



*African Training and Research Centre in
Administration for Development*



*The International Development
Research Centre*

First LOG-IN Africa Methodology Workshop

Information Circular

***8 –10 June 2006
Tangier (Morocco)***

Place and Time

The LOG-IN Africa "Kick-off" and Methodology Workshop will take place at the Intercontinental Hotel, Tangier, Kingdom of Morocco, from 08 to 11 June 2006.

The documentation of the meeting will be available online at:

www.cafrad.org and www.unpan.org

Visas

Participants should obtain an entry visa through the Moroccan Embassy/Consulate in their respective Country. In case Morocco does not have a representation in your country and you need a visa, please send to us, urgently by fax, photocopy of the first three pages of your passport in order to facilitate the arrangement at the Airport of Tangier on arrival.

Travel arrangements

Economy class air tickets will be authorised to be bought /or a PTA will be sent (**after CAFRAD has received and accepted a quotation from your travel agency**) through CAFRAD or reimbursed in Tangier. Travel is provided via the most economic and direct route. The authorised date of arrival in Tangier is 7th March 2006, i.e. the days preceding the meeting, and departure from Tangier is immediately following the close of the workshop, i.e. 11th June. Any increase in ticket cost, resulting from a change in travel itinerary or travel dates, must be borne by the participants.

Entitlements

You will be entitled to receive Daily Subsistence Allowance (DSA) at the prevailing United Nations rate.

Accommodation

Participants will be accommodated at the Hotel where the meeting will take place.

Address of the hotel: hotel Intercontinental,

Parc Brook, Boulevard de Paris

TANGER

Fax : (212-39) 93 79 45 / 93 01 58

Tel. : (212-39) 93.60.53 / 93 60 58

E-mail : inter@wanadoo.net.ma

The rates are:

Single room with half board (Breakfast and one meal):	640 Moroccan Dirhams, about 64 \$US
Double room with half board (Breakfast and one meal):	830 Moroccan Dirhams, about 83 \$US

Hotel bills and extra are to be settle by the Pariticipants.

Local Transportation

Transportation will be provided by CAFRAD upon arrival, from the airport to the Intercontinental Hotel and back to the airport upon departure.

Banks:

Many Tangier banks have branches on the central boulevard. They are open daily, except Saturday and Sunday, from 8.15 am to 11.30 am, and from 2.15 pm to 4.39 pm.

Participants should note that the Moroccan Dirham is not convertible outside Morocco. CAFRAD has no facilities for transacting any exchange of Dirhams for foreign currency.

The rate exchange is about: 1 US\$ = 9.00 Dirhams

The Intercontinental Hotel reception can convert foreign currency in Dirhams. Bank receipts should be kept because they will be required if you have any remaining Dirhams to reconvert on your departure.

Climate

The temperature at this time of the year is about 28 degrees Centigrade. You may need to take a light jacket/coat for the night.

Health Insurance Coverage

In issuing invitations to participants in meetings/workshops/seminars, CAFRAD assumes that the individual concerned is in good health and has no illness or disability that might prevent the individual concerned from travelling to and participating in the meeting/workshop/seminar as required by the Organization. It is the responsibility of the participant in the meeting/workshop/seminar to inform CAFRAD of any such health impediment prior to accepting the invitation.

Please be advised that participants in meetings/workshops/seminars are responsible for arranging, at their own expense, such life, health and other forms of insurance coverage for the duration of the meeting/workshop/seminar, as they deem appropriate.

Medical services:

- United Nations Physician : Dr. Abdelhamid AGOUMI,
16, Avenue du Prince Héritier – **Tangier**.
Tel. : (212) 39. 93.73.52.

- Day & Night medical service : **Tel. (212) 39.33.33.00.**

Reservation & reconfirmation for departure:

Participants are invited to give their air-tickets to the Secretariat on arrival, so that their return flights can be reconfirmed, and transport organized from hotel to airport.

Contacts

CAFRAD

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