



Transformer - Expertiser – Exceller

BASIC INFORMATION

61th Session of CAFRAD Governing Board & 17th Pan African Ministerial Forum on the Modernization of Public Administration and State Institutions Rabat (Morocco), 14-15 July 2025

CAFRAD is pleased to welcome you to the 61st Session of the Governing Board and the 17th Pan-African Ministerial Forum on the Modernization of Public Administration and State institutions.

We kindly ask you to review the following logistical arrangements:

1) Visa :

To travel to the Kingdom of Morocco, participants must hold a visa issued by one of the Moroccan diplomatic missions, unless they are nationals of countries exempt from visa requirements or eligible for an electronic visa.

We invite you to consult the following websites to check entry conditions and, if applicable, to apply for your visa:

- www.diplomatie.ma
- www.acces-maroc.ma

2) Arrival and Transport Arrangements:

In order to ensure a smooth arrival and efficient transportation arrangements, we kindly ask that you provide us with the following travel details no later than **July 08, 2026**:

- Your travel itinerary (date and time of arrival);
- Arrival airport;

- Flight number;

Airport Reception: Participants will be welcomed upon arrival at Rabat-Salé and Casablanca Mohammed V airports. The reception committee will arrange transfers to the designated hotels according to the following procedures:

- **Ministers:** A VIP car will be made available to each minister for reception and transfer.
- **Heads of Delegation (without a minister):** An individual car will be made available to them.
- **Other Participants:** Minibuses will provide transfers to the hotels.

In case of difficulty locating the reception committee, please contact the following number: ☎ (+212) 662 334 344, or take a taxi or another means of transportation as indicated below.

3) Practical Information in Case of Arrival without Reception:

➔ From Rabat-Salé Airport:

Taxi stands are located outside the terminal. It is advisable to agree on the fare before departure.

- **Indicative fare:**
 - Day: 150 to 200 MAD
 - Night: 200 to 300 MAD

Useful information: <https://taxi-rabat.com/taxi-aeroport-rabat/>

➔ From Casablanca Mohammed V Airport:

If you choose to take the train:

- 1) The train station is located within the airport premises.
- 2) You can purchase your ticket online or on-site.
- 3) Station staff will inform you about necessary connections and the arrival time at **Rabat Ville** station.

Schedules and fares are available on the ONCF website: www.oncf.ma

Upon arrival at Rabat Ville train station, blue taxis are available outside. The fare is metered and payable upon arrival.

4) Sponsorship for Ministers from Member Countries:

- **Ministers:** Support is provided for **the Minister and the focal point (or, in case of the focal point's unavailability, an official designated by the Minister)**, covering accommodation and meals for

the period from July 13 to July 16, 2026 (3 nights).

- **Delegations without minister:** Only the Head of Delegation from the Ministry will be provided with support, including accommodation and meals, from July 13 at 2:00 p.m. to July 16, 2026 at 12:00 p.m. (3 nights).

5) Accommodation:

- **Sponsored participants:** Rooms for participants benefiting from sponsorship have been reserved at the following address:

Hotel La Tour Hassan Palace

26, Avenue Chellah – BP 14 – Rabat, MOROCCO

☎ Tel. : (+212) 5 37 23 90 00 / (+212) 5 37 23 90 90

☎ Fax : (+212) 5 37 73 18 66

✉ Email : reservation@latourhassan.com

- **Non-sponsored participants:** Participants not benefiting from sponsorship are kindly requested to book and cover the cost of their own accommodation. Below is an indicative list of hotels in Rabat offering various levels of comfort:

Hotel name	Category	Address	Phone
La Tour Hassan Palace Hotel	★★★★★	26, Avenue Chellah – BP 14 – Rabat	+212 5 37 23 90 00 +212 5 37 23 90 90
ONOMO Hotel Rabat Terminus	★★★★★	286 Avenue Mohammed V, Rabat	+212 537 212 900
BELERE Hotel	★★★★★	33 Avenue Moulay Youssef, Rabat 10000	+212 537 203 302
Rihab Hotel	★★★★★	45 Avenue Moulay Ismail, Rabat	+212 5 37 70 62 70
Majliss Hotel	★★★★★	6 Rue Zahla, Rabat	+212 537 733 726
MALAK Hotel	★★★★	23 Rue Chellah - Place Mellilia – Hassan	+212 537 200 901
Helnan Chellah Hotel	★★★★	N°2 Rue d'Ifni, Rabat 10010	+212 537 668 300

