February 2012



منظمة الأغذية والزراعة للأمم المتحدة

联合国 粮食及 农业组织

Food and Agriculture Organization of the United Nations Organisation des Nations Unies pour I'alimentation et l'agriculture Продовольственная и сельскохозяйственная организация Объединенных Наций

Organización de las Naciones Unidas para la Alimentación y la Agricultura

FAO Regional Conference for Africa

TWENTY-SEVENTH SESSION

Brazzaville, Congo, 23-27 April 2012

INFORMATION NOTE

Conference Arrangements

- 1. The 27th FAO Regional Conference for Africa will be held at the Palais des Congrès, Brazzaville, Congo from 23 to 27 April 2012. The Conference begins with an Experts' Meeting on 23 and 24 April, 2012, followed by a Ministerial Plenary Session on 26 and 27 April 2012. The inaugural ceremony of the Plenary Session will take place at 10.00 hours on 26 April 2012. There will also be Thematic Side-Events on the 25 April 2012.
- 2. The normal working hours of the Conference will be 0900-1200h and 1400-1700h, unless otherwise decided by the conference.
- 3. An "Order of the Day" will be issued daily, giving detailed information of the Conference business, timetable of meetings, items to be discussed and other information of general interest.
- 4. The Provisional Agenda (ARC/12/1) has been circulated with the invitation letter.
- 5. The Secretary of the Conference is Mr. Cheikh Ly. He will be assisted by a number of FAO staff whose names and functions will be included in a list to be issued on the first day of the Conference.

Working Languages

6. Simultaneous interpretation will be provided in Arabic, English, French and Portuguese. The documentation will be issued in Arabic, English, French and Spanish.

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Press Liaison and Information

7. For the duration of the Conference, an FAO Information Officer, assisted by a Press Officer of the Government of the Republic of Republic of Congo, will maintain contacts with the press and be responsible for matters concerning information to the public.

8. Foreign journalists requiring accreditation should contact the Government Liaison Officer as soon as possible for accreditation arrangements. Journalists based in Republic of Congo will be provided with accreditation by the National Organizing Committee. An accreditation desk will be in place for this purpose at the Conference venue

Documentation

9. The working documents will be sent to all governments and invited organizations before the start of the Conference. Documents drafted during the Conference will be available at the documents distribution desk, within the Conference Complex. The desk will also deliver mail and messages and deal with general inquiries.

Draft recommendations and amendments

10. Delegates who wish to submit draft recommendations or other documents requiring a decision by the Conference are requested to hand their texts in French or English to the Conference Secretary, if possible, in three printed copies. Delegates wishing to circulate other written material related to the Agenda of the Conference are requested to deliver 15 copies in Arabic, 30 copies in English and French, and 5 copies in Portuguese to the Secretariat for distribution.

Advance Communications of Text of Speeches and Statements

11. When prepared speeches or statements are to be made, it would help the Secretariat and ensure accuracy in interpretation, if the typed copies of the texts were handed to the Secretariat of the Conference beforehand.

Correspondence

12. All correspondence concerning the 27th Regional Conference should be addressed to:

Mr. Cheikh Ly

The Conference Secretary

FAO Regional Office for Africa,

P.O. Box 1628, Accra, Ghana

Fax: +233-302-668-427

Tel: +233-302 675-000 Ext. 2502

E-mail: Cheikh.Ly@fao.org

And copied to

Dieudonné SAVOU

DG Agriculture

Tél: +(242) 06.679.96.40

+ (242) 05.521.79.40

E-mail: yaya_simon@yahoo.fr

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During the Conference, the address of the Secretariat is:

