

People's Democratic Republic of Algeria

Ministry of Foreign Affairs

Direction générale du Protocole



2nd Conference of Ministers of Education of the  
African Union

Algiers, 8th – 11th April 2005.

Participants' Guide

## **1. Date and Venue:**

The 2nd Conference of Ministers of Education of the African Union will be held from 8th till 11th April 2005 at the Palais des Nations, Club des Pins, Algiers.

08th - 09th April 2005: Experts' meeting;  
10th -11th April 2005: Ministers' meeting.

## **2. Conference Programme (\*) :**

**Thursday 07th April 2005:** Arrival of Experts

**Friday 08th April 2005:** Opening of the Experts working session

**Saturday 09th April 2005:** Continuation of the Session

### **Timetable:**

**Morning:** 09h00-13h00

**Afternoon:** 15h00-19h00

**Saturday 09th April 2005:** Arrival of Ministers

**Sunday 10th April 2005:** Opening ceremony of the Conference of Ministers

**Evening of the 10 April 2005 (20h00): Official Dinner offered in honour of the Delegates at Algiers Sheraton Towers Hotel**

**Monday 11th April 2005:** Continuation of the Session

### **Working timetable:**

**Morning:** 09h00-13h00

**Afternoon:** 16h00-19h00

**Tuesday 12th April 2005:** Departure of Delegates

### **3. Arrival and Departure of Delegates:**

The Delegates are expected to arrive at Algiers International Airport Houari BOUMEDIENE.

A unit of the Secretariat in charge of the organisation of the Conference (located at Houari Boumediene's Airport) will be effective from April 6th 2005. It will deal with all matters regarding the arrival, departure as well as the accreditation of delegates.

Arriving to Algiers is possible through various cities: Paris, London, Rome, Frankfurt, Madrid, Cairo as well as other North African capitals. It is useful to bear in mind that the most frequent journeys are made via France (Paris and other main French cities).

### **4. Accreditation of the delegations**

Delegates participating at the experts and ministers meetings must be holders of specific and nominative badges, that 'will allow them to access the meetings and housing facilities as well as the means of transport put at their disposal.

These badges will be handed to the participants either at their arrival at Houari Boumediene's .Airport or at their accommodation facilities.

Participating countries are encouraged to communicate the Accreditation's application forms as well as the composition of their delegations to the Algerian diplomatic representation accredited in their respective countries by April 1<sup>st</sup> 2005.

### **5. Entry procedures to Algeria**

Algerian Embassies in Africa have been instructed to deliver entry visas to the Conference's participants.

Participants from countries in which there is no Algerian diplomatic representation, are advised to send their necessary information details (flight journeys) to the Secretariat in charge of the organisation/ Protocol of Ministry of Foreign Affaires in order to insure the delivery of visas at their arrival to Algiers.

## **6. Transport**

The Algerian Government will place a vehicle at the disposal of each Minister or head of Delegation.

A shuttle service will be put in place between Houari Boumediene's Airport, accommodation sites as well as meeting venue.

## **7. Food and Accommodation.**

The Algerian Government will cover the food as well as the accommodation expenses of the heads of delegations as well as for one (01) accompanying-member. The Sheraton Hotel-Club des Pins-Algiers has been chosen as the place for lodging the heads of delegations and their accompanying-members.

Reduced prices (70 USD / night, including breakfast) are granted to other members of the delegations (see below for list of hotels).

The choice of these hotels has been made in relation with the proximity to the venue, security as well as transport to and from the Conference.

Meals will be provided at the Conference site during the length of the meeting. Dinner is also provided on the accommodation sites though at the participants' own expense for those who are not taken in charge.

### **List of Hotels:**

#### **EI Manar Hotel \*\*\***

Sidi Fredj, Alger/Algerie.

**Tel:** (213) 21-37-61-61

**Fax:** (213) 21-37-69-36

**Focal Point: M. Cherifi Direct**

Line: (213) 21-37-69-35 Mobile:

(213) 61~56-76-81

#### **Hotel EI Riad \*\*\*\***

Sidi-Fredj, Alger, Algeria

**Tel:** (213) 21-37-61-55 / (213) 21 37-61-52

**Fax:** (213) 21-37-71-35

**Point Focal: M. Salhi Smail**

**Mobile:** (213) 61..51..00..82

**Hotel Mazafran \*\*\*\***

Zeralda, Alger, Algerie

**Tel:** (213) 21-32-00-00

**Fax:** (213) 21-32-90-00

(213) 21-32-96-28

**URL:** [www.hsafir-mazafran.com](http://www.hsafir-mazafran.com)

**Focal Point: M. Abed Lyes**

**Mobile:** (213) 71-28-04-54

Participants could address their booking request directly through the designated focal point of the above-mentioned hotels or through their diplomatic representations in Algiers.

The Conference's Secretariat could also assist participants in this process.

## **8. Contacts.**

### **Conference Secretariat**

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Adviser  
Ministry of National Education

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+213-21-69-20-98

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- M. Ammi SaId Aissa Deputy  
Director of Conferences  
Protocol Direction  
Ministry of Foreign Affairs

**Tel:** +213-21-5042-66

**Fax:** +213-21-50-42-66

**Mobil:** +213-61-50-22-84

### **9. General information about Algeria.**

The venue of the Conference (Palais des Nations, dub des Pins, Alger) is located on the western coast of Algiers at 15 miles from the town centre.

The official language is Arabic though French and English are also spoken in Algeria.

Given that the Conference will take place during spring, temperatures during Conference will vary between  $18^{\circ}$ - $24^{\circ}$ C. Expect fresh temperatures for the evening

Time zone: GMT + 1

Currency: Algerian Dinar (01 USD = 72 Dinars)  
(01 Euro = 94 Dinars)

"Bureau de change" are available in all chosen accommodation sites.

Voltage: 220V

2008 Conference des Ministres de l'Éducation de  
l'Union Africaine  
Addis, du 08 au 11 avril 2005

*FRANCESCO REGISTRATION FORM*

1. Nom/Name: .....
2. Prenom/First Name: .....
3. Fonction/Functional Title: .....
4. Ministère/Organisation: .....  
Ministry/Organization: .....
5. Secteur d'activité: .....  
Field of Work: .....
6. Adresse Address: .....
7. Pays/Country: .....
8. Téléphone/Telephone: .....
9. Fax: .....
10. Email: .....
11. Site Web/Web Site: .....
12. Hôtel de votre choix, Hotel of your choice: .....
13. Date: .....