

1st Information Package

13th EUMETSAT User Forum in Africa

*24 to 28 September 2018
Azalai Hotel, Abidjan, Côte d'Ivoire*



Dear Madam,
Dear Sir,

We are pleased to enclose the 1st Information package for the 13th EUMETSAT User Forum in Africa, which provides information about the Forum, its programme and on the process for registering as a participant.

The 13th EUMETSAT User Forum in Africa is organised in collaboration with the National Meteorological Service of Côte d'Ivoire, the SODEXAM (*Société d'Exploitation et de Développement Aéroportuaire, Aéronautique et Météorologique*), under the Ministry of Transports.

As in the past, we hope the Forum will be an opportunity for constructive exchanges with our users. For this purpose, we warmly encourage you to indicate to us your intention to contribute, firstly, by registering as soon as possible, and at the latest **by Friday 25 May 2018**, and secondly by taking advantage of the various means that are offered for you to intervene:

- Call for contributions (presentations and posters) for various sessions of the Forum
- Demonstration of your software or products in the exhibition part of the Forum
- Participations to the working groups that will take place in several sessions

A second information package will be sent to registered participants in June 2018. It will include any updates to practical information and a finalised detailed programme.

Moreover, the website dedicated to the Forum will be updated regularly to include practical information (hotel, visa, etc.). Please visit the website <http://ufa.eumetsat.int> for the most up to date information.

We are looking forward seeing you in Abidjan for the 13th EUMETSAT User Forum in Africa!

The Organising Committee

EUMETSAT

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<http://ufa.eumetsat.int>



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Content

This document provides information related to the 13th EUMETSAT User Forum in Africa that will take place from 24 to 28 September 2018, at the Azalaï Hotel in Abidjan, Côte d'Ivoire.

This document includes information on:

- how to **register** for the 13th EUMETSAT User Forum in Africa;
- the conditions and the process for receiving **financial support**;
- **practical information** on the accommodation, lunches and dinners, as well as on how to obtain your entry visa;
- a **preliminary programme**;
- a description of the **exhibition area**;
- a **call for contributions** (presentations and posters) related to various sessions of the Forum and its submission form.

All the information is also available on the 13th EUMETSAT User Forum in Africa website:

<http://ufa.eumetsat.int>

Regular update will also be provided through the EUMETSAT User Forum in Africa's Facebook group: <https://www.facebook.com/groups/EUMETSATUserForumInAfrica/>.

Overall presentation

The main purpose of the EUMETSAT User Forum in Africa is to reinforce the dialogue between EUMETSAT and the African user communities, and in particular the National Meteorological and Hydrological Services, in order to optimise the use of our satellite data and products in Africa. It is an opportunity to provide African users with key information on EUMETSAT activities and on various related projects and initiatives in Africa. The Forum also offers an excellent opportunity for the users to formulate recommendations to EUMETSAT or other partners, which will be actively considered for the preparation of future activities.

The 13th EUMETSAT User Forum in Africa focuses on:

- Earth observation support to Climate Change Resilience and Disaster Risk Reduction
- The preparation for the transition to the Meteosat Third Generation
- Marine applications
- Continental initiatives such as GMES & Africa, SAWIDRA, and GFCS ACP

Furthermore, working group session will allow addressing subjects of specific interest such as:

- EO observation and research
- Training
- Data access



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Our users in Africa are, and will be encouraged to demonstrate the applications of satellite data in their daily activities throughout the Forum.

Registration for the Forum

If you wish to attend the 13th EUMETSAT User Forum in Africa, you are invited to register online at <https://ufa.eumetsat.int/register>. Please register by **Friday, 25 May 2018**, carefully reading the instructions presented on the website on how to register.

In case you have difficulties with the online registration process, or you are prevented from accessing the Internet, it is possible to register by fax. In such an event, you are kindly requested to contact the Organising Committee:

Email: ufa@eumetsat.int

Tel: +49-6151-8076740

Fax: +49-6151-807 6150

Financial support

In order to facilitate the widest possible attendance, EUMETSAT is prepared to financially support the participation of **one** attendee per African country (WMO Regional Association I), to be officially designated by the country's Permanent Representative with WMO and **one** attendee per invited regional organisation. Financial support is also planned for African users whose contribution to specific sessions or to poster exhibition is selected for presentation.