Mr. Cheikh Ly

Conference Secretary
27th FAO Regional Conference for Africa
FAO Brazzaville

Email: Cheikh.Ly@fao.org

or

Mr. Dieudonné Koguiyagda

FAO Representative in Congo

Tél: +(242) 06 622 89 29

+ (242) 05 766 10 36

Fax: + (242) 22 281 45 13

E-mail: Dieudonne.Koguiyagda@fao.org

with copy to FAO-CG@fao.org, Annie.Molingou@fao.org

Conference Venue

13. The Palais des Congrès is situated at Alfred Raoul Avenue and opposite the Ministry of Foreign Affairs.

Formalities for entry into the Republic of Congo

- 14. All visitors to the Republic of Congo must hold valid passports. Visas are required from all nationalities, and visitors to Republic of Congo should obtain these beforehand at the appropriate Republic of Congo diplomatic or consular offices abroad. UN Laissez-Passer holders are also required to obtain visas. Residents of countries where there is no diplomatic or consular office and requiring assistance with visa arrangements should forward their names to Government Liaison Officer (see Para. 12 above).
- 15. Travellers arriving in the Republic of Congo from infected areas would require a valid international certificate of vaccination against yellow fever. The <u>yellow fever</u> vaccination card is a <u>mandatory</u> requirement for travellers upon arrival in Brazzaville.

Arrangements at the Airport

16. Participants are advised to provide advance notice, at least 3 weeks prior to arrival, of the name of carrier, flight number, time of arrival and other related information to the Government Liaison Officer in Republic of Congo. This will ensure that they are properly met on arrival at the Maya-Maya International Airport (Brazzaville). Participants are advised to mark their luggage clearly in order to facilitate identification. No airport tax is required either on arrival or at departure. Note that taxis are easily identified by their green-white color. and are managed by the private sector. They are present almost at any time, except for very advanced hour of the night where their circulation declines. A transportation service for

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- participants would be put in place to shuttle between the airport and the conference centre or hotel.
- 17. The authorities of Brazzaville will make special arrangements for participants on their arrival (setting an Information Desk at the arrival terminal), to assist them with formalities regarding immigration, visas, customs, collection of luggage, and to provide participants with transport to their respective hotels. Similar arrangements will be made at the end of the Conference.
- 18. All conference participants are advised to finalize, at an early date, their return travel arrangements. Immediately on arrival in Republic of Congo, participants should contact the Travel Desk at the Conference premises for special internal visits and for the reconfirmation of their departure date and time.

Foreign exchange and banking, communication facilities, and travel/tourist office

- 19. There is no restriction on the amount or kind of foreign currency which may be imported to Republic of Congo. However, declaration to the customs on arrival is obligatory. It is prohibited to export (carry out) the local currency when leaving the country. The banks and FOREX bureaus will provide the necessary information on exchange rates. Information on where to change foreign currency into local currency will be provided to participants during the conference. The monetary unit is the Franc CFA. At the time of going to press, the exchange rate is approximately 500 FCFA to 1 United States Dollar. Credit cards and travellers cheques are not widely used in Congo and therefore conference delegates planning to use solely these forms of payment may face some problems. Euros are widely used, especially in Brazzaville, and can be used to pay hotel bills, meals at restaurants and make purchases in some shops.
- 20. Postal, telephone and facsimile services will be available at the Conference premises as well as at the Travel and/or Tourist Information Desk.

Medical and Health Services

21. Medical and first aid services will be available at the conference premises. Medical services could also be provided by hotels.

Hotel accommodation

- 22. Requests for hotel reservations should be made on the printed form appearing in Appendix A as soon as possible, by sending the original to the Government Liaison Officer in Brazzaville and a copy to the Conference Secretary in Accra (see paragraph 12 above), not later than 02 April, 2012.
- 23. Accommodation will be available for participants and their families at the hotels listed in Appendix B, where special group rates have been negotiated for Conference participants. It is advisable that participants stay at any one of the hotels indicated in Appendix B. At check-in, and as customary, the hotels may require guests to present a credit card or to make cash advance payment. Please note that participants are required to settle their own hotel bills on departure, including meals, bar, tips, telephone, laundry, etc

Registration

24. All delegates and observers are requested to register at the Palais des Congrès soon after arrival, so that they can be provided with identification tags. The registration desk will be open on Saturday 21 April, 2012 from 10.00 hours to 19.00 hours. The Conference secretariat will issue a Provisional List of Participants on the first day of the Conference. The Secretariat should be notified of any corrections or additions to this list. Only registered participants will be issued special badges, which will permit them to enter the Conference meeting venues.

