




The 2017 SUN Movement Global Gathering



7-9 November
2017, Abidjan,
Côte d'Ivoire



Scaling Up
NUTRITION
ENGAGE • INSPIRE • INVEST

LOGISTICS NOTE - SUN Civil Society Network

Dear participant,

This logistics note is specifically for members of the SUN Civil Society Network attending the SUN Global Gathering 2017. We hope this will help you to fully prepare and get the most out of the event both for yourself and for your alliance. We look forward to seeing you in Abidjan.

Best wishes,
The SUN Civil Society Network Secretariat
Cara, Cecilia, Ellen and Megan

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CIVIL SOCIETY NETWORK PRE-MEETING

Date: Sunday 5th November

Time: 9.30am-4.30pm

Venue: Novotel, 10 Avenue du General de Gaulle, Plateau, Abidjan



The meeting is specifically for members of the SUN Civil Society Network and will be an opportunity to:

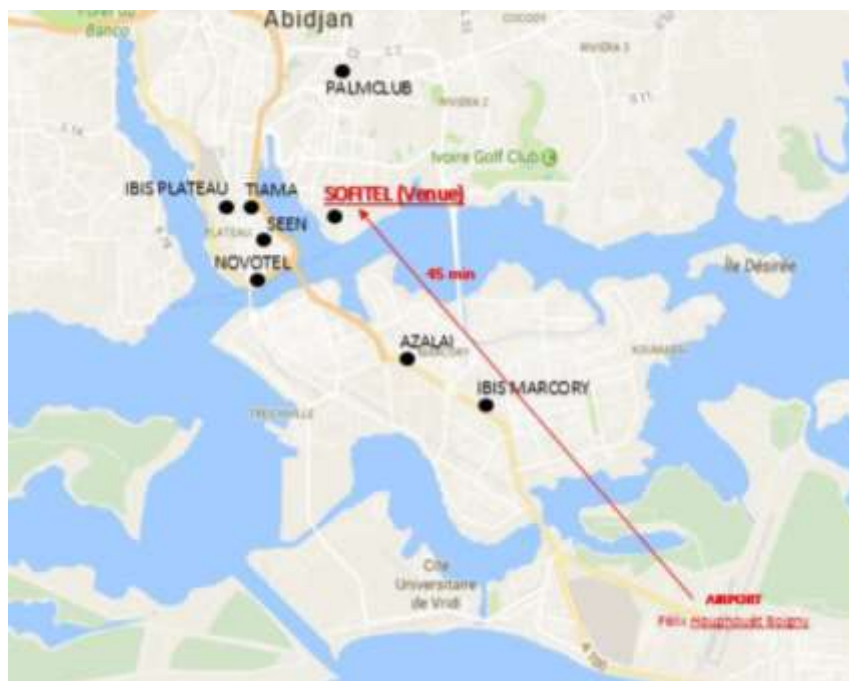
- **Meet** other members of the Network
- **Learn** more about the work and plans of other national alliances
- **Hear** the latest news from across the network and review highlights from the last year - including a review of the CSN survey findings
- **Discuss** challenges and find solutions together
- **Find out** how the SUN CSN Secretariat can support you
- **Agree** on future plans for the network
- **Plan** for the global gathering – develop key messages and advocacy asks
- **Develop** and practice your media, lobbying and influencing skills

We therefore recommend you arrive no later than the evening of Saturday 4th November. Please bear this in mind when booking flights and accommodation. If this incurs an additional cost that you are unable to cover please let us know by emailing sun.csnetwork@savethechildren.org.uk

SUN GLOBAL GATHERING – KEY INFORMATION

Date: Tuesday 7th – Thursday 9th November 2017

Venue: Sofitel Abidjan Hotel Ivoire, Boulevard Hassan II, Cocody, 08 BP 01 Abidjan 08 - Côte d'Ivoire



The SUN Global Gathering will bring together over 700 participants including SUN Government Focal Points and representatives of their partners from civil society, donors, United Nations agencies, private sector partners, academia, media, parliamentarians and others.

The Global Gathering is the flagship event of the SUN Movement and an important moment where members take stock of progress and challenges, share their innovations and learn what is helping to reduce malnutrition across all SUN Countries.

