Paving the way for endorsement of the new Global Partnership monitoring

Multi-stakeholder workshop - Republic of Benin, 14-16 June 2022

LOGISTICS NOTE

1. Workshop dates and timing

The workshop will last for 2.5 days, starting on Tuesday the 14th of June around 9am and finishing on Thursday the 16th of June around 2pm. The exact time will be confirmed together with the detailed agenda to be shared at approximately two weeks before the workshop.

2. Workshop venue

Hotel Golden Tulip Le Diplomate
Address: N° 90 rue 12.017 - Boulevard de la Marina, Cotonou, Benin
Phone: +229 213 00200
Check-in time: 14:00
Check-out time: 11:00
If you need an early check-in or a late check-out, please contact the hotel directly. This will be at your own expenses.
Meeting rooms: Names and floor will be indicated onsite
For more information, please visit: https://diplomate-cotonou.goldentulip.com/en-us/

3. Accommodation

All funded participants will stay at hotel Golden Tulip Le Diplomate during the workshop. The booking arrangements are being taken care of by the European Commission. For any questions related to accommodation for funded participants please contact Chloé Drèze at gpedc@downtowneurope.be or by phone at +32 2 732 35 20.

Non-funded participants can benefit from a special rate of 87,500 FCFA per night (single room, breakfast and city tax included) at the hotel Golden Tulip Le Diplomate with the code GBS INTPA. To benefit from this special rate, please book your room by contacting the reservation department of the hotel at reservation@goldentuliplediplomatecotonou.com and by mentioning the above code as well as your preferred payment method (direct payment by credit card, upon check-in, by bank transfer, etc.).

For any questions related to accommodation for non-funded participants, please contact the hotel directly at info@goldentuliplediplomatecotonou.com or by phone at +229 213 00200.

4. Visa

The Benin visa is free for all African, Haitian, Chinese, Singaporean, Israeli nationals and it is obtained on arrival for all passports valid for another six months. It is also free for countries with which Benin has signed visa abolition agreements. For Brazil, Cuba, Indonesia, Iran, Italy and Russia, holders of diplomatic and service passports are exempt from visa fees and can obtain it directly upon arrival. For
Mexico, South Korea, France, Switzerland and Turkey, only diplomatic passports are exempt from visa fees.

For all other countries and situations, the visa is payable according to the following terms: 50 euros for a 30-days single entry visa; 75 euros for a 30-days multiple-entry visa; and 100 euros for a 90-days multiple-entry visa.

The visa can be requested online at [https://evisa.bj](https://evisa.bj) and it is issued within 48 hours after the application. However, it is advisable to apply at least 7 days before your date of entry into Benin. For the purpose of this workshop, the 30-days single entry visa is suitable.

5. Transportation

Airport to hotel:

For funded participants, a free hotel shuttle will be available upon arrival at the Cotonou Airport based on your flight schedule. The shuttle will also take you back to the airport for departure.

For non-funded participants staying at the hotel Golden Tulip Le Diplomate, you may also ask for a free shuttle. Please contact the hotel directly for this purpose.

Hotel to city centre:

There are secure city taxis available at hotels. Participants who wish to run errands in town can request such a taxi at the hotel reception desk.

6. Meals

Breakfast, lunch, dinner and refreshments will be provided to all participants during the workshop, starting with dinner on Monday the 13th of June and ending with lunch on Thursday the 16th of June.

If participants have any special dietary requirements or requests (such as food allergies, vegetarian, halal, etc.) please inform Chloë Drèze at gpedc@downtowneurope.be. We will do our best to meet your requests.

7. Daily Allowance and reimbursements (for funded participants only)

Funded participants can request reimbursement on the basis of receipts for costs incurred travelling to the workshop including visa, transport to and from the airport, and COVID-19 test if required. Reimbursements will be made on arrival and registration at the workshop venue. For any questions related to reimbursement, please contact Chloë Drèze at gpedc@downtowneurope.be

Please do not forget to bring your appropriate supporting documents: in-bound boarding passes, visas receipt & passport, and all other receipt.

8. COVID-19

Entry into Benin is subject to the presentation of a negative PCR test no more than 5 days old or an antigenic rapid diagnostic test no more than 72 hours old.

A negative PCR test dating back to no more than 5 days is required before departing from Benin. The test can be done at 50 US dollars paid online and requested 48 hours before departure time. Any participant holding a negative PCR test dating back no more than 5 days on the day of departure does not need to take the test again. To schedule and pay to take the test in Cotonou, access [https://surveillancesanitaire.bj/](https://surveillancesanitaire.bj/) Tests are taken at the Cotonou congress centre (Palais des congrès de Cotonou).

When departing from Cotonou, travellers will also have to comply with the requirements of the destination countries.
9. Other practical information:

The local currency is FCFA

1 US$ = $595 FCFA
1 EUR = €655 FCFA

The standard electricity voltage is 220 V and the standard frequency is 50 Hz. Power plugs and sockets have two round pins. [https://www.worldstandards.eu/electricity/plug-voltage-by-country/benin](https://www.worldstandards.eu/electricity/plug-voltage-by-country/benin)

During the month of June, the outside temperature is around 24°C. The climate is rainy. Bring a raincoat or umbrella for outings.

10. Programme related information:

This workshop will be fully in-person and interactive, with multiple opportunities for participants to speak and contribute with experience and perspectives on topics discussed.

It will be conducted in English with simultaneous interpretation to and from French and Spanish. All materials are provided in English, French and Spanish.

Background materials for the workshop are being made available here. Documents are typically made available first in English, then in French and Spanish shortly after, so if a translation is not yet there, please check again in the days following. A detailed agenda indicating exactly which document feeds into which session will be shared approximately two weeks before the workshop.

11. Contact persons:

For questions related to visa, health protocols, country formalities or other country-related information, please contact Hyacinthe Montcho at hmontcho@yahoo.fr or by phone +229 66 64 51 34.

For questions related to the workshop venue, accommodation, meals, flights or reimbursements please contact Chloé Drèze at gpedc@downtowneurope.be or by phone at +32 2 732 35 20.

For questions related to the programme, please contact Cibele Cesca at Cibele.Cesca@oecd.org and Paul Farran at paul.farran@undp.org