

December 2010



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
Agricultura
y la
Alimentación

THIRTIETH FAO REGIONAL CONFERENCE FOR THE NEAR EAST

Khartoum, the Republic of the Sudan, 4-8 December 2010

Information Note

Conference Arrangements

1. The **Thirtieth FAO Regional Conference** for the Near East will be held at the Friendship Hall (the Presidential Hall) in Khartoum, the Republic of the Sudan from 4 to 8 December 2010. The Conference will start with a three-day meeting for Senior Officers from 4 to 6 December, followed by a Ministerial Meeting on 7 and 8 December. The Opening Session of the Senior Officers Meeting will take place at 09:00 hours on Saturday, 4 December 2010. The Inaugural Ceremony of the Ministerial Meeting will take place at 09:00 hours on Tuesday, 7 December 2010.
2. The normal working hours of the Conference will be 9:00 to 12:00 hours and 14:00 to 17:00 hours, unless otherwise decided by the Conference.
3. An "Order of the Day" circular will be issued daily by the Conference Secretary, giving detailed information of the Conference business, timetable of meetings, items to be discussed and other information of general interest.
4. The Provisional Annotated Agenda (Doc. NERC/10/1) has been dispatched to Member Countries and other participants along with the Invitation Letter.
5. The Secretary of the Conference is Mr. Nasredin Hag Elamin, Senior Policy Officer, FAO Regional Office for the Near East. 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 and French. The documentation will also be issued in these three languages.

Press Liaison and Information

7. For the duration of the Conference, the FAO Information Officer, assisted by a National Press/Media Officer to be assigned by the Government of the Republic of the Sudan, will maintain contacts with the press and be responsible for matters concerning relaying the Conference relevant information to the public.
8. Journalists will be provided accreditation upon presenting two passport-size photographs and a letter of assignment from their editor or employer to the FAO Information Officer at the registration desk at the Conference venue.

Documentation

9. The working documents will be sent 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, outside the Conference hall. The desk will also deliver mail 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 Arabic or English to the Conference Secretary, if possible in four printouts. Delegates wishing to circulate other written material related to the Agenda of the Conference are requested to deliver 40 copies in Arabic and 20 copies in English to the Secretariat for distribution.

Advance Communications of Text of Speeches and Statements

11. If delegates wish to circulate speeches or statements they are kindly requested to submit three typed copies of the texts to the Secretariat of the Conference in advance.

Correspondence

12. All correspondence concerning the 30th Regional Conference should be addressed to the **Conference Secretary** as follows:

Mr. Nasredin Hag Elamin

Secretary of the 30th FAO Regional Conference for the Near East

FAO Regional Office for the Near East, P.O. Box 2223, Cairo, Egypt

Tel.: (+202) 3331-6000. Ext. 2720 or direct line (+202) 3331-6131

Fax: (+202) 749-5981 or 337-3419

Cellular Phone: (+20) 100049402

E-mail: NERC30@fao.org

AND copied to:

i. **The Government Liaison Officer, Ms. Abla Malik**

Ministry of Agriculture, Sudan

Fax: (+249) 183 776404

Cellular Phone: (+249) 122254793

e-mail : abla.moa.sd@gmail.com

ii. **The FAO Representative in Sudan**

Fax : (+249) 1 83774646

Tel (+249) 1 83779368

e-mail: FAO-SD@fao.org

During the Conference, the address of the **Conference Secretary** is:

Mr. Nasredin Hag Elamin

Conference Secretary

30th FAO Regional Conference for the Near East

Mobile: (249) (0) 912155520

13. Postal, telephone and facsimile services will be provided at the Conference premises as well as Travel and Tourist Information Desk.

Formalities for Entry into the Republic of the Sudan

14. Participants requiring entry visa to Sudan are advised to obtain their visas from Sudanese Diplomatic and Consular Missions minimum two weeks prior to the date of travel. Participants coming from countries with no diplomatic missions for Sudan are kindly requested to fill in the attached Personal Data Form (Appendix C), along with a copy of the first pages of their valid passports (**details and photocopy of the passport that will be used to enter Sudan**) and travel details and fax them to the Government Liaison Officer in Khartoum, at the contact address mentioned under item 12 above. This passport information should be dispatched at least 40 days before the Conference date, with a copy to the Conference Secretary in Cairo and the FAO Representative in Sudan.

15. Participants are advised to provide advance notice, at least three weeks prior to arrival, the name of carrier, flight number, time of arrival and other related information to the Government Liaison Officer in Khartoum, Sudan. This will ensure that they are properly met on arrival at Khartoum International Airport. Participants are advised to mark their luggage clearly in order to facilitate identification.

16. The Sudanese Authorities will make special arrangements for participants upon their arrival (setting an information desk at the arrival terminal) to assist with formalities regarding immigration, visas, customs and collection of luggage and to provide participants with transport to their respective hotels. Similar arrangements will be made at the end of the Conference.

17. All Conference participants are advised to finalize, at an early date, return travel arrangements. Immediately upon arrival in Khartoum. Participants are advised to contact the travel desk at the Conference venue for special internal visits and for confirmation of their departure date and time.

Foreign Exchange and Banking

18. The national currency is the Sudanese Pound (SDG). In daily dealings, foreign currency can be exchanged at the official rate at hotels or banks. The bank rate is approximately US\$1= 2.5. PLEASE NOTE CREDIT CARDS ARE NOT ACCPETED IN SUDAN. In addition, US Dollar bills printed prior to 2006 are not accepted either.

