

February 2014



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
l'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-EIGHTH SESSION

Tunis, Tunisia, 24-28 Mars 2014

INFORMATION NOTE

Conference Arrangements

1. The 28th FAO Regional Conference for Africa will be held at Hotel Le Palace in Gammarth, Tunisia from 24 to 28 March 2014. The Conference begins with an Experts' Meeting from 24 to 26 March, 2014, followed by a Ministerial Plenary Session on 27 and 28 March 2014. The inaugural ceremony of the Plenary Session will take place at 09.00 hours on 27 March 2014. There will also be Thematic Side-Events on the 26 and 28 March 2014.
2. The normal working hours of the Conference will be 08.00-12.00h and 1400-17.30h, 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/14/1) 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.

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 Tunisia, will maintain contacts with the press and be responsible for matters concerning information to the public.

*This document can be accessed using the Quick Response Code on this page;
a FAO initiative to minimize its environmental impact and promote greener communications.
Other documents can be consulted at www.fao.org*



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8. Foreign journalists requiring accreditation should contact the Government Liaison Officer as soon as possible for accreditation arrangements. Journalists based in Republic of Tunisia 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 made available 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. **The Website of the Conference with the documentation is:** <http://www.fao.org/unfao/govbodies/meeting-docs/rc/arc28/en/>

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 both:

The Conference Secretary Cheikh Ly FAO Regional Office for Africa, P.O. Box 1628, Accra, Ghana Fax: +233-302-668-427 Tel: +233-302 675-000 Ext. 41602 E-mail: Cheikh.Ly@fao.org and always copied to ARC-Secretariat@fao.org	Government Liaison Officer Hafedh Khelif Directeur de la Coopération Internationale Ministère de l'Agriculture Tel : +(216) 71-793-185 + (2216) 96-788-091 E-mail : hafedhkhelif@yahoo.fr and copied to : sofian_meddeb@yahoo.fr ; ben.afef@yahoo.com
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During the Conference, the address of the Secretariat is:

The Conference Secretary Cheikh Ly FAO Regional Office for Africa, P.O. Box 1628, Accra, Ghana Fax: +233-302-668-427 Tel: +233-302 675-000 Ext. 41602 E-mail: Cheikh.Ly@fao.org and always copied to ARC-Secretariat@fao.org and FAO-Tunisa@fao.org	Government Liaison Officer Hafedh Khlif Directeur de la Coopération Internationale Ministère de l'Agriculture Tel : +(216) 71-793-185 + (2216) 96-788-091 E-mail : hafedhkhelif@yahoo.fr and copied to : sofian_meddeb@yahoo.fr ; ben.afef@yahoo.com
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Conference Venue

13. The Hotel Le Palace is situated in Gammarth in the Northern outskirts of Tunis. It is 20 km from the Airport Tunis Carthage and 18 km from the Centre of Tunis¹.

Formalities for entry into the Republic of Tunisia

14. All visitors to the Republic of Tunisia must hold valid passports. Visas are required from all nationalities, and visitors to Republic of Tunisia should obtain these beforehand at the appropriate Republic of Tunisia 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 approach and forward their names to Government Liaison Officer (see Para. 12 above).
15. Travellers arriving in the Republic of Tunisia from infected areas would require a valid international certificate of vaccination against yellow fever. The Yellow Fever vaccination card is a mandatory requirement for travellers upon arrival in Tunis.

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 Tunisia. This will ensure that they are properly met on arrival at the International Airport of Tunis (Tunisia). 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 yellow colour. The private sector is managing them. They are present almost at any time, except for very advanced hour of the night where their circulation declines. A transportation service for participants would be put in place to shuttle between the airport and the conference centre or hotel.

¹ <http://www.LePalace.tn/>

17. The authorities of Tunis 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 Tunisia, 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. The amount and kind of foreign currency which may be imported to Republic of Tunisia is under regulations who could be made available to delegates who request them to the Government Liaison Officer. 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 Tunisian Dinar. At the time of going to press, the exchange rate is approximately 1.56 TD to 1 United States Dollar (December 2013). Credit cards and travellers cheques are not widely used in Tunisia and therefore conference delegates planning to use solely these forms of payment may face some problems.
20. Postal, telephone, facsimile and internet services will be available at the Conference premises.

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 Tunis and a copy to the Conference Secretary in Accra, not later than 15 February, 2014.
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 recommended in Appendix B.
24. 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

25. All delegates and observers are requested to register at the Conference Centre soon after arrival, so that they can be provided with identification tags. The registration desk will be open on Saturday 23 March 2014 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.

Security issues

26. Security will be provided for the Conference participants at Conference Centre. 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 (such as direction for where you would like to go) from the hotel, the Conference Secretariat Office or clearly defined information office.

Altitude

27. Tunis is located at latitude 36° 48' south and longitude 10° 10'. The city is located south of the Mediterranean Sea and about 4 meters above.

Weather

28. The weather in Tunis is a Mediterranean weather that is characterized by a fresh and rainy season and also a hot and dry season. In March, the average temperature in Tunis is 13 degrees Celsius (min : 8° C; max : 18° C) with an average rainfall of 47 mm.

Time Zone

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

Voltage

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

Customs

31. 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.

