

# ADMINISTRATIVE NOTE

KNOWLEDGE AND EXPERIENCE SHARING EVENT AGENDA:

## BUILDING THE AFRICA WE WANT

BY LEVERAGING THE BLUE ECONOMY, SMALL-SCALE FISHERIES MANAGEMENT & AQUATIC BIODIVERSITY CONSERVATION

*Failing to sign and sending back to the IOC-ECOFISH programme the last page (page 5) the per diem will not be disbursed*

### TRAVEL ARRANGEMENTS (Tickets)






Sponsored participants will be receiving a round trip electronic ticket on economy class to reach on the eve and leave the day after the event.

The departure and return dates are as per approved itinerary and tickets sent to you (enclosed) - arrive on the eve of the event and departure the next day.

Due to the administrative & accounting policies & constraints, it is compulsory that the IOC select the most direct itinerary and in economy class for all air tickets. The process of issuing the air tickets are as follows:

- a) The participant is invited to contact Ms. Claudia Schoupe (claudia.laguette@coi-ioc.org), the Administrative Officer, and send his/her exact contact details.
- b) The invited participant must send a scanned copy of the **VALID** passport where the number of the passport and the civil status are indicated.
  - The following information must be sent to the IOC-ECOFISH project soonest possible to ensure a better planning of the trip:
    - detailed contact number of participants (telephone, e-mail address, organisation, country residence).
- c) The Administrative Officer will send proposed flight details and will wait for an e-mail confirmation and request from the participant prior to issuance of the air ticket.
- d) The e-ticket is then sent to the participant by e-mail.
- e) The participant must travel as per the agreed itinerary as any changes/cancellation will **NOT** be permitted.
- f) The following information must be sent to the IOC-ECOFISH project soonest possible to ensure a better planning of the trip:
  - detailed contact number of participants (telephone, e-mail address, organisation, country residence).
- g) Penalty fees (charged by the airline) will be charged to the participant for any **cancellation after ticket issuance** (unless valid reasons accepted by the doner, EUD).

TRAVEL INSURANCE	
	<p>It is highly recommended that each participant secures a personal travel insurance prevailing the current situation. As per EUD regulations, Covid 19 contamination of the participant or medical/hospital treatment resulting from Covid19 contamination in Kenya or throughout the travel will not be covered by the ECOFISH Programme.</p>
VISA TO ENTER MAURITIUS	
	<p>All passengers are requested to query VISA requirements before entering KENYA.</p> <p>The IOC-Ecofish is not responsible for the applications and approval of visas for the participants. All participants should make the necessary administrative paperwork to obtain a visa wherever it is necessary. <b>If no proof of VISA is communicated to the project on the eve of the departure date, the e-ticket will be automatically cancelled.</b></p> <p>Upon presentation of valid documents, the immigration authorities will issue you a visitor permit on arrival. IOC-Ecofish will reimburse participants for VISA costs on presentation of a supporting document and proof of obtaining the VISA (stamp on passport and / or official annex document and invoice). To claim the refund, please inform our Administrative Assistant (Ms. Claudia Schouppe) well in advance of the budgeted refund so that we can provide funds.</p>
ACCOMMODATION <i>(already booked and paid for by the programme)</i>	
	<p>Accommodations for all participants has been booked and paid for at the venue hotel Nyali Sun Africa Resort and Conference- Mombasa, Kenya on B &amp; B basis (bed &amp; breakfast).</p> <p>All extra room charges will be borne by the participants.</p> <p>Venue and accommodation hotel details is:</p> <p>Muthu Nyali Beach Hotel &amp; Conference          Nyali Sun Africa Hotel          Moyne Dr, (Nyali) Mombasa          Kenya</p>
SHUTTLE	
	<p>Each participant has to organise his/her shuttle/transport.</p> <p>Taxis are easily accessible at airport and in Nyali.</p> <p>The shuttle cost is covered in the per diem allocated to your sponsorship.</p>