To apply for this funding, the Permanent Representatives with WMO or the Head of the regional organisation are invited to provide their signed and officially stamped written request indicating name, function, and full contact details of the nominated person, to:

The Organising Committee of the 13th EUMETSAT User Forum in Africa
EUMETSAT
Eumetsat Allee 1
64295 Darmstadt
Germany

Please upload the scanned copy of your sponsorship request on the UFA registration page, "sponsorship" tab: <https://ufa.eumetsat.int/register>.

In case you have difficulties scanning and uploading the request, it will also be possible to submit it by fax or email:

Email: ufa@eumetsat.int

Fax: +49-6151-8076150

The nominated person should be an officer of the National Meteorological Service or of another national institution cooperating with it, provided that s/he has the appropriate



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background to contribute to the discussions of the Forum and to benefit from his/her participation therein. Ideally this person should be involved in EUMETSAT/meteorological satellite related activities as part of his regular duty.

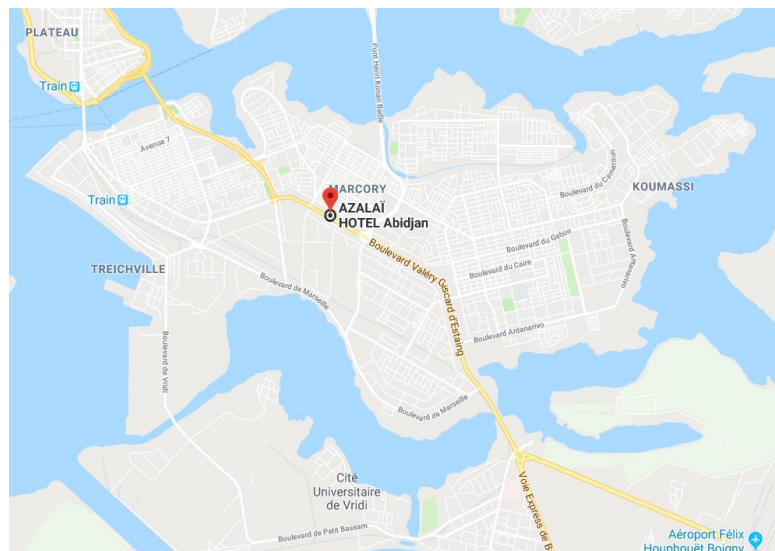
For the participants whom EUMETSAT agrees to support financially, and within the limit of available budget, EUMETSAT will directly purchase travel tickets (economy class). EUMETSAT will also book and pay directly the provider for accommodation, one lunch per day. Three diners will also be provided. EUMETSAT will also provide a lump-sum daily subsistence allowance per day spent in Côte d'Ivoire to cover other costs.

Requests for financial support should be submitted no later than ***Friday, 25 May 2018.***

Practical information

Conference Venue

The Forum will take place at the Azalaï Hotel in Abidjan, Côte d'Ivoire. The Azalaï Hotel is located in the Marcory area of Abidjan, 15 min drive from the Abidjan International Airport, 15 min drive from business hub Le Plateau. It is also surrounded by shopping centres and places to eat.



Address:
Boulevard Valéry Giscard d'Estaing,
Macrory, Abidjan



Accommodation

The recommended hotel for all participants is the [Azalai Hotel](http://www.azalai.com/?p=1169), Abidjan, Côte d'Ivoire (<http://www.azalai.com/?p=1169>).

The contact details of the Azalai Hotel are:

Address:

Boulevard Valery Giscard d'Estaing, Macrory, Abidjan

Phone: +225 21 26 50 34

Email: info@azalahotels.com, reservationaha@azalahotels.com

Registration code (for non-sponsored participants
13UFA)



For sponsored participants:

Sponsored participants will be accommodated at the Azalai Hotel and EUMETSAT will cover the cost of the hotel accommodation. This includes room, breakfast, wireless internet connection, tourist and municipal taxes, as well as local transport between the airport and the hotel. Participants will have to pay for all other expenses (bar, minibar, laundry, telephone, fax, supplementary meals, etc.). EUMETSAT will take care of the hotel reservations for sponsored participants.