Medical Services and First Aid

19. Medical and first aid services will be available at the Conference premises, through special Government arrangements with the hotels.

Hotel Accommodation

20. Requests for hotel reservations should be made with the printed form in Appendix-A. The original should be sent to the Government Liaison Officer in Khartoum and a copy to the Conference

Secretary in Cairo and the FAO Representative in Sudan (see paragraph 12 above), as soon as possible and not later than 10 November 2010.

21. Accommodation will be available for participants and their families at the hotels listed in Appendix-B.

22. At check-in, and as customary, the hotel will require guests to make cash payment for one-night in US Dollars.

Registration

23. All delegates and observers are requested to register, soon after arrival, at the Conference site, so that they can be provided with IDs. Each participant is requested to provide the registration team with one passport-size photograph. The registration desk will be open on 3 December from 10:00 to 18:00 and on 4 December from 08:30. 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 halls.

Weather

24. During the month of December, the temperature varies from about 22°C to 35°C

Dress Code

25. Dress code inside hotel is smart casual.

Electricity

26. The voltage in Khartoum is 220 volts AC. Plugs used are BS 1363 (British Style Plugs).

APPENDIX B**LIST OF HOTELS**

Name	Distance to Conference venue	Room Rate				Included in Prices
		US\$				
Burj Al-Fatih Hotel ^{a/} (5 Stars)	500m to Friendship Hall	Deluxe Room \$160 ^{a/}			Executive suite \$390 ^{a/}	Breakfast
Khartoum Plaza Hotel (4 stars)	15 minute drive to Friendship Hall	Small single \$75	Large single \$80	Standard \$90	Luxury Suite 3 Beds \$160	Breakfast VAT Service
Al-Faisal Hotel (3 Stars)	15 minute drive to Friendship Hall	Single Room \$50				Breakfast VAT Service
Coral Hotel (5 Stars)	750m to Friendship Hall	Single Room \$150				Breakfast

Notes

- ^{a/}: Rates quoted above are subject to 15% VAT and 5% Resident fees per room per night.
- Credit Cards are not accepted in Sudan; prior arrangement for settlement of bills is advisable.

APPENDIX C**Passport details required by the Ministry of Foreign Affairs****For****Issuing Entry Visas to the Republic of the Sudan**

Note: Please send to Government Liaison Officer Ms Abla Malik (Fax: +249 183 776404; e-mail: abla.moa.sd@gmail.com) and to FAO Secretariat in Cairo, Egypt (Fax: 202 3749-5981; e-mail: NERC30@fao.org).

Form No. 7
Ministry of Interior
Passport & Immigration
General Administration

بسم الله الرحمن الرحيم
جمهورية السودان
The Republic of The Sudan
وزارة الداخلية
الإدارة العامة للجوازات والهجرة
طلب تأشيرة دخول
Application For Entry Visa

استمارة رقم 7
طبقاً للبند 17 من اللائحة

		اسم الأب والجد			1- الاسم (بالكامل) الاسم الأول
Surname			Full Name		

		اسم الأم			2- البيانات الشخصية: الجنسية
Personal Details: Nationality			Religion		Mother's Name

	السنة		الشهر		اليوم	3- مكان وتاريخ الميلاد	
Place and date of birth			Day		Month	year	

Female	أنثى	Male	ذكر	Sex	النوع		Profession	المهنة	4-
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		العنوان الدائم Home Address
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	بريد إلكتروني		فاكس		هاتف
	E-Mail		Fax		Tel

بيانات وثيقة السفر :			
نوع الوثيقة			
أخرى	وثيقة اضطرارية	جواز دبلوماسي	جواز عادي
Other	Travel Document	Diplomatic Passport	National Passport
Type of Document			

		مكان الإصدار			الرقم
		Place of Issue			No.

السنة	الشهر	اليوم	السنة	الشهر	اليوم	تاريخ الإصدار
Year	Month	Day	Year	Month	Day	Date of Issue
تاريخ الانتهاء			تاريخ الإصدار			
Date of Expiry			Date of Issue			

مرافقون (دون السادسة عشرة) بالوثيقة
Names of persons Accompanying the Applicant (under 16 years)

الاسم Name	الصلة Relation	تاريخ الميلاد Date of Birth	النوع Sex
			Female أنثى
			Male ذكر

الغرض من الدخول Purpose of Visit

زيارة Visit	استثمار Investment	منطقة طوعية N.G.O	مهمة رسمية Official	عمل Work
أخرى Other	العلاج For Treatment	سياحة Tourism	دراسة Study	

الجهة الضامنة / Sponsor

أخرى Other	مؤسسة تعليمية Educational	شركة خاصة Company	مؤسسة حكومية Government	النوع Type
				الإسم Name
				العنوان Address
	بريد إلكتروني E-mai		فاكس Fax	هاتف Tel
	التوقيع Signature	Date	التاريخ	

مرفقات Supporting Document

شهادات دراسية Certificate	تعهد الجهة الضامنة Guarantee	موافقة مكتب العمل Labour office Approval	صورة من الجواز Pass. copy
أخرى Other	خطو طرف صحي Health Certificate	موافقة من مؤسسة تعليمية Educational Institute Approval	

الاستعمال الرسمي Official Use

	سبب القبول أو الرفض Reason	قبول الطلب Acceptance of Application
		رفض الطلب Rejection
	التاريخ Date	اسم الضابط Name O Officer
	المكتب Office	الختم Stamp
		التوقيع Signature