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Security issues

25. Security will be provided for the Conference participants at the Palais du Parliament. However, as in all other major cities and countries, there are certain security considerations that people need to be aware and take cognisance of. It is advisable for everyone to be vigilant at all times and stay alert, especially while walking, driving or standing at the traffic lights, off ramps or at intersections. One should always be aware of one's surroundings, whether leaving the Conference area, the hotel or shopping areas. While driving in a car, items such as handbags, briefcases, purses or cell phones should not be placed in the front passenger seat or anywhere in the vehicle where they are in full view of anyone outside the car. Always ask for information from the hotel (such as direction for where you would like to go), the Conference Secretariat Office or clearly defined information office.

Altitude

26. Brazzaville is located at latitude 4° 14 'south and longitude 15 $^{\circ}$ 14'. The city is located south of the equator and about 325 meters

Weather

27. Two seasons characterize the climate of the Congo. A rainy season that starts in October and ends in May and a dry season that lasts from May to October and the average temperature Brazzaville in April is 27 degrees Celsius.

Time Zone

28. The country is on GMT + 1 Time Zone (One hour ahead of GMT).

Voltage

29. The voltage in Brazzaville is 220/240V AC, 50/60 Hz. The electrical sockets (outlets) are one of the European standard with 2 pins.

Customs

30. Visitors are allowed limited amounts of duty free items. Visitors carrying goods in quantities exceeding duty free allowances or prohibited or restricted goods must contact customs officer on duty immediately. All such goods must be declared. Prohibited and restricted goods among others include firearms and ammunition; pornographic materials; plants originating in infected areas; gaming machines; pure alcohol (denatured); animals or any parts of animals or animal products without the corresponding certificates; dangerous medicines or foodstuffs; fiscal or postal stamps or valuables.

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Appendix A HOTEL RESERVATION AND NOTIFICATION OF ARRIVAL FORM

Family Name:	Given Names:
Country:	
Organization:	
Title & Position:	
Full Contact Address:	
	Fax:
Attending as: [] Delegate	[] Observer [] Secretariat
Accompanied by spouse? [] Yes [] No. If Yes, name of Spouse:
Date of anticipated stay in Bra	azzaville: From to
Arrival Details: Date	Time:
Airline and Flight No:	Arriving from:
Hotel accommodation desired [] Senior Suite	l: [] Single [] Double [] Twin [] Junior Suite
Hotel Preferences (indicate na	ames): First Choice:
Second Choice	Third Choice:

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NOTE: Each participant is required to complete the above form in duplicate and send one copy to each of the addresses below as soon as possible, preferably one month before the Conference, even if complete flight information is unavailable. You may fax or e-mail flight information details at a later date.

The Government Liaison Officer	The Conference Secretary
Dieudonné SAVOU	Mr. Cheikh Ly
DG Agriculture	FAO Regional Office for Africa,
+242 06 679 96 40/ 05 521 79 40	P.O. Box 1628, Accra, Ghana
E-mail: yaya_simon@yahoo.fr	Fax: +233-302-668-427
	Tel: +233-302-675-000 Ext. 2502
	E-mail: cheikh.ly@fao.org

ARC/12/INF/1
Updated February 2012



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Food and Agriculture Organization of the United Nations Organisation des Продовольственная и Nations Unies pour l'alimentation et l'agriculture

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Annex B - Hotels in Brazzaville