The meeting will be divided into several sections including **plenary sessions**, **workshops**, **network sessions** and a **marketplace** designed to showcase country experiences in scaling up nutrition.

You can download the programme and find out information about each of the workshops here: <http://scalingupnutrition.org/about-sun/sun-movement-global-gathering/sun-movement-global-gathering-2017/>

LOGISTICS

Please note that participants are responsible for confirming their own travel arrangements to Abidjan.

- **If you are being sponsored by the SUN Civil Society Network:** we will get in contact in order to arrange flights and accommodation provided you have filled in our [online form](#) to request assistance.
- **If you are being sponsored by another organisation:** please ensure you have completed [this form](#) so we are aware of your travel arrangements.

Arrival We recommend that you arrive on Saturday 4th November, in order to attend the SUN Civil Society Network meeting.

Departure The Global Gathering will end on Thursday 9th November at 4pm. You are invited to plan your return ticket accordingly in order to allow enough time to reach the airport.

Flights Flights should be booked to and from Abidjan (Félix Houphouët-Boigny Airport)

Visas Participants are responsible for obtaining their own visa to Cote d'Ivoire, if required. Some visa applications can take up to 120 days, so please make sure you apply as soon as possible. Please note that an application request does not necessarily ensure that you will be granted a visa.

Please note that citizens from Benin, Burkina Faso, Cape Verde, Central African Republic, Chad, Congo, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Morocco, Niger, Nigeria, Senegal, Seychelles, Sierra Leone, Togo and Tunisia do not need a visa to enter in Cote d'Ivoire.

All other foreign nationals who wish to enter Côte d'Ivoire must obtain a visa beforehand.

If you require a visa:

1. **E-visas online procedure** is the easiest and fastest way to obtain a visa through the following website: <https://snedai.com/e-visa/> (available in English and French). Please note that an information hotline is available for all visa application information requests and assistance in solving all types of technical problems encountered online. Contact info line: (00225) 22 51 08 08 or (00225) 03 62 62 19 open from Monday to Friday from 08h00 to 17h00 or contact@snedai.ci Contact e-visa airport: (00225) 54 36 29 15 available 24h / 24.
2. **If you are not eligible for the e-Visa** or if the type of visa you require cannot be obtained through the e-Visa procedure, you can go to the nearest Ivorian Embassy (see locations here: <https://snedai.com/visa-en-ambassade/>). Please ensure you have reviewed the in-person application process and have prepared all required documents in advance.

3. **If you have any difficulties obtaining a visa** please email your SUN Country Liaison or sun.gg@scalingupnutrition.org, attaching a copy of your passport. In urgent cases, you will receive a confirmation letter issued from the Government of Cote d'Ivoire. This letter will confirm that you will receive your visa after payment of the fee upon your arrival to Cote d'Ivoire.

Visa fees range from EUR 35 to EUR 116 per individual application, payable in the local currency to the consulate or embassy, via the online portal or upon your arrival.

Each participant is responsible for covering the cost of the visa application, unless otherwise agreed.

For your visa application to be processed, you need to submit the following supporting documentation:

1. Your passport or a scan of the passport photo and identity pages (first 3 pages).
Please note that your passport must be valid for at least six months following the day you enter Côte d'Ivoire.
2. A copy of your hotel reservation for the duration of the stay in Abidjan (containing the applicant's name)
3. A copy of your roundtrip ticket or detailed itinerary for your trip (with the applicant's name on said ticket or itinerary)
4. In order to enter the territory of Côte d'Ivoire, you must have a valid yellow fever vaccination. A copy of the International Certificate of Vaccination (ICV) for yellow fever must be attached to your visa application. **Please also note that your vaccination booklet will be checked at the airport in Abidjan, so make sure this booklet is in your hand luggage, to facilitate this control upon arrival;**
5. Your personalised invitation letter (which can be accessed via hyperlink in your invitation email) can be used to support your visa application. We also strongly encourage you to request the funder of your trip to provide written confirmation of their financial support for your travel, accommodation and daily subsistence to help expedite the visa process.

Please contact sun.gg@scalingupnutrition.org if any other support is needed in your application process.

