



## INFORMATION NOTE

### **2<sup>nd</sup> Meeting of the Bureau of AU-STC n°8**

*(16-17 December 2024)*

**and**

**5<sup>th</sup> Ordinary Session of the Specialized Technical Committee of the African Union on Public Service, Local Government, Urban Development and Decentralization (AU-STC n°8).**

**18-20 December 2024**

**[MÖVENPICK HOTEL DU LAC TUNIS](#)**

**Tunis, Tunisia**

## 1. Dates and venue

The 2nd Meeting of the Bureau of AU-STC n°8 and the 5<sup>th</sup> Ordinary Session of the Specialized Technical Committee of the African Union on Public Service, Local Government, Urban Development and Decentralization (AU-STC n°8) will be held at [MÖVENPICK HOTEL DU LAC TUNIS](#), TUNISIA as follows:

- 16- 17 December 2024 (Experts meeting of the Bureau of AU-STC No8) and
- 19 December 2024 from 4pm to 6pm AU-STC No8 Bureau Ministerial Meeting

NB: The Bureau Meeting concerns only the following five (5) Bureau Members (**Congo, Ghana, Uganda, Lesotho and Tunisia**)

While all AU Member States should attend the **5<sup>th</sup> Ordinary Session of AU-STC No8** as follows:

- **18-19 December 2024:** Experts Meeting of 5<sup>th</sup> Ordinary Session of AU-STC No8
- **20 December 2024:** Ministerial Meeting of 5<sup>th</sup> Ordinary Session of AU-STC No8



### Location

Mövenpick Hotel du Lac Tunis, Rue du Lac Huron, Les Berges du Lac

1053

TUNIS

Tunisia

Tel: +21636421000

Email : [hotel.dulactunis@movenpick.com](mailto:hotel.dulactunis@movenpick.com)

## 2. On-site registration and badging

### a) Registration

Registration for the 5<sup>th</sup> Ordinary Session of the Specialized Technical Committee of the African Union on Public Service, Local Government, Urban Development and Decentralization (AU-STC n°8) will be carried out onsite on Tuesday, 17 December 2024 from 14:00 hrs to 20:00hrs at the Mövenpick Hotel du Lac Tunis and will continue until 18 December 2024 at 12:00pm (noon). Ministers, Ambassadors and Head of delegations badges , can be collected prior to their arrival by the assigned delegates .

## 3. Visa Formalities

Any foreign national entering Tunisia must hold a passport valid at least six months before the date of entry and a visa where possible.

1. Participants from the AUC and Permanent Missions to the AU based in Addis Ababa are required to apply directly for visa at the Embassy of Tunisia in Addis Ababa by filling the application form herewith attached, submitting a photo, passport copy and a Note verbale and/or the invitation letter.
2. Participants who are not in Addis Ababa and who are located in countries where a Tunisian diplomatic Mission is based are required to apply for a visa directly to the Tunisian Mission by submitting the same documents abovementioned.

3. FOR ALL REGISTERED & APPROVED DELEGATES COMING FROM COUNTRIES WHERE THERE IS NO TUNISIAN DIPLOMATIC REPRESENTATIONS, TUNISIA WILL ISSUE THEM WITH AN ENTRY VISA AT TUNIS CARTHAGE AIRPORT. TO THIS END, A NOTE VERBALE WILL BE ISSUED BY THE TUNISIAN EMBASSY WHICH COVERS THE COUNTRY CONCERNED CONFIRMING THE GRANTING OF VISAS TO **MEMBERS OF THE DELEGATION UPON THEIR ARRIVAL IN TUNISIA**. THE SAID PARTICIPANTS ARE REQUIRED IN ORDER TO BE PROVIDED A "TO WHOM IT MAY CONCERN" CERTIFICATE THAT WILL ENABLE THEM TO BOARD, TRANSIT AND GET VISA ON ARRIVAL TO APPLY ON THE FOLLOWING EMAIL ADDRESS BY SUBMITTING THE SAME DOCUMENTS ABOVEMENTIONED: tun.visa.addis@gmail.co

**IMPORTANT:** Participants are advised to check whether they require a transit visa for their various transit routes and ensure that they obtain the required visa.

#### **CUSTOMS FORMALITIES:**

The importation of certain goods is limited and is only possible under specific conditions, with certain goods being subject to import bans/restrictions (refer to the link [customs.gov.tn /prohibitions-et-restrictions/](http://customs.gov.tn/prohibitions-et-restrictions/)).

Non-resident individuals of foreign nationality, whose length of stay in Tunisia has not exceeded 3 months, benefit from reimbursement of Value Added Tax (VAT) for their acquisitions on the local market, provided that, the refund of the VAT amount is made by bank transfer.

Detailed information concerning the customs legislation in force is available on the website of the General Directorate of Customs [www.douanes.gov.tn](http://www.douanes.gov.tn)

#### **4. Accommodation**

There are two categories of participants: sponsored and non-sponsored participants.

**All AUC sponsored participants (*participants who received ticket from AUC*) will be accommodated at Mövenpick Hotel du Lac Tunis. Non-sponsored participants are required to make personal arrangements mentioning government negotiated rate at Mövenpick Hotel du Lac Tunis or Acropole Tunis. They can also decide to stay at any other hotel in Tunis.**

All participants will be responsible for all other costs, such as room service, meals, telephone and fax bills, use of the mini-bar, and laundry. Kindly ensure that you settle your bill with the hotel before your departure.