For non-sponsored participants:

It is recommended to non-sponsored participants to book their accommodation at the Azalai Hotel. EUMETSAT has made a block booking of 40 additional rooms at the Azalai Hotel at a discounted price of 86000 FCFA per night. This includes breakfast, wireless internet access, tourist fees and municipal taxes, and airport transfers.

If you would like to make use of this block booking facility, please ensure your booking reaches the hotel **at the latest by 6 July 2018** (further indication for the booking will be made available on the website). Please use the booking code **13UFA** while communicating with the hotel. After this date the availability and the rate of the rooms cannot be guaranteed. While making your booking please indicate your arrival and departure dates and flight details so that hotel staff can arrange an airport transport for you. These will be provided free of charge by the hotel (included in the room rate).

Payment at Azalai

The Azalai Hotel accepts credit cards (VISA or Master Card). Currency exchange from USD or EURO into FCFA is best done at the Abidjan International Airport, or in banks in Abidjan.

Other hotels



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A list of alternative hotels is proposed on the website of the User Forum. However, no local transport will be arranged from these hotels to the conference venue. Participants staying in another hotel will have to make their own arrangement for local transport. Distances from these other hotels to Azalaï are indicated in the website.

Lunches and Dinners

For all participants (sponsored and non-sponsored), the following lunches and dinners are provided by EUMETSAT and SODEXAM:

- Lunches from Monday to Friday (included)
- Dinner on Monday (cocktail dinner), Tuesday and Thursday.

You will have to show your conference badge, which you will receive upon arrival in order to get access to the lunch and dinners.

Visa for Côte d'Ivoire

Please note that costs for visa are not reimbursed by EUMETSAT. Each participant (sponsored or non-sponsored) will have to bear the costs for their own visa.

Following your registration, the Organising Committee will send you a personal invitation letter in order to ease your visa request for Côte d'Ivoire.

To obtain your visa, you can either:

- **E-Visa**: Apply and pay on-line on the following website: <http://snedai.com/e-visa/> (€73 to be paid solely by visa or master card). Within 48 hours you will receive a visa acceptance letter which you will present at flight check-in to be able to embark on the flight and on arrival in Abidjan to obtain your visa. In order to apply for your e-visa you will need to provide in pdf format:
 - Scan copy of your passport
 - Nominative invitation letter from SODEXAM (provided by the Organising committee, based on acceptance of your registration)
 - Your flight itinerary
- **Embassy or Consulate**: Apply in person at the Embassy or Consulate of Côte d'Ivoire in your country prior to your departure.

Should you have any issue in obtaining a visa for Côte d'Ivoire, please contact the UFA Secretariat as soon as possible who will see how best we can assist you in obtaining your visa.



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Programme

The preliminary programme of the 13th EUMETSAT User Forum in Africa comprises an Opening Ceremony, a Technical Visit and nine sessions.

The first session is dedicated to the presentation of the status of the various EUMETSAT programmes and activities: MSG, EPS, Jason, MTG, EPS-SG, SAFs. It will also include presentations related to the access to EUMETSAT data.

The second session will focus on the programmatic and policy aspects related to Meteorological or Earth observation activities in Africa, including continental initiatives such as GFCS ACP, GMES&Africa, and SAWIDRA

The third session is dedicated to roadmap of the transition in Africa towards the METEOSAT THIRD GENERATION (MTG) satellites.

The fourth session will concentrate on the implementation of Climate Services in Africa and on how earth observation is used to support Climate Monitoring and Services. This session will include some parallel work groups to bring further recommendations on the subject, notably on the links with the Copernicus Climate Change Service, the CGMS Climate Data Records and products of the EUMETSAT CM-SAF.

The fifth session will cover: (i) Training, (ii) Research and (iii) Data access. Delegates will work in sub-groups to discuss these subjects and report the next day during plenary session.

A technical visit will take place on Wednesday afternoon. Further details will be provided in the second information package and on the UFA website in June 2018.

The sixth session will concentrate on Disaster Risk Reduction and more specifically on early warning system, which are put in place at regional or national level to ease cooperation between the NMHS and the mandate regional or national disaster management authorities.

The seventh session will focus on Marine Applications, focusing on the access and use of the Copernicus Sentinel-3, the OSI-SAF and the Copernicus Marine Environment Monitoring Service.

The eighth session will cover Earth Observation projects and initiatives, more specifically focussing on practical land applications (agricultural, water management and natural resources).

