



# WELCOME IN BRAZZAVILLE

## INFORMATION NOTE



**TRAINING WORKSHOP ON THE JOINT APPLICATION PACKAGE (JAP)  
TOOLS AND PROCESSES, WHO REGIONAL OFFICE FOR AFRICA**

**BRAZZAVILLE, REPUBLIC OF CONGO,  
FROM 15 TO 19 APRIL 2024**

## Meeting venue

The meeting will be held at the WHO Regional Office for Africa in the Conference Room 1.  
World Health Organization – Regional Office for Africa  
Cité du Djoué, P.O.Box 06 Brazzaville  
Republic of Congo

Telephone: +(47 241) 39100 / +(242)770 02 02  
Fax: +(47 241) 39503  
Email: [afrgocom@who.int](mailto:afrgocom@who.int)

## Language

English will be main working language for this meeting but simultaneous interpretation in French and Portuguese will be provided.

## Accommodation

Participants shall be accommodated at Pefaco Hotel.

The Pefaco Hotel is one the hotels that are cleared by the UNDSS (For security) and it's located in Boulevard Denis Sassou Nguesso. Opposite to Maya-Maya Airport.

Telephone + 242 056 048 030 near at the Airport

Email: [info@pefacohotelmayamaya.com](mailto:info@pefacohotelmayamaya.com)

Website: [www.pefacohotelmayamaya.com](http://www.pefacohotelmayamaya.com)

For all WHO-funded participants (room and lunch) during the five meeting days will be paid.

Kindly note that non-WHO sponsored participants will be responsible for payment of their rooms from arrival to departure and shall be expected to settle any extra charges they would have incurred before leaving the hotel. WHO shall not be held responsible in any circumstance. Any unsettled bills shall be forwarded to the countries and management structures of the participants concerned.

The hotel room rate for Pefaco Hotel is XAF 70.000 The breakfast is included.

## Per diem/Catering

The United Nations per diem rate for Brazzaville is XAF 185 000, that is, USD 305

Participants sponsored by WHO will receive 40% of their per diem as 60% deduction will be applied (50% accommodation and 10% for lunch).

Tea breaks and lunch shall be provided and paid for by WHO during the training workshop days. Participants will, however, be responsible for their dinner.

Participants are informed that **no per diem will be paid in Brazzaville. They are therefore requested to collect their per diem before travelling.**

The local currency in Congo, Brazzaville is the Francs CFA franc, Central Africa. We therefore advise that you have local currency, but you can have USD or EURO.

### Restaurants

Coffee breaks will be served in front of the meeting room and Lunch will be served under the tent located outside towards the restaurant

There are three restaurants in the WHO compound open from 7:00 to 15:00. Prices vary between 1,000 to 5,000 XAF; \$ 2-10.

It is strongly recommended that you inform us in advance if you are vegetarian or allergic to certain foods.

### Passport and visas

An entry visa to the Republic of Congo is mandatory. Visas can be obtained at the Embassy or Consulate of the Republic of Congo in your country of nationality or residence. If there is no diplomatic representation of the Republic of Congo in your country, the visa can then be obtained on arrival at the international airport of Brazzaville (Maya-Maya) or the autonomous Port, at the rate of USD 50 or 35 Euros or 20.000 Francs CFA.

Your passport will be retained in order to process the visa and returned within a maximum of 48 hours later. For **WHO staff with a laissez-passer**, the visa is free and issued at the airport.

### Health information

Vaccination against yellow fever is mandatory. Please verify the validity of your international health certificate. You will be required to present your international vaccination card upon arrival at the International Airport (Maya- Maya) or the autonomous Port in Brazzaville.

#### ▪ **Airport – Hotel Pefaco**

Upon arrival, a WHO vehicle will be available to pick up all participants and drop them off to Pefaco hotel. You will also be transported from the Pefaco to the airport on the day of your departure. You are therefore required to leave the hotel 3 hours before the time of your flight.

***All itineraries need to be received as soon as possible in order to submit the room's reservation request on time and to ensure the logistics on arrival.***

#### ▪ **Hotel Pefaco – WHO Regional Office for Africa**

WHO will organize your transport from the Pefaco Hotel to the WHO Regional Office for Africa and vice versa on all days of the workshop. The WHO bus will leave the hotel at 8:00 a.m. daily and drop you off at the end of the working day.

## Planning of your trip

- Security**








A Security Guide with relevant information on security in Congo/Brazzaville is attached for your perusal.

### Bank Operations

Automatic teller machines (ATMs) are accessible in Brazzaville and accept Visa Card. ATMs are accessible on a daily basis, 24/24 H

## Climate

It is currently the raining season in Brazzaville, Republic of Congo.

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

## Languages

The official language of Congo is French. However, two other major languages are Lingala and Kituba.

## Electricity

220 Volts- 230 Volts AC50

## Phones

Country Code: +242

**Contacts at the regional office**

**Medical service**

Health Emergency Hotline: Tel.: +242 06 511 83 68

Henry Otim Tel.: +242 06 660 68 08

Minata Traore Tel.: +242 06 660 68 05

Jessica Mileme Tel.: +242 06 510 96 59

**Security service**

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**EPR Focal Points**

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**Enjoy your Stay!**