



D-8 HSP INAUGURAL CONSULTATION MEETING 19 – 20th June 2019

Administrative Arrangements

1. INTRODUCTION

The information contained herein is for the benefit of and reference to the delegates and participants attending the D-8 Health and Social Protection secretariat inaugural consultative meeting on the 19- 20th June 2019 in Abuja, Nigeria.

2. MEETING INFORMATION

2.1 Date and Venue:

1 st & 2 nd Session D-8 HSP Inaugural Consultative Meeting:	19 th June 2019
3 rd Session D-8 HSP Inaugural Consultative Meeting:	20 th June 2019

Venue: Sheraton Hotel, Ladi Kwali way, Central Business District Abuja, Nigeria

3. HOSPITALITY

The Government of the Federal Republic of Nigeria in conjunction with the Health and Social Protection Secretariat will provide complimentary accommodation to:

- Head of delegations (member countries) attending the Inaugural meeting + 1 (2 nights ;18-19th June 2019)
- Complimentary accommodation will include Sheraton Hotel and Towers all-inclusive (see details: <https://www.marriott.com/hotels/fact-sheet/travel/abvsi-sheraton-abuja-hotel/>)

The Health and Social Protection Secretariat will arrange a suitable meeting room at Sheraton Hotel for the two-day meeting.

Note: All other delegation members are expected to cover their own accommodation expenses and may directly contact with the sales department of the said hotel:

- Director of sales: Vindi Suleiman
Tel: +234 (0) 807 409 0968
Email: Vindi.Suleiman2@marriott.com
Website: sheratonabuja.com



4. ARRIVALS, DEPARTURES AND TRANSPORTATION OF DELEGATIONS

The embassies of member countries including International facilitators are requested to provide information concerning flight itinerary (arrival and departure) in Nigeria of their country's delegation to the D-8 Health and social Protection Secretariat by 31st May 2019.

Delegates and International participants, will be welcomed by the host country at Nnamdi Azikwe International Airport on the 18th of June 2019. The host country will provide transfers from/to the airport for delegates and international participants

5. REGISTRATION

Registration for the Inaugural Consultative Meeting will open on the 18th of June 2019, a registration center will be in operation at Sheraton Hotel from 1500 to 1800 hours, and on 19 and 20th June 2019 from 0800 to 1000 hours. At registration, every participant will be issued an identification badge, which will be required to access the meeting.

6. VISA REQUIREMENTS

Information on visa requirements can be obtained from the following website: <https://portal.immigration.gov.ng/pages/visaguidelines> . However, Country delegates and international participants interested in visa on arrival are expected to send a scanned copy of their passport data page to the D-8 HSP Secretariat (see item 11) for facilitation.

7. ORGANIZATIONAL ARRANGEMENTS

The working language of the meeting and all documentation will be in English. The meeting will be conducted in accordance with the Inaugural Consultative Meeting Agenda, (to be provided). Provision for country delegates, participants and organizations required to make presentations will be made.

8. MEDICAL FACILITIES

Please contact the or the D-8 HSP Secretariat (see item 11) if medical assistance is needed.

9. PRAYER TIMES

Date	Fajr	Sunrise	Dhuhr	Asr	Maghrib	Isha'a
18 June	04:54	06:08	12:31	15:58	18:54	20:03
19 June	04:55	06:08	12:31	15:59	18:55	20:04
20 June	04:55	06:08	12:32	15:59	18:55	20:04
21 June	04:55	06:09	12:32	15:59	18:55	20:04

10. GENERAL INFORMATION

10.1 Climate

Average temperature for Abuja in June is between 28° Celsius during at daytime and 20° Celsius during the night. More information can be obtained from www.accuweather.com/en/ng/abuja

10.2 Currency

The official currency for Nigeria is Naira; Currency exchange services are available in banks and bureau de change present at the airport, hotel accommodation and other privately owned outfits

Currency exchange rate (May 2019) is as follows:

- 1 US Dollar: 3.58 Nigerian Naira,
- 1 Euro = 4.00 Nigerian Naira
- 1 BDT = 4.27 Nigerian Naira
- 1 EGP = 21.22 Nigerian Naira
- 1 IDR = 0.025 Nigerian Naira
- 1 IRR = 0.0085 Nigerian Naira
- 1 MYR = 85.96 Nigerian Naira
- 1 EGP = 21.22 Nigerian Naira
- 1 PKR = 2.37 Nigerian Naira
- 1 TRY = 59.09 Nigerian Naira

10.3 Credit Cards

Commonly used credit cards are widely accepted in Abuja, Nigeria.

10.4 Time Zone

Nigeria is in West Africa Time zone (WAT), Standard Time is 1 hour ahead of Greenwich Mean Time (GMT+1)

11. CONTACT PERSON

Visa pages and documents should be forwarded to: ado.muhammad@developing8.org

Enquires and communications can be directed to:

Ms. Oraibi Imabibo (Administrator, D-8 Health and Social Protection Secretariat)

Email: oimabibo@gmail.com WhatsApp / Call: +234 (0) 7015904065