



Inter-Parliamentary Union
For democracy. For everyone.

Regional seminar for African parliaments on the implementation of United Nations Security Council resolution 1540



National Assembly
of Côte d'Ivoire

22-23 February 2016, Abidjan (Côte d'Ivoire)

GENERAL INFORMATION

1. Venue, date and programme

The seminar will be held from 22 to 23 February 2016 in Abidjan, at the National Assembly Palace, in room la Rotonde. Access to the seminar venue is from the official entrance, where all badges and seminar documents should be collected. The draft programme of the seminar is attached.

2. Participation

This seminar is open to the following parliaments of Africa: Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Comoros, Congo Republic, DRC, Côte d'Ivoire, Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Equatorial guinea, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Morocco, Mauritius, Mauritania, Mozambique, Namibia, Niger, Nigeria, Uganda, Rwanda, São Tomé-e-Príncipe, Senegal, Seychelles, Sierra Leone, South Africa, Sudan, South Sudan, Swaziland, Tanzania, Chad, Togo, Tunisia, Zambia, Zimbabwe. Each is invited to send a delegation of four members maximum, gender-balanced and reflecting the political representation within parliament. It is recommended that delegation members be persons working directly on disarmament, non-proliferation of WMDs and terrorism matters in their respective parliaments. Parliaments from neighboring Arab region are also invited to share their experiences and favor border-crossing networks.

3. Organization of proceedings

In keeping with IPU practice, all participants will have equal speaking rights. To make the discussions as fruitful and enriching as possible, the following rules will apply:

- (a) There will be no list of speakers on any agenda item. After the resource persons have introduced an agenda item, the floor will be open to participants for questions and comments.
- (b) Experience has shown that this kind of meeting does not lend itself to the reading out of prepared statements. Subject to arrangements that the Chair may make to suit the circumstances, oral contributions may not exceed three minutes. Participants may speak several times on each item, particularly to respond to other statements.

4. Documents

Participants will receive hard copies of the resource persons' presentations as they become available. To the extent possible, the IPU Secretariat will make available background documentation on the topics under discussion for the information of participants.

Participants wishing to distribute relevant documentation to their colleagues will be required to provide it in sufficient quantities and place it on a table set aside for that purpose.

5. Working language

The working languages will be **English and French**.

Delegations that wish to use interpretation facilities are kindly requested to inform the organisers no later than **1 February 2016**.

6. Registration

Invited parliaments are requested to send their list of participants attending the seminar **no later than 1 February 2016**, using the enclosed Registration Form, to the following addresses:

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| National Assembly of Côte d'Ivoire Mr. Alain ACAKPO ADDRA Administrative Secretary of the Inter-Parliamentary Group of Côte d'Ivoire 01 B.P. 1381 ABIDJAN 01, Côte d'Ivoire Email : alain.addra@assnat.ci Phone: + (225) 20 20 96 73 Fax : +(225) 20 20 82 33 / 20 22 70 43 | With copy to: Inter-Parliamentary Union 5, chemin du Pommier case postale 330 1218 Grand-Saconnex Geneva, Switzerland Email: postbox@mail.ipu.org Tel: +41 22 919 41 50 Fax: +41 22 919 41 60 |
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7. Hotel accommodation and reservations

The National Assembly of Côte d'Ivoire has made a block booking reservation for four nights (20, 21, 22 and 23 February) at the hotels indicated below. Participants are kindly asked to complete the Hotel Registration Form and return it as soon as possible, and **no later than 1st February 2016**.

Hotels

- Pullman Hotels and Resorts (5*)
15 minutes walk from the National Assembly / 4 minutes by car
- Novotel Abidjan Hotels & Resorts (4*)
6 minutes by car from the National Assembly
- Ivotel Hotel (3,5*)
10 minutes walk from the National Assembly / 3 minutes by car
- Ibis Hotel Plateau (2*)
5 minutes walk from the National Assembly
- Ibis Hotel Marcory (2*)
25 minutes by car (without traffic) from the National Assembly

Transportation will be provided to and from the National Assembly

Reservations received after that date cannot be guaranteed and will depend on room availability. Requests for hotel reservations will be treated on a first-come-first-served basis. Participants are kindly asked to settle their bill directly with the hotel concerned.

8. Travel, arrival and departure

All participants are kindly request to provide the details of their arrival and departure (date, time, flight number, etc.) on the Registration Form.

The National Assembly of Côte d'Ivoire will welcome delegates upon their arrival at the International Airport Port-Bouët and arrange their transfers to and from the airport. Transfers for delegates between their hotels and the official seminar venue and related events will be provided by the host parliament.

Parliaments participating in the seminar should make their own travel arrangements and will bear the travel and other costs related to their delegates' participation.

Transport schedules will be available at the Host Information Desk in the Palace of Parliament and in

the hotels mentioned above.

9. Visas

A valid passport is required to enter Côte d'Ivoire.

To obtain visas or further information on customs regulations, delegation secretaries/participants are advised to contact the Embassy of Côte d'Ivoire in their respective countries.

10. Registration and information desk

A Registration and Information Desk will be available to participants at the seminar venue, from 22 to 23 February, according to the programme of the seminar.

11. Security

The national authorities will take all the necessary security measures. Participants are required to wear their identity badges at all times while present at the seminar venue.

Participants are kindly required to show a valid ID (passport or identity card) when entering the Palace of the Parliament. For security reasons, participants should be prepared for identity checks.

12. Weather conditions

For information on weather in Abidjan please see www.accuweather.com.

13. Currency regulations

The local currency is the CFA franc (abbreviated to XOF). The exchange rate is XOF 655.957 to the Euro. The bank in the airport provides services using the correct exchange rate. You are therefore encouraged to change money at that bank if you arrive by air. Some banks offer excellent exchange rates, but also levy large commissions; other banks charge lower commissions but at a less advantageous exchange rate – the choice is yours. Outside Abidjan, there are very few ATMs (they are in the large banks in Abidjan itself).

Credit cards: Visa cards are not accepted by all banks and MasterCard is not accepted at all.

14. Medical facilities

During the seminar, first aid facilities will be available at the venue. All other medical services and prescriptions will be at the participants' own expense.

15. Health

Vaccination against Yellow fever is mandatory. It is strongly recommended that you are also vaccinated against tetanus, polio, diphtheria, meningococcal disease, typhoid fever, hepatitis A and hepatitis B. A prophylactic course of anti-malarial drugs is also recommended.