

5th Africa Regional Platform on Disaster Risk Reduction

● Abuja (Nigeria) ● 13 – 16 May 2014 ●

ADMINISTRATIVE NOTE

A. MEETING SCHEDULE AND VENUE

The meeting of the Africa Regional Platform on Disaster Risk Reduction is scheduled to take place on 13-16 May 2014 at the Transcorp Hilton Hotel, in Abuja, Nigeria.

Details of the meeting venue

Transcorp Hilton Hotel
1 Aguiyi Ironsi Street Maitama,
Abuja, 900001, Nigeria
Tel: +234-708-060-3000
Fax: +234-9-904-4025

B. TRAVEL ARRANGEMENTS

1. FOR SPONSORED PARTICIPANTS

The UNISDR Regional Office for Africa will provide travel support to sponsored participants, as communicated. This will include a round trip air ticket by the most economical route **in economy class only** and daily subsistence allowance (DSA) to cover expenses of the sponsored participants. The UNISDR Regional Office for Africa will contact the sponsored participants directly in connection with travel arrangements.

The UNISDR sponsored participants are not authorized to purchase their own ticket. **The request of reimbursement of air ticket purchased by sponsored participants is not permissible under UN rules.**

In case a change to the ticket once issued is required, the participants should contact the airline directly. This will be considered as **a personal request**, and the participants are responsible for covering from their own funds any additional cost due to changes made.

2. FOR SELF-SPONSORED PARTICIPANTS

All other participants are required to make travel arrangements at their cost.

C. IMMIGRATION REQUIREMENTS

For UNISDR-sponsored participants, the visa fee will be reimbursed upon presentation of an

official receipt.

COUNTRIES WITH EMBASSY/HIGH COMMISSION/MISSION OF NIGERIA

Please check with the Embassy of Nigeria in your respective countries for individual country visa requirements. Individual visa support letters will be provided to you by UNISDR. **Please send a copy of your passport** to humphrey.ngunjiri@unisdr.unon.org and UNISDR.Interns@unisdr.unon.org. This will be helpful in sending visa support letters to facilitate visa issue (both sponsored and self-sponsored participants).

COUNTRIES WITHOUT EMBASSY/HIGH COMMISSION/MISSION OF NIGERIA

Please send a copy of your passport to humphrey.ngunjiri@unisdr.unon.org with a copy to UNISDR.Interns@unisdr.unon.org, reconfirming that there is no Embassy of Nigeria in your country and requesting for our assistance to be issued with a visa upon arrival.

DELEGATES TRAVELLING ON DIPLOMATIC PASSPORT / UN LAISSEZ PASSER

The same rules as above apply for holders of diplomatic passport or United Nations Laissez Passer. However, there is no visa fee for these passports.

D. VACCINES AND MEDICINES

Make sure you are up-to-date on routine vaccines before your trip. The government of Nigeria also *requires* proof of yellow fever vaccination if you are traveling from a country with risk of yellow fever (for complete list, see [Countries with risk of yellow fever virus \(YFV\) transmission](#)). Other important vaccines include measles-mumps-rubella (MMR) vaccine, diphtheria-tetanus-pertussis vaccine, varicella (chickenpox) vaccine, polio vaccine, and your yearly flu shot.

It is advisable to check the vaccines and medicines list and visit your doctor (ideally, 4-6 weeks) before your trip to get vaccines or medicines you may need. The list of general vaccines is annexed.

E. TRAVEL INSURANCE

All participants are strongly recommended to obtain Travel Insurance prior to travel. For UNISDR-sponsored participants, this cost has been included in the DSA provided as miscellaneous expenses. Emergency and hospital claims are NOT covered by UNISDR in case of accident or illness.

F. DAILY SUBSISTENCE ALLOWANCE

(FOR SPONSORED PARTICIPANTS ONLY)

The daily subsistence allowance (DSA) will be paid by the UNISDR Regional Office for Africa in accordance with UN Rules and Regulations. The DSA payable will be at a reduced rate of 32 percent. Participants' accommodation (on a bed and breakfast basis) while in Nigeria will be paid for by UNISDR. Airport transfer in Nigeria will also be provided for by the workshop organizers.

The participants are also responsible for covering their other related personal costs; such as mini bar in the room, telephone costs, etc.

Kindly note that, the cost of insurance and daily miscellaneous expenses are all included in the DSA. Therefore, the participants **should not request for additional reimbursement**, including any hospitality cost occurred. However visa fees will be reimbursed upon presentation of an official receipt.

