

2nd Information Package

13th EUMETSAT User Forum in Africa

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

16 August 2018



Dear Madam,
Dear Sir,

You have successfully registered for the 13th EUMETSAT User Forum in Africa and you are just a few weeks away from the forum in Abidjan, Côte d'Ivoire!

Firstly, we would like to thank you for your interest in participating in this event. Your presence is essential and will greatly contribute to its success.

More than 120 participants have registered for the Forum so far. We expect to reach the same number of participants as for previous fora. We are continuously working on the details of the meeting, and with this second information package we would like to provide you with practical information for you to prepare your attendance and full involvement at the Forum.

Please read through the information package in detail. In case you have any questions or need further clarification on any matter, please do not hesitate to contact the Organising Committee.

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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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 Azalai Hotel in Abidjan, Côte d'Ivoire.

This document includes information on:

Programme of the 13th EUMETSAT User Forum in Africa

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- Technical visit
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- Registration process at the Forum

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- Hotel
- Lunch and Dinner

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- Airport transport and local transport
- Insurance (medical assistance)

Other practical information

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Information about our host

- SODEXAM
- Local Point of Contacts

There is the possibility to present posters or distribute brochures during the Forum, please provide your input to EUMETSAT by 10 August 2018.

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/>.



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PROGRAMME

Programme overview

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

The introductory session will present the objective of the Forum and set the scene through presentations of status of African policies and strategies related to Meteorology and Space.

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

The third 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 fourth 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 fifth 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 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 cover Earth Observation projects and initiatives, more specifically focussing on practical land applications (agricultural, water management and natural resources).

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

FORUM DES USAGERS D'EUMETSAT EN AFRIQUE



EUMETSAT USER FORUM IN AFRICA

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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 2:</u> MTG and Africa	<u>Session 4:</u> Training, Research and Data access	<u>Session 5:</u> Marine Applications	<u>Session 7:</u> EO projects and initiatives (land)
11:00 - 12:30	Introductory session	<u>Session 3:</u> Climate Monitoring and Services	(incl. Parallel sessions)		<u>Session 8:</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 3 cont'</u> Climate Monitoring and Services	Technical visit	<u>Session 6:</u> Disaster Risk Reduction	<u>Session 8 cont'</u> Recommendations reviews & adoption
		(incl. Parallel sessions)			Closing Ceremony
16:30 - 18:00					<i>End of the Forum</i>
	EUMETSAT Cocktail	EUMETSAT Dinner		SODEXAM Dinner	



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Electronic version of the detailed programme

The latest version of the detailed programme of the 13th EUMETSAT User Forum in Africa can be downloaded from the Forum website (<http://ufa.eumetast.int>) and will be send electronically to all registered participants separately.

Technical visit

The 13th EUMETSAT User Forum in Africa offers the opportunity for a technical visit which includes a visit to the Centre d'Information Géographique et du Numérique (CIGN) of the Bureau National d'Etudes Techniques et de Développement (BNETD) of the Republic of Cote d'Ivoire as well as a visit to the Ébrié Lagoon near Abidjan. More details will be available soon on the website.

Exhibition and poster area

The exhibition and poster area will include a live demonstration of the use of EUMETSAT satellite data, as well as other data disseminated via EUMETCast. Several partners will also distribute brochures and present their activities through poster presentations.

Languages at the Forum

The working languages of the Forum are English and French, and EUMETSAT has made arrangements for simultaneous interpretation services to be provided.

On-site Registration and Secretariat during the Forum

Registration at the Forum will take place on:

- Sunday 23 September 2018 afternoon from 16h00 to 18h00
- Monday 24 September 2018 morning from 8h00 to 10h00
- Tuesday 25 September 2018 morning from 8h00 to 10h00

Further opening hours of the secretariat during the Forum will be confirmed at a later stage (also for registration, should you arrive later).

VENUE AND ACCOMMODATION

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.

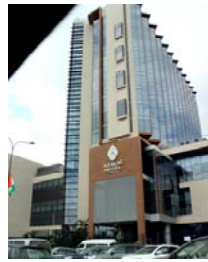


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Address:

Boulevard Valery Giscard d'Estaing,
Macrory, Abidjan

Accommodation

The recommended hotel for all participants is the [Azalai Hotel](#), Abidjan, Côte d'Ivoire.

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.

Sponsorship rules are available on the Forum website: <http://ufa.eumetsat.int/Sponsorship>

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.



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This block booking offer was valid until the 6 July 2018 and after this date the availability and the rate of the rooms cannot be guaranteed. Anyhow, you could still contact the hotel to see if there are some remaining room available. Please also communicate to the hotel your arrival and departure date in order to secure free shuttle service between the airport and the hotel. Furthermore please indicate your arrival and departure dates and flight details in the registration form under the travel tab of the web site to help us to ensure that the local transport from the airport to the hotel is arranged.

Payment at Azalaï

The Azalaï 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 or at the hotel directly.

Other hotels

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.



