41st Annual Forum of Parliamentarians for Global Action (PGA)

The Role of Parliamentarians in the implementation of SDGs 16 and 14:

Promoting democratic renewal and inclusion, safeguarding human rights, and protecting the oceans

21-22 November 2019
Assembleia Nacional, Praia, Cape Verde

LOGISTICAL MEMO

Dear participant,

Parliamentarians for Global Action (PGA) is looking forward to meeting you in Praia, Cape Verde. In preparation for the event, please kindly find logistical information to facilitate your participation in PGA’s 41st Annual Forum and your stay in Praia, Cape Verde.

IMPORTANT DOCUMENTATION

If you have not done so yet, please kindly send as soon as possible to brian.kett@pgaction.org:

- **individual registration form**
- **flight itinerary** (arrival and departure dates, times and flight numbers) so we can arrange protocol upon arrival and transport to the Hotel.

For PGA-funded participants: We kindly ask that you keep your original boarding passes and any receipts related to airport transportation for this travel and give them to PGA staff upon your arrival, since PGA is mandated by donor regulations to retain these original documents for auditors.

Pick-up service from the Airport

A pick-up service from the Nelson Mandela Airport to the Oasis Praiamar Hotel (or an alternate hotel where you have reserved your accommodation) will be provided by the organizers.

Upon landing, kindly go to the arrivals area and search for our colleague who will be carrying a sign with the name of Parliamentarians for Global Action (PGA) / National Assembly. If you experience any difficulty with airport pick-up, please take a taxi at the airport to the Praiamar Hotel (approximately 180,000 CVE Cape Verdean Escudo/ €15.00/ $17) and keep the receipt for reimbursement by PGA.
VISAs

You do not need a visa, if you are from one of the following countries: Benin, Burkina Faso, Ivory Coast, Gambia, Ghana, Guiné-Bissau, Guinea, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, Togo (CEDEAO), South Africa, Hong Kong, Mozambique, Cuba, Angola, São Tomé and Príncipe, European Union and UK.

The tourist visa that is available on arrival at the airport costs 25 EUR per person. In addition, there is an AIRPORT FEE for international flights of 3,400 CVE (approximately 30.80 EUR). The security fee can be paid to customs in cash or credit card holders of Diplomatic passports do not need to pay any fees.

If PGA is funding your participation in the Annual Forum, please retain your receipts for reimbursement.

www.capeverdeislands.org/airport-security-fee/

Oasis Praiamar Hotel

Participants who are staying at the Oasis Praiamar Hotel will receive their room key upon arrival. The nightly rate at the Hotel includes breakfast, internet, and access to gym and outdoor facilities.

Kindly note that PGA will not bear responsibility for any extra expenses charged to the room such as telephone calls, room service, minibar, laundry, etc.

Oasis Praiamar
Address: Prainha, Cidade da Praia, Santiago
Telephone: +238 260 8440
Website: www.oasisatlantico.com/en/praiamar

For issues related to your hotel room reservation, please contact: Ms. Adelaide Pinto, Reservation Department (English, French and Portuguese Speaker) +238 260 8440; reservas.praiamar@oasisatlantico.com

City Tour of Praia

A bus tour of Praia's historic sites will be provided as a courtesy by the Speaker of Parliament. Buses will depart the Parliament at the conclusion of the Annual Forum on 22 November at 17:30hrs.

Communications

The Annual Forum is the largest gathering of individual parliamentarians around the world. As such, we will be promoting the event weeks prior and afterward, as well as covering it live on social media.

Hashtags: The hashtags for this Annual Forum are #PGA2019AF #MPs4SDGs

Website and Social Media: Our website is www.pgaction.org. You can find us on Facebook, Twitter, Instagram, YouTube, and Flickr. Please don’t forget to tag PGA on your Annual Forum posts!

Protecting your identity: By signing the registration form, you consent to PGA distributing videos, pictures or quotes while participating in the event. If you prefer not to be recorded, photographed, or quoted, please contact sofia.cossar@pgaction.org.

Panelists

We kindly invite the panelists of the Annual Forum who have prepared written remarks, PowerPoint presentations or other audiovisual material to send these materials to sofia.cossar@pgaction.org. PGA will be posting them to its website after the event to ensure maximum dissemination.

If you are planning on playing a video or showing a PowerPoint/Prezi presentation at the Annual Forum, please send it in advance to sofia.cossar@pgaction.org. Sofia will be available during the Annual Forum to provide technical assistance with your presentation.

Dress code

Suggested attire for the PGA Annual Forum is business attire or traditional dress. Participants may wish to wear something more festive for the Defender of Democracy Awards Ceremony and dinner on 21 November.
Contact Persons in case of delay, cancellation, or emergencies

In case of flight delays, last-minute cancellations or emergencies, please contact PGA’s Secretariat as soon as possible, via phone call or WhatsApp:

Mr. Thiago C. Carvalho (English, Portuguese, Spanish) 
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Ms. Melissa Verpile (English, French, Italian, Spanish, Portuguese)  
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+1 646 320 2845

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**SCHEDULE OF PGA EVENTS IN PRAIA, CAPE VERDE, 21-23 NOVEMBER, 2019**

Please be advised that the Annual Forum and all its panels and discussions will be conducted in four official languages: Portuguese, English, French and Spanish.

**Wednesday, 20 November**

**16.00 – 19.00 hrs**
PCA Welcome Desk in lobby of Oasis Praiamar Hotel (conference materials and badges will be available)

**Thursday, 21 November**

**Day 1 of 41st Annual Forum of PGA**

Venue: National Assembly of Cape Verde/Achada de Santo Antonio, Praia, Cape Verde

**7.45 – 8.15 hrs**
Meet in Praiamar Hotel lobby for transport to the Parliament of Cape Verde

**9.00 – 17.45 hrs**
Day 1 of Annual Forum - Registration table available (lunch buffet and coffee breaks included)

**17.45 hrs**
Transport from the Parliament of Cape Verde to Oasis Praiamar Hotel

**19.00 hrs**
Meet in lobby of Praiamar Hotel for transport to DDA venue

**19.30 - 21.00 hrs**
Defender of Democracy Awards Ceremony and Dinner (all participants invited) 
Venue: Noble Room of the Parliament

**Friday, 22 November**

Day 2 of 41st Annual Forum of PGA

Venue: National Assembly of Cape Verde/Achada de Santo Antonio, Praia, Cape Verde

**8.15-8.30 hrs**
Meet in lobby of Praiamar Hotel for transport to Parliament

**9.00 – 17.30 hrs**
Day 2 of Annual Forum at Parliament (lunch buffet and coffee breaks included)

**17.30 hrs**
Buses depart for optional city tour or return to Hotel Praiamar

**Evening free**

**Saturday 23 November**

PGA Governance Meetings: for International Council and Executive Committee only

**8:30 hrs**
Meet in Hotel Praiamar lobby for transport to Parliament

**9.00 – 14.00 hrs (lunch buffet included)**
PCA International Council Meeting (including Executive Committee)
Venue: National Assembly of Cape Verde/Achada de Santo Antonio, Praia, Cape Verde

**14.30 – 17.30 hrs**
PCA Executive Committee Meeting
Venue: National Assembly of Cape Verde/Achada de Santo Antonio, Praia, Cape Verde
Transport to Hotel at conclusion of Meeting

**Evening free**