For participants who wish to stay before and beyond the official workshop period, expenses will be to their personal account.

G. ACCOMMODATION

(FOR SPONSORED PARTICIPANTS ONLY)

Reservations have been made for all sponsored participants at the Rockview Hotel.

(FOR SELF-SPONSORED PARTICIPANTS ONLY)

Participants are encouraged to get in touch with any of the below listed hotels to make their accommodation arrangements. Kindly send us details of your hotel reservation for facilitation of local transportation. Participants will be responsible for settling all their expenses at the hotel.

Hotel Name	Contact person	Email Address	Telephone Number	Website	Rate (Naira) ¹	Internet	Breakfast	Distance		
								CBD	Hilton	Airport
VALENCIA HOTEL	UBA IKECHUKWU	Bookings@valenciahotelsabj.com	7039677599	www.valenciahotelsabj.com	20,000	YES	NO	1KM	3KM	37KM
REIZ CONTINENTAL HOTEL		reizcontinentalhotelabuja@yahoo.com	8036056185	www.reizcontinentalhotel.com	22,000	YES	YES	2KM	3KM	37KM
ONYX APARTMENTS			8165519269		10,000	YES	NO	3KM	4KM	35KM
BOLINGO HOTEL	IJOKO JEFF	ijokojeff@yahoo.com	8136696000	www.bolingo-towers.com	18,000	YES	NO	2KM	4km	36km
VINES HOTEL	MARK OBLETE	sumaconcepts@gmail.com	8035959873	info@vineshotel.com	17,000	YES	NO	5KM	7KM	38KM
BOLTON WHITE HOTEL	BERNICE ONOKPEGU	boltonwhitehotel@gmail.com	8035963854	info@boltonwhitehotel.cor	23,000	YES	NO	3KM	3KM	35KM
HILTON HOTEL	FRIDAY DANIEL	fridaydaniel@hilton.com	8035967797		61,875	YES	NO	1KM	0KM	38KM

¹ Estimated Exchange Rate: 1 USD = 165 Naira

LOCAL TRANSPORTATION GUIDANCE

The airport is approximately 45 minutes away from the above mentioned hotels.

UNISDR has arranged airport transfer for all participants (including self-sponsored delegates), and the detailed information for the transfer service will be sent in a separate email message.

For all self-sponsored participants, kindly share with us your travel itinerary by the 30th April 2014 to enable us facilitate for your pick up from the airport

Taxis are available at the airport and costs Naira 5,000 (approx. \$40) for a drive from the airport to the mentioned hotels.

UNISDR will provide transport services from hotels mentioned above to the platform venue (Transcorp Hilton Hotel) in the morning and from platform venue to hotels in the evening. Specific pick-up time will be communicated.

H. FOOD

Breakfast is complementary in the negotiated rate as mentioned for the above mentioned hotels.

During the workshop, lunch, morning/afternoon teas, water and snacks will be provided to all participants.

While breakfast costs are incorporated into daily hotel costs, dinner/supper will be at participants' own expense.

I. WORKING LANGUAGE

The working language of the meeting will be English and French. Simultaneous translation will be provided.

J. LOCAL INFORMATION

There are hundreds of languages spoken in Nigeria. The official language of Nigeria is English. The other major languages are Hausa, Igbo, Yoruba, Ibibio, Edo, Fulfulde, and Kanuri

Local standard time is GMT/UTC + 1 hour (West Africa Time).

Local currency is Nigeria Naira (N), with the UN Exchange Rate estimated at: USD 1.00 equivalent to N 164.95 (April 2014)

The residential voltage in Nigeria is 220V at a frequency of 50 Hz. Useable plugs are type D and G.

K. WEATHER IN ABUJA

Abuja is located in the tropical zone (9° 4' N and 7° 29' E) at an average elevation of 840 m (2,760 ft). Weather during the meeting days (13-16 May) is expected to be wet with an average high of 30°C and low of 19°C (86° F and 66.2° F respectively).