If you have issues preparing your trip to Abidjan, please contact:

Commissaire SANOGO LASSINA, Sous-Directeur,

Contact: + 225 03 08 92 17,

sanogolassine77@gmail.com

or

Adjudant FOFANA G. HERVÉ

Contact : +225 01 07 56 99

Hotels Special rates have been negotiated by the SUN Movement Secretariat for SUN GG participants in the partner hotels listed below. Rates are per room, per night, including VAT, for single occupancy including breakfast and internet access. If you are booking your own hotel you can find a list of options [here](#).

Expenses Lunches will be provided for three days at the Global Gathering (7th, 8th and 9th November). A reception will take place in the evening of Wednesday 8th November. The SUN CSN can reimburse basic expenses in addition to this such as dinner (up to an agreed amount and not including alcohol), travel and visa costs if agreed in advance as per Save The Children UK's expenses policy. You must retain all receipts in order to be eligible to claim back expenses incurred during the Global Gathering.

Airport-hotel transfers More information will be shared regarding transfers to and from the partner hotels and the Global Gathering venue in the coming weeks. Please note that if you are not staying in one of the event partner hotels, no transportation will be provided to and from the Global Gathering.

Health and safety

Yellow fever: In accordance with the International Health Regulations, anyone who wishes to enter Côte d'Ivoire must have been vaccinated against yellow fever within a minimum of two weeks before arrival. A control of your vaccination records will be made upon arrival and a copy of your vaccination certificate should accompany your visa application, as mentioned above. Seek advice from your doctor or an international immunisation centre.

Malaria: Côte d'Ivoire is classified as zone 3 for risk of malaria. Before departure, you should seek advice from a doctor or from the vaccination centre for diseases in your country. Preventive prophylactic treatment is recommended for all persons from a non-endemic area, in Côte d'Ivoire. In any case, during your stay, measures of individual protection against mosquito bites are strongly recommended (repellents, diffusers, impregnated mosquito nets, etc.).

Ebola virus: To date, no case of Ebola has been reported in Côte d'Ivoire. Preventive measures remain in effect on arrival at the Félix Houphouët-Boigny airport in Abidjan:

- Filling out a health declaration form;
- Temperature measurement using infrared thermometers (thermal gun);
- Hand washing and disinfection.

Abidjan airport offers a medical service (main hall, departures area) for any malaise.

Insurance Kindly note that you are responsible for any travel, medical, accidental death, life or other insurance during your journey and stay in Abidjan.

Climate The climate is wet equatorial climate. Rainy season (May to September) is cooler (25 to 27°) than the dry season (October to April) when it can reach 30° and more in Abidjan, with 70 to 80% humidity. Weather is cooler in the Far Western Region where mountains covered with deep forest are found, with waterfalls and traditional canopy bridge. Sunny weather the rest of the year due to the sea all along the south Coast. Northern region, close to the Sahara region is increasingly dry and hot reaching 40°.

Attire No dress restrictions. Make sure to dress decently as appearance is of importance to the people.

Currency The local currency is the F CFA franc. As of July, 1st, 2016;

1 USD = 588.959 F CFA

1 GBP = 782.240 F CFA.

1 Euro = 655.957 F CFA

Credit cards are accepted in larger establishments, with the likelihood that the connection between their terminal and the bank do not work. You should be aware that a commission is added for their use. There are many ATM facilities in Abidjan with often a guard to secure your withdrawal but banking facilities are sporadic in the rest of the country. You should still exercise caution when withdrawing money from the ATM.

Electricity and plugs Electricity sockets are the French type (round pins).

Security Situation

After a decade of political instability, which culminated in the post-electoral crisis of 2010-2011, calm is now being restored in Côte d'Ivoire. The security situation has improved nationwide, although armed attacks still occur sporadically in some areas, especially near the border with Liberia. Crime remains the principal threat to travelers' security.

Presidential election has been organized in October 2015 without significant violence. Nowadays, the political context is related to the constitution modification process undertaken by the current president. He started discussion with political parties and civil society organizations to explain his reason and the timeline. In October 2016 will be held the referendum about the new constitution which will be followed by local elections.

Abidjan faced a terrorist attack in Bassam in March 2016, investigations conducted to some arrests in Côte d'Ivoire and Mali, the situation is being calm.

