



18th Meeting of the Committee of Experts and
22nd Conference of Director Generals of WCO
Customs of West and Central Africa



24-28 April 2017

Dakar, Senegal

INFORMATION SHEET ON THE LOGISTICS OF THE
CONFERENCE

1.	Date	24 to 28 April 2016
2.	Format	<ul style="list-style-type: none">➤ Meeting of Experts from 24 - 25 April 2016;➤ Conference of DGs, from 26 to 28 April 2016.
3.	Venue	<ul style="list-style-type: none">➤ Meeting of Experts: KING FAHD PALACE HOTEL;➤ Conference of DGs: KING FAHD PALACE HOTEL.
4.	Regulation on immigration and health	<ul style="list-style-type: none">➤ Participants requiring an entry visa in Senegal are requested to apply with the Embassy/Consulate of Senegal present in their country prior to their departure.➤ The Customs Administration of Senegal will issue letters of invitation to participants who will need them.➤ Arrangements will be made, for participants who request them, for the issuance of visas upon arrival at the immigration offices of Leopold Sédar SENGHOR International Airport in Dakar.
5	Bookings of flights	<ul style="list-style-type: none">➤ Leopold Sédar SENGHOR International Airport in Dakar is served by several international airlines including Asky, Air Côte d'Ivoire, British Airways, Lufthansa, Air France, Emirates, SN Bruxelles, Ethiopian Airlines, Arik, Kenya Airways.
6.	Exit and transfer	<ul style="list-style-type: none">➤ Senegalese Customs officers will be present at the Leopold Sédar SENGHOR International Airport in Dakar to welcome the participants. Members of the Organizing Committee will also be present to facilitate the transfer of participants.
7.	Accommodation	<ul style="list-style-type: none">➤ Accommodation costs are borne by participants➤ The Senegalese Customs Administration in agreement with the KING FAHD PALACE HOTEL will subsidize the rooms by 50% so that all participants can be accommodated.➤ The price of the night, after the subsidy of the Senegalese Customs, is FCFA 45,000 for Standard Rooms reserved to Experts and FCFA 100,000 for the suites reserved to the DGs.➤ Members and regional structures are strongly advised to send the list of participants to the addresses listed below for reservations.➤ Availability of flight plans will help facilitate transfers from the Airport to the Hotel.➤ The Organizing Committee will handle the transfer hotel - place of work - hotel for participants.➤ Participants are expected to pay for their bills before they leave the hotel.
8.	Coverage of the Conference	<ul style="list-style-type: none">➤ The working languages of the conference are English and French. Necessary arrangements have been made for simultaneous interpretation as well as availability of working documents in these two languages.➤ Participants are requested to register upon arrival at the conference site. They are requested to take their name badges

		<p>with the registration desk and to wear the badges permanently during the sessions.</p> <ul style="list-style-type: none"> ➤ The meeting rooms are equipped with internet terminals.
9.	Catering Service	<ul style="list-style-type: none"> ➤ Participants will be entitled to coffee/tea breaks and lunch breaks at the venue. Diners will be
10.	Others	<ul style="list-style-type: none"> ➤ Temperatures start rising in the month of April. The hotels and workplaces are air-conditioned. ➤ Dakar is a peaceful city with good security day and night. The site of the conference (KING FAHD PALACE) is also a place secured by the National Gendarmerie. Participants are thus invited to observe the safety instructions issued by the Gendarmerie and the other entities responsible for securing the site. ➤ An advanced health post will be established on the site to deal with certain emergencies. ➤ Other facilities available near the recommended hotels and the working place are banking services, travel agencies, shops, markets and entertainment venues. ➤ The Organizing Committee will make arrangements for the presence of a medical team and an ambulance at the work site. ➤ The exchange rate is approximately FCFA 620 for 1 \$ US and FCFA 656 for 1 €. These rates are variable.
11.	Contact Points	<p>Participants are requested to contact Contact Points for further information or any difficulties encountered. Please also copy all communications to <u>ALL</u> addresses below:</p> <ul style="list-style-type: none"> ➤ M. Malick MBAYE: E-mail: malickmbaye@douanes.sn Phone: +221 77 332 64 04. ➤ M. Mouhamadine Oumar BA : Email : mouhamadine.ba@douanes.sn Phone: +221 77 332 64 08 ➤ M. Papa Amadou Gamby DIOP : E-mail: pdiop@douanes.sn Tel: +221 77 332 64 02 ➤ M. Mouhamadou SALL: E-mail: tafisall@douanes.sn Phone: +221 77 332 65 82 ➤ M. ASSADOU Malan: Director of the Office of Vice-Chair WCO-WCA ; E-mail: assamalino@yahoo.fr Phone: + ➤ M. DEZAI B. Ferdinand, Office of the Vice-Chair WCO-WCA : E-mail: dezai76@gmail.com Phone: