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Food and Agriculture
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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

FAO REGIONAL CONFERENCE FOR AFRICA

Thirtieth Session

Khartoum, the Sudan, 19-23 February 2018

Information Note

Conference Arrangements

1. The 30th FAO Regional Conference for Africa will be held at the Friendship Hall from 19 to 23 February 2018. The Conference begins with a Senior Officers' Meeting from 19 to 21 February 2018, followed by a Ministerial Plenary Session on 22 and 23 February 2018. The inaugural ceremony of the Ministerial Session will take place at 09.00 hours on Thursday, 22 February 2018. There will also be Thematic Side-Events on 22 and 23 February 2018.
2. The normal working hours of the Conference will be 09:00-12.30 hours and 14:00-17:30 hours, unless otherwise decided by the Conference, and any exception to this timing will be provided in the Timetable (ARC/18/INF/2).
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/18/1) will be circulated with the invitation letter.
5. The Secretary of the 30th Session of the Regional Conference is Mr Serge Nakouzi. He will be assisted by a number of FAO staff and members from the national committee 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 the Sudan will provide coordination and support to the press, maintain contacts with the press and be responsible for matters concerning information to the public. Press representatives are requested to submit information on all the types of radio transmitter devices, their frequencies and purpose when applying for the visa.

8. Journalists and all international press are invited to apply for a visa six weeks ahead of the Conference, in order for the related authorities to facilitate the issuance of the visas in time. Foreign journalists requiring accreditation should contact the Government Liaison Officer as soon as possible for accreditation arrangements. Journalists based in the Sudan will be provided with accreditation by the National Organizing Committee. An accreditation desk will be in place for this purpose at the Conference venue. All journalists are advised to present two passport size photographs and a letter of assignment from their editor or employer to the accreditation desk at the Conference venue.

Documentation

9. The working documents will be made available before the Conference to all governments and invited organizations through the Regional Conference website at the following address: <http://www.fao.org/about/meetings/regional-conferences/en/>. 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 English or French 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 or sent electronically to the Secretariat of the Conference beforehand at ARC-Secretariat@fao.org with a copy to Serge.Nakouzi@fao.org and KwamiDzifanu.NyarkoBadohu@fao.org

Correspondence

12. All correspondence concerning the 30thSession of the Regional Conference should be addressed to both:

Conference Secretary	Government of the Sudan Liaison Officer
<p>Mr Serge Nakouzi</p> <p>FAO Regional Office for Africa P. O. Box. 1628, Accra, Ghana Tel: +233-302 610-930Ext. 41110 +39 3441112645</p> <p>Email: ARC-Secretariat@fao.org and always copy: Serge.Nakouzi@fao.org KwamiDzifanu.NyarkoBadohu@fao.org Francisca.Penuku@fao.org</p>	<p>Ms Igbal Abdulmajed Abdulrahman</p> <p>General Director of Global Partnership Department Ministry of Agriculture and Forests The Sudan-Khartoum Tel: + 249183772667</p> <p>Email: IgbalMagid@yahoo.com and always copy: N.Y.Z@hotmail.com Najat.yousif@hotmail.com Hajerahmed11@gmail.com sudanicaocean@gmail.com</p>

During the Conference, the address of the Secretariat is:

Conference Secretary	Government of the Sudan Liaison Officer
<p>Mr Serge Nakouzi</p> <p>FAO Office for the Sudan P.O.Box1117 11111 Khartoum, the Sudan Fax: +249 183 774646 Tel: +249 912306092 +39 3441112645</p> <p>Email:ARC-Secretariat@fao.org and always copy:</p> <ul style="list-style-type: none"> • Serge.Nakouzi@fao.org • KwamiDzifanu.NyarkoBadohu@fao.org • Francisca.Penuku@fao.org • FAO-Sudan, FAO-SD@fao.org 	<p>Ms Ekhlas Mohammed Mohammed Ali</p> <p>Global and Regional Organization Head Department The Sudan-Khartoum Tel: + 249183776404</p> <p>Email: KhlasmMAli@yahoo.com and always copy:</p> <p>elaminenhassan@hotmail.com babikeradam2007@yahoo.com Abusaib11@gmail.com sudanicaocean@gmail.com</p>

Conference Venue

13. Friendship Hall is situated in Khartoum, Nile Road, and 1km from the Presidential Palace. It is 8 km from the Khartoum International Airport. Tel: +249928354576;

Email: friendshiphall4@gmail.com.

Formalities for entry into the Republic of the Sudan

14. All visitors to the Republic of the Sudan must hold valid passports. Visas are required for all nationalities. Visitors should obtain these beforehand at the appropriate Sudan diplomatic or consular offices abroad. United Nations (UN) Laissez-Passer holders are also required to obtain visas. Application for visa should be made early since the issuance of a Sudanese visa could take up to four (4) weeks. Residents of countries where there is no diplomatic or consular office should contact the Embassy of the Sudan in the nearest country. Those in need of assistance for the acquisition of visa, should please forward their names to the Government Liaison Officer, Ms Igbal Abdulmajed Abdulrahman (see contact details in Para.12 above).

