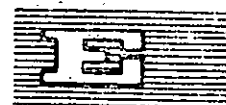


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ECONOMIC COMMISSION FOR AFRICA  
Eighth session  
Lagos, 13 - 25 February 1967

NOTES FOR THE INFORMATION OF  
DELEGATES ATTENDING THE EIGHTH SESSION OF  
THE ECONOMIC COMMISSION FOR AFRICA  
IN LAGOS, NIGERIA

GENERAL

1. The eighth session of the Economic Commission for Africa will convene in Lagos, Nigeria from 13-25 February 1967 inclusive.

AIR TRAVEL TO LAGOS

2. There are several major carriers serving Lagos on various international routes. Delegates are requested to make early reservations with their travel agents in order to reach Lagos in time for the inaugural meeting of the eighth session. Delegates are also reminded that the United Nations is not responsible for their travel or subsistence costs etc., for the Commission session. Such costs should be borne by their governments.

RECEPTION ON ARRIVAL

3. To facilitate reception of delegates on arrival at Lagos Airport, and transportation from the airport to hotels, it is important that particulars of arrival, with dates, flight numbers, and airline, be transmitted to the ECA secretariat Private Mail Bag 12630, not later than 30 January 1967 (cable address: ECA LAGOS). Special assembly areas will be established at the Airport to facilitate entry formalities for session participants.

## ACCOMMODATION

4. Adequate hotel accommodations are available in Lagos for the number of participants expected to attend the session. The Government of Nigeria will assist participants in making arrangements for hotel accommodations, with the understanding that all hotel expenses are to be borne by the participants concerned. An Accommodations Officer appointed by the Host Government will be responsible for the allocation of rooms in the most orderly and equitable manner. All correspondence relating to hotel reservations should be addressed to the Liaison Officer, UNECA, Eighth Session, Private Mail Bag 12630, Lagos. Cable address, ECA LAGOS. This information may be combined with particulars of arrival (see paragraph 3 above).

5. There is given below a list, with an indication of rates, of the principal hotels available which are recommended to session delegates. When sending requests for reservations, delegates should specify the hotel preferred, the number and type of rooms required, and the estimated dates of arrival and departure. If at all possible the delegates' preferences will be met. It is important, however, that timely notice of requirements be given. On the receipt of the request for reservations, firm bookings will be made in the name of the participant at the hotel of his choice or a suitable alternative. Any changes in travel plans which may result in an arrival later than originally intended should be notified immediately to the Liaison Officer, so that the hotel can be promptly informed.

Hotels in Lagos reserved for participants

<u>Name</u>	<u>Rates (bed and breakfast)</u> (in shillings)		<u>Table d'hotel charges</u>	
	<u>Single</u>	<u>Double</u>	<u>Lunch</u>	<u>Dinner</u>
Federal Palace	75/-		17/-	21/-
Bristol	97/6	165/-	15/-	17/6
Ikoyi	75/-	145/-	12/6	17/6
Mainland	84/-	147/-		
Excelsior	84/-	140/-	15/-	20/-

#### LOCAL TRANSPORT

6. The Host Government has arranged to provide adequate transport to carry session participants from the airport to hotels and between hotels and the conference site. Further information regarding transportation arrangements will be available at the conference site.

#### IMMIGRATION AND HEALTH REQUIREMENTS

7. Delegates are requested to obtain entry visas for Nigeria, in advance where possible, from any Nigerian Embassy or Consulate or, in countries where Nigeria is not represented, from the nearest British Consulate or Commonwealth Representative. Nationals of the following countries with valid passports do not require visas: Niger, Guinea, Cameroon, Dahomey, Togo, Ivory Coast, Chad, and Morocco. If visas cannot be obtained in the country, delegates may, if time permits, apply to the Chief, Federal Immigration Officer, Ministry of Internal Affairs, Immigration Division, P.M. Bag 2532, Lagos, giving the names of the members of the delegation, passport numbers etc., so that required visas may be issued on arrival.

8. Valid certificates of vaccination against small pox and inoculation against yellow fever are essential. Participants, travelling from Asia and the Far East will require a certificate to show that they have received a valid cholera inoculation. If participants do not already have yellow fever or small pox inoculation or vaccination, this should be done not less than 10 days before the expected date of arrival in Nigeria.

9. Lagos is an area in which malaria is endemic and participants are advised to take appropriate anti-malarial precautions.

#### FOREIGN EXCHANGE

10. There is no restriction on the amount of foreign currencies that may be brought into Nigeria. However, not more than 250 Pounds Sterling (or the equivalent) may be taken out of the country. It would be advisable

for all delegates bringing in an amount in excess of this sum to declare this fact to the customs authorities on arrival at Lagos airport. Such a declaration will obviate difficulties when the delegate leaves Lagos with the unspent balance of his money.

