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**Plenipotentiary Conference of the Contracting
Parties to the Convention for Cooperation in
the Protection, Management and
Development of the Marine and Coastal
Environment of the Atlantic Coast of the
West, Central and Southern Africa Region
(Abidjan Convention)**

Abidjan, Côte d'Ivoire, 2nd to 3rd July 2019

Information note

1. Introduction

The Abidjan Convention Secretariat, in collaboration with the Ivorian authorities, is pleased to welcome you to the Plenipotentiary Conference of the Contracting Parties to the Convention on Cooperation for the Protection, Management and Development of the Marine Environment and Coastal Areas of the Atlantic Coast of the West, Central and Southern African Region.

Please note that for environmental reasons, no hard copy versions of the documents will be distributed. Participants are invited to download all relevant documents from the Plenipotentiary website: <http://abidjanconvention.org/plenipotentiaries>

2. Meeting venue and date

The Conference will take place at La maison de l'entreprise (CGECI), Abidjan-Côte d'Ivoire, from 2 to 4 July 2019.

Geographical Address: Avenue Lamblin, Abidjan

Tel: 20 33 02 00

Site: www.cgeci.com

Starting date and Time: Tuesday, 2 JULY 2019 at 10 a.m.

Local time: Abidjan: UTC/GMT

For more information on the Conference, please visit: <http://abidjanconvention.org/plenipotentiaries>

3. Historical Context

The conference is being organized in accordance with Article 18 of the Abidjan Convention which stipulates that “*The Contracting Parties, at a conference of plenipotentiaries, may adopt additional protocols (...). A conference of plenipotentiaries shall be convened for the purpose of adopting additional protocols*”. The secretariat convenes this meeting with the purpose of signing the protocols' latest version.

The Conference will be organized as follows:

- **Session 1:** Opening ceremony: this will enable the Convention authorities and the Chairperson of the Bureau to reiterate the commitment of the countries to have these important cooperation tools at their disposal but also to remobilize the partners around the implementation of the Abidjan Convention.
- **Session 2:** Presentation of the protocols: this is an opportunity to recall the content of the protocols and the protocol complementarity axes between these protocols and the actions already underway in the CCLME, GCLME and BCLME regions.

- **Session 3:** Signature of the Protocols: This is the heartland of the meeting. Each Party will sign the four Protocols documents. Following these signatures, the chair of meeting will officially announce the ratification of these protocols by the Parties.
- **Session 4:** Debriefing and Closing Ceremony: This allows the main conclusions of the work to be consolidated in plenary, the roadmap to be validated and the next steps to be considered on a note of hope.

4. Presidency

In line with the directives, Côte d'Ivoire is chairing the Abidjan Convention Bureau.

5. Agenda and Plenipotentiary Conference activities

The provisional agenda is joined to the information note. The annotated agenda and information on logistical arrangements as well as the working and information documents will be posted on the Abidjan convention website.

The following meetings will be organized in connection with Plenipotentiary Conference:

1. Abidjan Convention Bureau 1 July 2019
2. Meeting of Abidjan Convention Partners 3 July 2019
3. Meeting the Abidjan Convention Focal Points 4 July 2019
4. Meeting on the Abidjan convention Monitoring and Evaluation Plan 4th July 2019

6. Translation Services

The official languages at the workshop are English and French. The two languages will be used simultaneously.

Using a different language for documents will require the participant to translate the document into English. The written translation submitted to the Abidjan Convention in English or French will be used by the convention as the official version of the document.

7. Information and Plenipotentiary Conference results

Plenipotentiary Conference documents will be in French and English.

The discussion points will be presented in the form of a summary prepared by the President or Vice President in collaboration with the Convention Secretariat. Participants may make any comments on the draft summary and the final version, which, will be revised accordingly, before the President or Vice Presidents, and the Secretariat members submit the document for final publication.

An electronic version will be sent to the Abidjan Convention Secretariat for official publication on the website. This version will serve as an official United Nations document.

8. Participants lists

The Abidjan Convention Secretariat will post the participants list on the Abidjan Convention website. Participants are requested to register on the website by 20 June 2019 at the latest.

9. Visas

Visas are mandatory to enter Côte d'Ivoire.

Except for citizens of member countries of the Economic Community of West African States (ECOWAS), all participants must have a valid visa. Participants are invited to visit the consulate or embassy of Côte d'Ivoire in their country of departure for visa formalities.

Visas for Côte d'Ivoire can also be obtained online using the following link: <http://www.snedai.com/fr/>

Participants living in countries with no Ivorian representation must register online (<http://www.snedai.com/fr/>) to obtain a visa upon arrival at Felix Houphouët Boigny airport in Abidjan.

Please make sure your passport is 6 months valid.

