

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

## **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 international 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 Dakar, Senegal, from **30 May to 1 June 2022**, Regional consultations and multi-stakeholder dialogues will take place **29 May 2022**.

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

## **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](mailto: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**

All participants need to register online by **13 May 2022**, through the [registration portal](#).

Those requesting funding support for travel, must register and email [unep-incplastic.secretariat@un.org](mailto:unep-incplastic.secretariat@un.org) by 30 April 2022.

Representatives are advised that a letter of accreditation will be required by the system to finalize the registration process. Following registration, the representatives will receive a confirmation email, and receive more information on how to attend the meeting.

### **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.

Longer lines should be anticipated on Monday 30 May. Therefore, early registration and badge pick-up on Sunday 29 May will be strongly encouraged.

The registration desk at the conference venue will open at 9 am on Sunday 29 May.

### **Remote participation**

Online participation will be serviced by the online meeting platform called "Interactio". more information on remote participation and testing will be announced closer to the date of meeting.

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

#### **4. FORMALITIES FOR ENTRY INTO SENEGAL**

All participants are responsible to check if they require a visa to enter Senegal here: [www.visasenegal.sn](http://www.visasenegal.sn)

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 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](mailto:amelkane04@gmail.com) to facilitate visa upon arrival.

Holders of UN passports do not require visa, while an invitation letter from the secretariat is needed.

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

A team of Protocol officers will be present at Blaise Diagne International Airport to welcome the participants and support with their transport to the hotels in the list provided by the government of Senegal (annex 1).

Delegates requesting airport pickups please share your flight information with Mr. Amel Kane at [amelkane04@gmail.com](mailto:amelkane04@gmail.com).

#### **6. TRANSPORTATION AND ACCOMMODATION**

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.

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

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](mailto:unep-incplastic.secretariat@un.org).

#### **7. 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 (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) A Covid-19 test center will be in place at the venue to facilitate delegates' travel.

- 4) If you feel any signs, please call the SAMU National on +221773321451; two forward medical posts will be available and two ambulances pre-positioned.

#### 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.

### **8. 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 will be provided in all official languages of the United Nations, while information documents will be provided in English only.

### **9. INTERPRETATION**

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

Online participants will also be provided with an option to listen to interpretations in official UN languages.

### **10. 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](http://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](mailto:unep-incplastic.secretariat@un.org).

Annex: list of recommended hotels provided by the government of Senegal

**Annex: list of hotels provided by the government of Senegal<sup>1</sup>**

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

<sup>1</sup> 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.

<b>8</b>	<b>BOMA</b>	4*	Ngor	3	33 859 02 50 info@hotelboma.net	90 000
<b>9</b>	<b>Airport hotel</b>	4*	Ngor	3	33 869 70 70 Reception@casinoducapvert.com	59 000
<b>10</b>	<b>ONOMO</b>	4*	Yoff	5.3	33 869 06 10 Sales.dakar@onomohotel.com	60 000
<b>11</b>	<b>Radisson Blu</b>	5*	Corniche	8.7	33 869 33 33 Baityr.diaw@radissonblu.com	180 000
<b>12</b>	<b>Fleur de Lys Point E</b>	4*	Point E	10	33869 53 00 reservations@hotelfleurdelysdakar.com	61 000
<b>13</b>	<b>Terrou bii</b>	5*	Corniche	11	33 839 90 39 reservation@terroubi.com	188 000
<b>14</b>	<b>Ndiambour</b>	4*	121, Rue Carnot	13	33 889 42 89 seminaires@lendiambour.com	66 000
<b>15</b>	<b>Café de Rome</b>	4*	Bd de la République	14	33 849 02 00 Hotel.resa@cafederome.com	67 000
<b>16</b>	<b>Ibis</b>	4*	Centre-ville	14	33 849 49 94	97 666

					reservation@accor.com	
17	<b>Nina</b>	3*	Rue Docteur Théze	14	33 889 01 20 hotelnina@orange.sn	46 600
18	<b>Novotel</b>	5*	Centre-ville	14	33 849 49 94 Dakar.reservation@accor.com	128 000
19	<b>Fleurs de Lys Plateaux</b>	4*	Plateaux	14	33849 46 00 infos@hotelfleurdelysdakar.com	71 100
20	<b>Miramar</b>	3*	25-27 Rue Felix Faure	14	33 849 29 29 Miramar-book@orange.sn	28 600
21	<b>Plateau</b>	3*	62, Rue Jules Ferry	14	33 823 44 20 hduplateau@arc.sn	35 000 Breakfast additional cost: 3000
22	<b>Savana</b>	4*	Corniche est Pointe St Bernard	15	33 849 42 42 reservation@savana.sn	68 000
23	<b>Pullman hotel</b>	5*		15	Dakar.reservation@accor.com	160.000
24	<b>Lagon II</b>	4*	Route de la Corniche est	15	33 889 25 25 contact@lelagondakar.com	82 000