

JOINING THE INITIATIVES AND EXPERIENCES OF NATIONAL PARLIAMENTS FOR AN EFFECTIVE CAMPAIGN AGAINST CHILD TRAFFICKING AND LABOUR



Regional seminar jointly organized by the ECOWAS Parliament, the Sahel and West Africa Club/Organisation for Economic Co-operation and Development (SWAC-OECD) and the Inter-Parliamentary Union (IPU)

ECOWAS Parliament, Abuja, 12-14 June 2012

GENERAL INFORMATION

TABLE OF CONTENTS

1. Registration
2. Accommodation
3. Airlines
4. Arrival and departure
5. Visas
6. Vaccines and health
7. Luggage tags and stickers
8. Registration and information office
9. Security
10. Weather conditions
11. Currency and exchange
12. Transport
13. Press service
14. Other services
15. Post and messages for participants
16. Receptions and official social events
17. Recommended restaurants in Cotonou
18. List of diplomatic representations

1. REGISTRATION

Parliaments are invited to communicate the composition of their delegation as soon as possible, and no later than **31 May 2012**, using the attached registration form to the following addresses:

► **The Inter-Parliamentary Union Secretariat**

Chemin du Pommier 5
C.P. 330, 1218 Grand-Saconnex
Geneva, Switzerland
Tel.: +41 22 919 41 50
Fax : +41 22 919 41 60
E-mail: postbox@mail.ipu.org

► **ECOWAS Parliament Secretariat**

Mr. Alfred M'Pè Traore
ECOWAS Parliament
International Conference Centre Garki
P.M.B. 576
Abuja - Nigeria
Phone: +234 8071891492; +234 7069491113
E-mail: mpetraore@yahoo.fr;
samassoum@yahoo.fr

2. ACCOMMODATION

Temporary bookings have been made by the Parliament of ECOWAS in the hotels below. Participants are kindly asked to complete the hotel reservation form and return it as soon as possible, and no later than **28 May 2012**.

Reservations received after that date cannot be guaranteed and will depend on room availability. Requests for hotel reservations will be treated on a first-come-first-served basis. Participants will be responsible for settling their bill directly with the hotel concerned.

HOTEL	TYPE DE CHAMBRE	TARIF SPECIAL AU PARLEMENT DE LA CEDEAO
Chida International Hotel Plot 224 Solomon Lar Way Utako District – Abuja info@chidahotelinternational.com +234 810 071 88 82/83	Executive Room	₦11, 000
	Superior Room	₦15, 000
	Ambassadorial Suite	₦20, 000
Nicon Luxury Hotel Area 11, Garki, Abuja Behind the building of the ECOWAS Parliament	Room	₦25, 300
Sheraton Hotel N° 1 Ladi Kwali Way Maitama, Abuja Reservations.abuja@sheraton.com +234 807 060 27 27	Classic King	₦26, 400
	Superior Room	₦38, 400
	Club Room	₦45, 000
Executive of 10% Service charge, 5% VAT		

3. AIRLINES

Delegates can arrive in Abuja from several African or European capitals. For further information, they are kindly asked to contact their airline or travel agency. See a list of some airlines that fly to Abuja below:

COMPAGNIES	CONTACTS
Air France	Suite 15-17 Shopping Centre Plot 264 off Ahmadu Bello Way Garki II, Abuja Phone: +234 (0)9 2340920-1
KLM	Sheraton Hotel & Towers Shopping Arcade ,Zone 4 Wuse, Abuja Phone: +234 (0)9 5239965-6, 5230220 Ext 8462
British Airways	Nicon Noga Hilton hotel, Maitama, Abuja Phone: +234 (0)9 4139608, 4139610, 4130356, 4131811, 8100022 Website: http://www.britishairways.com/travel/home/public/en_ng
Ethiopian Airlines	Wuse Zone 4, Shopping Plaza, Plot 2249 Addis Ababa Crescent, Off Ladi Kwali Way-Abuja E-mail: ctoapt@ethiopianairlines.com Phone: (234)-8039759711 Ouvert: Lundi-vendredi 08:00 - 17:00 et samedi 10:00 - 17:00

4. ARRIVAL AND DEPARTURE

In order to facilitate the welcome service at the Nnamdi Azikiwe International Airport in Abuja, all participants are asked to provide the details of their arrival and departure (date, time, flight no., etc.) on the hotel reservation form.