N°			KM	ROOM RATES IN FCFA				CONT	ACTS	EXTRAS		
	NAME OF		from	STD	Deluxe	Grand						
	HOTEL	STARS	PC	ROOM	Room	Deluxe	Suite	Address	Phone	email	Service	Cost
1	OLYMPIC	5	2		127,500	195,500	297,500	15 bis, Av de l'Amitié	222813436	reception@olympic-palace-hotel.net	Breakfast	Extra
	PALACE HOTEL							Qtier CHU- Centre	57301616		Swimming Pool	gratuit
											American Express	
								Ville			Internet	gratuit
										contact@leon-hotel-		
2	LEON HOTEL	3	2	75,000	90,000/120,0	000130,000		CL7, Av. Colonel Bisset	222812311	brazzaville.com	Restaurant/Bar	Extra
								B.P. 2111	66616582		Swimming Pool	gratuit
								Centre Ville			Petit Déjeuner	Extra
											Internet	Extra 2.000 FCFA/h
3	ADONIS HOTEL	3	2	85,000	100,000		150,000	80, Av. Général Foch	222813536	contact@hoteladonis-brazzaville.com	Restaurant/Bar	payant
								BP 2609	68600000	www.hoteladonis-brazzaville.com		Extrat
								Centre Ville	55600000			
								Face Immeubles				
4	RESIDENCE	3	3	80,000	110,000	140,000	300,000	fédéraux,	66558555		Restaurant /Bar	payant
	MARINA							CV. A coté de la CCA	222814848		Internet	gratuit
								Centre Ville	66558556		Piscine	gratuit
									66507979		Airport Shuttle	gratuit
											Laundry	Extra
5	HOTEL	2	3	28,000	38,000			Face ex Radio Congo	66666068	hotresthippocampe@yahoo.fr	Connexion Wifi	gratuit
	HIPPOCAMPE							Centre Ville	55225205		Restaurant/Bar	
6	HOTEL	3	3	35,000	40,000			Avenue de l'Amitié	66614444		Wifi	gratuit
	MERCURE PLUS								66558080		Breakfast	Extra
								Centre ville				

N°			KM	R	OOM RATI	ES IN FCFA	\		CONT	ACTS	EXTRAS		
	NAME OF		from	STD	Deluxe	Grand							
	HOTEL	STARS	PC	ROOM	Room	Deluxe	Suite	Address	Phone	email	Service	Cost	
7	HOTEL DU	2	3	40,000	55,000			54, Av. Félix Eboue	69542900		Restaurant/Bar		
	PETIT LO GIS							Centre Ville	57253454		Wifi	gratuit	
											Breakfast	gratuit	
8	HOTEL	3	2	45,000	50,000	70,000		Avenue Gl de Gaule	66366104	hotelexaunel2004@yahoo.fr	Breakfast	gratuit	
	EXAUNEL							X-oil-Campus Impérial	55376440		Internet	gratuit	
								BP 14048			Swimming Pool	gratuit	
								Centre Ville			Pressing	Extra (3.000 tt article)	
9	HOTEL	3	0,5/1	45,000	60,000	90,000	130,000	Case J 492	66725573	hotelduboulevard2004@yahoo.fr	Breakfast	gratuit	
	DU BOULEVARD			55,000	80,000		140,000	Moungali III/OCH	55370407	contact@hotelduboulevard-cg.net	Internet	gratuit	
								BP 1547			Laundry	Extra	
								A qlq metre du Palais					
10	HOTEL LES	3	2	45,000	55,000			Avenue de l'Amitié	55288888	hotel-ambassadeurs@hotmail.com	Breakfast	Extra	
	AMBASSADEURS							n° 161	66631515	hotel-ambassadeurs@hotmail.com	Wifi	gratuit	
								Centre Ville	55787777		Restaurant		
								Av. A. Ickonga, n°5 bis,					
11	DREAM'S HOTEL	3	3	50,000	80,000	100,000		CV	66567676	dreamshotel@hotmail.com	Wifi	gratuit	
								Centre Ville			Restaurant		
											Breakfast	Extra	
12	MIKHAEL'S	4	3	120,000	150,000	175,000	200,000	Avenue Nelson	53666660		Pisicine	gratuit	
							250,000	Mandela	222835462	elie.soued@mikhaelshotel.com	Airport Shuttle	gratuit	
							300,000	BP 14507			Restaurant bar		
							450,000	Centre Ville			Internet	gratuit	
											Gymnasium	gratuit	
13	HOTEL	3	2	80,000		100,000		Avenue A. Ickonga	66888886	info@verdapolitan.com	Internet	gratuit	
	VERDA POLITAN							n° 1 (à côté de	53121212		Breakfast	gratuit	
								l'Ambassade d'Italie)			salle de confer	gratuit	
								Centre Ville					
14	HOTEL	3	3	50,000	60,000		95,000	103, rue Charles	55796959	hotellepatrimoine@yahoo.fr	Wifi	gratuit	
	LE PATRIMO INE						80,000	Faulcaut, der, Ambas.	66796959		Breakfast	gratuit	
	Ex le CEDRE							de Belgique					
								Centre Ville					
15	BOUNGAIN-												
	VILLEE HO TEL					UNDE	K KEF	URBISHMENT					

