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Продовольственная и
сельскохозяйственная организация
Объединенных Наций

Organización de las
Naciones Unidas para la
Alimentación y la Agricultura

منظمة
الغذية والزراعة
للأمم المتحدة

NEAR EAST FORESTRY AND RANGE COMMISSION

TWENTY-SECOND SESSION

Tlemcen, Algeria, 13 - 17 December 2015

INFORMATION NOTE FOR PARTICIPANTS

I. DATES AND VENUE

1. At the kind invitation of the People's Democratic Republic of Algeria, the Twenty-second Session of the Near East Forestry and Range Commission (NEFRC) and the Fourth Near East Forestry Week will be held in Tlemcen, Algeria, from 13 to 17 December 2015.
2. The 4th Near East Forestry Week will be opened at 09:00 am on Sunday, 13 December 2015, while the official opening ceremony of the NEFRC will start at 09:00 am on Monday, 14 December 2015. Both events will take place at The House of Tlemcen National Park in Tlemcen.
3. The House of Tlemcen is located in Plateau Lalla Sitti in the National Park of Tlemcen - Tel: 00 213 (0) 43-40-13-88-90-91 ; Fax:00 213 (0) 43-40-13-89; Email: maisonparcpomaria@hotmail.fr. It provides a free Wireless Internet Service (WiFi) and offers several dining and snack bar facilities.

II. REGISTRATION AND ENROLMENT

4. Participants are requested to kindly complete the attached registration form and return it as soon as possible to the addresses indicated. Registration for the two events will take place from 08:00 to 08:45 hours at The House of Tlemcen National Park.

III. DOCUMENTATION

5. The meeting documents will be made available to participants in Arabic, English and French. To the extent possible they will be sent out before the sessions and posted on the NEFRC Commission

This document is printed in limited numbers to minimize the environmental impact of FAO's processes and contribute to climate neutrality. Delegates and observers are kindly requested to bring their copies to meetings and to avoid asking for additional copies. Most FAO meeting documents are available on the Internet at www.fao.org

website: <http://www.fao.org/forestry/31112/en/>. Delegates are kindly requested to take their own documents to the meeting since very few copies will be available during the sessions.

IV. EXHIBITION

6. A space for exhibition will be provided. For reservation and more information, please contact:

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V. CLIMATE / CLOTHES

7. The People's Democratic Republic of Algeria, located in the North Africa on the Mediterranean coast, is bounded on the north by the Mediterranean sea, on the east by Tunisia and Libya, on the south by Niger and Mali, and on the west by Mauritania, Western Sahara and Morocco. The area of Algeria is 2,381,741 km².

8. Algeria is the largest country in Africa, the Arab world, and the Mediterranean Basin. Its southern part includes a significant portion of the Sahara. Algeria lies mostly between latitudes 19° and 37°N and longitudes 9°W and 12°E. Most of the coastal area is hilly, sometimes even mountainous, and there are a few natural harbours. The area from the coast to the Tell Atlas is fertile. South of the Tell Atlas is a steppe landscape ending with the Saharan Atlas; farther south, there is the Sahara desert.

9. Tlemcen is a province (Wilaya) in north western Algeria, where the landscape is diverse with four separate physical units. From the north to the south you can go through, Mountains of Trara and Sebâa Chioukh just in the border of the Mediterranean Sea, then a set of agricultural plains, where the administrative center of the Wilaya is established. This set is characterized by high agricultural potential, a dense urban fabric, a good road network and a major industrial activity. Forward to the south there is Tlemcen mountains which are a part of the great chain of the Tell Atlas which crosses the eastern and western Algeria, and set themselves up as a true natural barrier between the high steppe plains and Tell. Finley in the southern area you can find the high steppe plains.

10. Average daytime maximum temperatures in Tlemcen range from 7°C to 14°C in December. The average winter temperature is above 7° C, but there can be occasional of frosts. January is the coldest month. Precipitation is most common in the winter and ranges from about 850 mm in the Tlemcen Mont to less than 300 mm in south area.

11. In December, the weather in Tlemcen is cold. Make sure you bring warm clothes and a windproof and waterproof jacket, particularly for the field day on 16 December 2015.

VI. LANGUAGE

12. The official spoken languages during the meetings are Arabic, French and English. Simultaneous interpretation will be available in plenary sessions.

VII. FORMALITIES FOR ENTERING ALGERIA

Visas

13. Participants are advised to contact as soon as possible the nearest Embassy or Consular Mission of the People's Democratic Republic of Algeria, in their respective countries, to enquire about immigration regulations and visa requirements to enter Algeria, if applicable. The cost of one entry visa depends on the nationality of the applicant.

14. Certain nationalities require an entry visa to be obtained prior to travel. Obtaining visa if required is the responsibility of the participant. All Countries require a pre-entry visa before travel except: Tunisia, Morocco, Libya, Mauritania and Yemen.

15. For delegates coming from countries where no Algerian diplomatic representation exists, the National Organizing Committee could help to obtain an entry visa; for that, passport details and scanned copy should be sent at least two weeks before the arrival date. If you need any assistance, please inform as the soonest.

Flight connections

16. The Zenata Messali hadj airport is 20 km far from the city, the following are some of the airline companies flying to Tlemcen: Air Algerie, Aigle Azur, Turkish airlines, Jetairfly and Tassili airlines.

