



United Nations



Framework Convention on
Climate Change

Thirty-third Meeting of the Least Developed Countries Expert Group

and

Expert meeting to assess progress made in the process to formulate and implement National Adaptation Plans

5–9 February 2018

Hotel Praia, Sao Tomé, Sao Tomé and Príncipe

INFORMATION FOR PARTICIPANTS

1. VENUE OF THE EVENTS

The meetings will take place at Hotel Praia, Sao Tomé, Sao Tome and Principe. The full contact details of Hotel Praia are as follows:

Hotel Praia
São Tomé

Tel: +239 222 6235/+239 991 11231

Email: hotel.praia.hotel@gmail.com

2. NOTE FROM THE SECRETARIAT

Registration

Participants for the **expert meeting to assess progress made in the process to formulate and implement NAPs** are requested to be at the venue on Wednesday, 7 February 2018 at 8.30 a.m. for registration.

Information for funded participants

Funded participants are kindly requested to bring their passports and boarding passes with them on the first day of the meeting in order to facilitate DSA payment. Travel for eligible funded participants to and from Sao Tomé will be arranged at the lowest cost and most direct economy fare. The UNFCCC secretariat will not be responsible for costs associated with any changes that the funded participants may wish to make to their tickets, for example: upgrading, re-routing or stopovers.

Insurance

Participants are strongly advised to obtain international travel and medical insurance to cover the period of their departure for the event until the time of their return to their home country. The United Nations and the UNFCCC secretariat disclaim all responsibility for medical accidents and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation at the workshop.

3. REQUIREMENTS FOR ENTRY INTO SAO TOMÉ AND PRINCIPE

Passport

Participants are required to hold an original, signed passport that is valid for six months beyond their stay in Sao Tomé and Principe.

Visa

All participants that require an entry visa to Sao Tomé & Principe are required to complete **an online application**. If you encounter any difficulties or have any questions, please let us know.

Please follow the steps below for visa application:

1. Make sure that you have your passport ready in a pdf file
2. Open the following link: <http://www.smf.st/virtualvisa>
3. Scroll down and choose the language to fill the application (Portuguese, or English). Direct link to English version is

<http://www.smf.st/virtualvisa/enault.asp?Language=english&closeby=1&fly=null&etape=0&esta=0>

4. Accept the terms and conditions of entry in Sao Tomé and Príncipe according to Law 5/2008 and click on “Apply for a Electronic System to Travel Authorization”
5. Upload the passport in pdf
6. Fill the application form
7. Submit the application and wait for response.

For the contact person in Sao Tomé, please use:

Mr. Aderito Santana

Eng. Meteorologista
Instituto Nacional de Meteorologia
Sao Tomé e Príncipe
Phone: +239 9906323
E-mail: aderitosantana@hotmail.com

The Visa fee is EUR 20 to be paid upon entry at the airport in Sao Tomé & Príncipe. For funded participants, this fee is covered through the terminal expenses given to participants to cover the additional costs such as these.

To expedite the process, please send us a confirmation e-mail/reference once you have completed the online application.

Please note the following exceptions:

- Holders of diplomatic or official passports of the following countries can visit Sao Tomé and Príncipe without a visa: Angola, Mozambique, Cabo Verde, Brazil, Portugal, Guinea-Bissau and Equatorial-Guinea.
- Holders of normal passports issued to nationals of Taiwan and Angola who are attending conventions are allowed to stay in São Tomé and Príncipe of up to 15 days without visa.
- Citizens of EU member countries and the United States of America who are valid passport holders are also allowed to stay without a visa in the country for a period of no more than 15 days.
- The same visa-free entry and stay for the same amount of time is granted to citizens of any other country provided that they hold a passport that is valid for more than three months and a valid Schengen or US visa.