N°			KM	ROOM RATES IN FCFA			CONT	ACTS	EXTRAS			
	NAME OF		from	STD	Deluxe	Grand						
	HOTEL	STARS	PC	ROOM	Room	Deluxe	Suite	Address	Phone	email	Service	Cost
16	HOTEL SAPHIR	3	3	58,500	63,000	67,500		Rue Alfassa. À côté	222810125	hotelsaphirbzv@yahoo.fr	Swimming Pool	gratuit
								de l'Ambassade de	55431206		Restaurant bar	
								France			Internet-Wifi	gratuit
								Centre Ville			Breakfast	Extra
17	VILLA	4	2	117,600	168,000	207,200		93 Avenue du	55950002	www.villa-lys-hotel.com	Breakfast	gratuit
	LYS HOTEL							Docteur Jamot	55980003	reservation@villa-lys-hotel.com	Satellite channels	gratuit
								BP 14724		villalyshotel@live.fr	on TV	
								Centre Ville			Internet WIFI	gratuit
											Swimming Pool	
											Gymnasium	
											Airport	
											shuttle/protocol	
18	HOTEL LA	3	3	70,000	100,000	135,000		175, Av de l'Amitié	68299999	fader08@hotmail.com		
	PERLE								55301313		Internet-Wifi	gratuit
											Breakfast	gratuit
											Laundry	Extra
19	HOTEL	3	4	54,000	72,000			Face SCLOG Mpila	53334455	hotelcommodore@yahoo.fr	Internet-Wifi	gratuit
	COMMODORE							Centre Ville	68888882		Internet-Wifi	gratuit
20	HOTEL	2	4	80,000		100,000		Avenue de la Libé-	69454040		Internet-Wifi	gratuit
	CONCORDE							ration de Paris (en face				
								de Blanche Gomez) à				
								côté du MAE				
								Centre Ville				
21	HOTEL	3	2	50,000		65,000		46, Rue Yakoma Av. de	66797580		Wifi	gratuit
	DE LA PAIX							la Paix à Poto-Poto			Breakfast	gratuit
											Laundry	Extra
22	HOTEL							UNDER				
	LE PALAIS							REFURBIS HMENT				
23	HOTEL		2	45,000		68,500		Camp Kata-Kata	55499081	brazza@hotelsaintjacques.com	Wifi	gratuit
	SAINT							Centre Ville	55235055		Breakfast	Extra
	JACQUES											

