

Logistics note for the Ad Hoc Open-Ended Working Group to Prepare for the Work of the Intergovernmental Negotiating Committee to Develop an International Legally Binding Instrument on Plastic Pollution, including in the Marine Environment

Version 29 May 2022

1. INTRODUCTION

The following is practical information provided for official participants, online as well as in person, that will attend the ad hoc open-ended working group to prepare for the work of the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (herein referred to as the meeting), to be held in King Fahd Palace Hotel in Dakar, Senegal, from **30 May to 1 June 2022**, with regional consultations and multi-stakeholder dialogues taking place **29 May 2022**.

All information regarding the meeting will be regularly updated on the [meeting page](#).

2. MEETING VENUE

Venue: King Fahd Palace Hotel

Address: Routes des Almadies, Dakar, Senegal

Phone number: +221 33 869 69 69

Email: informations.dakar@kingfahdpalacehotels.com

Information: Internet access will be provided on site while prayer rooms, recreation areas and restaurants can be found around the venue. Nearby supermarkets include American Food Store (5-minute walk from venue) and Auchan (about 20-minute walk from venue)

3. REGISTRATION AND ACCREDITATION

Registration is closed for the meeting.

1) On-site registration and badging

Participants will be invited to pick up their badges at the on-site registration desk with a national passport or national ID card.

Each participant must wear the badge corresponding to his/her functions and title at all times to gain access to the meeting rooms.

All badges are strictly for personal use and are non-transferable.

The registration desk at the conference venue will open at 4-6pm on Saturday 28 May, 9am- 5pm on Sunday 29 May, 8am-4pm on Monday 30 May and Tuesday 31 May, and 8am-11am on Wednesday 1 June.

Longer lines should be anticipated on Monday 30 May. Early registration and badge pick-up on Saturday 28 May and Sunday 29 May are strongly encouraged.

2) Remote participation

Online participation will be serviced by the online meeting platform called “Interactio”.

Please be reminded that delegations with in-person participation will not be given speaking rights online.

The Interactio Participant [guide video](#), pdf guideline in English is available on the [meeting page](#).

For technical issues with Interactio, please email support@interactio.io

- **LINKS TO THE MULTI-STAKEHOLDER DIALOGUES (same link all week):**

<https://broadcaster.interactio.eu/join/1j4a-x4bj-yr3q>

- **LINKS FOR PLENARY:**

These will be shared separately to approved on-line participants.

- **TRAINING SCHEDULE:**

Delegates are invited to join trainings for use of the Interactio online platform during the following timeslots:

- 26 May, 09:00-10:00 Nairobi time.
- 26 May 15:00-16:00 Nairobi time.
- 26 May, 17:00-18:00 Nairobi time.
- 27 May, 09:00-10:00 Nairobi time.
- 27 May, 17:00-18:00 Nairobi time.

Participant training link:

<https://broadcaster.interactio.eu/join/ft5n-5lx1-w9xp>

4. **FORMALITIES FOR ENTRY INTO SENEGAL**

All foreign citizens should hold a valid passport with 6 months validity to enter into Senegal. Nationals of countries where Senegal has no Diplomatic or Consular Representation, will be granted visas free of charge on arrival at the Blaise Diagne International Airport (AIBD).

Participants will need to present the invitation letter and/or the letter of confirmation of registration to the airline check-in desk at the airport of departure.

Delegates from countries where Senegal has a Diplomatic or Consular Mission are required to apply for visas before their arrival in Dakar, by presenting the letter of invitation or confirmation of their registration to facilitate the visa process. The government of Senegal is able to provide a support letter upon request.

For those unable to obtain visas prior to travel, please liaise with Mr. Amel Kane at amelkane04@gmail.com, [+221 77 543 97 44](tel:+221775439744), and share passport copies and itineraries to facilitate visa upon arrival.

For further questions regarding visa, please email Mr. Amel Kane at amelkane04@gmail.com, Ms. Coumba at ddcoumbadiom@yahoo.fr, and Mr. Sylla at cheikh.syllan@gmail.com.

Visa is not required for holders of UN passports.

5. **ARRIVAL AT BLAISE DIAGNE INTERNATIONAL AIRPORT**

A team of Protocol officers will be present at Blaise Diagne International Airport to welcome the participants.

Transport: Bus transport will be provided to participants from Blaise Diagne International Airport (1 hour drive, 50km from the meeting venue) to the hotels in the list provided by the government of Senegal as well as the return trip to the airport.

Delegates requesting airport pickups please share your flight information with Mr. Amel Kane at amelkane04@gmail.com, [+221 77 543 97 44](tel:+221775439744).

During the meeting days, complimentary buses will also be available to transport participants from the listed hotels (annex 1) to the meeting venue.

