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 Gbédégbé 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 POUANGUÉ, Représentant Résident Adjoint
  Tél : (00 229) 96 82 36 81
  E-mail : gilbert-pouangue@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.
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/](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 I

List of Visa-exempted countries

<table>
<thead>
<tr>
<th>N°</th>
<th>COUNTRIES</th>
<th>LENGTH OF STAY</th>
<th>OBSERVATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Algeria</td>
<td>90 days</td>
<td>All passports</td>
</tr>
<tr>
<td>02</td>
<td>South Africa</td>
<td>30 days</td>
<td>All passports</td>
</tr>
<tr>
<td>03</td>
<td>Brazil</td>
<td>90 days</td>
<td>Diplomatic and Official passports</td>
</tr>
<tr>
<td>04</td>
<td>People’s Republic of China</td>
<td>90 days</td>
<td>All passport and Official duty Letter</td>
</tr>
<tr>
<td>05</td>
<td>The Republic of Congo</td>
<td>90 days</td>
<td>All passports + letter of invitation + accommodation</td>
</tr>
<tr>
<td>06</td>
<td>Republic of Korea</td>
<td>90 days</td>
<td>Diplomatic and Official passports</td>
</tr>
<tr>
<td>07</td>
<td>Central African Republic</td>
<td>90 days</td>
<td>Diplomatic and Official passports</td>
</tr>
<tr>
<td>08</td>
<td>Cuba</td>
<td>90 days</td>
<td>Diplomatic and Official passports</td>
</tr>
<tr>
<td>09</td>
<td>Israel</td>
<td>90 days</td>
<td>Diplomatic and Official passports</td>
</tr>
<tr>
<td>10</td>
<td>Haiti</td>
<td>90 days</td>
<td>Diplomatic and Official passports</td>
</tr>
<tr>
<td>11</td>
<td>Kingdom of Morocco</td>
<td>90 days</td>
<td>Diplomatic and Official passports</td>
</tr>
<tr>
<td>12</td>
<td>Russian Federation (removal of visa formalities)</td>
<td>90 days</td>
<td>Diplomatic and Official passports</td>
</tr>
<tr>
<td>13</td>
<td>Chad</td>
<td>90 days</td>
<td>All passports</td>
</tr>
<tr>
<td>14</td>
<td>Tunisia</td>
<td>90 days</td>
<td>Diplomatic and Official passports</td>
</tr>
<tr>
<td>15</td>
<td>Mexico</td>
<td>90 days</td>
<td>Diplomatic Passport</td>
</tr>
<tr>
<td>16</td>
<td>Islamic Republic of Iran</td>
<td>30 days</td>
<td>Diplomatic and Official passports</td>
</tr>
<tr>
<td>17</td>
<td>Turkey</td>
<td>90 days</td>
<td>Diplomatic Passport</td>
</tr>
</tbody>
</table>
## ANNEX 2

### HOTEL LIST

<table>
<thead>
<tr>
<th>N°</th>
<th>Name</th>
<th>Capacity</th>
<th>Address and contacts</th>
<th>Negotiated rates</th>
<th>Observations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Single 49.500 FCFA / 74.44 EUR</td>
<td>Please mention “Conference PMA” in your reservation request</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Double 56.000 FCFA / 84.21 EUR</td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>HOTEL IBIS COTONOU</td>
<td>101 rooms</td>
<td>Boulevard de la Marina 08 BP 0929 Tel : (00229) 21 30 41 77 <a href="mailto:h1826-re@accor.com">h1826-re@accor.com</a> <a href="http://www.ibishotel.com">www.ibishotel.com</a></td>
<td>Single 74.500 FCFA / 112.03 EUR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Double 84.000 FCFA / 126.32 EUR</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>HOTEL NOVOTEL</td>
<td>110 rooms</td>
<td>Boulevard de la Marina <a href="mailto:h826@accor.com">h826@accor.com</a> <a href="http://www.accorhotels.com">www.accorhotels.com</a></td>
<td>Single 65.000 FCFA / 97.74 EUR</td>
<td>Suite available</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Double 74.000 FCFA / 111.28 EUR</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>AZALÀï Hôtel de la Plage</td>
<td>120 rooms</td>
<td>COTONOU, GANHI 05BP347 Tel : (00229) 21 31 72 00 <a href="mailto:Hoteldelaplace@azalaihotels.com">Hoteldelaplace@azalaihotels.com</a> <a href="http://www.azalaihotels.com">www.azalaihotels.com</a></td>
<td>Studio 60.500 FCFA / 90.98 EUR</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2-room apartment 73.250 FCFA / 110.15 EUR</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Standard room 64.750 FCFA / 97.37 EUR</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>“Comfort” room 69.000 FCFA / 103.76 EUR</td>
<td>Suite available</td>
</tr>
<tr>
<td>04</td>
<td>MYOSOTIS HOTEL RESIDENCE ET SPA</td>
<td>39 rooms</td>
<td>Cotonou, Ganhi Tel : (00229) 21 31 16 78 BP 2504 <a href="mailto:resamyosotishotel@gmail.com">resamyosotishotel@gmail.com</a> <a href="http://www.myosotisresidence.com">www.myosotisresidence.com</a></td>
<td>Single “Privilege” room 52.125 FCFA / 78.38 EUR</td>
<td></td>
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<td></td>
<td></td>
<td>“Prestige” room 56.375 FCFA / 84.77 EUR</td>
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<td></td>
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<td></td>
<td></td>
<td>“Comfort” room 62.325 FCFA / 93.72 EUR</td>
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<tr>
<td>05</td>
<td>BENIN ROYAL HOTEL</td>
<td>65 rooms</td>
<td>Maro Militaire, Rue en face de Toxi-labo Tel : (00229) 21 32 79 09 <a href="mailto:contact@beninroyalhotel.com">contact@beninroyalhotel.com</a> <a href="http://www.beninroyalhotel.com">www.beninroyalhotel.com</a></td>
<td>Single “Privilege” room 28.000 FCFA / 42.11 EUR</td>
<td></td>
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<td></td>
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<tr>
<td>06</td>
<td>HOTEL BENIN HORIZON</td>
<td>26 rooms</td>
<td>Cotonou, Cadjehoun 04 BP 1432 Tel : (00229) 21 30 96 84 <a href="mailto:hotel.horizon@ymail.com">hotel.horizon@ymail.com</a> <a href="http://www.hotelbeninhORIZON.com">www.hotelbeninhORIZON.com</a></td>
<td>Single room 28.000 FCFA / 42.11 EUR</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>CHANT D’OISEAU</td>
<td>30 rooms</td>
<td>Cotonou, quartier Ahwanleko 01 BP 491 Tel : (00229) 21 30 29 30 / 21 30 57 51</td>
<td>Single room 20.000 FCFA / 30.08 EUR</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>HOTEL POLE NORD</td>
<td>60 rooms</td>
<td>Tel: (00229) 95 72 85 85/ 64 93 68 00/97 17 53 52 <a href="mailto:hotel.polenord@yahoo.com">hotel.polenord@yahoo.com</a> <a href="http://www.hotel.polenord.com">www.hotel.polenord.com</a></td>
<td>Single room 27.000 FCFA / 40.60 EUR</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Double room 36.000 FCFA / 54.14 EUR</td>
<td></td>
</tr>
</tbody>
</table>

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