

INFORMATION BULLETIN

ANNUAL MEETING OF NATIONAL NEGLECTED TROPICAL
DISEASES (NTD) PROGRAMME MANAGERS IN AFRO - 29
NOVEMBER - 1 DECEMBER 2023

Brazzaville, Republic of the Congo



Venue of the meeting:

The meeting will be held in the Conference Room 1 within the WHO Regional Office for Africa located at the following address:

World Health Organization - Regional Office for Africa
Cité du Djoué, P.O. Box 06 Brazzaville
Republic of the Congo
Telephone : +(47 241) 39100 / +(242)770 02 02

Fax: +(47 241) 39503
Email: afrgocom@who.int

1. Meeting Dates:

The meeting dates are 29 November –1 December 2023

2. Entry visa:



- ❑ An entry visa to the Republic of the Congo is mandatory, except for nationals of the Economic Community of Central African States (CEMAC). Visas can be obtained at the Embassy or Consulate of the Republic of the Congo in your country of nationality or residence.
- ❑ If there is no diplomatic representation of the Republic of the Congo in your country, an authorization of entry into the Republic of the Congo must be obtained one week prior to arrival via the WHO Regional Office, **by providing to the administration contacts of the meeting a copy of your passport and flight details**. The entry visa can be obtained after payment of CFAF 20 000, or €35 or US\$ 50.
- ❑ The WHO Administration has taken steps to obtain entry visas on arrival for all participants requiring visa.
- ❑ Your passport may be kept by the immigration authorities for processing of the visa and returned 24 hours later.
- ❑ Nationals of CEMAC countries do not require any entry visa; they are only required to have a valid passport.
- ❑ Holders of diplomatic passports and the United Nations Laissez-Passer will be issued a visa on arrival free of charge.
- ❑ Please ensure you have the **Note Verbale document from WHO AFRO** and a copy of your passport to present at the immigration officials.

3. Luggage:



You are requested to keep your luggage tags and present them at the exit to the customs officials. You can entrust the withdrawal and transfer of your luggage to uniformed porters with the assistance of the WHO AFRO drivers. In general, the fee payable to the porters is CFAF 2000.

4. Getting There: Transport



Transport from Airport to Hotel:

Driver(s) from WHO/AFRO will be transporting participants from the airport to the hotel and return and will be waiting near the Passport Control exit. They will be carrying a sign bearing the words “OMS/WHO”. **according to the itineraries shared with the administrative team**, Ms MIKAYOULOU, Miena mikayouloum@who.int and Ms GWATIRINGA, Rosewiter gwatiringar@who.int with a copy to Mr KIOKO, Titus kiokot@who.int

Transport from Hotels to the WHO Regional Office for Africa:

All participants will be picked from the accommodation hotels every day in the morning at 07:30hours to the WHO offices, meeting venue and back to the hotels at the end of the daily sessions. No transport will be provided during lunch breaks, as all lunch will be provided at the meeting venue.

5. Hotel Accommodation:



We have secured a **block group booking from two hotels Grand Lancaster and PEFACO for all participants** (funded by WHO and those funded by their institutions) The focal person at Grand Lancaster Hotel is Mr Jorfrey Emmanuel OTTIWU, telephone 06 735 17 05 and at PEFACO is Mr VICKY, telephone 069850101. **For those who have already secured accommodation elsewhere please let us know the hotel so that transport is arranged.**

For room allocation we require all participants funded by their institutions to send their flight details to Ms GWATIRINGA, Rosewiter gwatiringar@who.int and Ms MIKAYOULOU, Miena mikayouloum@who.int with a copy to Mr KIOKO, Titus kiokot@who.int.

For those participants funded by WHO/AFRO, WHO will directly pay the cost of your accommodation/breakfast for full duration of your stay and lunch during the meeting **days of 29 November- 1 December** 2023 and a deduction of 60% will be made to your Travel Authorization document (TA). This document will be shared to all participants funded by WHO. Any clarifications you can contact the meeting administration team.

For our esteemed Partners and HQ colleagues, you will settle your bills directly with the hotel.

6. Perdiem (DSA)/Meals:



Group coffee breaks (morning and afternoon) and lunch breaks on all days of the meeting will be provided by WHO and dinners and any extras will be paid for by each participant.

