

# PUBLIC SERVICE FORUM

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**2018 United Nations Public Service Forum:  
“Transforming Governance to Realize the Sustainable Development Goals”**

## INFORMATION NOTE

**Palmeraie International  
Conference Centre  
Marrakesh,  
The Kingdom of Morocco**

**21-23 June 2018**



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## GENERAL INFORMATION

### Date and Place

The 2018 United Nations Public Service Forum, Day and Awards Ceremony will take place in the Kingdom of Morocco, from 21 to 23 June 2018 on the theme of [“Transforming Governance to Realize the Sustainable Development Goals”](#).

It is organized by the Government of Morocco represented by the Ministry of Administration Reform and Civil Service and the United Nations Department of Economic and Social Affairs (UNDESA) through its Division for Public Institutions and Digital Government (DPIDG). The Forum will be held at the International Conference Centre located in the Palmeraie complex, Marrakesh.

The Forum includes plenary sessions, parallel workshops and events as well as a ministerial dialogue. The 2018 UN Public Service Awards will be presented to the winners during the ceremony on 23 June 2018. The winners will also be able to exhibit their innovations in public administration.

The event will start at 9:00 a.m. on Thursday, 21 June 2018.

### Visa

International participants are responsible for obtaining an entry visa to Morocco. It is important to contact the nearest Consulate and/or Embassy of the Kingdom of Morocco in your country to check entry visa requirements.

Foreign nationals from countries where Morocco has a Diplomatic or Consular Representation should submit their application, together with a letter of invitation issued by the Forum organizers.

The application form for entry visa to the Kingdom of Morocco should be duly completed, in capital Latin characters. Participants who need an entry visa for the Kingdom of Morocco are required to complete the Visa Application Form ([http://www.moroccanconsulate.com/Visa\\_new\\_form.pdf](http://www.moroccanconsulate.com/Visa_new_form.pdf)). Once the visa applications have been processed, a letter of confirmation will be sent to the Ministry of Administration Reform and Civil Service to then be transmitted to participants.

Ordinary visas are subject to the payment of chancery fees and formalities (Segma).

Please note that according to the United Nations rules and regulations for conferences, the costs associated with visa procedures and fees, as well as airport taxes, are the responsibility of participants and / or their institutions and will not be



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covered by the United Nations.

A list of countries whose nationals are exempted from the entry visa to Morocco can be consulted on the following website:

[http://www.consulat.ma/an/prestation\\_for.cfm?gr\\_id=72&id=462#serv](http://www.consulat.ma/an/prestation_for.cfm?gr_id=72&id=462#serv)

For nationals of countries where the Kingdom of Morocco does not have a Diplomatic Representation, kindly send an email to [s.bouggar@mmsp.gov.ma](mailto:s.bouggar@mmsp.gov.ma) as soon as possible, but no later than 31 May 2018.

The Ministry of Foreign Affairs and International Cooperation will only issue letters of confirmation for entry visas at the airport, on an exceptional basis, for pre-accredited participants (Last name and First name, date of birth, nationality, passport number and email will be verified against a participants list).

More information on these conditions can be obtained from the website of the Moroccan Ministry of Foreign Affairs and International Cooperation at [www.diplomatie.ma](http://www.diplomatie.ma)

## Travel

Participants are responsible for covering their own flight and other travel related expenses.

## Accommodation and airport transfer arrangements

Participants are responsible for booking and covering the cost of their hotel accommodation.

Kindly find below a list of recommended hotels, which were selected for their proximity to the Forum venue and offer a special price for the Forum participants. It is important to mention, at the time of the booking, that you are a participant of the Forum to be granted the special discount.

Upon arrival at Menara International Airport in Marrakesh, an Information Booth will be available to assist Forum participants.

Kindly be informed that free transportation will be provided by the Government of the Kingdom of Morocco from the airport to the recommended hotels and back to the airport. It is therefore important to add the information of your final arrival and departure dates, times and flight numbers in the registration platform (see “registration and badges” below).

Taxis and rental cars are also available at the airport.



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Buses will be provided in the morning and evening between the recommended hotels and Forum venue.

### List and prices of recommended hotels

The prices are in Moroccan dirhams. The exchange rate: 1US\$ 9.2 Moroccan dirhams / 1 euro  
11.30 Moroccan dirhams.

Palmeraie Palace	
<a href="https://www.palmeraieresorts.com/en/">https://www.palmeraieresorts.com/en/</a>	
Price per type of room / per day	
Type of room	Price in Dirham
Single Bedroom BB	1100 Dhs TTC
Double Bedroom BB	1250 Dhs TTC
Suite junior single	1800 Dhs
Suite junior double	1950 Dhs
Suite Senior	2000 Dhs
Suite royale single	3500 Dhs
Suite royale double	3650 Dhs
Additional fees: - Visitor's Tax : + 28, 60 Dhs / day /person - With breakfast + 1 meal : + 350 Dhs / day / person	

Riad Club House	
<a href="http://www.palmeraieresorts.com/en/hotel/riad-club-house">http://www.palmeraieresorts.com/en/hotel/riad-club-house</a>	
Price per type of room / per day	
Type of bedroom	Price in Dirham
Suite single	1600 Dhs TTC
Suite double	1750 Dhs TTC
Additional fees: - Visitor's Tax : + 28, 60 Dhs / day /person - With breakfast + 1 meal : + 350 Dhs / day / person	