N°		KM ROOM RATES IN FCFA			CONT	ACTS	EXTRAS					
	NAME OF		from	STD	Deluxe	Grand						
	HOTEL	STARS	PC	ROOM	Room	Deluxe	Suite	Address	Phone	email	Service	Cost
24	HOTEL LE	3	2	70,000		120,000		Avenue de l'Amitié	66116101		Airport shuttle	gratuit
	PARADIS			80,000				Centre Ville	55210021		Breakfast	gratuit
										haidar-n@hotmail.com	Wifi	gratuit
											Laundry	gratuit
25	HOTEL DE	3	0,5/1	50,000	60,000	65,000		Rue Voula 2132-33	66389613		Wifi	gratuit
	L'AEROPORT							Batignolles x Blvd D.	55581717		Breakfast	Extra
								Sassou Nguesso, Vue			Restaurant-bar	
								sur Aéroport				
26	HOTEL EMPIRE	3	2	35,000	45,000			9, Av de l'Amitié	55785250		Wifi	gratuit
				40,000	50,000			Centre Ville				
27	BRAZZA HOTEL	3	3	35,000	45,000			21, Rue Maréchal	66389612		Wifi	gratuit
								(vers la grande poste)	66558080		Restaurant	gratuit
								Centre Ville			Breakfast	Extra
28	ROYAL HOTEL	3	2	30,000	45,000			Av de l'Amitié	66389610		Wifi	gratuit
								Centre Ville	66558080			
29	ETO ILE HO TEL	3	2	65,000				162 av de l'Amitié	69449000		Wifi	gratuit
								Centre Ville			Breakfast	Extra
											Restaurant	
30	HOTEL VENUS	3	3	30,000				Immeuble de la Coupole	66558080		Wifi	gratuit
								Centre Ville	66247575		Breakfast	Extra
											Restaurant	
31	HOTEL FLORIDA	2	1/1,5	30000				Ex Villa St Michel	66348282			
				35000				OCH/Moungali III	66389611		Wifi	gratuit
											Restaurant bar	
											Breakfast	Extra
32	HOTEL PHOENIX	3	1/1,5	35,000	40,000	60,000		Face au Stade	55215403		Internet	prépayé (1.000/2h)
								Marchand			Breakfast	gratuit
								Centre Ville				

N°			KM	ROOM RATES IN FCFA				CONT	ACTS	E	XTRAS	
	NAME OF		from	STD	Deluxe	Grand						
	HOTEL	STARS	PC	ROOM	Room	Deluxe	Suite	Address	Phone	email	Service	Cost
33	HOTEL	2	1/1,5	50,000		75,000		Face au Commissariat	55700320		Breakfast	Extra
	PARTICULIER							Central sur le Bvrd	55881062		Restaurant bar	
	HP							Denis Sassou Nguesso				
								Centre Ville				
34	HOTEL IMONGUI	2	1/1,5	65,000				34 Rue Sahara Pltx	55421717			
	PALACE							Ville		www.imongui.com	Wifi	gratuit
											Restaurant-bar	
								Centre Ville			Breakfast	gratuit
											Laundry	Extra
35	HORIZON	3	1/1,5	25,000				12, Rue Père	68050005		Internet (Wiffi)	gratuit
	HOTEL							Bessieux			NO restaurant	
								Centre Ville				
								derrière				
36	HAPPY HOUSE	2	1	40,000	50,000	80,000		Face Palais de Justice	69090051	espacetraiteurbz@yahoo.fr	Internet (Wiffi)	gratuit
					60,000			Centre Ville	66665286		Breakfast	gratuit

NB: The classification of the standard of hotels (in red) is from the observation of the their services by the Ministry of Agriculture

The 3-star classification is typical of most Brazzaville hotels; however only OLYMPIQUE PALACE is officially classified by the Tourism Ministry (5-star)

In terms of comfort, and to aid the participants in their choices, we have classified them as follows:

- 2 Stars: Standard, comfortable + free WIFI connection
- 3 Stars: More comfortable + free WIFI connection
- 4 Stars: Deluxe+ free WIFI connection

NB: The prices were negotiated by the Ministry

- * Please add a zero (0) before the 5 and 6 of telephone numbers, the prefix for Congo being 242 (e.g. 00242 057253454 or 00242 069542900)
- * We can have about 450 rooms available for delegates
- * The room rates are in FCFA (1 Euro is approx 650 CFA, 1 USD is approx 500 FCFA)
- The classification of hotels by the Ministry of Tourism is practically non-existent, except that of Olympic Palace Hotel