11. The Nigerian Pound (£N) is at par with sterling and equates to other foreign currencies at the same rates. All currencies are freely exchangeable. The current rate of exchange is:

£N 1	=	US\$2.80
£N 1	=	NF 13.72

#### CREDENTIALS

12. It is requested that delegations bring with them their official credentials, duly signed by the Head of State, the Head of the Government, or the Foreign Minister, and deposit these papers with the Office of the Executive Secretary before the opening meeting or before the first meeting which representatives are to attend.

#### RECEPTIONS

13. Delegations desiring to give receptions should inform the Office of the Secretary of the Commission sufficiently in advance to facilitate arrangements for an orderly programme of social events.

#### ADMISSION TO MEETINGS

14. Special badges or passes will be distributed to delegates and to official observers at the time of registration, and to press representatives upon accreditation (see paragraph 24 below).

#### DOCUMENTS

15. Documents produced during the session will be distributed at the Distribution counter which will be located near the Conference Room. It will not be possible to re-issue to delegates copies of those documents which have been mailed before the opening of the session; delegates should therefore take with them to the conference complete sets of

documents previously issued to their governments relating to agenda items for the eighth session. Delegates are also reminded that it will not be possible to issue complete sets of documents at the end of the session and they should carefully retain each copy issued to them so as to be finally in possession of a complete set.

16. The secretariat regrets that its resources will not permit the typing, reproduction, or translation of delegation statements or the provision of secretarial help. Delegations desiring to distribute texts of their statements during the session, should hand sufficient copies to the Documents Officer. Full session distribution requires a minimum of 200 English and 200 French copies. Delegates wishing to submit draft resolutions should hand the texts in duplicate to the Secretary of the Commission. Perfectly legible texts of resolutions, set out in the established form<sup>1/</sup> will enable translation, reproduction and issuance of the draft resolutions to be made with the minimum of delay. Operative paragraphs should be numbered...

17. A daily programme of events will be issued during the session.

#### RECORDS OF MEETINGS

18. Summary records of the discussions of the plenary meetings only will be issued in accordance with the rules of the Organization, i.e. the record of each meeting should not exceed 12 mimeographed pages. It is therefore impossible to record interventions textually, or in fact to reply specifically to each one.

#### CORRECTIONS TO SUMMARY RECORDS

19. Summary records will be distributed in provisional form in the two working languages, English and French, according to the rules of procedure. Corrections to summary records should be sent in triplicate, under the signature of the delegation concerned, to the Documents Processing Unit within the time limit indicated on the first page of each record. Corrections to the record should not cover points of style, nor include lengthy additions which would tend to turn the summary of a

<sup>1/</sup> Example: Draft resolution. Concerning: Training for Social Work. Sponsored by: Ghana, the Sudan and the United Arab Republic, The Economic Commission for Africa.

speech into a verbatim record. Corrections will not be distributed, but will be taken into account in the editing and preparation of the final records for publication.

#### INTERPRETATION

20. The interpretation staff available is sufficient to service up to two meetings at one time during the session.

21. To enable the interpreters to prepare the best possible rendering of speeches to be read from a text, it is most important that such texts be made available to them well in advance of delivery. These texts will, of course be treated as confidential until delivered. Four copies should be handed to the Conference Officer on duty in the meeting room. After delivery of the speech, précis-writers will use these texts to help speed up the production of the summary records.

22. Speakers are reminded that their microphones are inoperative until the operator in the control booth has received an indication from the Chairman that the Speaker has the floor. To ensure complete understanding and interpretation of their speeches, delegates should speak directly into the microphone, clearly and not too fast, particularly in passages containing figures, quotations or highly technical material, and in speeches read from a prepared text.

#### SERVICE TO NON-GOVERNMENTAL ORGANIZATIONS

23. Liaison with representatives of non-governmental organizations will be maintained by the Office of the Secretary of the Commission. Representatives of non-governmental organizations are invited to refer to Rules 74 and 75 of the Rules of Procedure of the Economic Commission for Africa regarding the submission and circulation of written statements.

PUBLIC INFORMATION SERVICES

24. The ECA Information Officer is responsible for liaison with press, radio, television and photographers. Representatives of information media wishing to cover the session should apply for accreditation in the office of the Information Officer or in the Press Room.

OTHER FACILITIES

25. Branch offices of a local bank, Post Office and Nigerian Airways will be established at the conference site. Delegates are invited to confirm their return air reservations with the travel agents at the earliest opportunity.

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