



" 4th meeting of the Regional Working Group on IT Development of
WCO Region of West and Central Africa (WCA),
Republic of Côte d'Ivoire
6, 7, 8, 9 March 2018"



INFORMATION SHEET

1.	Date	From 06 to 09 March 2018
2.	Format	Plenary meetings
3.	Venue	AZALAI HOTEL
4.	Immigration and health	<ul style="list-style-type: none">- Participants requiring an entry visa to the Ivory Coast are requested to make a request to the Embassy / Consulate of Cote d'Ivoire present in their country before their departure.- The Customs Administration of Cote d'Ivoire will issue invitation letters to participants who need it.- Measures may be taken for participants who request it for the issuance of visas on arrival at the immigration offices of Felix Houphouet-Boigny International Airport in Abidjan
5.	Flight booking	<ul style="list-style-type: none">- Felix Houphouet-Boigny International Airport in Abidjan is served by international airlines including Air Côte d'Ivoire, British Airways, Lufthansa, Air France, Emirates, Egypt air, Ethiopia, Asky, Arik, Gambia Bird, Camair-co, Kenya Airways, Tunis Air.

6.	Airport transfers	<ul style="list-style-type: none"> - The officials of the Ivorian Customs will be present at the Felix Houphouet-Boigny International Airport in Abidjan to welcome the participants. The members of the Organizing Committee will also be present to facilitate the transfer of participants.
7.	Accommodations facilities	<ul style="list-style-type: none"> - The accommodation costs are the responsibility of the participants - Participants will be accommodated at the location of the work i.e at AZALAI HOTEL. - The cost of the standard room per night is 60 000 F CFA (Standard Room) - The Organizing Committee and AZALAI HOTEL will ensure the transfer of participants from the airport to the place of accommodation. - The participants must make their reservations by notification to the Organizing Committee. - It is expected that participants will settle their notes before leaving the hotel. Neither the Organizing Committee nor the WCO-AOC Region nor Ivorian Customs can be held responsible for unpaid notes.
8.	Services available	<ul style="list-style-type: none"> - The working languages of the conference are English and French. Necessary arrangements have been made for the simultaneous interpretation as well as the availability of the working documents in these two languages. - The meeting rooms are equipped with internet terminals.
9.	Catering	<ul style="list-style-type: none"> - Coffee / tea breaks and lunch breaks will be served at the work site.

10.	Other information	<ul style="list-style-type: none"> - It's hot during the month of March. The hotels and places of work are air conditioned - Abidjan is normally a peaceful city where security prevails day and night. Nevertheless, participants are advised to exercise basic security vigilance. - Other facilities available near the work site are banking services, travel agencies, supermarkets and entertainment venues. - The average exchange rate is approximately CFAF 600 for US \$ 1 and CFAF 656 for 1 €. These rates are variable.
11.	Contact Point	<ol style="list-style-type: none"> 1. Mrs. AGOUA Carole : Tel. +225 08082162, E-mail : agoua.carole@douanes.ci 2. Mr. YOROBA Eric : Tel. +225 07778523, E-mail : yoroba.eric@douanes.ci 3. Lt. Col. KOUA Charles : Tel. +225 07735689, E-mail : kadjanecharles@yahoo.fr <p>Participants are requested to contact the Contact Points for any additional information or difficulties encountered. Please also send all communications to the above addresses.</p>