MEETING VENUE	
	<p>The Knowledge Sharing 4 days event and meetings will be held at the</p> <p style="margin-left: 40px;">Muthu Nyali Beach Hotel &amp; Conference Nyali Sun Africa Hotel Moyné Dr, (Nyali) Mombasa Kenya</p> <p><b>Participation will be physical only.</b></p> <p>Registration will be held at the Muthu Nyali Beach Hotel &amp; Conference.</p>
DAILY SUBSISTENCE ALLOWANCE (DSA) AND VISA FEE	
	<p>A per diem will be paid for the number of nights stayed outside participants' station.</p> <p>The per diem is to cover incidental expenses only.</p> <p>Each sponsored participant is expected to submit following ORIGINAL documents:</p> <ul style="list-style-type: none"> <li>- Boarding pass</li> <li>- Receipt for visa where applicable</li> </ul> <p style="text-align: center;"><b><u>IT IS AN ABSOLUTE REQUIREMENT TO HAND OVER ORIGINAL RECEIPTS</u></b></p>
SUPPORTING DOCUMENTS	
	<p>The payment of per diems will be during breaks upon presentation and collection of all boarding pass (for all the itineraries). The ECOFISH team (Admin &amp; Accounts team) will be responsible for the collection of documents and payment of per diem.</p> <p>Boarding pass for the journey back must be sent to the programme by email and originals by post.</p> <p>A scan of the boarding pass for the return journeys must be sent by e-mail to Ms. Claudia Schoupe through email <a href="mailto:claudia.laguette@coi-ioc.org">claudia.laguette@coi-ioc.org</a>.</p> <p>The original boarding pass for the return journeys and other original supporting documents must be sent to the COI-ECOFISH project by post, no later than two weeks after the end of the event, to the attention of:</p> <p style="margin-left: 40px;">Ms. Claudia Schoupe COI-ECOFISH Programme 4th floor, Blue Tower – Rue de l'Institut Ebène 72201 - MAURITIUS</p> <p><b>Very important note:</b> The non-transmission of boarding pass would result in the ineligibility of your care under the conditions established by the Donor, the European Union. You will then be asked to reimburse the costs incurred for your participation.</p>

SIMULTANEOUS INTERPRETATION	
	The meeting will be conducted in English and French.
REFRESHMENT & MEALS	
	Tea breaks (morning and afternoon) and lunch will be served at Muthu Nyali Beach Hotel & Conference for the duration of the meetings according to the program. Participants will receive vouchers to be presented to the hotel staff for all meals.  Any other expenses should be covered by the per diem given to each participant.
INTERNET ACCESS	
	The meeting room will have Wi-Fi facilities.  <b>Participants are kindly reminded to come along with a traveler's adaptor, it will not be provided on site.</b>
SANITARY MEASURES	
	All participants will be expected to respect the COVID 19 measures put in place by the hotel.  All participants are advised to wear a mask and use sanitizer all day long.
ELECTRICITY	
	The electric power supply is 220-240 volts.  Plugs are of the two round – pronged types
CONTACT PERSONS	
	<input type="checkbox"/> Technical aspect: <p style="margin-left: 40px;">Dr. Soobaschand Sweenarain - <a href="mailto:sunil.sweenarain@gmail.com">sunil.sweenarain@gmail.com</a></p> <input type="checkbox"/> Logistic & Finance aspect: <p style="margin-left: 40px;">Rudy G. ITTOO (finance) : <a href="mailto:rudy.ittoo@coi-ioc.org">rudy.ittoo@coi-ioc.org</a></p> <p style="margin-left: 40px;">Geraldine SYLVA: <a href="mailto:Geraldine.s@coi-ioc.org">Geraldine.s@coi-ioc.org</a></p> <p style="margin-left: 40px;">Claudia SCHOUPPE (logistics) : <a href="mailto:claudia.laquette@coi-ioc.org">claudia.laquette@coi-ioc.org</a></p>

