

AFRICAN UNION		UNION AFRICAINE
الاتحاد الأفريقي African Commission on Human & Peoples' Rights		UNIÃO AFRICANA Commission Africaine des Droits de l'Homme & des Peuples
31 Bijilo Annex Layout, Kombo North District, Western Region, P. O. Box 673, Banjul, The Gambia Tel: (220) 4410505 / 4410506; Fax: (220) 4410504 E-mail: achpr@achpr.org ; Web www.achpr.org		

Dear Participants,

INFORMATION NOTE ON THE TRAINING SEMINAR ON THE COMMUNICATIONS/COMPLAINTS PROCEDURE OF THE AFRICAN COMMISSION ON HUMAN AND PEOPLES' RIGHTS, 7-11 JUNE 2010, DAKAR, SENEGAL.

We are pleased to inform you of the following regarding the above-mentioned Seminar in Dakar, Senegal.

1. IMMIGRATION REQUIREMENTS

Every participant arriving in Dakar should have a valid Passport. Arrangements are being made for those participants who do not have Embassies or Consulates of the Republic of Senegal in their countries of origin to be given entry visas at the Airport. Please kindly bring along two (2) passport size photographs.

2. VACCINATION CARDS

Participants must ensure that they have taken the necessary vaccinations and that they travel with their valid Vaccination Cards, as these are required before admission into the country.

3. ARRIVAL AT THE AIRPORT

Arrangements will be made for you to be met at the airport. There will be someone with the African Commission on Human and Peoples' Rights (ACHPR) placard waiting for you.

The ACHPR will also be responsible to transport participants to the airport for departure.

Should your flight be delayed or cancelled, please inform us as soon as possible to enable us make the necessary arrangements. You may contact **Ms. Dorica Kgwadi**, email: dkgwadi@hotmail.com or **Mrs. Aminata Jawara-Manga**, email: aminats@hotmail.com, or Ms. Irene Eleke Desire Mbengue on irenedesire@yahoo.com, to indicate the new arrival times. Please kindly copy **Ms. Michelle Senghore** on senghore@achpr.org.

4. VENUE

The venue for the Conference is Novotel, and the address is Ave Abdoulaye Fadiga BP 2073, Dakar 18524, Senegal.

5. ACCOMODATION AND PER DIEM

The ACHPR has made arrangements for a standard room at the above mentioned Hotel, and participants will be paid *per diem* at the UN rate for Dakar for June 2010. The Commission will provide breakfast and lunch and participants will be required to pay their hotel rooms, as well as dinner from their per diem.

6. REINBURSEMENTS OF EXPENSES

In case you purchased your own ticket, (**please note that it should be on economy class and the most direct route**), the ACHPR will reimburse you in line with AU Rules and Regulations. This also includes participants who travel by road. Participants who pay for their visas will also be reimbursed. Please bring the necessary original receipts and other supporting documents for all expenses incurred and present them to **Ms. Dorica Kgwadi**, the Finance and Administration Officer of the ACHPR, upon your arrival in Dakar. Kindly note that **participants who do not provide the aforesaid original receipts will not be reimbursed.**

7. DOCUMENTS

The working documents of the Seminar will be given to participants upon arrival. Please kindly take some time to familiarize yourself with them before the start of the Seminar. You are also advised to bring along any documents you may deem relevant to the Seminar; you can also forward the same to aminats@hotmail.com or irenedesire@yahoo.com

Should you need further clarification or additional information, please do not hesitate to contact us using any of the email addresses provided above.

The ACHPR looks forward to welcoming you in Dakar soon!

Sincerely

Dr. Mary Maboreke
Executive Secretary to the ACHPR