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Hotel du Golf	
<a href="http://www.palmeraieresorts.com/en/hotel/hotel-du-golf">http://www.palmeraieresorts.com/en/hotel/hotel-du-golf</a>	
Price per type of room / per day	
Type de chambre	Prix en Dirham
Chambre single BB	950 Dhs TTC
Chambre double BB	1100 Dhs TTC
Chambre twin BB	1100 Dhs TTC
Suite privilège single BB	1800 Dhs TTC
Suite privilège double BB	1950 Dhs TTC
Suite Terrasse	2200 Dhs TTC
Additional fees: - Visitor's Tax : + 28, 60 Dhs / day /person - With breakfast + 1 meal : + 350 Dhs / day / person	

Pavillon du Golf	
<a href="http://www.palmeraieresidences.com/pavillon-du-golf/">http://www.palmeraieresidences.com/pavillon-du-golf/</a>	
Price per type of room / per day	
Type of bedroom	Price in Dirham
Chambre single BB	900 Dhs TTC
Chambre double BB	1050 Dhs TTC
Chambre twin BB	1050 Dhs TTC
Suite-appartement 2 chambres BB (2-3 pers.)	1500 Dhs TTC
Additional fees: - Visitor's Tax : + 28, 60 Dhs / day /person - With breakfast + 1 meal : + 350 Dhs / day / person	

Palmeraie Village	
<a href="http://www.palmeraieresidences.com/en/201-2/">http://www.palmeraieresidences.com/en/201-2/</a>	
At 2 km. Price without breakfast	
Price per type of room / per day	
Type of bedroom	Price in Dirham
Apartment 1 bedroom (for 2 persons)	800 Dhs TTC
Apartment 2 bedroom (2 to 3 persons)	900 s TTC



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Link for reservations at Palmeraie Residence Hotels: <http://www.palmeraieresidences.com/>  
- Promo Code UNPSF18

Link for reservations at Palmeraie Resorts: [www.palmeraieresorts.com](http://www.palmeraieresorts.com) - Promo Code UNPSF18

## Registration and badges

Once organizers acknowledge participants' acceptance to attend the Forum, pre-registration shall be made through a link that will then be provided by email. This online registration is mandatory to participate in the Forum.

There is NO FEE to attend the Forum, however, attendance is BY INVITATION ONLY.

Participants' accreditation will take place at the Forum Reception Desk starting at 07:30am on 21 June 2018. Participants will be provided with a badge upon presentation of their passport (or photo ID for Moroccan nationals).

## Relevant conference documents and materials

Documents including programme, concept note, presentations, will be updated on an on-going basis and can be accessed on the Forum website <https://publicadministration.un.org/unpsa2018>

## Media

Representatives of international media wishing to cover the event, should register on the Forum website <https://publicadministration.un.org/unpsa2018> and request an accreditation from the Ministry of Communication of Morocco (Kindly see contacts at the end of this document). A media centre will be available within the Palmeraie International Conference Centre Complex.



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## Facilities available within the Palmeraie complex

The following services will be available to all participants during the Forum

1. café/snack;
2. Cybercafé;
3. Free wifi;
4. First Aid / Medical service;
5. Bank with ATM access;
6. Travel Agency: a travel agent will be available to participants who wishes to confirm / modify their flights, rent a car or book local excursions;
7. Information desk.

## Map of the Palmeraie complex



## USEFUL INFORMATION ABOUT MOROCCO



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## Geography

Morocco is located in North Africa and has access to the Atlantic Ocean on the West and to the Mediterranean Sea on the North. Spain is located about 14km on the North, on the other side of the Strait of Gibraltar. Algeria is on the East and Mauritania on the South.

## Weather

The city of Marrakesh is the capital of the Marrakesh-Safi region, an economic region located in the south-west of the country, not far from the foothills of the snow-covered Atlas Mountains. The average temperature in the daytime during the month of June is about 33°C / 91°F.

## Language

The official language is Arabic. The Berber language is also recognized as official by the Constitution of the Kingdom of Morocco. French is commonly used.

## Currency

The monetary unit is the Moroccan dirham.  
Reference rate: 1US\$ / 9.2 Moroccan dirhams - 1 euro / 11.30 Moroccan dirhams.

Major credit cards (Visa, Mastercard, Maestro, Diners Club, UnionPay, Discover, JCB, American Express) and major foreign currencies are generally accepted at major hotels, restaurants and most department stores. Banknotes denominated in major foreign currencies can be exchanged at all commercial banks and at most hotels and bureaux de change. There are also ATMs.

## Local hour

GMT + 1.





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## Taxes

Value Added Tax (VAT) is 20%.

## Electricity supply and voltage

The standard voltage is 220 V and the standard frequency is 50 Hz. Power sockets are type C and E



## Postal services, fax and Internet

Postal and fax services are available in post offices and most major hotels. Internet access is also provided in most major hotels and cybercafés in Marrakesh and in the Palmeraie Golf Palace complex.

## Opening hours of banks

Banks are open from Monday to Friday from 8:15am to 3:45pm



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## KINGDOM OF MOROCCO CONTACTS

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