

**MINISTERIAL MEETING ON NEW PARTNERSHIPS
FOR PRODUCTIVE CAPACITY BUILDING IN THE
LEAST DEVELOPED COUNTRIES**

July 28 – 31, 2014, Cotonou, Benin

This note provides participants to the Ministerial Conference with useful information on all logistic issues.

I- GENERAL INFORMATION ABOUT BENIN

1. Location

Benin is located in Western Africa, with 112,622 km² (43,483 sq. mi.). It is bordering the countries of Togo, Burkina Faso, Niger and Nigeria.



2. Climate

Tropical. Average temperatures vary between 28° and 32° C. Humid in the south; semiarid in the north.

3. Language

French (official).

4. Local Time

UTC+ 1h

5. Voltage

220 V, electrical frequency of 50 Hz, type **E** plug. It is recommended to have a universal adapter.

6. Local currency

The currency in use in Benin is the CFA Franc.

Exchange rates currently applied – at the Airport and in various hotels - are **1 Euro for 665 FCFA** and **1 US dollar for 470 FCFA**.

Although credit cards are accepted in Benin, they are not widely used. It is therefore advised that delegations proceed to exchange foreign currencies instead.

II- VENUE AND ACCOMMODATION

7. Venue

The Conference will take place at the **Palais des Congrès de Cotonou**, located on **Route de l'Aéroport International de Cotonou**. The full address is:

B.P. 147 Gbèdégbé Cotonou - Bénin
Tél. : (229) 21.30.91.10 / 21.30.91.29
Email : palaisdescongben@hotmail.com

8. Focal Points for the Conference

- **Ministry of Foreign Affairs, African Integration Africaine, Francophonie and of Beninese living abroad:**
Madame HOUNGBEDJI A. Fernande, Director for the International Organisations

Avenue Jean Paul II- Route de l'Aéroport BP : 318 – COTONOU
Tél : (00 229) 21 30 04 00 / (00 229) 21 30 09 06
Fax : (00 229) 21 30 56 81 / (00 229) 21 30 02 45
E-mail : hfernande@yahoo.fr ; doimae10@gmail.com

- **Permanent Mission of Benin to the United Nations:**

Monsieur Jonas DJEBOU, Ministre Conseiller
125 East 38th Street
New York, NY 10017 USA
Tel: 1 212 684 13 39
Fax : 1 646 790 35 56
E-mail : beninewyork@gmail.com ; djonassucces@gmail.com

- **UNDP Country Office focal points:**

Monsieur Gilbert POUMANGUE, Représentant Résident Adjoint
Tél : (00 229) 96 82 36 81
E-mail : gilbert-poumangue@undp.org

Monsieur Janvier P. ALOFA, Economiste national
Tél : (00 229) 97 98 58 89
E-mail : janvier.alofa@undp.org

- **United Nations Focal Point – New York:**

UN-OHRLLS
M. Abdul Alim, Economic Affairs Officer, Email: alim1@un.org
Mme. Mbayang Mbengue, Team Assistant, Email: mbengue2@un.org

For queries concerning the Workshop for the LDC National Focal Points to be held on 27 July 2014, please contact:
Mme. Margherita Musollino-Berg, Economic Affairs Officer, Email: musollino@un.org

9. Conference registration

The National committee will appreciate receiving participants' itineraries, no later than the **20th July 2014**, in order to make badges available.

The registration of participants will take place from the 26th July 2014 at the Ministry of Foreign Affairs. Late arrivals can register from 8.30 to 9.00 a.m. on 27 July 2014 and on 28 July 2014, prior to the beginning of the LDCs national Focal points meeting and the ministerial conference.

10. Conference opening

The opening ceremony will take place at 9:00 a.m. on the 28th July 2014 at the **Cotonou Palais des Congrès**.

11. Hotel accommodation

Given the proximity to the venue of the Conference, participants are recommended to use the hotels listed in **ANNEX 2** at a negotiated rate.

N.B.: Please be reminded that you may be requested to pay a deposit upon arrival. Remember to pay your bills before leaving the hotel.

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III- TRAVEL AND TRANSPORTATION

12. International Travel

The Cotonou International Airport **Cardinal Bernardin Gantin** accommodates various major international companies such as Air France, Delta Airlines, KLM, Brussels Airlines, Ethiopian, Kenya Airways, South African Airways, Royal Air Maroc and Turkish Airlines.

13. Travel Arrangements

Participation of officials (experts and Ministers) from the LDCs will be funded by UN-OHRLLS.

Accordingly, travel arrangements for the officials from the LDCs will be made through UNOHRLLS, which will provide them with a round trip full economy class air ticket and DSA. In order to initiate travel request, please confirm participation at the earliest to UN-OHRLLS. All other participants of the conference are requested to make their own travel arrangements.

Participants are advised to arrive in Cotonou a day prior to the Conference.

14. Local Travel

Transportation between the airport, hotels and the Conference or other events venues, will be organised by the Benin Government.

Private vehicles are also available for rent. Delegations are advised to notify the Protocole d'Etat of such particular arrangements in order to receive an access pass for their personal or rented vehicles.

15. Information upon arrival

Official representatives from the Benin Government will have an information desk at the airport.

IV- VISAS

16. Visas requirements

ECOWAS Nationals do not require visas for entry to Benin.

Participants from Countries listed in **Annex 1** do not require visas for entry to Benin.