A welcome service will be set up at the airport from **8 to 11 June 2012**. This service will provide assistance for formalities and transfers from the airport to the hotels. It will also handle transfers from the hotels to the airport at the end of the Seminar.

5. VISAS

In cases where a visa is required for entry into Nigeria, one will be issued to delegates free of charge by the diplomatic or consular representations of Nigeria.

Exceptionally, visas can be issued to delegates upon their arrival at the Nnamdi Azikiwe International Airport in Abuja in cases where there is no diplomatic or consular representation of Benin in their country. Delegates are kindly asked to communicate to the Seminar Organizing Committee, at least two weeks before they arrive in Nigeria, their passport number and type, flight number and date and time of arrival in Abuja.

6. VACCINES AND HEALTH

Delegates will be required to present a vaccination certificate upon entering the country. Participants are also advised to take precautions against malaria. Please seek the advice of your medical physician concerning vaccines.

During the seminar, a first aid medical service will be provided. Any other medical services or treatment will be at the participants' expense.

7. LUGGAGE TAGS AND STICKERS

A special service will be entrusted with handling participants' luggage.

8. REGISTRATION AND INFORMATION OFFICE

A registration and information office will be available to participants during the seminar from **8 to 11 June 2012**. It will be open from 8 a.m. to 12.30 p.m. and from 3 to 5.30 p.m. Participants are invited to register with this office as soon as they arrive. They will be provided with an identity badge and any other information related to the seminar that they may require. It will also receive messages and deliver mail.

9. SECURITY

All necessary security arrangements will be made by the authorities of Nigeria. Participants are kindly asked to wear their identity badges during the meetings and at all official events during the seminar.

10. WEATHER CONDITIONS

In May generally the weather will be from 32-35 degree centigrade. June will be expectedly lower because of the onset of the rainy season. It is advised travellers carry light clothes in addition to official dresses, umbrella and sunglasses totally optional.

11. CURRENCY AND EXCHANGE

The local currency in Nigeria is the Naira (₦) and Kobo. The rate of exchange into naira fluctuates and is not very stable

\$1 = ₦ 156

€1 = ₦ 210

FCFA 1000 = ₦ 315

Participants will have access to commercial banks and a bureau de change set up especially for the seminar. They are advised to carry travellers' cheques or hard currency in cash.

12. TRANSPORT

A shuttle service will be provided for participants from the Nnamdi Azikiwe International Airport to their respective hotels. Transport will also be provided between the hotels, the seminar venue and other places where official receptions will be held.

13. PRESS SERVICE

A press service will be set up in the various seminar working areas and will be responsible for media relations with national and international printed press, radio and TV. Journalists wishing to cover the Conference are invited to obtain accreditation from the ECOWAS Parliament.

Contact no.: +234 7069491113, and e-mail: samassoum@yahoo.fr

14. OTHER SERVICES

The following services will be available to participants:

- Post Office
- Bank/Bureau de change
- Travel agency
- International telephone and fax service at the participants' expense
- First aid
- Restaurant, cafeteria and bar

15. MAIL AND MESSAGES FOR PARTICIPANTS

During the seminar, any correspondence addressed to participants must bear the following information:

Name of addressee
Name of delegation
IPU – Parliament of ECOWAS seminar
ECOWAS Parliament
Abuja - Nigeria

Urgent messages can be conveyed during the seminar by telephone, fax or e-mail. These details will be provided at a later date.

16. RECEPTIONS AND OFFICIAL SOCIAL EVENTS

The Seminar Inaugural Ceremony will be held on 12 June 2012 at the International Conference Centre (ICC) in Abuja.

Invitations and the programme of receptions and other official social events will be provided with the set of seminar documents.