Appendix A**HOTEL RESERVATION AND NOTIFICATION OF ARRIVAL FORM**

Family Name: _____ Given Names: _____

Country: _____

Organization: _____

Title & Position: _____

Full Contact Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Attending as: [☐] Delegate [☐] Observer [☐] SecretariatAccompanied by spouse? [☐] Yes [☐] No. If Yes, name of Spouse: _____

Date of anticipated stay in Tunis: From _____ to _____

Arrival Details: Date _____ Time: _____

Airline and Flight No: _____ Arriving from: _____

Hotel accommodation desired: [☐] Single [☐] Double [☐] Twin [☐] Junior Suite
[☐] Senior Suite

Hotel Preferences (indicate names) : First Choice: _____

Second Choice _____ Third Choice: _____

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.

Government Liaison Officer Hafedh Khlif Directeur de la Coopération Internationale Ministère de l'Agriculture Tel : +(216) 71-793-185 + (2216) 96-788-091 E-mail : hafedhkhelif@yahoo.fr and copied to : sofian_meddeb@yahoo.fr ; ben.afef@yahoo.com	The Conference Secretary Cheikh Ly FAO Regional Office for Africa, P.O. Box 1628, Accra, Ghana Fax: +233-302-668-427 Tel: +233-302 675-000 Ext. 41602 E-mail: Cheikh.Ly@fao.org and always copied to ARC-Secretariat@fao.org and FAO-Tunisa@fao.org
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Appendice B. List of the hotels²

N°	Name of Hotel/ Class	Distance Venue of meeting	Distance Airport	Cost for a night single in Dinar Tunisian TND				Contacts			Others
				Standard (single)	De luxe (double)	Grand luxe (Junior Suite)	Suite (Executive Suite)	Adresse	Tel./Fax	Web site / email	
1	Hôtel Le Palace 5*	0 km	20 km (20 min)	150 TD BB	165 TD BB	560 TD BB	30% sur le rack rate	Hôtel Le Palace, B.P-LaMarsa 2078, Les Côtes de Carthage Tunis-Tunisie	Tél : 71 912 000 Fax : 71 911 442 Mobile : 58 444 678	www.lepalace.tn gabsi.ikram@lepalace.tn	Internet connection (High speed) free. Free Airport /Hotel Shuttle <u>Hotel is the venue of Conference</u>
2	Hôtel Golden Tulip Carthage Tunis 5*	1.7 km	20 km (20 mn).	228.51 TD TTC BB	Non disponible	768 TD TTC BB	355 TD TTC BB 404 TD TTC la double BB.	Av. de la promenade, les cotes de Carthage- B.P.606-2078 La Marsa	Tel : 71 913-000 Fax : 71 912-812	www.goldentulipcarthage.com	Free WIFI Airport /Hotel 20 TD incl. By person et by fare.
3	Hôtel El Mouradi-Gammarth 5*	2.9 km	15 km (20 min)	115 TND BB	150 TD BB	170 TD BB	215 TD BB	La Marsa, BP 597-2070, Gammarth, Tunisie	Tel : 71 27 43 00 Fax : 71 27 42 00	http://www.elmouradi.com	Free Internet Airport shuttle : 15 TD per person Free shuttle Hotel to the Hotel Le palace venue of the Conference (twice a day)

² NB : the classes are set by the Ministry of Tourism. The Conference plans to have an offer of at least +/- 450 rooms for participants. The hotel offer is large in Tunis. In terms of comfort , characteristics of each class are those recognized at international level . Prices have been negotiated by the Ministry. Rooms are priced in DT (Rate Euro = 1 Euro = 2,27 DT) (rate US \$ = 1 US\$ = 1.56 DT – February 2014) – BB = bed and breakfast - The dial code for Tunisia is + 216.

4	Hôtel Carthage Thalasso Resort	5 km	15 km (20 min)	150 TD BB	170 TD en LPD	280 TD BB	-	Les côtes de Carthage la Marsa 2070 Marsa	Tél. : 71910 111 Fax :71 913 140	www.carthagethalassoresort.com reservation@carthagethalassoresort.com	Internet : free Navette : free
5	Hôtel Regency	5 km	21 km (25 min)	170 TD	220 TD	265 TD	370 TD	Zone Touristique - Les cotes de Carthage La Marsa - Tunisie	Tel. : 71 910 900 Fax : 71 912 020	www.regencytunis.com ; reservations@regencytunis.com.tn	Free Airport transfer - Hotel - Airport & upon request Hotel - FAO - Hotel. Free Internet (20 MO/ optic fiber)
6	Novotel Tunis Hôtel	21 km	6 km (15 mn)	200 TD BB	230 TD BB		450 TD BB	44 av. Mohamed V, Tunis	Tél. : 71 830 500 Fax 71 832 555	H6145@accor.com	Free Internet Shuttle Airport upon request
7	Golden Tulip El Mechtel	21 km	17 km (20 min)	145 TD BB	180 TD en LPD	390 TD BB	550 TD BB	Av. Ouled Haffouz, B.P. n° 3 1005 El Omrane, Tunis	Tél :71 783 200 Fax :71 781 135	banquet@goldentulipelmechtel.com www.goldentulipelmechtel.com	Free Internet Shuttle at 35 TD Airport - Hotel Hotel - Airport
8	Hôtel Le Belvédère	21 km	6 km (15 min)		135 TD	180 TD	220 TD	10, av. des Etats Unis d'Amérique 1002 Tunis Belvédère	Tél. :71 783 133 Fax :71 782 214	www.belvederefourati.com info@hotelbelvederetunis.com	Free Internet/ hotel Wifi No Shuttle to Airport