For all other nationals, visas will be issued free of charge at the Benin Embassies and Consulates. For representatives of countries where Consular Service is not available, gratuitous entry visas to Benin will be issued at the Cotonou Airport, upon their arrival. A circular note in this regard will be made available in due time.

V- HEALTH REQUIREMENTS

17. Vaccination

A yellow fever vaccination certificate is required from all travellers. Detailed information on health concerns can be obtained from the World Health Organization Website: <http://www.who.int/ith/en/>.

18. Medical services

A First Aid medical room with duty medical officers will be set up at the Conference venue to offer first aid and emergency treatments to participants.

VI- CATERING

The Host Country will provide coffee breaks and lunch, served at the meeting venue **from 28th to 31st July 2014**.

The Benin Government will also host a dinner for the participants on a date to be confirmed and upon invitation.

VII- WORKING LANGUAGE

The working languages of the conference are French and English. Simultaneous translation will be provided during the event.

VIII- COMMUNICATION AND PRESS

There will be a media centre at the conference venue. Computers with internet connectivity will be at the disposal of the participants.

A business Centre will be set up for Telephone call services.

IX- SECURITY

Benin enjoys political stability and people are peaceful minded. Caution is however needed, particularly when planning to stay out after 10 pm.

Welcome to Benin and enjoy your stay

ANNEX 1**List of Visa-exempted countries**

N°	COUNTRIES	LENGTH OF STAY	OBSERVATIONS
01	Algeria	90 days	All passports
02	South Africa	30 days	All passports
03	Brazil	90 days	Diplomatic and Official passports
04	People's Republic of China	90 days	All passport and Official duty Letter
05	The Republic of Congo	90 days	All passports + letter of invitation + accomodation
06	Republic of Korea	90 days	Diplomatic and Official passports
07	Central African Republic	90 days	Diplomatic and Official passports
08	Cuba	90 days	Diplomatic and Official passports
09	Israel	90 days	Diplomatic and Official passports
10	Haiti	90 days	Diplomatic and Official passports
11	Kingdom of Morocco	90 days	Diplomatic and Official passports
12	Russian Federation (removal of visa formalities)	90 days	Diplomatic and Official passports
13	Chad	90 days	All passports
14	Tunisia	90 days	Diplomatic and Official passports
15	Mexico	90 days	Diplomatic Passport
16	Islamic Republic of Iran	30 days	Diplomatic and Official passports
17	Turkey	90 days	Diplomatic Passport

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ANNEX 2
HOTEL LIST

N°	Name	Capacity	Address and contacts	Negotiated rates	Observations
First Category					
01	HOTEL IBIS COTONOU	101 rooms	Boulevard de la Marina 08 BP 0929 Tél : (00229) 21 30 41 77 h1826-re@accor.com www.ibishotel.com	Single 49.500 FCFA / 74.44 EUR Double 56.000 FCFA / 84.21 EUR	Please mention “Conference PMA” in your reservation request
02	HOTEL NOVOTEL	110 rooms	Boulevard de la Marina h1826@accor.com www.accorhotels.com	Single 74.500 FCFA / 112.03 EUR Double 84.000 FCFA / 126.32 EUR	
03	AZALAÏ Hôtel de la Plage	120 rooms	COTONOU, GANHI 05BP347 Tel : (00229) 21 31 72 00 Hoteldelaplage@azalahotels.com www.azalahotels.com	Single 65.000 FCFA / 97.74 EUR Double 74.000 FCFA / 111.28 EUR	Suite available
04	MYOSOTIS HOTEL RESIDENCE ET SPA	39 rooms	Cotonou, Ganhi Tel : (00229) 21 31 16 78 BP 2504 resamyosotishotel@gmail.com www.myosotisresidence.com	Studio 60.500 FCFA / 90.98 EUR 2-room apartment 73.250 FCFA / 110.15 EUR Standard room 64.750 FCFA / 97.37 EUR “Comfort” room 69.000 FCFA / 103.76 EUR	Suite available
05	BENIN ROYAL HOTEL	65 rooms	Maro Militaire, Rue en face de Toxi-labo Tel : (00229) 21 32 79 09 contact@beninroyalhotel.com www.beninroyalhotel.com	Single “Privilege” room 52.125 FCFA / 78.38 EUR Single “Privilege” with balcony 56.375 FCFA / 84.77 EUR “Prestige” room 62.325 FCFA / 93.72 EUR	Suite available
Second Category					
06	HOTEL BENIN HORIZON	26 rooms	Cotonou, Cadjehoun 04 BP 1432 Tel : (00229) 21 30 96 84 hotel.horizon@ymail.com www.hotelbeninhorizon.com	Single room 28.000 FCFA / 42.11 EUR	
07	CHANT D’OISEAU	30 rooms	Cotonou, quartier Ahwanleko 01 BP 491 Tél : (00229) 21 30 29 30 / 21 30 57 51	Single room 20.000 FCFA / 30.08 EUR Double room 28.500 FCFA / 42.86 EUR	
08	HOTEL POLE NORD	60 rooms	Tel: (00229) 95 72 85 85/ 64 93 68 00/97 17 53 52 hotel.polenord@yahoo.com www.hotel.polenord.com	Single room 27.000 FCFA / 40.60 EUR Double room 36.000 FCFA / 54.14 EUR	Suite available

Breakfast and taxes included. Rates converted in EUR are for information only.

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