

AFRICAN DEVELOPMENT FUND (ADF-14)
THIRD REPLENISHMENT MEETING
Luxembourg, 28-29 November 2016
INFORMATION NOTE

The African Development Bank Group and the Grand Duchy of Luxembourg are delighted to host the third meeting of the Fourteenth Replenishment of the African Development Fund (ADF-14) taking place in Luxembourg, Grand Duchy of Luxembourg from 28 to 29 November 2016.

This practical information note will assist you during your stay in Luxembourg. We hope you will enjoy our hospitality.

Registration

Participants are requested to register by using the online form available on <https://frmb.afdb.org/?page=adf&subpage=adf-14-rep>; **no later than 25 October, 2016**. Should you experience difficulties in logging onto the website, please contact Mr. Malek Sefi (m.sefi@afdb.org) or Mr. Riadh Ben Messaoud (r.benmessaoud@afdb.org).

Formal registrations will start on 27 November 2016 from 12:00 p.m. at the Hotel Novotel Luxembourg Kirchberg and will continue at the venue of the meeting on the morning of 28 November from 8:00 am.

Meetings Venue

The meetings will take place at the European Investment Bank (EIB) premises (please see attached map). Each delegation will have one seat at the table and two additional seats in the next row. If an ADF Deputy needs to be accompanied by more than one person, he/she is requested to contact the Secretariat. English and French interpretation will be provided.

Lunch will be provided at the meeting's venue on both Monday 28 and Tuesday 29 November.

Free Wi-Fi will be available throughout the meeting's venue. The login credentials will be furnished to participants at the time of registration. The facilities are accessible to persons with disabilities and assistance will be provided if needed.

For security reasons, the presentation of a valid Passport or National Identity Card will be required to access the EIB premises.

Visas

Participants are kindly requested to make their own visa arrangements to enter Luxembourg (Schengen visa). Should a delegate require an invitation letter for travel and visa purposes, kindly indicate so when completing your online registration.

Please find with the link below the contact details of the diplomatic missions and consulates representing Luxembourg abroad:

<http://www.gouvernement.lu/4505327/missions-diplomatiques-et-consulaires-luxembourgeoises>;

Arrival and Transportation

Accessing the Grand-Duchy of Luxembourg is easy: there are daily flights from/to London (Heathrow, Gatwick, London-City), Frankfurt, Munich, Paris, Amsterdam and to all major cities in Europe.

There are also 8 daily connections between Paris and Luxembourg via High Speed Train (2 hours). Additional information can be obtained at the following link: <http://tgv.uk.voyages-sncf.com/en/>

It should be noted that Participants have to arrange their own transportation from the Luxembourg Airport to the hotel of their choice. Taxis are available both at the airport and the Train Station of Luxembourg.

If need be, taxi companies can be directly reached at the following links:

<http://www.colux.lu>;

<http://www.webtaxi.lu/en/home.html>;

<http://www.citytaxis.lu>;

The area where the Hotels and the EIB Headquarters are located (Plateau du Kirchberg) is also well served by public transportation (bus). Information on bus timetables can be consulted at the following link: http://www.vdl.lu/autobus_ligne16.html;

A shuttle service for the EIB premises will be organized from and to the hotels listed below, at the beginning and at the end of the meeting, both on 28 and 29 November.

Accommodation

We encourage participants to request for reservation in one of the following hotels, where we have secured a number of standard rooms at negotiated rates (the related registration forms are attached to this email).

In order to insure room availability at negotiated rates, it is highly recommended to make reservations as quickly as possible, and in any case before the end of October 2016.

- **Sofitel „Luxembourg Europe Hotel“**
6, Rue du Fort Niedergruenewald, 2226 Luxembourg-Kirchberg
Tel: (+352)437761 - E-Mail: H1314@sofitel.com
- **Hôtel „Novotel Luxembourg Kirchberg“**
6, Rue du Fort Niedergruenewald, 2226 Luxembourg-Kirchberg
Tel: (+352)4298481 – E-Mail: H1930@accor.com
- **Hôtel „Melia“**
1, Park Dräi Eechelen, 2226 Luxembourg-Kirchberg
Tel: (+352) 273331 E-Mail: reservations.melia.luxembourg@melia.com
www.melia.com/en/hotels/luxembourg/luxembourg/melia-luxembourg;
- **Hôtel “Simoncini”**
6, rue Notre Dame L-2240 LuxembourgVille
Tel : (+352) 222844 E-Mail : simoncinihotel@pt.lu / www.hotelsimoncini.lu
(Please note that no shuttle will be organized from and to this hotel – taxis and public transportation are available; bus line 18 makes a stop at EIB Headquarters. The bus timetable can be consulted at http://www.vdl.lu/autobus_ligne18.html)

Dinner

The Bank Group President, Mr. Adesina, will host a dinner for heads of delegations on Sunday 27 November and Mr. Gramegna, the Minister of Finance of Luxembourg and ADB Governor, will offer a dinner to all participants on Monday 28 November. In addition, a closing cocktail will be held at the end of the meeting, on Tuesday 29 November.

Contacts

In case of any changes in the delegation after the initial registration, and for any questions or requests concerning your participation in the meeting, please contact the following persons:

Contacts in the General Secretariat:

- Mr. Andre BASSE, Principal Protocol Officer
Protocol and Conference Department
General Secretariat
African Development Bank
Phone: + 225 75750392
E-mail: a.basse@afdb.org
- Mrs. Josiane TATY URI, Secretary
Protocol and Conference Department
General Secretariat
African Development Bank
Phone: + 225 2026 5659
E-Mail: j.tatyuri@afdb.org

Contact in Luxembourg :

- Lucien MICHELS
Public relations
Ministry of Finance
Phone: + 352 24782698
E-mail: lucien.michels@fi.etat.lu

Facts and Information about Luxembourg:

<http://www.promoteluxembourg.com/>

<http://www.luxembourg.public.lu/fr/publications/l/luxembourg-2016/statec-sip-lux2016-EN.pdf>

City of Luxembourg, Tourism/Restaurant/Hotels: <http://www.lcto.lu/en>