TRAVEL ARRANGEMENTS

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:

- **Apply for E-Visa and pay-online:** Apply and pay on-line on the following website: <http://snedai.com/e-visa/> (€73 to be paid solely by VISA or MASTERCARD). Within 48 hours you will receive a visa acceptance letter and obtain your visa at airport in Abidjan.
Please note that in order to obtain the visa on the arrival in Abidjan you will need to submit the following documents:
 - The original receipt of payment of fees visa €73 including bank charges;
 - The approval of the DST (pre-visa or leave land);
 - Valid passport for at least six months;
 - The international certificate of vaccination against yellow fever.
- **Apply for the visa to the Embassy or Consulate:** Apply in person at the Embassy or Consulate of Côte d'Ivoire in your country prior to your departure.

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

Please indicate the following for the various fields:

- **Name and address of business contact:**
Ferdinand Eklou, 15 bp 990 Abidjan 15,
Phone: +225 08447696,
Email: ferdinand.eklou@sodexam.ci.
- **Address of stay in Côte d'Ivoire:** please indicate the address of Azalai Hotel (Boulevard Valéry Giscard d'Estaing, Macrory, Abidjan, Phone: +225 21 26 50 34), or alternatively the address of the other hotel where you booked.

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.



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Local transport from Airport to Azalai

For participants staying at Azalai, the hotel is providing local transport between the Airport and the Hotel free of charge.

For sponsored participants, the Organising Committee will communicate your arrival and departure time to the Hotel Azalai, and a shuttle will wait for you once you exit the airport.

For non-sponsored participants, please provide your arrival and departure time to the Hotel when booking your room. You can also indicate your arrival and departure time through the registration website, and the Organising Committee will pass the information to the Hotel.

Travel and Health Insurance

EUMETSAT will not reimburse visa or insurance expenses, hence please make your own arrangements for visa and travel insurance as necessary. You or your organisation will need to bear this cost and it is not reimbursed by EUMETSAT.

Sponsored participant shall make their own arrangements for travel insurance, including health coverage while travelling abroad (incl. repatriation).

TICKET RETRIEVAL PROCEDURE (for sponsored participants)

The EUMETSAT Organising Committee will contact you to arrange for your flight ticket and hotel booking. We will provide you an electronic ticket as soon as you confirm your itinerary, after your confirmation, it will no longer be possible to change the itinerary.

- 1) Each sponsored participant will receive the routing with the ETIX reservation number by e-mail.
- 2) Participants are requested to print the itinerary with the reservation number and visit the airline to ensure that everything is correct and that the boarding pass(es) will indeed be issued on the day of departure. In case you are travelling with several airlines, please visit them all if possible;
- 3) If there are problems, there is still time to solve them, and EUMETSAT will work on them directly to find a solution.
- 4) Thank you for your cooperation and understanding.

CHANGE OF ARRIVAL/DEPARTURE TIMES/INABILITY TO ATTEND

If your flights change, or you are unable to attend, it is absolutely essential that you inform us of any changes to the travel plans by updating the data in your registration details (using the provided username and password) or contacting the organising committee directly. Airport transfers can otherwise not be guaranteed and you will be liable for no-show costs at the hotel.



OTHER PRACTICAL INFORMATION

Climate

September in Abidjan is influenced by Tropical Wet & Dry climate. When travel to Abidjan in September you can expect: repeatedly rain, sparsely fog, at times thunderstorm and expect sunny and very warm weather (with temperature between 22 - 28°C).

Local currency

The currency of Ivory Coast is franc C.F.A. "XOF" (C.F.A - Communauté Financière Africaine). The FCFA has a fixed exchange rate to the EURO:

1 EUR = 655,957 XOF

To check the exchange rate of other currencies please go to the website <http://www.xe.com/>

Immunization and health

Yellow fever: Yellow fever vaccination certificate is required from all travellers. Immigration officials will check this at the airport.

Malaria: Risk of Malaria is very high throughout the whole of Côte d'Ivoire.
Please click **HERE** to see a malaria map of the Ivory Coast.

Other recommended vaccinations: Hepatitis A and B, diphtheria, tetanus, typhoid.

Electricity

In Côte d'Ivoire the power sockets are of type C and E. The standard voltage is 230 V and the standard frequency is 50 Hz.

Emergency number

- **Ambulance** – 185
- **Police** - 110 or 111 or 170



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OUR HOST

SODEXAM

The 13th User Forum will be organised in collaboration with the Société d'Exploitation et de Développement Aéroportuaire, Aéronautique et Météorologique (SODEXAM), under the Ministry of Transports of the Republic of Côte d'Ivoire.

For more information, please visit <http://www.sodexam.com/>.

Local Organising Committee

The contact person in Côte d'Ivoire for the Forum are:

- **Ferdinand Eklou** - Phone: +225 08447696, Email: ferdinand.eklou@sodexam.ci
- **Dje Kouakou Bernard** - Phone: +225 05817721, Email: dkouakou_b@yahoo.fr



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