**Participants who wish to be accommodated at Mövenpick Hotel du Lac Tunis (Highly recommended for Ministers) should contact the hotel at: [hotel.dulactunis@movenpick.com](mailto:hotel.dulactunis@movenpick.com). See attached CREDIT CARD AUTHORISATION FORM for Movenpick**

**Non-Sponsored Participants**—are required to source and pay for their accommodation in their preferred hotel. Please find attached list of recommended hotels.

No	Hotel	Address	Contact Details	Rating
1.	Movenpick Lac 2	Rue du Lac Huron, Tunis 1053	Tel : +216 36 421 000 E-mail : <a href="mailto:hotel.dulactunis@movenpick.com">hotel.dulactunis@movenpick.com</a>	Government rate
2.	Acropole Tunis	R6MQ+P W5, Walkway, Tunisia	Tel: +216 71 656 000 E-mail: <a href="mailto:reception@acropole.tn">reception@acropole.tn</a>	Government rate

## 5. Hospitality

### a. Dinner

On December 19 2024 **from 7pm to 9 p.m** an official dinner will be offered by the government of Tunisia to AU-STC No 8 participants at **the Palais Ennejma Ezzahra in Sidi Bou Said for *ministers and heads of delegation***, and **at the Bardo Museum for other participants**.

### b. Cultural activities

The following cultural activities are offered by the Government of Tunisia to the participants of the CTS n°8 -UA:

- An evening at the Journées Cinématographiques de Carthage (JCC 2024), which begins on Saturday, December 14, 2024 and runs until Saturday, December 21, 2024.
- A guided tour of the Bardo Museum.
- A guided tour of the Medina of Tunis (3 tourist circuits offered by the Ministry of Cultural Affairs).
- A half-day guided tour of the City of Kairouan, one of the most famous cities in the Muslim world, offering the opportunity to discover :
  - The Okba Ibn Nafaa Grand Mosque;
  - A tour of the medina.
  - The traditional carpet store;
  - Raqqada National Museum of Islamic Art.

You are therefore kindly advised to register at the venue for your preferred cultural activity.

## 6. Documentation

A series of documents comprising the Provisional Programme, Concept Note , work plan and other relevant documents and useful information related to the 7th Specialized Technical Committee (STC) on Finance, Monetary Affairs, Economic Planning, and Integration are available.

## 7. Vaccinations and COVID-19 Information

### a) Vaccinations

Yellow Fever vaccination certificates will be required from delegates coming from countries with risk of yellow fever transmission or who have transited through countries with risk of yellow fever transmission for 12 or more hours or anybody from a country currently reporting an active or on-going outbreak of yellow fever. Travelers should be vaccinated at least ten (10) days before travel.

While there are no longer any specific restrictions related to the COVID-19 pandemic in Tunisia, all delegates are nevertheless encouraged to take precautionary measures as new variants continue to mutate.

### **b) Face Masks**

Wearing of a face mask is no longer mandatory. However, regular hand sanitation and hygiene is strongly recommended.

### **c) COVID 19 Measures at the Airport**

Visitors are no longer required to undertake PCR COVID-19 testing or be vaccinated before traveling to Tunisia.

## **8. Local Transport**

The AUC will provide shuttles from and to the airport for all participants. Nonsponsored participants are advised to share their itineraries with Mr. Fethi Jelassi, protocol officer of Tunisia MOFA at : f.jelassi@diplomatie.gov.tn ; Tel : +216 51 769 106 and Mr. Hichem Belhaj Protocole aeroport tel: +216 23 036 614 with Cc: to Ms. Selome Bedlu Aytenfis, AUC protocol officer at : selomea@africa-union.org to facilitate ground transportation arrangements.

## **9. Currency**

The local currency is the Tunisia Dinar (\$1 = 3,15 TDN €1 = 3,32TDN). Visa cards are accepted in Tunisia. Tunisia Dinar can be withdrawn from bank counters at the airport, in hotels, in banks, in the city, or at ATMs.

## **10. Taxi Services**

Reliable Online and traditional cab/taxi operators are readily available within the city; offering reliable and affordable services. Payment can be made in local currency.

## **11. Business and Shopping Hours**

Most businesses are generally open from 0800hrs to 1700hrs. However, some shopping malls **operate 24 hrs**. Delegates who wish to shop may seek advice from their hotels on the nearest shopping facilities.

## **12. Language**

The Arabic is the official language, and most natives speak a dialect of Tunisian Arabic. French is also widely spoken.

## **13. Local time**

Time zone in Tunisia (GMT+1).

#### **14. Telecommunications**

Mobile telephone services are quite efficient in Tunisia.

The telecoms operating in Tunisia also provide access to internet coverage using third generation (3G), fourth generation (4G) and fifth generation (5G).

#### **15. Weather**

The temperatures in Tunisia, days are usually hot with balmy evenings, so visitors should pack light and cool clothing. The average daily maximum is 12 C and the average daily minimum is 17 C.

#### **16. Focal Contacts**

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