Below is a summary of the weather forecast for the period 4-17 May 2014 (Source-<http://www.accuweather.com>)

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View:  

May ▾

2014 ⇅

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4	5	6	7	8	9	10
 An afternoon t-storm or two 30° Lo 22° Hist. Avg. 38° Lo 25°	 Cloudy with thunderstorms 29° Lo 21° Hist. Avg. 38° Lo 25°	 A morning thunderstorm or two 26° Lo 20° Hist. Avg. 38° Lo 25°	 A t-storm around in the p.m. 27° Lo 20° Hist. Avg. 38° Lo 25°	 Cloudy with a stray t-storm 28° Lo 20° Hist. Avg. 38° Lo 25°	 Cloudy with a few showers 26° Lo 21° Hist. Avg. 38° Lo 25°	 Cloudy with a thunderstorm 27° Lo 20° Hist. Avg. 38° Lo 25°
11	12	13	14	15	16	17
 An afternoon t-storm or two 26° Lo 20° Hist. Avg. 38° Lo 25°	 An afternoon t-storm or two 26° Lo 21° Hist. Avg. 38° Lo 25°	 A morning thunderstorm or two 26° Lo 21° Hist. Avg. 38° Lo 26°	 Couple of thunderstorms 27° Lo 21° Hist. Avg. 38° Lo 26°	 Overcast with a thunderstorm 28° Lo 22° Hist. Avg. 38° Lo 26°	 Morning rain, then a t-storm 28° Lo 22° Hist. Avg. 38° Lo 26°	 Couple of thunderstorms 28° Lo 20° Hist. Avg. 38° Lo 25°
18	19	20	21	22	23	24
 Couple of thunderstorms 29° Lo 22° Hist. Avg. 38° Lo 25°	 Cloudy, a couple of showers 29° Lo 22° Hist. Avg. 38° Lo 25°	 Mostly cloudy with a t-storm 29° Lo 21° Hist. Avg. 37° Lo 25°	 Couple of thunderstorms 28° Lo 21° Hist. Avg. 37° Lo 25°	 Clouds, a t-storm in spots 27° Lo 21° Hist. Avg. 37° Lo 25°	 Couple of thunderstorms 27° Lo 22° Hist. Avg. 37° Lo 25°	 A couple of thunderstorms 29° Lo 21° Hist. Avg. 37° Lo 25°

CONTACT PERSONS

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Hepatitis A	<p>CDC recommends this vaccine because you can get hepatitis A through contaminated food or water in Nigeria, regardless of where you are eating or staying.</p>	
Malaria	<p>You will need to take prescription medicine before, during, and after your trip to prevent malaria. Your doctor can help you decide which medicine is right for you, and also talk to you about other steps you can take to prevent malaria. See more detailed information about malaria in Nigeria.</p>	
Polio	<p>You may need a polio vaccine before your trip to Nigeria.</p> <ul style="list-style-type: none"> • If you were vaccinated against polio as a child but have never had an additional dose as an adult, you should get an additional dose. Adults need only one additional dose in their lives. • If you were not completely vaccinated as a child or do not know your vaccination status, talk to your doctor about getting vaccinated. 	
Typhoid	<p>If visiting Nigeria with children, it is especially important to make sure they are up-to-date on their routine polio vaccinations.</p> <p>You can get typhoid through contaminated food or water in Nigeria. CDC recommends this vaccine for most travelers, especially if you are staying with friends or relatives, visiting smaller cities or rural areas, or if you are an adventurous eater.</p> <p>Health recommendation: Yellow fever is a risk in Nigeria, so CDC recommends this vaccine for all travelers who are 9 months of age or older.</p>	
Yellow Fever	<p>Country entry requirement: The government of Nigeria also <i>requires</i> proof of yellow fever vaccination if you are traveling from a country with risk of yellow fever (this does not include the US - for complete list, see Countries with risk of yellow fever virus (YFV) transmission.)</p> <p>See more information on yellow fever recommendations and requirements for Nigeria.</p>	
Hepatitis B	<p>You can get hepatitis B through sexual contact, contaminated needles, and blood products, so CDC recommends this vaccine if you might have sex with a new partner, get a tattoo or piercing, or have any medical procedures.</p>	
Meningitis (Meningococcal disease)	<p>Nigeria is part of the “meningitis belt” of sub-Saharan Africa (see map). CDC recommends this vaccine if you plan to visit Nigeria during the dry season (December–June), when the disease is most common.</p>	

Key

 Get vaccinated

 Take antimalarial meds

 Eat and drink safely

 Prevent bug bites

 Keep away from animals

 Reduce your exposure to germs

 Avoid sharing body fluids

 Avoid non-sterile medical or cosmetic equipment