



SEMINAR ON QUALITY IN PUBLIC SERVICE

*How can we make public service in Africa qualitative, efficient and effective
in the light of the objectives of economic and social emergence?*

30 October to 1 November 2017 in Tangier (Morocco)

INFORMATION NOTE

CAF RAD wishes to inform you of the following logistical arrangements:

1) Visa:

We would be grateful if you could get your entry visa to Morocco in time before the Embassy of Morocco in your country. Participants are enjoined to apply for entry visas at least 10 days to their date of departure.

If there is no Moroccan diplomatic representation in your country, we advise that you forward to us, immediately, the first three pages of your international passport (if you have not already done so), **to enable us to arrange for an entry visa** to be issued to you upon your arrival at Tangier airport.

Note: Our invitees/participants are entitled to a waiver of all visa fees. This is in accordance with Article IV Section 6 (a) (iii) of the Headquarters Agreement between CAF RAD and the Royal Government of Morocco on 17 July, 1970.

2) Arrival in Tangier:

Tangier airport is served by international flights to and from Paris, London, Madrid, Barcelona, etc. If it is possible, please make your booking to arrive directly in Tangier, without going through Casablanca or Rabat. Otherwise, you will come to Tangier through Casablanca airport.

Upon arrival at the Mohamed V International Airport, Casablanca, you have the choice either:

1. To continue the journey by plane to Tangier (On Sunday 29th October 2017, there could be 3 flights from **Casablanca** of the Royal Air Maroc: 00h40, 14h05, 23h25). Please inquire with your travel agency about the actual availability of these Casablanca-Tangier flights.
2. To take the train from Casablanca to Tangier. There is a train from the Casablanca international airport to Tangier every two hours. The journey by train from Casablanca airport to Tangier lasts about 6 hours.

➤ **Prices and timetables of train tickets:**

Departure	Arrival	1st class rates	2nd class rates
05h02mn	14h05mn	MAD 259,00	MAD 175,00
06h32mn	12h30mn	MAD 259,00	MAD 175,00
08h23mn	14h30mn	MAD 259,00	MAD 175,00
10h32mn	16h30mn	MAD 259,00	MAD 175,00
12h32mn	18h30mn	MAD 259,00	MAD 175,00
14h32mn	20h20mn	MAD 259,00	MAD 175,00
16h32mn	22h40mn	MAD 259,00	MAD 175,00

If you choose to take the train, you should buy the ticket at the railway station which is located in the same Casablanca airport. **The ticket seller will tell you where you need to switch (where applicable) and the time of arrival at Tangier–city railway station (last stop).**

3) Arrival at the Ibn Battouta Airport, Tangier and shuttle arrangement:

Participants will be met at Tangier airport upon their arrival. You are, therefore hereby enjoined to communicate to us the details of your travel (**origin, flight number, date, hour, etc.**) **to enable us to meet you upon your arrival at Tangier airport or railway station.**

Our protocol team will ensure delegates' shuttle from the **Tangier airport or railway station to HOTEL RAMADA ENCORE.** The Hotel is located 3 minutes' drive by car from Tangier-city railway station and 27 minutes from the airport of Tangier.

4) Venue of the Seminar:

The **Seminar** will take place in the conference hall of:

**Hotel RAMADA ENCORE,
Lot N° 1, Tangier Bay,
90000 TANGIER - MOROCCO.**

Fax (+212) 5 39 34 13 01 Tel. (+212) 5 39 34 13 00

E-mail: n.tligui@ramadaencoretanger.com

Web site: www.ramadaencoretanger.com

5) Lodging:

We request you to make the booking for your room yourself at the above mentioned address. Negotiated rates at Ramada Encore Hotel are:

- Single room with Breakfast: **430 Moroccan Dirhams/including VAT, about 47US\$ about 40 Euro** per night.

- Single room with Half-Board (room + breakfast + one meal): **550 Moroccan Dirhams/ including VAT, about 60 US\$ about 50 Euro** per night.

The living costs in Tangier shall be borne by the participants.

Coffee breaks and lunches during the three days of the seminar will be offered by CAFRAD.

6) Exchange rate (on 16 October 2017)

1 Dollar = 9.20 Moroccan Dirhams

1 Euro = 10.91 Moroccan Dirhams

7) Bank:

Various banks exist in the centre of the city and are open daily (except Saturday and Sunday) from 8.30 am to 3.30 pm. The ATMs are operational 24/24.

8) Medical Service: If necessary, please contact:

- Dr. Abdelhamid AGOUMI,
16, Avenue du Prince Héritier,

Tangier

Tel. 05 39 93 73 51

- Tangier Permanent Medical Service: Tel: 05 39 33 33 00

9) Clothes/climate:

The winter season is stepping-in in Morocco. The climate in Tangier City is of Mediterranean type, the temperatures **vary between (16°- 23°)** with relatively little rain. Warm dressing is strictly advised especially in the mornings and evenings.

10) Time in Morocco:

- **Summer time**: GMT +1 until the night of Saturday, October 28, 2017 at 3 o'clock in the morning.
- **Winter time**, GMT from 3 o'clock in the morning on Saturday, October 28, 2017

11) Registration fees:

Starting from 8:30 am, before the opening session of the seminar, participants will be expected to **register and pay the amount of 300 US\$ (Three hundred US dollars)**.

12) City of Tangier:

Tangier, the Pearl of the Strait of Gibraltar, is a **city** located at the western tip of the Rif in northern Morocco in the **region of Tangier-Tetouan**. Capital of the wilaya, **Tangier** is the 5th **city** of the kingdom, and its main gate to Europe. The 14 kilometers of the **Strait of Gibraltar** here separate the two continents which **Hercules**, in mythology, detached from each other. For several years, **Tangier** was also an **international city** where several distinct communities coexisted, namely the **British**, the **Spaniards**, the **Moroccans** and the **Germans**. **Tangier** currently has one of the most important merchant ports in **Morocco**.

CAFRAD warmly welcomes to the **seminar on quality in public service**.

For further information, please do not hesitate to contact us on:

CAFRAD (African Training and Research Centre in Administration for Development),

Tel. (+212) 539 32 27 07 // **Cellular (Office): (+212) 661 30 72 69**

Fax (+212) 539 32 57 85

E-mail: cafrad@cafrad.org Website: www.cafrad.org

CAFRAD works from Monday to Friday (8:30 am-4 pm). However, if necessary, it can be reached outside these hours on the above cellular number