17. The Ahmed Ben Bella international airport of Oran is 150 km far from Tlemcen, it hosts flights from the following companies: Air Algerie, Agle Azur, Tunisair, Air Mediterranee, Alitalia, Turkish Airlines, Iberia, Jetairfly and Vueling.

18. Participants having confirmed in due time the date, time and flight number will be met on their arrival at the The Ahmed Ben Bella International Airport in Oran and at The Zenata Messali ElHadj Airport in Tlemcen.

VIII. MONEY AND EXCHANGE

19. The Algerian currency is the "Algerian Dinar" (Arabic: دينار,) code DZD. The exchange rates in November is as follow: 1 DZD = 0.00937 USD , 1 USD = 106,73 DZD. Foreign exchange counters are available at Ahmed Ben Bella International Airport in Oran. You can change foreign cash at any bank in Tlemcen. Credit cards are not accepted in general. Renaissance hotel accepts visa card, Master card and American card, Ibis hotel accepts visa card and master card and Zianide Hotel accepts only visa card.

IX. ELECTRICITY SYSTEM

20. Algeria's electricity supply is 220 volts/50 cycles AC. Sockets are generally of the two-pronged European variety (Type C, E and F).

X. COMMUNICATIONS/ LIAISON AGENT

21. Participant's personal correspondence can be addressed to the attention of:

Mr Abdelmalek ABDELFFETTAH

General Inspector

General Directorate of Forestry

The Ministry of Agriculture, Rural Development and Fishery

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XI. STUDY TOURS AND EXCURSIONS

22. A field trip will be organized on 16 December 2015 to Hafir National Forest, located 25 km west of the city of Tlemcen, with a total surface of 9 872 ha. The trip will be made by bus for all participants.

23. Hafir forest is an old cork oak forest of 250-300 years, during the trip, a brief history of the management and the use of forest will be exposed and we will have lunch in the forest house, which was built in 1850.

XII. HOTEL ACCOMMODATION AND CATERING

24. Hotels identified for participants are:

- Hotel Renaissance Tlemcen (five stars):
 - USD 136 per night per person for a single room, breakfast at the buffet included.
 - Dinner at Al Bustan Buffet cost 34 USD per person.
- Hotel Zianides (four star):
 - USD 56 per night per person for single room, breakfast included.
- Ibis Hotel (three stars):
 - USD 53 per night per person for single room, breakfast included.

25. Main criteria in the choice of these hotels were Premium quality– price ratio and security measures and proximity to Conference Room. Participants are encouraged to make reservations by contacting directly the hotel or have reservations made for them upon request (at least ten days in advance) c/o Ms Myriam Aziz (myriam.aziz@fao.org).

26. The conference centre is located in Plateau Lalla Sitti, five minutes walk from Renaissance Hotel, 11 minutes drive from Zianides Hotel and 14 minutes drive from Ibis Hotel (shuttle bus will be provided to the participants to and from the conference centre).

How to reach Hotels:

- Hôtel Renaissance Tlemcen (5*)
Adresse: Plateau Lalla Setti, Les Cerisiers BP 420/K 13000 Tlemcen Algérie
Téléphone: +213 (0) 43 40 11 11
Fax: +213 (0) 43 40 12 12
Site: <http://www.marriott.com/hotels/travel/algbr-renaissance-tlemcen-hotel/>
- Hôtel Les Zianides (4*)
Adresse: 12 Boulevard Ali Khedim, Tlemcen, 13000, Algérie.
Téléphone: +213 43 27 71 02/ 21
Fax: +213 43 27 11 15/ 27 71 31
Email: Zianides@egtt-dz.com.
Site: http://www.egtt-dz.com/hotel_leszianides1.html
www.facebook.com/HOTELLESZIANIDES
- Ibis Hôtel (3*)
Adresse: Boulevard El Kiffane Tlemcen 13000, Algérie
Site: <http://www.accorhotels.com/gb/hotel-6583-ibis-tlemcen/index.shtml>

27. All funded and self-funded participants will have to pay for their accommodation when checking-out of the hotel. All extra costs, including dinner, room service, telephone, bar etc. will have to be paid by the individual conference participant upon departure. The Government of Algeria and FAO cannot be held liable for any such costs incurred.

XIII. TRANSPORTATION

28. International flights to Algeria arrive at different airport, Houari Boumediene International airport of Algiers is the most important and it is connected by daily flights to Ahmed Ben Bella International Airport of Oran and Messali El Hadj Zenata Airport of Tlemcen. Ahmed Ben Bella International Airport of Oran and Messali El Hadj Zenata Airport of Tlemcen are located respectively about 150 km and 30 km from where you are staying. Airport transfer will be provided by the host country from both airports to the hotel and from the hotel to the airport. Please note that you might be sharing airport transfer with other participants. Contact persons for airport transfer are Mr Samir Kalai (+213 5 51 73 23 88) for Tlemcen's airport and Mr Kechamli (+213 7 71 23 13 39) for Oran's airport.

29. Please ensure that you send your flight information and details, including arrival and departure dates and times and the flight numbers to Ms Assia Azzi (azziassia@yahoo.fr) with a copy to Ms Myriam Aziz (myriam.aziz@fao.org). Please indicate if you would NOT like to make use of the pre-arranged shuttle-service both from and to the airport.

30. Upon your departure, kindly make sure to be ready to be picked-up from the hotel's lobby at least three hours prior to your flight time.

Local Emergency Contact Numbers

Police 1548 or 17

Civil Protection (fire and medical) 14

National Gendarmerie 1055

Telephone Directory Services 19.