10. Accommodation

The Organization Committee has identified a list of hotels for participants. These hotels are listed in the table below. Participants should contact the hotels directly for their booking.

Ministers and participants sponsored by the Abidjan Convention are invited to send a copy of their flight tickets/travel itinerary to Mrs. Patricia MELEDJE at the following address: patricia.meledje@un.org.

For more information please contact: patricia.meledje@un.org - +225 77.711.921 / +225 22.514.605

List of hotels recommended for Plenipotentiary Conference

Please note:

- That this is a non-exhaustive list of hotels recommended by the United Nations Security agency of Côte d'Ivoire (UNDSS).
- Participants are responsible for their own hotel booking.
- Driving information for each hotel can be found on Google maps
- Hotel rates may vary
- Prices reflected in the below table are UN rates.

Hotel	Contact	Location	Rates standard	Notes
Hotel Novotel	Tel: +225 20 31 80 00 Fax : +225 20 31 80 20 H0481-TE@accor.com , H0481-GM@accor.com	Plateau	135000 XOF	
Seen Hotel	+225 20006700 info.abidjan@seenhotels.com	Plateau	95000 XOF	Next door to meeting venue Meeting Venue
Hotel Pullman	Tel : +225 20 30 20 20 Fax : +225 20 21 20 28 H1146-TE@accor.com	Plateau	190000 XOF	
Hotel Ibis Plateau	Tél : +225 20 30 16 16 / 20 30 16 00 Fax: +225 20 21 78 75	Plateau	63000 XOF	
Hotel sofitel Ivoire	Tel: +225-22 48 26 26 Fax: +225-22 44 65 18 Email: reservation@hotelivoire.com , H8844-TE@sofitel.com , H8844-GM@sofitel.com	Cocody	121500 XOF	
Palm club Hotel	Tel: +225 22405300 Mob: +225 07613510 Email: reception@hotelpalmclub.com ,	Deux Plateaux	69000 XOF	
White House	+225 86297567, 22441124	Cocody	100000 XOF	
Hotel Riyo	Tel: +225 41.15.15.15 Email: riyohotels@yahoo.fr	2 plateaux	40000 XOF	
Hotel des jardins	Tel: 225 22 41 24 51 Email: hoteldesjardins@yahoo.fr	2 plateaux	35.000 XOF	
Résidence Bertille	Tel: +225 22413915/79 E-mail: reservation@residencebertilles.com	Deux Plateaux	35000 XOF	
Hotel Ibis Marcory	Tel: +225 21 75 63 00		73000 XOF	

	Fax: +225 21 35 89 10/ 21 24 35 16, H0667-TE@accor.com , H0667-FO@accor.com	Marcory		
Hotel Gestone	Tel: +225 22437283 – 22437274 Fax: +225 22437283. Email: achilledoua@gmail.com	Riviéra Attoban	55000 XOF	

11. Abidjan Climate

In July, Abidjan is rainy, with up to 4 hours of rain per day. The number of rainy days for this month is estimated at 23.

Average temperatures range from 25°C to 33°C. Participants are encouraged prepare their travel accordingly

12. Official language

The official language in Côte d'Ivoire is French.

13. Local currency

The local currency in Côte d'Ivoire is the franc from the CFA franc. The CFA franc rates for conversion to other currencies can be found at www.xe.com

1 Euro = 655 XOF // \$1 USD = 589 XOF

14. Credit cards and checks

ATMs accepting international magnetic cards are available in the hotels recommended by the organization committee. These hotels accept card payments

Please verify this information with your bank

15. Health Measures

Participants must bring their vaccination documents. Participants must have at least been vaccinated against the yellow fever virus. Vaccinations are verified at the port of entry. Travelers without current vaccination requirements will be vaccinated at the port of entry at their own expense.

NB: We encourage participants to take a travel insurance and a health insurance for the duration of their stay in Abidjan.

16. Voltage/Electricity

The power voltage in Côte d'Ivoire is 220V at 50Hz. Converters are necessary for electronic devices with 110V. Type of electronic device and socket used in Côte d'Ivoire:



17. Delegates' Registration

Registration verification procedures will take place on the first day of the meetings, starting at 08 AM.

18. Badges

For security reasons, badges will be distributed to participants. Participants are invited to always keep their badges. Kindly note that the badges will be collected back at the end of the meeting for environmental purposes.

19. Resource Persons

Mr. Richard DACOSTA
Tel: ++225 75 391 800
Email: richard.dacosta@un.org

Or

Mrs. Patricia MÉLÈDJE
Tel: + 225 77 711 921
Email: patricia.meledje@un.org

Or

Mr. Ariel Medrid
Tel: + 225 07 113 321
Email: ariel.medrid@un.org

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