Complimentary transportation to the reception at Pullman Hotel on the evening of Monday 30 May will also be provided by the host country. Transportation back to the listed hotels will be available.

Accommodation: Participants are responsible for reserving their accommodations, and for covering their own food expenses.

For further information, please contact the Secretariat at the following email address, clearly indicating the nature of your question in the subject of the email: unep-incplastic.secretariat@un.org.

6. HEALTH PROTOCOL

Arrival at the airport

The traveler is required to:

- 1) Produce a negative PCR test result, or proof of full vaccination. Only vaccines approved by the World Health Organization are accepted, namely: Pfizer BioNTech, AstraZeneca-SK Bio, Serum Institute of India, Astra, Zenaca (UE), Janssen, Moderna, Sinopharm, Sinovac.
- 2) Adhere to Airport anti-Covid guidelines.

At Conference Venue

- 1) Masks must be worn in transport vehicles, inside hotels and conference venues at all times (including in meeting rooms during sessions).
- 2) Comply with the rules of physical distancing and regular use of hydro-alcoholic solution/gel. The host country will take adequate measures to ensure that all areas of the Premises are adequately cleaned and that hand sanitizer is available in meeting rooms.
- 3) Self antigen test and masks will be distributed to participants during registration. Every morning, each participant needs to present the test result before entering the venue.
- 4) A Covid-19 test center will be in place at the venue to facilitate delegates' travel.
- 5) Emergency and medical services will be provided at the venue to assist all participants for any disease including Covid.
- 6) Meeting links can be shared upon request to participants, should a delegate tests positive during the meeting.

UNEP Covid-19 Protocol

In the event of UNEP sponsored participants testing positive for COVID-19 and hence having to isolate, UNEP will provide daily subsistence allowance (DSA) as per Dakar's standard UN rate during the days required to recover and until resulting in a negative COVID-19 PCR test or medical clearance and been able to travel from Dakar back to the country of origin of the participant. Such DSA can be used to cover accommodation, meals, penalty for changing tickets and any other related costs. UNEP will not be in a position to provide any additional financial support.

UNEP will not be in a position to provide financial assistance to non-sponsored participants testing positive for COVID-19 and hence having to isolate.

Medical costs incurred in Senegal will be directly borne by the participant. It is therefore strongly recommended that you arrange for your own travel health insurance prior to departure from your country and arrival in Senegal.

7. PROGRAMME

From 30 May to 1 June, official regional meetings and plenary sessions are envisaged to run between 8am - 1pm and 2pm – 6pm, while regional meetings on 29 May are planned between 3pm – 6pm.

Multi-stakeholder dialogues will also complete the regional meetings and plenary sessions, following the schedule and themes indicated below with the objective of creating a space for constructive engagement and innovative thinking:

- 1) 29 May (10am-3pm): Context setting
 - a. Dialogue themes: Product and material innovation, product design
 - b. Innovative business models

- c. Environmentally sound waste management
- 2) 30 May (2pm-2.45 pm):
Dialogue theme: Just and inclusive transition to a plastic pollution-free economy
- 3) 31 May (2pm-2.45 pm):
Dialogue theme: Inspiring consumers, civic and youth action to transform the plastic value chain
- 4) 1 June (2pm-2.45 pm):
Dialogue theme: Upscaling and redirecting finance, incentives and trade

The agenda and meeting documentation for the multi-stakeholder dialogues and registration details are available on the [meeting website](#). Provisional schedule for the meeting is available [here](#). The working documents for the meeting are provided in all official languages of the United Nations, while information documents are provided in English only.

8. REQUEST FOR BILATERAL MEETING ROOMS

For delegates wishing to request for bilateral meeting rooms during the meeting, please email Nadya Omar nadya.omar@un.org and Ummi Mohamed Abeid abeid@un.org

9. PLASTIC FREE MEETING

This meeting is plastic free, delegates are suggested to bring own water bottles to the meeting.

10. INTERPRETATION

Interpretation into all United Nations official languages will be provided during all plenary sessions of the meeting and the multi-stakeholder dialogues through the Interactio platform (online as well as in-person)

11. SITE VISIT

Information and sign up for the site visit on the afternoon of Wednesday 1 June will be available at the information desk near registration.

12. OTHER PRACTICAL INFORMATION

- 1) **Insurance**
The participants are encouraged to arrange their travel insurance that covers both health and accident. The organizer will not be responsible for travel or health insurance coverage.
- 2) **Currency and foreign exchange services**
Senegal is part of the CFA franc zone. It is also possible to change currencies in large hotels, particularly in Dakar. ATMs are easily accessible at airport and available at the meeting venue. Credit cards are accepted in larger establishments that cater for tourists while commission is often added for their use.