A new phenomenon in Côte d'Ivoire particularly in some of neighborhood in Abidjan are called "microbes", teenagers acting in groups to attack people in the streets and stole their goods and money with sometimes serious injuries or death. The main neighborhood affected by "microbes" are Abobo, Yopougon, Adjamé and Koumassi.

Furthermore, it's important to mention that social cohesion activities are still necessary because of recurrent intercommunity clashes, one them caused in March 2016 almost 40 deaths in Bouna with about 6000 people affected. Also, riots consecutive to electricity cost increase caused damages in Bouaké, Daloa and Yamoussokro in July 2016.

Refrain from crossing the Charles de Gaulle and Houphouet-Boigny bridges on foot, as pedestrians have been assaulted there, even in broad daylight. Do not walk in Le Plateau business district at night once offices and shops have closed. Be vigilant at night

in neighbourhoods where nightclubs, restaurants and maquis (small, clandestine restaurants) are found (such as in Zone 4). Armed robberies, carjacking, and assaults have been reported there.

In Abidjan and other cities in the country, you could be the target of petty crime such as pickpocketing or purse snatching. Petty criminals do not hesitate to use force when faced with resistance. Keep vehicle's doors locked and windows closed at all times. Crime increases significantly after dark; be especially careful after sundown and avoid travel late at night.

Avoid showing signs of affluence and carrying jewellery and large sums of cash. Valuables and bags should be kept out of sight. It is also recommended that you vary your schedules and travel patterns. Carry certified photocopies of your identification and travel documents

Terrorism: There is an underlying threat of terrorism in Côte d'Ivoire due to the presence of terrorist groups in neighbouring countries. Attacks could be indiscriminate, including in places frequented by expatriates and foreign travellers.

Recent incidents In July 2016, riots in many towns about electricity cost increase, causing damages in many enterprises, banks and public administration. Save the Children Offices were not affected.

Airport Arrival and Transportation There is a risk of baggage theft at the airport, so valuables and electronic equipment should be securely locked in hand luggage. All incoming passenger luggage is X-rayed before it leaves the terminal, and customs and police officials regularly inspect luggage after it has been X-rayed.

Upon arrival in the airport, after immigration formalities, you will certainly find the luggage collection a bit hectic with important solicitation by handlers to get your luggage transported. This is common practices in Abidjan airport. Do not accept these solicitations. Security within the airport is very tight and can be stressful at times. Avoid staying in prohibited areas and move immediately when requested to.

Female travellers should never sit in the front passenger seat to avoid any possible harassment from certain taxi drivers.

Culture and Customs

- The recent crisis aggravated the ethnic and religious tensions.
- You are advised to behave modestly in public and be aware of your actions to ensure that they do not offend other cultures or religious beliefs.
- Avoid discussing politics or religion, as these can be delicate subjects. Try to direct conversations more toward the achievements and culture of Cote d'Ivoire.
- Greeting rituals are very important and can be lengthy. Carefully greet anyone you meet and everyone in the room properly, usually with a handshake.
- Be advised, swimming at the seaside, especially in Grand Bassam, is dangerous and strongly advised against, even for excellent swimmers. Coastal ocean currents are powerful and dangerous. Many people drown each year.

Business Tips:

- Business attitudes, based on the French system, are formal in character. Great emphasis is placed on taking one's time and business talks should not be rushed.
- Repeated personal contacts to establish a working relationship with local partners often prove necessary.
- Face-to-face meetings are customary. Decisions will not be reached on the telephone.
- Prior appointments are recommended, and punctuality is generally expected of foreigners. However, do not be alarmed or offended if your counterpart is late to a meeting.
- Business cards are usually exchanged after introductions.
- Visitors should use the formal 'vous' form while conducting business.

Road Conditions In Côte d'Ivoire, road travel is authorised. Main roads to/in cities are ok. In the rainy season, road travel may become difficult.

Taxis Public transportation is inadequate in Abidjan and is not recommended. Buses are overcrowded and although taxis are available, they are generally in poor condition and drivers are reckless. If you must absolutely take a taxi (red one), you should either insist that the meter be turned on and pay only the indicated price, or negotiate the fare in advance. There have been incidents of taxi passengers being robbed or assaulted by drivers, so be very cautious. Do not allow driver to pick up any other passengers on the way to your destination, as this may be a prearranged scheme to attack or rob you. Avoid using informal taxis (woro-woros) and buses (gbaka) on the road in Abidjan

PREPARING FOR THE GLOBAL GATHERING

The Global Gathering is a unique opportunity to learn and share with others across the global nutrition community. In advance of the Global Gathering we are asking all civil society participants to prepare by doing **3 things**:

1) Hold a meeting with your alliance

We strongly encourage you to hold a meeting with other members of your alliance in advance of the Global Gathering to ensure you get the most from the event for you and your alliance. Included at the end of this logistic note is a form to help you structure your meeting.