15. Participants are advised to check with their respective health services on their health and vaccination status prior to travel, in line with the recommendations prevailing for the Sub-Saharan region. Note that Yellow Fever immunization is recommended for all travellers, and proof of vaccination will be required upon arrival in the country. Although the malaria has the lowest rates in winter due to the cold weather, participants may contact their health authorities if they consider to take Malaria prophylaxis or any anti-malaria treatments in their countries before leaving.

16. A well prepared ready clinic will provide service in the Conference venue. In addition, a high specifications hospital will be on stand-by for 24-hour reception service. Medical service is available at the airport as well. Health authorities advise travellers that it will quarantine at the airport any infected persons with Cholera, Pneumonic Plague, Small Pox, Dengue haemorrhagic fever diseases.

Arrangements at the Airport

17. Participants are advised to provide advance notice, at least two (2) weeks prior to arrival: name of carrier, flight number, time of arrival and other related information to the Government Liaison Officer in the Sudan. This will ensure that they are properly met on arrival at the Khartoum International Airport. Participants are advised to mark their luggage clearly in order to facilitate identification. No airport tax

is required for Diplomatic, official and private passports. However, all foreigners (non-Sudanese nationals) are required to pay a registration cost of about USD 33 at the airport to the Ministry of Interior.

18. The Sudanese authorities will make special arrangements for participants on their arrival (setting up 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.

19. All Conference participants are advised to finalize, at an early date, their return travel arrangements. Immediately on arrival in Sudan, participants should contact the Travel Desk at the Conference premises for special internal visits /excursion and for the reconfirmation of their departure dates and times

20. All guests are invited to cooperate with security checks at airport entrance. Security officers may present a separate list with all information when applying for the visa. Security Officers are also requested to provide details, when applying for weapons and radio permits, such as the following:-

- Types and serial numbers of the firearms
- Quality of ammunition
- Additional security and special equipment
- Name of persons who will carry the firearms
- Date and place of birth and passport number
- Date and time of arrival and departure
- Flight numbers for arrival and departure
- Radio transmitters type, purpose and frequency

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

21. The amount and kind of foreign currency, which may be imported to the Republic of the Sudan, is under regulations and could be made available to delegates upon request to the Government Liaison Officer. Declaration to the customs on arrival is obligatory. 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 of the Sudan is the Sudanese Pound (SDG). In November2017, the exchange rate was approximately 17.82 Sudanese Pounds to 1 United States Dollar (as per FAO Exchange Rates). Credit/debit cards and travellers cheques are not recognized in the Sudan and visitors are advised to bring reasonable cash allowances.

22. Postal, telephone, and internet services will be available at the Conference premises.

Medical and Health Services

23. Medical and first aid services will be available at the Conference premises. Medical services could also be provided by hotels but fees may apply.

Hotel accommodation

24. 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 Khartoum, Ms Igbal Abdulmajed Abdulrahman, and a copy to the Conference Secretary in Accra, not later than 8 January, 2018.

25. A list of hotels is proposed (Annex B) for participants and their families. Special group rates have been negotiated for Conference participants. It is advisable that participants make their reservations at any of the hotels recommended in Annex B.

26. At check-in, and as customary, the hotels may require guests to make cash advance payment. Please note that participants are required to settle their own hotel bills on departure, including meals, tips, telephone, laundry, etc.

Registration

27. 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 Sunday 18 February 2018 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.

Facilities at the Conference site

28. For any discomfort or health problems, please contact the medical team based at the Conference site. Emergency care is available at no cost. It is forbidden to smoke at the Conference area, the stands and restaurants. A hand-washing device will be placed at the entrance of the Conference venue.

Altitude

29. Khartoum is located in Northeast Africa at latitude 15°36' North and longitude 32°32' East with an elevation of 380 m (1247 ft.)

Weather

30. The climate is a sub-tropical desert climate. Over the year, the average temperature in Khartoum is 29.9 degrees Celsius. The average yearly rainfall is 162.2 mm. In February, the average maximum temperature in Khartoum is expected to be 32 degrees Celsius. The average minimum temperature is 16 degrees Celsius at night.

Time Zone

31. Khartoum is on the Central African Time Zone - GMT +2:00.

Voltage

32. The voltage in Sudan is 220-240V AC, and the standard frequency is 50Hz. The electrical sockets (outlets) are the European standards with two pins (Type C) and also Round three pins (Type D).

Customs

33. 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 foodstuff; fiscal or postal stamps or valuables.

34. Please be aware that public drunkenness is forbidden and possession of alcohol in Sudan is a criminal offence, as is bringing it into the country.