Exchange rate (on 02 June 2026)¹ :

- 1 US\$: 9.10 MAD
- 1 EURO: 10.60 MAD

6) Registration:

Participant registration will be carried out online via the following link:
<https://cafrad.io/inscription-au-17eme-forum-panafricain-61-eme-session-du-conseil-dadministration-du-cafrad/>

Participant registration will also take place on-site at the CAFRAD Headquarters, according to the following schedule:

▪ **17th Pan-African Forum on the Modernization of Public Administration :**

 *Tuesday 14 July 2026*, between **08:30 AM and 09:00 AM**

➡ ☐ Open to all participants: member countries, non-member countries, international organizations, and national schools of administration (ENAs).

• **Meeting of the Executive Committee**

 *Wednesday 15 July 2026*, between **9:30 AM and 10:00 AM**

➡ ☐ Meeting reserved **exclusively** for the following members of the Executive Committee:

- Burkina Faso
- Niger
- Central African Republic
- Chad
- Madagascar
- Morocco (*host country*)
- Mauritania
- The Gambia
- Namibia

• **Session of the Governing Board:**

 *Wednesday 15 July 2026* at **2:30 PM**

➡ ☐ Reserved for **CAFRAD member countries**.

Non-member countries and partners are invited as observers.

¹ www.oanda.com

7) Gala Dinner

 14 July 2026

 Starting at: 8:00 PM

8) Venue of the meetings:



CAFRAD Headquarters
Rue Mohammed Jazouli 173,
Place Al Joulane
Hassan –RABAT

9) Forum Registration Fees:

A certificate of participation will be issued to all participants. The participation fee, including the certificate, is US\$500 per person. Payment will be made on the first day, upon registration, on site.

10) Conference Documents

All documentation relating to the Governing Board and the Executive Committee will be made available to participants via an electronic link which will be communicated to them in due course.

Working Languages: English, Arabic, French, and Portuguese.

11) Useful information on Morocco and the city of Rabat

a. Geography:

The Kingdom of Morocco is located in North Africa, bordered by the Atlantic Ocean to the west and the Mediterranean Sea to the north. Spain lies just 14 km to the north, across the Strait of Gibraltar. Algeria is to the east, and Mauritania to the south.

b. Climate:

Rabat has a Mediterranean climate. In July, temperatures generally range between 25°C and 35°C. Thanks to the oceanic influence, the heat remains moderate, and the evenings are pleasantly cool.

c. Local hour: GMT + 1.

d. Language :

The official language is Arabic. Berber is also recognized as an official language by the Constitution of the Kingdom of Morocco. French is widely spoken.

e. Currency

The monetary unit is the Moroccan Dirham (MAD).

f. Bank

Banking institutions are open Monday to Friday, from 9:15 AM to 3:45 PM. They are closed on weekends.

g. Tax:

The value-added tax (VAT) rate is 20%.

h. Electricity:

The electric current in Morocco is 220 volts with a frequency of 50 hertz.

i. Electrical outlets:

Power outlets in Morocco are generally of types C and E, compatible with most European devices. Participants coming from countries using other types of plugs are advised to bring a universal adapter.



Type C: also works with male plug E and F



Type E: also works with male plug C



European type plug C can be used in this country.

⚠ Check if you need a travel adapter or a power strip, depending on the type of plug used in your country.

j. Postal, fax, and Internet services

Postal and fax services are available at post offices and in most major hotels. Internet access is also provided in most upscale hotels.

k. Disclaimer

CAFRAD assumes no responsibility for:

- medical coverage,
- travel accidents,
- compensation in case of death or disability,
- loss or damage to personal belongings,
- or any other form of harm that may occur during the trip or the participation period of the session.

It is strongly recommended that each participant obtain medical and international travel insurance covering the entire duration of their stay before departure.

📞 For any further information, please contact:

CAFRAD – Pan African Intergovernmental Organization

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We welcome you

to the 17th Pan-African Forum on the Modernization of Public Administration
and to the 61st Session of the Governing Board of CAFRAD in RABAT.