2) Contribute to our marketplace stall

Every SUN country will have their own stall in the Global Gathering Market place, you should liaise with your SUN focal point to ensure a strong civil society contribution to your country's stall. As well as this the SUN Civil Society Network will also a stall. This is an opportunity to showcase the incredible work being led by civil society across the SUN movement. There are two ways that you can contribute:

Send us your 'Story of Success' Our stall will include a photo exhibition of your 'stories of success', showcasing achievements that members of the network are proud of and would not have happened without being part of SUN. Please submit ONE entry on behalf of your alliance, by **Friday 27th October** to sun.csnetwork@savethechildren.org.uk. Entries must meet the following requirements:

- **One photo** which sums up your success story. The photo must be high resolution (**1536 x 1024 pixels** minimum) and high quality (in focus and striking)
- **One quote** from someone involved in the story which summarises what you did and the impact it had (max 200 words)

10 'Stories of Success' will be selected. Please see some examples [here](#).

Send us one item for the Civil Society Network library As part of our marketplace stall we will also have a small library bringing together reports and briefings from across the Civil Society Network. Please submit ONE recent report or document from your alliance that you would like to showcase by emailing it to sun.csnetwork@savethechildren.org.uk. Selected CSAs will be asked to bring a hard copy of the document with them to the Global Gathering to add to our library.

3) Sign up to be a communication champion

Would you like to help us share lessons from the Global Gathering with other members of the network? Would you like to write a blog for our website about your experience during the Global Gathering? Would you be happy to be interviewed during the Global Gathering? If yes, please [fill in this form](#) and we will get in touch with further details.

CONTACTS

Emergency contacts

For problems upon arrival or during your stay in Abidjan, please contact:

sun.gg@scalingupnutrition.org

SUN Civil Society Secretariat

If you have any questions relating to the pre-meeting or preparation work please email sun.csnetwork@savethechildren.org.uk or one of the secretariat team below:

Megan Pennell m.pennell@savethechildren.org.uk

Cecilia Ruberto c.ruberto@savethechildren.org.uk

Cara Flowers c.flowers@savethechildren.org.uk

Buddy System

In advance of the Global Gathering we will be pairing each civil society participant with one member of the SUN CSN Steering Committee. This person will be your point person during the event should you have any questions or queries.

WhatsApp group

We will be creating a WhatsApp group for all Civil Society attendees at the Global Gathering to help coordinate throughout the event. If you would like to join the group please send a WhatsApp message with your name, job title and organisation to +447884866950

SUN Civil Society Network Communications

For the latest updates remember to follow our digital channels:

Website <http://www.suncivilsociety.com>

Twitter @SUN_CSN

Instagram

Global Gathering: CSA Planning Form

It is important to be clear on your own expectations for the GG but, as a representative of your alliance, it is also important to be clear on the needs and expectations of other members. Holding a meeting with alliance in advance is a useful way to identify examples to share during the event as well as ensure you come back with the relevant information to support your alliances' plans. We advise discussing the GG agenda, particularly the workshops, so that you can identify any specific successes to share, as well as challenges or questions to raise. Use this form to help structure your discussions. Once you have completed this form please email a copy to sun.csnetwork@savethechildren.org.uk.

Country:

CSA Name:

Name of CSA representative/s at GG:

What are your expected outcomes from the GG? (e.g. a new partnership, greater understanding of specific thematic issues, better relationships with other networks in your country or others in SUN CSN, a commitment from government)

3 key messages to share during the GG (e.g. what do you want other members of the SUN movement to know? What should be priorities for the movement to consider?)

3 successes to share (e.g. case studies highlighting the importance of your alliance's work)

3 Questions to be answered (e.g. answers to challenges you are facing, latest information on key thematic areas)

Key stakeholders to meet