4. TRANSPORTATION

From the airport to the hotels

Some of the recommended hotels provide transportation from the airport, some for free and some at a fee. There are also taxis operated by **Ponta d'ouro** that offer point to point transportation for individual trips. The base price is 80 thousand folds (~ 3, 25 Euros) and covers 1800 meters, after which an additional charge of 2,450 folds (~10.2 euro cents) every 200 meters applies. Contact number is 9848484.

There will be a welcome service provided by the Government for all participants to facilitate the airport transfers.

Getting around

In addition to the personalized taxis mentioned above, there are common taxis (yellow) belonging to private individuals. They operate from a taxi rank in the center of the capital. The taxis carry 4 or 5 passengers and only move when they are full. They follow specific routes and charge a fixed price.

5. ACCOMMODATION

A list of recommended hotels is provided in the annex. Participants are requested to make their bookings directly with the hotels. Those who wish can be assisted by the host country for the booking by communicating their preferred Hotel, arrival and departure date to Mr. Aderito Santana, aderitosantana@hotmail.com.

6. FURTHER INFORMATION

Health considerations

It is recommended that you consult the appropriate health authorities in your country in connection with possible vaccinations and health precautions for Sao Tomé and Príncipe. The following vaccines are recommended by <https://wwwnc.cdc.gov/travel/destinations/clinician/none/sao-tome-and-principe> for most travellers to Sao Tomé and Príncipe:

- Hepatitis A and B: Recommended for most travellers, including those with "standard" itineraries and accommodations.
- Malaria: Antimalarial are recommended
- Yellow fever: Required only if traveling from a country with risk of transmission

Language

Portuguese is the official and national language in São Tomé and Príncipe. It is spoken by virtually all of the population. French (6.8%) and English (4.9%) are foreign languages taught in schools. Please note that the meeting will be held in English.

Geography

São Tomé and Príncipe constitute one of Africa's smallest countries, with 209 km (130 mi) of coastline. It is a small nation composed of an archipelago located in the Gulf of Guinea of equatorial Atlantic Ocean. The nation's main islands are São Tomé Island and Príncipe Island, for which the country is named. These are located about 300 and 250 kilometres (190 and 160 mi), respectively, off the northwest coast of Gabon in West Africa.



Climate

At sea level, the climate is Tropical Humid; hot, humid with one rainy season from September to May and dry season from June to August.

Electricity voltage

The 220 Volt is generalized in Sao Tomé and Príncipe, with type E / F sockets as per below:



Banking

Bank branches are present in the main cities of the country. Their opening hours are from 08:00 to 15:00. Some ATM machines can be used to retire money with Foreign cards.

American Express, Mastercard and Visa are accepted in the Banks and at the major Hotels.

Currency

The official currency in Sao Tomé is the Dobra (STD). In most of the touristic places the Dollar and the Euro are also accepted as trading currencies.

1 EUR = 24,50 STD

1 USD = 20,42 STD (as at 11 January 2018)

Time Zone

Sao Tomé and Príncipe is GMT +1.

Telephone services

The international dialling code of Sao Tomé and Príncipe is +239.

Dress code

Participants may dress casually during the meeting.

MEETING CONTACTS IN SAO TOMÉ AND PRINCIPE

While in Sao Tomé, you may call the following person in case you need assistance:

Mr. Aderito Santana

Eng. Meteorologista

Instituto Nacional de Meteorologia

Sao Tomé e Príncipe

Phone: +239 9906323

E-mail: aderitosantana@hotmail.com

For further questions regarding the meeting, please contact the following persons from the UNFCCC secretariat:

i) Mr. Motsomi Maletjane

Team Leader

National Adaptation Plans & Policy

Adaptation Programme

UNFCCC Secretariat

Platz der Vereinten Nationen 1

53113 Bonn, Germany

Tel.: +49 228 815 1324

E-mail: mmaletjane@unfccc.int

ii) Ms. Seraphine Muragijemariya

Team Assistant

National Adaptation Plans & Policy

Adaptation Programme

UNFCCC Secretariat

Platz der Vereinten Nationen 1

53113 Bonn, Germany

Tel.: +49 228 815 1387

E-mail: smuragijemariya@unfccc.int

We wish you a successful meeting and a pleasant stay in Sao Tomé.