The ninth session will review and adopt the recommendations formulated during the Forum. An overview of the preliminary programme is provided on the next page.

Sessions 4, 6, 7 and 8 will also be an opportunity for users in Africa to demonstrate the applications of satellite data in their daily activities, including those coming from continental initiatives such as GMES & Africa, SAWIDRA or GFCS. These sessions are open for contributions (See the call for contributions at the end of this information package for more information).



Programme Overview

	Monday 24 September	Tuesday 25 September	Wednesday 26 September	Thursday 27 September	Friday 28 September
8:30 - 10:30	Registration of participants Opening Ceremony	<u>Session 3:</u> MTG and Africa	<u>Session 5:</u> Training, Research and Data access	<u>Session 6:</u> Disaster Risk Reduction	<u>Session 8:</u> EO projects and initiatives (land)
11:00 - 12:30	Introduction & Presentation of the Forum	<u>Session 4:</u> Climate Monitoring and Services	(inc. Parallel sessions)		<u>Session 9:</u> Recommendations reviews & adoption
12:30 - 14:00	Lunch time	Lunch time	Lunch time	Lunch time	Lunch time
14:00 - 16:00	<u>Session 1:</u> EUMETSAT Programmes Overview	<u>Session 4 cont'</u> Climate Monitoring and Services (inc. Parallel sessions)	Technical visit	<u>Session 7:</u> Marine Applications	<u>Session 9 cont'</u> Recommendations reviews & adoption
16:30 - 18:00	<u>Session 2:</u> African programmes and policies				Closing Ceremony
					<i>End of the Forum</i>
	EUMETSAT Cocktail / launch art competition	EUMETSAT Dinner		SODEXAM Dinner	



Exhibition area – Posters and Demonstration

In addition to the various sessions, a poster exhibition and a live demonstration of data, products and software is planned to take place in the framework of the 13th EUMETSAT User Forum in Africa.

Poster and roll-up presentation

A poster exhibition will be organised in the main conference room at the Azalai. In addition to the posters and contributions received related to the themes of the Forum, it is also possible to display additional posters or other display material in this area.

If you are interested, please contact the Organising Committee immediately, or at the latest by **Friday 25 May 2018**, in order to secure your space and enable appropriate arrangements.

Demonstration areas

EUMETSAT will organise a demonstration of some products disseminated through EUMETCast, a component of GEONETCast, the world-wide initiative for real-time dissemination of Earth Observation data and products. A EUMETCast antenna will be installed to allow for real time demonstrations.

All PUMA or MESA users can benefit from the GEONETCast services. This demonstration will be a good opportunity for you to have an overview of some of the possibilities offered by your station!

If you are a data provider or an application developer and if you are interested in displaying your products or applications in the demonstration area, we invite you to contact the Organising Committee immediately, in order to enable appropriate arrangements.



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Call for Contributions (presentations and posters)

Participants to the 13th EUMETSAT User Forum in Africa are invited to contribute to the Forum by sharing their experience, success stories and research results. Four specific sessions are open for contributions:

- Session 4: Climate Monitoring and Services
- Session 6: Disaster Risk Reduction
- Session 7: Marine Applications
- Session 8: Earth Observation projects and initiatives (Land)

Participants are invited to submit an abstract of their proposed contribution to the Organising Committee (ufa@eumetsat.int, subject "contribution"). Best proposed contributions will be selected for a plenary presentation (slides) or for a poster exhibition. Sponsorship to support participation of authors from Africa can be also offered.

Theme presentation: "Climate Change Resilience and Disaster Risk Reduction"

The need for a worldwide monitoring of climate change and for society to adapt rapidly to the new paradigm and the related disaster risk reduction remains a top priority. Many regions in the world still need important capacities in these areas, in particular in Africa. EUMETSAT satellites and other earth observation satellites contribute significantly to the monitoring of the climate and the environment, with continuous and sustained observations, providing key information to feed this new paradigm. This 13th Forum focuses on Earth Observation research and operational applications that directly contribute to the improvement of climate monitoring and services, to information and services supporting the reduction of disaster risk, and to the support of decision making for the benefit of society, whether on the sea, rivers or land, whether related to food security, biodiversity, health or other.