Please, note that **no per diem will be paid in Brazzaville** (WHO funded participants). Participants without bank details in our global management system are requested **to collect their per diem at WHO country office level before travelling**. Participants will pay for their evening meals and for hotel “extras” as per the hotel policy.

7. Flights rescheduling/changes



Any flight changes the penalty cost will be paid by the participant, WHO administration staff will only facilitate changes with the AFRO Travel team.

8. Electricity:



The electricity supply in Congo is 230 volts AC. If your device does not operate at this voltage, bring along a voltage converter. You will need an adapter that is compatible with commonly used sockets in the country of two pin.

9. Currency:



The local currency used in Congo is the Central African CFA Franc (XAF), you are therefore advised to use foreign or local currency. Currently the XAF is exchanging at 620 XAF on average to the dollar. We advise all participants to carry local currency. However, US dollars and euros are accepted.



Bank and Foreign Exchange:

An ECOBANK automatic teller machine is available on the ground floor near the corridor leading to Conference room 2. The ATM accepts only cards of the ECOBANK network and VISA cards. It is accessible 24/7. Other ATMs in the city centre also operate on a 24-hour basis.

10. Vaccination:



 **Yellow fever vaccination is mandatory.**

- You are required to carry your vaccination card. Accordingly, please ensure that you are up to date with your vaccinations and that you have your international vaccination card with you. The card will be required upon arrival by officers of the Congolese Ministry of Health.

11. Security:


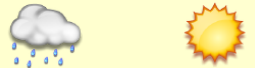




Congo does not have any specific security problems. Nonetheless, visitors are advised to observe the usual and basic security precautions. Our UN security site is <https://dss.un.org>

12. Climate:



The Republic of Congo has a tropical climate. The annual average temperature in November is 25°C. We are currently in the rainy season.

The seasons :	Average Temperature
February –March : small dry season 	25 °C
April—May : small rainy season 	25 °C
June – September : big dry season 	23 °C
October – January : big rainy season 	25 °C

13. Languages



French is the official language of the Republic of Congo. The two local languages most spoken are Lingala (in Brazzaville and the north of the country) and Kitouba (in Pointe-Noire and the south).

14. Cuisine:



Congolese cuisine is quite varied. The popular national dishes served in restaurants include:

- Saka-saka: Pounded cassava leaves, seasoned and prepared with groundnut paste or palm oil and served with rice.
- Chicken à la Mouambe (Mossaka): Chicken boiled or roasted in groundnut paste or thick palm oil sauce and served with rice or pounded plantain.
- Maboke: Freshwater fish, boiled in spices, piri-piri (a variety of chilli) and other seasoning, wrapped in leaves.
- Grilled piri-piri chicken (or barbecued).
- Mutton stew in groundnut sauce.

- ☐ Cabbage palm salad.
- ☐ Asparagus spears.
- ☐ Smoked fish (Moukalou): Smoked fish soup eaten with koko (sliced leaves) and groundnut paste (salted fish is sometimes used).

15. Useful contacts at the Regional Office:



Reception AFRO	Tel.: +242 06 508 10 37
Mr Abdoulaye Doumbia, Security Officer	Tel.: +242 06 508 10 87
Mr Ondongo Armel, Conseillé à la Sécurité	Tel.: +242 06 510 11 95
Dr OTIM, Henry Jonathan	Tel.: +242 06 660 68 08
Mme Minata Traoré, infirmière	Tel.: +242 06 660 68 05
Mme Marie Paule Rutabuzwa, Travel Officer	Tel.: +242 06 895 77 10
Mr Abba Abakar El-hadj, Programme and Admin Officer/UCN	Tel.: +242 06 566 14 97

16. UCN Focal points for the meeting:



Dr ACHU, Dorothy, Focal Point	Tel: +242067356812
Dr JUMA, Elizabeth, Focal Point	Tel: +242065598115
Dr BESHAN, Abate Mulugeta	Tel: +242065349035
Dr MWINZI, Pauline Ngina	Tel: +242056260871
Mr ABBA, Abakar El-hadj, Programme Administrative Officer	Tel: +242040319339
Mr KIOKO, Titus, Programme Officer	Tel: +242055578904
Ms GWATIRINGA, Rosewiter Administrative Assistant	Tel +242066001486
Ms MIKAYOULOU, Miena Administrative Assistant	Tel : +242064194218

Internet site : <http://www.afro.who.int/>

We wish you all a pleasant stay in Brazzaville.