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 [] Secretariat

Accompanied by spouse? [] Yes [] No. If Yes, name of Spouse: _____

Date of anticipated stay in Khartoum 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, before the Conference, preferably not later than 15 January 2018, even if complete flight information is unavailable. You may e-mail flight information details at a later date.

<p>Conference Secretary Mr Serge Nakouzi Mr KwamiDzifanu Nyarko-Badouh FAO Regional Office for Africa P.O. Box. 1628, Accra, Ghana Fax: +233-302-668-427 Tel.: +233-302 610-930 Ext. 41110 41201</p> <p>Email:ARC-Secretariat@fao.org and always copy:</p> <ul style="list-style-type: none"> • Serge.Nakouzi@fao.org • KwamiDzifanu.NyarkoBadouh@fao.org • Francisca.Penuku@fao.org 	<p>Government of the Sudan Liaison Officer Ms Igbal Abdalmajed Abdulrahman General Director of Global Partnership Department Ministry of Agriculture and Forests The Sudan- Khartoum Tel : + 249183772667</p> <p>Email: IgbalMagid@Yahoo.com and always copy:</p> <p>Abusaib11@gmail.com N.Y.Z@hotmail.com Najat.yousif@hotmail.com sudanicaocean@gmail.com</p>
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Annex B. List of hotels¹

N°	Name of Hotel/Category	Distance to Conf. venue (estimate)	Distance to Airport venue (estimate)	Type of accommodation	Real Prices (USD)	Negotiated Prices (USD)	Number of rooms available	Facilities
1.	Corinthia Hotel							
	Contacts/Complete Address Email:Reservations.khartoum@corinthia.com Tel: +249187155555 Website: www.corinthia.com			Classic	200	-		
					Breakfast included	Breakfast included		- conference room
								- accommodation
				Superior	260	-		-Free Wi-Fi,

¹.NB:The telephone code of the Sudan is + 249

Hotel number 1	Less than 1 km	5 km		Breakfast included	Breakfast included		- swimming pool / garden,
							- Restaurants
			Junior suite junior	400	-		- Bars
				Breakfast included	Breakfast included		- Payable shuttle service
			Prestige suite	1100			

N°	Name of Hotel/Category	Distance to Conf. venue (estimate)	Distance to Airport venue (estimate)	Type of accommodation	Real Prices (USD)	Negotiated Prices (USD)	Number of rooms available	Facilities
2.	Ewa Khartoum Hotel Apartments							
	Contacts/Complete Address Email:sales.khartoum@ewa.hmh Tel:+249156558888			Classic	220	200		
					Breakfast included	Breakfast included		- conference room
								- accommodation
				Superior	450	400		-Free Wifi,
	Hotel number 2	1 km	5 km		Breakfast included	Breakfast included		- swimming pool / garden,

							- Restaurants
			Junior suite junior	320	300		- Bars
				Breakfast included	Breakfast included		- Payable shuttle service
			Prestige suite	-	-		

Comment:

* Hotel (2) has only junior suite

*the capacity of hotel about (70) rooms, but the number of rooms available could not be confirmed now.

N°	Name of Hotel/Category	Distance to Conf. venue (estimate)	Distance to Airport venue (estimate)	Type of accommodation	Real Prices (USD)	Negotiated Prices	Number of rooms available	Facilities
3.	Coral Khartoum Hotel							
	Contacts/Complete Address Email:hiba.salaheldian@coral.hmh Reservations.khartoum@coral.hmh Tel: +249183774100 +249183778930 +249912473325			Classic	120	-		
				Breakfast included	Breakfast included		- conference room	
							- accommodation	
			Superior	140	-		-Free Wifi,	

Hotel number 3	1 km	6.5 km		Breakfast included	Breakfast included		- swimming pool / garden,
							- Restaurants
			Junior suite junior	400	-		- Bars
				Breakfast included	Breakfast included		- Payable shuttle service
			Prestige suite	-	-		

Comment:

* Hotel (3) has only junior suite

*the capacity of hotel about(272) rooms, but the number of rooms available could not be confirmed now.

N°	Name of Hotel/Category	Distance to Conf. venue (estimate)	Distance to Airport venue (estimate)	Type of accommodation	Real Prices (USD)	Negotiated Prices	Number of rooms available	Facilities
4.	Grand Holiday Villa Hotel							

Hotel number 4			Single	90	-			
				-	Breakfast included		- conference room	
							- accommodation	
			Double	130	-		-Free Wifi,	
	1 km	6.5 km		Breakfast included	Breakfast included		- swimming pool / garden,	
							- Restaurants	
			Suite	150	-		- Bars	
				Breakfast included	Breakfast included		- Payable shuttle service	
			Prestige suite	-	-			

Comment:

Hotel (4) has 162 rooms but the number of rooms available could not be confirmed at this moment