17. RECOMMENDED RESTAURANTS ABUJA

Name of the restaurants	Contact
Restaurant Garki Village	
Bukka Restaurant	Hilton transcorp Hotel, Maitama
Mama Cass	Wuse 11
Finest Kitchen Restaurant	Suite 8, Dee Awwal Plaza, Plot 2440 Micheal Okpara Street, Wuse Zone 5, Abuja Phone: +234 9-5230575, 6721999, +234 8044130181, 803 311 2125 finestkitchen@yahoo.com
Sinoni Restaurants Limited	Zeto Court, Oshogbo Close/ Emeka Anyaoku Street, Opp. Nikon Luxury Hotel, Area 11, Garki, Abuja Phone: +234 9-2340777, 09- +2340288, 08060958818

18.LIST OF DIPLOMATIC REPRESENTATIONS

N°	COUNTRY	CONTACTS (+234)
1.	ANGOLA	9, Pope John Paul II Street, Maitama District, Abuja Tel/Fax: +234 9-4134164-5, 4135121 ; Fax: +234 9-4134082, 4134136
2.	BENIN	Plot No. 2579, Yedseram Street, A6 (Near Algon Guest House), Maitama, District, Abuja Phone: +234 9-4138424; Fax: 09-4138425
3.	BURKINA FASO	4, Freetown Street, Off Adetokunbo Ademola Crescent, Wuse II, Abuja Phone: +234 9-4130491 Telefax: +234 9-4130492
4.	CAMEROUN	5, Elsie Femi-Pearse Street, Victoria Island, Lagos Also At: 21, Ndidem Usang Iso Road, Calabar Phone: +234 87-232782
5.	COTE D'IVOIRE	Plot 2630, Gurara Street, Off Ibrahim Babangida Way, Maitama, Abuja Phone: +234 9-4133087, 4133137 Fax: +234 9-4133137
6.	UNION EUROPEENE	21st Crescent, Off Constitution Avenue, By Nigerian Securities and Exchange Commission
7.	FRANCE	32 Udi Street, (Off Aso Drive), Maitama Abuja Phone: +234 9-5235506/10 Fax: +234 9-5235482
8.	GABON	21, Ngu Crescent Wuse II, Abuja Phone: +234 9-5232364, 5232466 Fax: +234 9-5232408
9.	GAMBIE	Plot 1304, Yankari Street, Off Parakou Street Wuse II, Abuja Phone: +234 9-5241224-5 Fax: +234 9-5241228
10.	GHANA	Plot 301, Olusegun Obasanjo Way, Area 10, Garki, Abuja Phone: +234 9-2345184, 2345193 Fax: +234 9-2345192
11.	GUINEE	Plot 349, Cad Zone Ao, Diplomatic Drive, By United Nations Building, Abuja Phone: 09-2349144; Fax: +234 9-4133407

12.	LIBERIA	Plot 162, Adetokunbo Ademola Crescent, Opp. Peniel Apartments, Wuse II, Abuja
13.	MALI	Plot 465, Nouakchott Street, Wuse Zone 1, Abuja Phone: +234 9-5230494 Fax: +234 9-5238546
14.	NIGER	Plot 305, Diplomatic Avenue, Near Ghana Embassy, Central District, Abuja Phone: +234 9-2347364; Fax: +234 9-2347365
15.	SENEGAL	14, Kofo Abayomi Street, Victoria Island, Lagos Phone: +234 2614226, 7911935 Fax: +234 1-2611722
16.	SIERRA LEONE	Plot 308, Diplomatic Drive, Central Business District, Phone: +234 9-2346179, 2349890 Fax: +234 9-2349890
17.	SUISSE	Plot 704, Adetokunbo Ademola Crescent, Wuse II, Abuja Phone: +234 9-4131081/2, 4131084, 4131091 Fax: +234 9-4131089
18.	TCHAD	10, Mississippi Street, Maitama District, Garki, Abuja Phone: +234 9-4130751 Fax: +234 9-4130751
19.	TOGO	Plot 664, Usuma Street, Maitama District, Abuja Phone: +234 9-4139833 Fax: +234 9-4139834