



Africa Parliamentary Knowledge Network
2nd APKN COUNCIL OF SECRETARIES-GENERAL
27-28 October 2011
East African Legislative Assembly, Arusha, Tanzania

Practical information

Date Venue, and Working Modalities

The APKN Secretariat is convening the 2nd APKN Council of Secretaries-General at the AICC Building in Arusha, Tanzania on 27th and 28th October 2011. A detailed agenda will be posted on the APKN website.

Participation and Registration

To be registered, delegates are requested to complete and return to the Africa i-Parliament Action Plan, the enclosed registration form, which can also be downloaded from the APKN website www.apkn.org/arusha-2011.

Delegates that qualify for sponsorship (see Support for Parliamentary Delegations) will be required to submit over and above the registration form above, a "participant form" and a "medical note" stating that they are in fit to travel and email them to info@parliaments.info by 23rd September 2011.

Security

For security reasons, all delegates will be requested to wear their identification badges at all times during their stay at the Meeting and related social functions. Distribution of badges will start on Thursday, the 27th of October 2011 at 07:00 am at the AICC Building, two hours before the start of the APKN Council of Secretaries-General.

Languages:

The working languages of the meeting will be English, Arabic, French and Portuguese. Official documentation of the meeting will be available in those languages.

Documents

The official documents of the Meeting will be its agenda, background documents and the list of participants. These documents will be distributed to participants at the Registration Desk. Should delegates wish to distribute their own documents or other material pertaining to the agenda of the conference, they may use a table provided for that purpose in the immediate vicinity of the meeting room.

A provisional List of Participants will be issued on the basis of confirmations received by the organisers up to 15 October 2011. For technical reasons, it will not be possible to produce a revised list during the Conference, but one will be issued at the end of the event and will be placed on the Conference website.

Visas

Attention is drawn to the provisions in force regarding entry into Tanzania, which may refuse entry to those not having the required visa. Delegates requiring an entry visa must obtain it from the Tanzanian Consulate or Diplomatic Mission responsible for the necessary arrangements in their country.

Delegates should note that the application process can take 4-6 weeks. Delegates are strongly advised to make the necessary arrangements at the earliest opportunity. Please note that the organizers are not able to provide assistance in obtaining visas.

Health

Seek medical advice before travelling to Tanzania to ensure that all appropriate vaccinations are up-to-date.

Hotel Accommodation, Local transport and city information

A list of hotels, with preferential rates for the Council of Secretaries-General, will be made available on the APKN website. Delegates will be responsible for their own hotel expenses and to make direct arrangements with the chosen hotels. It is suggested that delegations from countries having a Diplomatic Mission or Consulate in Tanzania request them to make their hotel arrangements.

Additional useful information concerning transport from the airports to Arusha, local transport (taxis, and train), addresses of foreign diplomatic missions and embassies, museums, restaurants and tourist attractions will be made available on the APKN website.

Support to Parliamentary delegations

To ensure representation of all Parliaments at the APKN Meeting the United Nations Department of Economic and Social Affairs (UN/DESA) through the Africa i-Parliament Action Plan will support the travel and per diem expenses of one delegate per Parliament (two in the case of bicameral parliaments), being the APKN Coordinator. The United Nations will support delegates only on written request from Parliaments. UN rules and regulations will be applied to travel and per diem. Parliaments are expected to directly support any additional delegates. Support should be requested by the Parliament in writing and sent together with the attached "participant form" and a "medical note" stating that they are in fit to travel to info@parliaments.info not later than 23rd September 2011.