



GENERAL LOGISTICAL INFORMATION

Steering Committee Meeting Global Partnership for Effective Development Cooperation 13-14 February 2014, Abuja, Nigeria

1. Date

The fifth Steering Committee Meeting of the Global Partnership for Effective Development Cooperation will be held on Thursday 13 and Friday 14 February, 2014.

2. Venue

The meeting will be hosted by the Nigerian government through the Federal Ministry of Finance and will be held at the Transcorp Hilton Hotel, Abuja.

Transcorp Hilton Hotel
1 Aguiyi Ironsi Street Maitama
Abuja, 900001
Tel: +234-9-2203000
<http://hiltonhotelsmea.com/hotel/Transcorp-Hilton-Abuja>

3. Registration and Delegation

Please register your participation on the **attached Pre-registration form** indicating your departure and return date and flight details if already known, by **Tuesday 14 January, 2014** to julie.jameron@oecd.org.

4. Requirements to enter Nigeria

We advise that you apply for your Nigerian visa as early as possible.

In order to assist with your application, the Federal Ministry of Finance in collaboration with the Ministry of Foreign Affairs is able to issue individualised invitation letters to participants to facilitate your visa applications. These letters will be sent directly to the Nigerian Embassy in your country.

Please forward your scanned passport bio-data pages to Mr. David Alonge, Chief Protocol Officer (davidalonge16@yahoo.com), Federal Ministry of Finance to kick-start the visa application process.

Important Note: An international vaccination certificate against yellow fever (10 years) is required.

5. Accommodation

For convenience, we recommend participants stay at the Transcorp Hilton Hotel as this will be the venue of the Steering Committee Meeting. The Hilton Hotel is quite expensive, but for ease of organisation and transportation purposes we recommend this option.

The Hilton is holding a limited number of standard and executive rooms for participants. When making your reservation, please quote the purpose of your stay '**participant to GPSC Meeting**'.

To secure your accommodation, participants should make their booking as soon as possible and preferably **before 11 January 2013**. Reservations after this date will be subject to availability.

To make your reservation please write to emekakobundu@hilton.com.

| Hotel | Address | Room type | Rate |
|--|---|-----------------------------|-------------------------|
| Transcorp Hilton Hotel (SC meeting venue) | 1 Aguiyi Ironsi Street Maitama, Abuja, 900001 Tel: +234-9-2203000 Website: http://hiltonhotelsmea.com/hotel/Transcorp-Hilton-Abuja | Twin Hilton Guest Room | NN 60,000 (380 USD) |
| | | King Hilton Guest Room | NN 70,000 (440 USD) |
| | | King Hilton Guest Room Plus | NN 80,000 (505 USD) |
| | | King Business Suite | NN 142,000 (895 USD) |

For those preferring to stay elsewhere, we encourage you to select one of the following hotels which have been pre-approved by the UNDP Abuja office. Please contact the hotels directly for information on pricing and reservations.

| Hotel | Contact | Distance from meeting venue (Hilton Hotel) |
|----------------------|--|--|
| Sheraton Abuja Hotel | Ladi Kwali Way, Maitama, Tel: +234 9 461 2000. Website: http://www.sheratonabuja.com | 5 kms |
| Rockview Royal | 196, Cadastral Zone A8 Adetokunbo Ademola Crescent, Wuse 11, Garki- Abuja. Tel: +234 9 461280030, 08039043800-30. E-mail: reservationroyale@rockviewhotels.com Website: http://royale.rockviewhotels.com/ | 1.5 kms |
| Chelsea Hotel | Plot 123 Mohammadu Buhari Way, Cadastral Zone, Central Area, Abuja, Tel: 08036454607, +234 9 7822080. Email: info@chelseahotelabuja.com | 6 kms |

6. Airport Transfer

Participants will arrive at Nnamdi Azikiwe International Airport. The airport is located approximately 40 kms west of Abuja.

Ground transportation for Steering Committee participants from the airport to hotels and vice versa, will be provided by the Federal Ministry of Finance. We would appreciate if you can include the details of your flights schedule and/or itinerary in the attached registration form.

7. Transportation

The Ministry of Finance recommends Steering Committee participants use the following taxi company during their stay in Abuja.

Home Run Transport Company Ltd
Tel +234 80 5645 3715 or +234 80 9348 5540

Most hotels should also be able offer their own taxi services for hotel guests.

8. Additional Information

❖ **Weather**

February falls in the dry season, daytime temperatures average 37°C (98°F) with overnight temperatures around 25°C (77°F).

❖ **Airport Tax**

The airport tax for all international flights is US\$20.

❖ **Voltage**

Main voltage in Nigeria is 220 volts (domestic). If a visitor plans to bring any electrical equipment using 110 volts, then a converter is needed.

❖ **Currency**

The currency is the naira (NGN) which is divided into 100 kobo. Except for hotel bills, foreigners can do their shopping and other businesses in the local currency.

1 USD = 160 NGN (as at 22 November 2013)

❖ **Language**

English is the official language and is widely spoken in Abuja

❖ **Local time**

West Africa Time Zone (UTC+01:00)

❖ **Telecommunications**

The telephone country code is: +234
The Abuja regional code is: 9