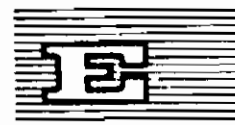


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NOTE BY THE EXECUTIVE SECRETARY ON
BASIC FACILITIES REQUIRED FOR A SESSION OF THE COMMISSION

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1. The Executive Secretary believes that a note on the basic facilities required to accommodate a session of the Commission may be of interest to members especially those who are considering the issuance of an invitation to the Commission to hold a session in their country.

Conference Site

2. A conference site consisting of a large plenary chamber, two committee rooms and at least 25 offices and working areas is required. The plenary chamber should have a seating capacity of not less than 275 places for conference participants, 50 places for the press and adequate accommodation for members of the diplomatic corps and the public. The plenary chamber must be equipped for simultaneous interpretation. The secretariat can assist in this matter.

3. One of the two committee rooms must be able to seat at least 100 persons and be equipped for simultaneous interpretation. The second committee room may seat 50 persons and need not be equipped for simultaneous interpretation.

Hotels

4. Accommodation for 400 participants will normally be required for sessions of the Commission. Perhaps 50 participants at the ministerial level may be expected to attend the sessions and therefore first class accommodation - single room with bath - is needed for these personages.

International transport facilities

5. International transport facilities, normally by air, must be adequate to carry participants to and from all parts of Africa and to and from Europe without undue delay. The host government will wish to make arrangements under which participants are greeted upon arrival and under which immigration formalities, including the issuance of visas and customs formalities may be completed with the minimum of inconveniences and delays. Procedures must be established according to which supplies and equipment for the conference and personal baggage are quickly cleared through Customs without charge.

6. Under the terms of the United Nations Charter and related agreements, the host government must undertake to permit free entry and exit visas to all participants of the session.

Local transport

7. The host government is expected to see that adequate local transport is available for carrying conference participants from their hotels to the conference site and return and also to and from whatever official receptions may be held. It is not incumbent upon the host government to provide private motor-cars free of charge to conference participants.

Personnel required to be supplied by the host government

8. The secretariat will provide specialized staff but the host government is expected to supply, free of charge, a number of typists, mimeograph machine operators, collators, document clerks and other clerks, ushers, receptionists and messengers.

Material requested to be provided by the host government

9. The host government is expected to provide free of charge the stationery and office equipment needed during the conference. Details of the materials required may be obtained upon inquiry of the Secretariat.

Other services

10. At the conference site, there should be a bank authorized to deal in exchange of currencies and the cashing of travellers cheques, post and cable facilities, a travel agency for confirmation of return flights, a snack bar, a first aid room, telephone service and full facilities for press and radio representatives.

11. The host government will wish to make full provision for assuring the tranquility of the conference site and the security of all conference participants.