XOF (west African CFA franc), 1 USD ≈603.5 XOF
- 3) **Telecommunication**
Local SIM cards are available at the airport at around 10 USD for 15GB data.
- 4) **Local transport**
Some taxi apps exist in the country but with limited number of cars. Cabs can also be easily found on the street, though no meters are installed. Available APPs in the city are: Heetch, Yango
- 5) **Electricity**
The power plugs and sockets are of type C, D, E and K (Round two-pin attachment plugs). The standard voltage is 230 V and the standard frequency is 50 Hz.

6) **Time zone**

Greenwich Mean Time (GMT)

7) **Climate**

The meeting will take place during the dry season, and the average temperatures are expected to be between 24 and 29 degrees Celsius.

8) **Useful contacts**

Ministry of Tourism, Dakar: Tel.: +221 (0)33 860 45 15 / 77 552 52 44 or www.au-senegal.com
17 (Police); 15 (Ambulance); 18 (Fire)

13. INFORMATION FOCAL POINTS AND ADDRESSES

Participants needing more information can contact the following addresses, indicating clearly the nature of the information in the subject of the email: unep-incplastic.secretariat@un.org.

Annex: list of hotels provided by the government of Senegal¹

	Hotel	Star	Address	Distance to meeting venue (km)	Contact information (country code +221)	UN rate XOF (1 USD ≈603.5 XOF) Breakfast included unless additional cost specifically indicated
1	King Fadh	5*	Almadies	Meeting venue	33 869 69 29 reservation.dakar@kingfahdpalacehotels.com with copy to fatou.diop@kingfahdpalacehotels.com	110 000
2	Yaas hotel	4*	Almadies	0.1	33 859 07 00 reservations.almadies@yasshotels.com	72 720
3	Le Lodge des Almadies	3*	Route des Almadies	1.2	33 869 03 45 hotel@lodgedesalmadies.com	49 000 Breakfast additional cost: 4 000
4	Fleurs de Lys Almadies	4*	Route des Almadies	1.3	33869 86 87 contact@hotelfleurdelysdakar.com	91 100
5	Fana Hôtel	3*	Route des Almadies	1.7	33 820 06 06 fanahotel@orange.sn	43 000
6	Brazzerade	3*	Plage de Ngor	2.1	33 820 03 64 labrazzerade@orange.sn	30 000
7	La Madrague	3*	Plage de Ngor	2.3	33 820 02 23	53 000

¹ The government of Senegal will provide transport between the international airport, the meeting venue, and the listed hotels for the Participants, as well as security for hotels listed.

					reservation@hotel-madrague.com	
8	BOMA	4*	Ngor	3	33 859 02 50 info@hotelboma.net	90 000
9	Airport hotel	4*	Ngor	3	33 869 70 70 Reception@casinoducapvert.com	59 000
10	ONOMO	4*	Yoff	5.3	33 869 06 10 Sales.dakar@onomohotel.com	60 000
11	Radisson Blu	5*	Corniche	8.7	33 869 33 33 Baityr.diaw@radissonblu.com	180 000
12	Fleur de Lys Point E	4*	Point E	10	33869 53 00 reservations@hotelfleurdelysdakar.com	61 000
13	Terrou bii	5*	Corniche	11	33 839 90 39 reservation@terroubi.com	188 000
14	Ndiambour	4*	121, Rue Carnot	13	33 889 42 89 seminaires@lendiambour.com	66 000
15	Café de Rome	4*	Bd de la République	14	33 849 02 00 Hotel.resa@cafederome.com	67 000

16	Ibis	4*	Centre-ville	14	33 849 49 94 reservation@accor.com	97 666
17	Nina	3*	Rue Docteur Théze	14	33 889 01 20 hotelnina@orange.sn	46 600
18	Novotel	5*	Centre-ville	14	33 849 49 94 Dakar.reservation@accor.com	128 000
19	Fleurs de Lys Plateaux	4*	Plateaux	14	33849 46 00 infos@hotelfleurdelysdakar.com	71 100
20	Miramar	3*	25-27 Rue Felix Faure	14	33 849 29 29 Miramar-book@orange.sn	28 600
21	Plateau	3*	62, Rue Jules Ferry	14	33 823 44 20 hduplateau@arc.sn	35 000 Breakfast additional cost: 3000
22	Savana	4*	Corniche est Pointe St Bernard	15	33 849 42 42 reservation@savana.sn	68 000
23	Pullman hotel	5*		15	Dakar.reservation@accor.com	160 000
24	Lagon II	4*	Route de la Corniche est	15	33 889 25 25 contact@lelagondakar.com	82 000