



# AFRICAN PARLIAMENTARY UNION APU

**55<sup>th</sup> Session of the Executive Committee**

**32<sup>nd</sup> Conference**

*Ouagadougou, (Burkina Faso), 16- 20 November 2009*

## GENERAL INFORMATION

## 1. REGISTRATION OF DELEGATES

National Groups invited to participate in the **55<sup>th</sup> Session of the Executive Committee** and **32<sup>nd</sup> Conference** due to be held in Ouagadougou (Burkina Faso) **from 16 to 20 November 2009** are kindly requested to make known, by **30<sup>th</sup> October 2009**, the composition of their delegations, on the **form n° 1** attached hereto.

The hotel rooms booked as well as the dates of arrival of the delegations should be mentioned on the **form n° 2** attached hereto.

These information should be communicated, as soon as possible, to the National Group of Burkina Faso and to the General Secretariat of the APU, at the following addresses:

<p><b>M. Alphonse K. NOMBRE</b> <b>Secrétaire Général</b> Assemblée Nationale du Burkina Faso BP 6482 Ouagadougou Burkina Faso Tel: (226) 50 30 50 82 Fax: (226) 50 31 45 90 Email: <a href="mailto:alphnombre@yahoo.fr">alphnombre@yahoo.fr</a> <a href="mailto:an@assemblee.gov.bf">an@assemblee.gov.bf</a></p>	<p><b>General Secretariat</b> <b>African Parliamentary Union</b> B.P. V 314 - Abidjan (Côte d'Ivoire) Tel : (225) 20 30 39 70 to 74 OR 20 30 39 79 Fax : (225) 20 30 44 05 to 09 Email : <a href="mailto:upa1@aviso.ci">upa1@aviso.ci</a> / <a href="mailto:upa2@aviso.ci">upa2@aviso.ci</a></p>
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A registration and information desk shall be established in the **Ouaga 2000 Conference Center** and will be open from **15 to 20 November** in the Conference Center from **8.00 a.m. to 12.30 a.m.** and **from 3.00 p.m. to 5.30 p.m.** Delegates are invited to register themselves as soon as they arrive at this desk, which will provide them with identification badges, information about the meetings, take messages and forward correspondences.

## 2. ENTRY VISAS FOR BURKINA FASO

Entry visa for Burkina Faso is not required for the nationals of the ECOWAS member states.

Other delegates are kindly requested to contact the nearest Burkina Faso diplomatic mission to obtain entry visas.

In exceptional cases, for the delegates of countries where there is no Burkina Faso diplomatic mission, visas will be delivered to them on arrival at Ouagadougou International Airport. In such cases, delegates are kindly requested to communicate to the National Group of Burkina Faso, a copy of their passports as well as the flight number, the airline, the date and hour of arrival in Ouagadougou. They will also be asked to submit two passport-size photographs, and to pay visa charge of ten thousands (10,000) CFA francs, or sixteen (16) euros.

## 3. SELF-ADHESIVE STICKERS FOR BAGGAGE

Delegates will find attached self-adhesive stickers for easy identification of luggage on arrival and departure, and to facilitate customs formalities as well.

A special Service shall be designated to take charge of the transfer of baggage of delegations.

#### **4. DOCUMENTS**

On the occasion of the meetings of Ouagadougou, delegates will receive their identification badges and briefcases containing the working documents (programme, conference guidebook, invitation cards, etc.).

#### **5. CLIMATE**

The weather in Ouagadougou is warm and dry in November and temperature varies from 20°C to 37°C.

#### **6. TRANSPORTATION FOR DELEGATES**

The National Group of Burkina Faso will ensure transport for delegates on arrival and on departure, and between hotels and the venue of meetings, as well as between the hotels and venue of official functions. It is recommended that delegates choose from among the hotels proposed by the National Group of Burkina Faso.

#### **7. AIR CONNECTIONS**

Delegates can travel to Ouagadougou via several African and European capitals. The following airlines travel to Ouagadougou International Airport: Air Burkina, Air France, Ethiopian Air Lines, Air Ivoire, Air Sénégal, Air Algérie, Afriqiyah.

For detailed information, delegates are kindly requested to consult their air companies or their travel agencies.

#### **8. VENUE OF MEETINGS**

The 55<sup>th</sup> Session of the Executive Committee and 32<sup>nd</sup> Conference of the African Parliamentary Union will take place in **Ouagadougou**, at **Ouaga 2000 Conference Center**.

The guide book of the Conference contains all information relative to the meeting rooms and offices put at the disposal of the APU.

#### **9. OFFICIAL CEREMONIES**

Delegates will find in their brief-cases invitation cards to official functions.

#### **10. CURRENCY**

The national currency of Burkina Faso is the CFA francs (F.CFA). Exchange rate is:  
1 euro = 655, 957 CFA francs.

