipment form to facilitate customs clearance. The form will be sent to invited media together with the official invitation letter.

**Onsite registration:** Morocco-based media can apply for onsite registration. You will need to present your letter of assignment and passport at the designated media desk, which will be located at the site of accreditation, starting 15 April 2019. Please contact [denekews.uneca@un.org](mailto:denekews.uneca@un.org) closer to the time for more information on the exact venue.

### **Facilities and services**

An Internet café will be set up with wireless access. Delegates and participants are encouraged to bring their laptop. In addition, there will be restaurants, banking and medical facilities that delegates and participants will have access to.

### **Security advisory**

Marrakech is one of the most secure cities in Morocco. There is a police officer on nearly every corner. However:

- It is NOT recommended to walk alone by night, especially in the old city (Medina) for security reasons.
- Leave your valuables in the safe in your hotel room before going out.
- Keep a low profile in public areas.
- Pay attention to your surroundings.
- Do not withdraw cash from an ATM at night in a remote place.
- Do not exchange money in the street or in non-official offices.
- Do not take white taxis, which are crowded and have a specific itinerary. If you go out, take a yellow taxi, or ask the hotel to call for one for you.
- Try to eat in safe restaurants.
- In case of assault, always try to keep as calm as possible and obey the aggressor's requests. You should then contact the security adviser using the contact numbers below.
- Seek help from the police if needed; touristic police are constantly patrolling touristic sites.
- Apply your security common sense and remain safe.

## Emergency numbers 24/7

### United Nations Department of Safety and Security – Morocco

Mr. Sherif Shahin	Security Advisor	+212 661 292 321	<a href="mailto:Sherif.shahin@undss.org">Sherif.shahin@undss.org</a>
Mr. Abdelmajid Hsini	Local Security Assistant	+212 661 14 00 05	<a href="mailto:Abdelmajid.hsini@undss.org">Abdelmajid.hsini@undss.org</a>
Mr. Adil Lahdya	Local security Assistant	+ 212 661 13 85 99	<a href="mailto:Adil.lahdya@undp.org">Adil.lahdya@undp.org</a>

## Other general information

### Morocco

International Country Code +212

SOS Médecins Maroc (0)522.98.98.98

Maroc Assistance Internationale (0)522.30.30.30

### Marrakech

SAMU (0)524.43.30.30

Police 19

Gendarmerie 177

Pompiers/Ambulance 15

Renseignements 160

### Map of the Forum venue (Palmeraie Resorts)

