

IORA Sustainable Development Programme (ISDP)

IORA TRAINING PROGRAMME

ON

“ENHANCING SUSTAINABLE PORT SERVICES AND MANAGEMENT IN THE INDIAN OCEAN REGION FOR IMPROVED MARITIME CONNECTIVITY”

12 - 14 JULY 2017

COMOROS

ADMINISTRATIVE ARRANGEMENTS

Dear Delegate,

We look forward to welcoming you to the Indian Ocean Rim Association (IORA) Sustainable Development Program (ISDP) Training Programme on “Enhancing sustainable port services and management in the Indian Ocean region for improved maritime connectivity”, which would be held on 12 - 14 July 2017 in Mutsamudu Anjouan, Comoros.

Please find below information related to the logistics of the event. Should you have any questions, please do not hesitate to contact Dr. Sadally or Mrs Sauntally, of which the contact details are given below.

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Mrs. Samima Sauntally
Executive Secretary
IORA Secretariat
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1. Venue and dates of the Meeting

The meeting will be held in Mutsamudu Anjouan, Comoros on 12 – 14 July 2017.

2. Registration

All delegates from Member States, Dialogue Partners and Institutions (local and international) must complete the online registration form at: <http://www.iora.net/isdp-comoros-12-14-july-2017.aspx>. Kindly note that the registration of the participant will be considered as incomplete should there be any missing documents.

The IORA Secretariat will arrange and confirm booking of the air fares and hotels after the registration of participants.

3. Hospitality

Full hospitality will be extended to **one participant** from each Member States (except high income countries; Australia, Singapore, and UAE only local hospitality).

Full hospitality will cover air ticket, hotel accommodation (4 nights), transport to and from the airport, and selected meals during the training programme.

All other costs will be the private responsibility of participants and will need to be settled with the hotel before checking out.

4. Transportation

Airport transfers will be provided to delegates.

6. Attire

Business attire is suggested for the meeting.

7. Accommodation

Delegates will be staying at Johanna Livingston Hotel, Mutsamudu Anjouan, Comoros.

8. Entry Visa Procedures

All foreign visitors to Comoros require entry visa. Delegates will obtain a visa upon arrival at the airport in Hahaya-Moroni, provided the visitor's passport is valid for at least 6 months beyond the last day of the intended stay in Comoros and provided the visitor conveys the filled visa application form to Mr IMAM Abdillah (abdillahimam@gmail.com and ioracomores@gmail.com), copy to the IORA Secretariat (hq@iora.net) by **15 June 2017**. A copy of the duly filled visa application should also be submitted on the online registration platform at: <http://www.iora.net/isdp-comoros-12-14-july-2017.aspx>.

Delegates from Madagascar should obtain a visa in the nearest Comorian Embassy or Consular prior to departure.

9. Medical requirements

Yellow fever vaccination Certificate is required for visitors who stayed more than one week in infected countries.

10. Other Information

Languages

The official language of Comoros is Arabic and French. However, **English will be the main working language during the Training Programme.**

Banking

Banking hours are generally open Monday-Thursday 7h 30 – 14h 30 and Friday 7h 30 – 10h 30. There are available ATMs located around the capital and in the hotel that accepts international Visa/MasterCard. BFC foreign exchange counter is also available at the Prince Said Ibrahim International Airport for delegates to exchange foreign currencies (US Dollars or Euros preferred).

Currency

The "Comorian Franc" (KMF) is the currency of Comoros. The exchange rate is approximately **1 USD = 438.18 Comorian Franc**, this rate is subject to change.

Credit cards

MasterCard and Visa are accepted at few places for payment of bills. However, cash is the main means of paying for goods and services.

Communication

Sim Cards are available in the Prince Said Ibrahim International Airport for 5 USD.

Weather

The climate is generally tropical and mild with an average temperature of 29-30°C. However, from May to October temperature can be as cool as 19°C in the wet season; you might need a light duvet at night.

Electricity

In Comoros the standard voltage is 220 V. The standard frequency is 50 Hz. The power sockets that are used are of type C or E.

Time Zone

Local time = GMT +3