



United Nations Economic Commission for Africa

INFORMATION NOTE

MEETINGS OF THE SUB-REGIONAL OFFICE FOR WEST AFRICA OF THE UNITED NATIONS ECONOMIC COMMISSION FOR AFRICA

Cotonou, Benin from 25 to 29 June 2018

You have been designated to participate at the Ad Hoc Experts Group Meeting that will focus on the “**Implications of ECOWAS potential expansion and the African Continental Free Trade Area (AfCFTA)**” (25 to 26 June 2018), and/or at the Twentieth Session of the Intergovernmental Committee of Experts (21st ICE) of West Africa (27 to 29 June 2018) under the theme: “**Regional integration in West Africa: new challenges and prospects**”.

These Meetings are organized by the Sub regional Office for West Africa of the Economic Commission of the United Nations for Africa in collaboration with the Government of Benin.

This note provides some important guidelines for the conduct of the meetings.

DATES AND PLACE OF THE MEETING

The meetings from 25 to 29 June 2018 will take place in Cotonou, Benin, at the:

BENIN ROYAL HOTEL

Lot 398 quartier Maro-Militaire. Vons face Toxi Labo

Tél : 00 229 21 32 79 29/09

Mobil : (229) 69 08 33 33 /65 90 90 99

Email : c.commercial@beninroyalhotel.com

Website : www.beninroyalhotel.com

TRAVEL ARRANGEMENTS

The participants who are sponsored by ECA should have received their e-tickets or will be sent one as soon as possible. The participants who are sponsored by their countries or other organizations are asked to communicate their travel plan to Mrs. Balkissa Allagbada (balkissa@un.org) and Mrs. Kadijiatou Amadou (amadouk@un.org) to ensure the timely pickup from Cotonou airport and transportation to their chosen Hotel.

For your information, participants from ECOWAS member countries and other African countries (Democratic Republic of the Congo, Democratic Republic of Congo, Democratic Republic of Congo, South Africa, Angola, Botswana, Comoros, Cameroon, Djibouti, Eritrea, Ethiopia, Gabon, Equatorial Guinea, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Uganda, Rwanda, Sao Tome and Principe, Seychelles, Somalia, Swaziland, Chad, Tanzania, Zambia, Zimbabwe) do not need an entry visa to Benin. Participants from countries that are not exempt from a short-stay entry visa are requested to take the necessary measures to ensure their entry visas to Benin, in particular by using the dedicated platform (<https://evisa.gouv.bj/en/>).

Participants are requested to travel with their certificates of vaccination, which could be required by the sanitary authorities at the airport.

LODGING AND ACCOMODATION

The office will make the necessary arrangements to accommodate all participants in the various hotels below within the limits of available rooms to ensure maximum synergy in order to achieve the objectives of the two meetings and to facilitate convergence towards the venue of the meeting Conference:

1. **BENIN ROYAL HOTEL**; Tel +229 21327929 /21327909/ 97972125;
Email : resa@beninroyalhotel.com ; Maro-Militaire lot 398 rue face TOXI-LABO Cotonou, rate single room, FCFA 51 200, free breakfast , free wifi ,SPA, Gym;
(<https://www.beninroyalhotel.com/fr/>)
2. **AZALAI** ; Tel +229 21 31 72 00 ; Email : comexterne1.ahp@azalahotels.com ; 05 BP 347, Bd de la Marina, rue de la Loterie Nationale, rate single room, FCFA 60 000 free breakfast , free WIFI (<http://www.azalahotels.com/azalai-hotel-cotonou/>)
3. **MYOSOTIS HOTEL** ; Tel +229 21311747/97822528 ; Email : resamyosotishotel@gmail.com ; Lot 526 Non loin Direction Générale ECOBANK – Ganhi ; rate single room, FCFA 60 000, free breakfast , free wifi (<http://myosotis-residence-spa-bj.book.direct/>)
4. **IBIS** ;tel +229 21 30 56 77; Email : h6681@accor.com ; 08 BP 0929 Boulevard MARINA ; rate single room, FCFA 57 500, free breakfast , free wifi
(<https://www.accorhotels.com/fr/hotel-6681-ibis-cotonou/index.shtml>)

All bills are participants' responsibility and should be paid before leaving the hotel. We recall that it is important that participants give detailed information on their flight plans information. Participants are strongly advised to stay at the meeting venue for traffic jams reasons. If you decide to stay in these hotels kindly contact them to reserve your room in advance and keep the Secretariat informed.

PER DIEM (DSA)

The daily per diem using UN norms will be paid to participants sponsored by ECA. This includes daily subsistence allowance and lodging allowance, which should be paid to the hotel by the participants. The per diem for the month of June in Cotonou is **209 US dollars (118.000 FCFA)**. This amount could vary in function of the cost of the dollar and other UN factors.

The per diems of participants sponsored by ECA will be made available to them by checks at UNDP Cotonou.

SECRETARIAT

The Secretariat will be located at the meetings' venue. The documents, the work programme and registration forms, and other documents will be distributed to participants upon arrival. The duly filled forms are returned on the first day of the meeting.

TIME AND WEATHER

Cotonou time corresponds to Universal Time (GMT+1). The weather in June is hot and humid.