



10TH MEETING OF CAPACITY BUILDING CONTACT POINTS OF CUSTOMS ADMINISTRATIONS OF THE WEST AND CENTRAL AFRICA REGION



Kinshasa, Tuesday 24 to Thursday 26 September, 2019

Theme: *"Mastering project management and performance measurement for better implementation of the Trade Facilitation Agreement (TFA) and the African Continental Free Trade Area (AfCFTA)."*

LOGISTICS NOTE

1	Date	24 to 26 September 2019
2	Format	<ol style="list-style-type: none">1. Preparatory meeting exclusively for the Vice Chair's Office and the regional development management on Monday, 23 September, 2019;2. 10th Meeting of Capacity Building Contact Points of Customs Administrations of the West and Central Africa Region, Tuesday 24 to Thursday 26 September, 2019.
3	Venue	Romeo Golf Events Centre, Kinshasa, DRC
4	Immigration and health regulation	<ol style="list-style-type: none">1. Participants requiring an entry visa into the DRC are requested to apply to the Embassy / Consulate of the DRC in their respective countries before their departure.2. However, with regard to countries where the DRC has no diplomatic representation, visas on arrival may be issued to participants at the N'djili International Airport under the following conditions:<ul style="list-style-type: none">- Participants should forward to the Contact Points designated here below, at least 2 weeks prior to their arrival, scanned copies of their passport indicating clearly their name, number and type of passport and their itinerary and arrival date, and specifying that they will need a visa on arrival;- They should present to the Immigration Department a copy of their letter of invitation at the time of application;- They will have to make the payment of 100 USD for visa fees.3. A valid certificate of vaccination is required for entry into the DRC.
5	Flight reservation	<ol style="list-style-type: none">1. The N'djili International Airport in Kinshasa is served by international airlines including Air

		France, SN Brussels, Ethiopian Airlines, Kenya Airways, South African Airways, ASKY, Royal Air Maroc, Turkish Airlines, Air Côte d'Ivoire.
6	Local transportation	<ol style="list-style-type: none"> 1. DRC Customs Officers will be present at the N'djili International Airport to welcome participants. 2. Airport-hotel-airport transportation will be provided by the host country.
7	Accommodation	<ol style="list-style-type: none"> 1. A list of hotels is given below. It is highly recommended to participants to book in hotels appearing on the given list. 2. The host country will provide hotel – meeting venue - hotel transportation for the participants. 3. To facilitate reservations by the Organizing Committee, participants are advised to choose their hotel room immediately (see registration form) and to return the information to the Contact Points no later than 6 September 2019. 4. Participants are expected to settle their bills before leaving the hotel. The organizers shall not be held responsible for any unpaid bills.
8	Coverage of the Meeting	<ol style="list-style-type: none"> 1. The working languages of the meeting shall be English and French. Arrangements have been made for simultaneous interpretation as well as the provision of working documents in both languages. 2. Participants are requested to register for the meeting, preferably using the attached form. It would be preferable to send us the completed form before September 6, 2019. 3. Participants are requested to collect their name badges before the opening of the conference at the registration table located at the meeting venue. For safety reasons, these badges must be worn at all times during the event. 4. The meeting room is equipped with WIFI.
9	Catering service	Participants will be entitled to coffee / tea breaks and lunch breaks served at the meeting venue.
10	Other information	<ol style="list-style-type: none"> 1. The month of September is rainy in Kinshasa and the climate is generally cool but hot at times. 2. Hospitals, clinics and pharmacies are available near the recommended hotels and meeting venue. 3. Kinshasa is normally a peaceful city where security prevails, day or night. It is nevertheless

		<p>advisable for participants to exercise basic safety vigilance.</p> <p>4. The exchange rate is approximately 1 700 Congolese Francs to 1 US Dollar and 1 850 Congolese Francs to 1 Euro.</p> <p>5. You can take a city taxi on express for 8 000 Congolese Francs.</p> <p>6. The other facilities available near the recommended hotels and the meeting venue are banks, travel agencies, shops and postal services.</p>		
11	<p>Available hotels (Single room / breakfast included)</p> <p>Distance in minutes between the different hotels and the meeting venue.</p>	<p>1. HOTEL LEDYA</p> <p>2. HOTEL LEON</p> <p>3. HOTEL LEON 2</p> <p>4. MEMLING</p> <p>5. VENUS</p> <p>6. PULMAN</p> <p>7. KEMPESKY</p> <p>8. MERIBA</p> <p>9. CANAAN</p>	<p>80 and 100 USD</p> <p>130 and 150 USD</p> <p>70 USD</p> <p>180 USD</p> <p>150 USD</p> <p>210 USD</p> <p>310 USD</p> <p>70, 80 and 100 USD</p> <p>90 and 100 USD</p>	<p>15 mn</p> <p>25 mn</p> <p>25 mn</p> <p>23 mn</p> <p>15 mn</p> <p>12 mn</p> <p>13 mn</p> <p>20 mn</p> <p>10 mn</p>
12.	Contact persons	<p>1. ROCB</p> <ul style="list-style-type: none"> - Mrs LEMAMI Elsie E-mail : elsie.lemami@omdaoc.org Tel. (+225) 21 22 17 01 - Mr. GNANAGO Harding E-mail : harding.gnanago@omdaoc.org hgnanago@yahoo.fr Tel. (+225) 01 72 28 97 <p>2. DRC (Host country)</p> <ul style="list-style-type: none"> - Mrs MPUEKELA KASENDE Lucette E-mail : pc.rdcongo@omdaoc.org; mpuekelakasende@gmail.com Tel. +24381 064 33 31/89 72 51 064 - Mr. INGWA NTURA Gaby Email : gabyingwa@hotmail.fr Tel. +243851111111/998811631. 		