#### **11. HEALTH**

Yellow fever vaccine is requested. A vaccination book will be required on arrival. It is recommended to protect oneself against malaria, meningitis and typhoid

First aid facilities will be provided within the meetings venue free of charge. Other medical treatment shall be born by delegates.

#### **12. SERVICES FOR DELEGATES**

A flight confirmation desk, an international telephone and fax service (communication costs will be paid by the delegates), a first aid service, a post office, free access to internet and an exchange office will be available for delegates at the venue of the meetings.

### 13. HOTELS

The National Group of Burkina Faso recommends the following hotels for the delegates' stay:

<b>LAICO OUAGA 2000</b> (200 m from the meetings venue)	<b>TYPE OF ROOM</b>	<b>FARES</b>
	Ordinary room	82 750 F CFA
Junior Suite	137 100 F CFA	
Tourist tax : 1 180 CFA F per person per night Council tax : 2 950 CFA F per person and for the stay <b>Breakfast included</b>		

<b>JOLY HOTEL</b> (5 min drive from the meetings venue)	<b>TYPE OF ROOM</b>	<b>FARES</b>
	Single room	50 000 F CFA
Double room	65 000 F CFA	
Junior room	90 000 F CFA	
Tourist tax : 1000 F CFA per person per night Council tax : 2000 F CFA per person and for the stay <b>Breakfast included</b>		

<b>AZALAI HOTEL INDEPENDANCE</b> (downtown, 20 min drive from the meetings venue)	<b>TYPE DE CHAMBRE</b>	<b>FARES</b>
	Ordinary room	52 000 F CFA
Executive room	68 000 F CFA	
Junior suite	84 000 F CFA	
Tourist tax : 1000 F CFA per person per night Council tax : 1500 F CFA per person and for the stay <b>Breakfast included</b>		

<b>SPLENDID HOTEL</b> (downtown, 15 min drive from the meetings venue)	<b>TYPE DE CHAMBRE</b>	<b>FARES</b>
	Single room Splendid I	37 000 F CFA
Junior suite Splendid I	76 000 F CFA	
Single room Splendid II	47 000 F CFA	
Ministerial suite Splendid II	96 000	
Tourist tax : 1180 F CFA per person per night Tourist tax : 1770 F CFA per person and for the stay <b>Breakfast included</b>		



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## FORM N°1 : REGISTRATION FORM FOR DELEGATES

Parliament or Organisation:.....

Head of the Delegation (Full Name): .....

Members of the delegation:

FAMILY NAME	FIRST NAME	FONCTION

Secretaries and Advisers:

1.....

2.....

Date & Signature.....

Kindly complete and send **at the latest on 30 October 2009** to:

<b>M. Alphonse K. NOMBRE</b> <b>Secrétaire Général</b> Assemblée Nationale du Burkina Faso BP 6482 Ouagadougou Burkina Faso Tel: (226) 50 30 50 82 Fax: (226) 50 31 45 90 E-mail: <a href="mailto:alpnombre@yahoo.fr">alpnombre@yahoo.fr</a> <a href="mailto:an@assemblee.gov.bf">an@assemblee.gov.bf</a>	<b>General Secretariat</b> <b>African Parliamentary Union</b> B.P. V 314 Abidjan (Côte d'Ivoire) Tel : (225) 20 30 39 70 to 74 or 20 30 39 79 Fax : (225) 20 30 44 05 to 09 E-mail : <a href="mailto:upa1@aviso.ci">upa1@aviso.ci</a> <a href="mailto:upa2@aviso.ci">upa2@aviso.ci</a>
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## **FORM N°2 : INDIVIDUAL HOTEL BOOKING**

Full Name : .....

Parliament : .....

### **HOTEL BOOKING**

(Please indicate the name of the Hotel )

.....

### **CATEGORY OF ROOM CHOSEN**

(Please indicate the name of the Hotel)

.....

Date of Arrival : ..... Hour of Arrival : .....

Flight N°:..... Com ing from:.....

Date of Departure : .....Hour : ..... Flight N°:.....

Date & Signature.....

Kindly complete and send **at the latest on 30 October 2009** to :

<p>M. Alphonse K. NOMBRE Secrétaire Général Assemblée Nationale du Burkina Faso BP 6482 Ouagadougou Burkina Faso Tel: (226) 50 30 50 82 Fax: (226) 50 31 45 90 E-mail: <a href="mailto:alphnombre@yahoo.fr">alphnombre@yahoo.fr</a> <a href="mailto:an@assemblee.gov.bf">an@assemblee.gov.bf</a></p>	<p><b>General Secretariat African Parliamentary Union</b> B.P. V 314 Abidjan (Côte d'Ivoire) Tel : (225) 20 30 39 70 to 74 or 20 30 39 79 Fax : (225) 20 30 44 05 to 09 E-mail : <a href="mailto:upa1@aviso.ci">upa1@aviso.ci</a> <a href="mailto:upa2@aviso.ci">upa2@aviso.ci</a></p>
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