List of Hotels in Sao Tome

1. Hotel Praia

Contacts

Hotel Praia

São Tomé

Tel: +239 222 6235/+239 991 11231

Email: hotel.praia.hotel@gmail.com

Special rate for UNFCCC event (February 2018)

Rooms with breakfast	Single occupation	Double occupation	Triple occupation
PA Twin	60	70	-
PA Double	60	70	-
PA Deluxe	70	90	-
Bungalow Standard	60	80	-
Bungalow Familiar	-	100	150
Bungalow Superior	-	120	170
Hotel Praia – Standard room	110	170	-
Hotel Praia - Praia room	180	180	-
Suite Junior	195	195	-
Suite Senior	230	230	-

Note:

- A 5% tax is included in all prices.
- Airport transfer included
- Tourism tax 3 Euros per person per day – not included

When making reservations please mention "UNFCCC February event"

2. Hotel Residencial Avenida

Contacts:

Avenida da Independência

São Tomé

CP 257

Phone: +239 2 241 700

Email: ravenida@stome.net

hotelravenida@grupohb.st

Special Prices in US\$ for the UNFCCC February event

	ROOMS		
	Single	Double	Triple
With breakfast	69.65 \$	89.64 \$	109.66 \$
Half board pension	87.10 \$	124.62 \$	162.13 \$
Full board pension	98.76 \$	147.94 \$	197.11 \$

Note:

- A 5% tax is included in all prices.
- 18 air-conditioned rooms with TV satellite
- Fridge- bar, Telephone and Internet access
- Bar service and restaurant with national specialties
- Airport transfer (6.12\$ person)
- Tourism tax of 3 Euros per person per day – not included

When making reservations please mention "UNFCCC February event"

3. Hotel Pestana Sao Tome

Contacts

São Tomé

S.Tomé - Caixa Postal

S. Tome e Principe

Tel.: 00 239 24500

Fax.: 00 239 224978

email: pestana.saotome@pestana.com

Web: www.pestana.com

Normal price

	ROOMS		
	Single	Double	Triple
With breakfast	167€	174€	-
Half board pension	167€+28 €	174€+28 €	-
Full board pension	167€+50€	174€+50€	-

Note:

- A 5% tax is included in all prices.
- 18 air-conditioned rooms with TV satellite
- Airport transfer (16.00 € person)
- Tourism tax of 3 Euros per person per day – not included

When making reservations please mention "UNFCCC February event"

4. Miramar by Pestana

Contacts:

Av. Marginal 12 de Julho,

C.P.851- São Tomé

São Tomé e Príncipe

Tel.: +239 244 500

Fax: +239 244 978

E-mail: pestana.saotome@pestana.com

Web: www.pestana.com

When making reservations please mention "UNFCCC February event"

Normal price

	ROOMS		
	Single	Double	Triple
With breakfast	128€	133€	-
Half board pension	128€ + 24 €	133€ + 24 €	-
Full board pension	128€ + 45€	133€ + 45€	-

Note:

- A 5% tax is included in all prices.
- Airport transfer (16.00 € person)
- Tourism tax of 3 Euros per person per day – not included

When making reservations please mention "UNFCCC February event"

5. CASA TURISTICA ELITENEIDE

AV. Kwame Nkruma Tel: +239 2224711/9903317

Email: elitineidetur@hotmail.com

ROOMS

	Single	Double	Triple
With breakfast	40 €	50 €	-

Note:

- A 5% tax is included in all prices.
- Airport transfer not included
- Tourism tax of 3 Euros per person per day –included

When making reservations, please mention "UNFCCC February event"

6. AGOSTO NETO

Email: netoagosto@costome.net

www.hotelagostoneto.com

7. SÃO PEDRO GUEST HOUSE

reservas.sp.guesthouse@gmail.com