Session 4: Climate Monitoring and Services

Papers for this session shall be aimed at sharing work on the use of Earth observation to support the development and operations of tools and services providing climate information. Speakers are encouraged to present here the state-of-the-art developments as well as success stories of concrete operational applications making a difference in the everyday work of decision and policy makers, connected to any fields mentioned above, including but not limited to food security, health planning, water management, disaster risk reduction and energy or tourism. Presentation that demonstrate active use in Africa of Copernicus Climate Change Services, EUMETSAT CM-SAF or other internationally available Climate Data Records, are welcome.

Session 6: Disaster Risk Reduction

With the increase of natural and humanitarian disasters, Disaster Risk Reduction has been, and still is, a major priority to reduce socio-economic vulnerabilities to disaster as well as dealing with the environmental and other hazards that trigger them. Speakers are encouraged here to present activities showing how operational use of Earth Observation provides key information in this area resulting in important impact for people. Focus will be in particular on the Early Warning systems, including the capacity of the NMHS to exploit Earth



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observation, and NWP model outputs to improve the information that they provide to disaster management authorities in their country.

Session 7: Marine Applications

Marine applications of Earth observation have increased a lot in the last 10 years. Speakers are encouraged here to present operational success stories that have changed the working life of people in the field and are making an impact to the society. Focus in this session will be on the applications or services making use of Earth observation data, and in particular those from the Sentinel-3 satellite, the EUMETSAT OSI-SAF, from altimetry mission (e.g. Jason) or from the Copernicus Marine Environment Monitoring Service.

Session 8: Earth Observation projects and initiatives (land)

Speakers are encourage here to present practical activities and success stories of project and initiatives throughout Africa using Earth Observation and providing key information to decision makers, particularly on the Land monitoring, included Water resources, Agriculture or other natural resources.

The Poster Exhibition

Posters are invited to present how EUMETSAT's or other satellite-data are used in Africa, more specifically (but not exclusively) in the themes of the three sessions highlighted above. The poster presentations will take place throughout the week of the 13th EUMETSAT User Forum in Africa. The various coffee breaks and lunches will allow the attendees to visit the poster exhibition and give the authors the opportunity to explain their contribution.

Selection procedure and Calendar

The selection committee will analyse the received abstracts for posters and presentations at the specific sessions. The criteria that will be used are: the scientific relevance, the pertinence with respect to the theme, and the geographical distribution of the contributions. The duration of the specific sessions being limited, only a restricted number of presentations will be accepted. The possibility of participating in the poster exhibition will be offered to those whose proposal for presentation at the specific session was not selected.

By mid-June 2018 all authors will be informed on the outcome of the selection procedure. Selected authors will receive further information for the preparation of their poster or presentation in the specific session.

How to Submit a Presentation or Poster

In order to submit a proposal for a presentation or for a poster, you are invited to fill in the dedicated Submission Form, attached (found on the following page of this information pack). The form can also be found on the 13th EUMETSAT User Forum in Africa website <https://ufa.eumetsat.int/papersubmission.aspx>.

The Submission Form shall be returned to the Forum Secretariat **before Friday 25 May 2018**, either by Fax (+49-6151-807-6150) or by email at ufa@eumetsat.int. An acknowledgement of receipt will be sent to you by the Secretariat.



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SUBMISSION FORM
Call for Contribution (presentation and poster)

<p>13th EUMETSAT User Forum in Africa 24-28 September 2018</p> <p>* Rules and procedures are available at https://ufa.eumetsat.int/CallForPapers</p>	
Family Name:	First Name:
Organisation/Institution:	
Address:	
Title/Position:	Telephone:
Fax:	Email:
Preferred support (choose one): Presentation during the session <input type="checkbox"/> Poster <input type="checkbox"/> Both <input type="checkbox"/>	
Presentation/Poster title:	
Abstract (300 words maximum):	
Category (choose one): Session #4 Session #6 Session #7 Session #8 Climate <input type="checkbox"/> DRR <input type="checkbox"/> Marine <input type="checkbox"/> EO Projects and initiatives (land) <input type="checkbox"/>	
Co-authors (family name, given name, organisation/institution):	

Please upload the submission form together with your registration on the Forum web site. In case of any problems please contact the organising committee at ufa@eumetsat.int.

Deadline for submission: *Friday 25 May 2018.*



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