



NATIONAL PENSION COMMISSION

## **IOPS REGIONAL WORKSHOP ON SUPERVISORY REFORM FOR THE SUB-SAHARAN AFRICAN REGION**

**5 – 6 MAY, 2011**

**ABUJA, NIGERIA**

### **Information Note for Participants**

The IOPS African Regional Workshop, 2011 will take place on 5 – 6 May, 2011 in Abuja, Nigeria.

### **Registration**

Please note that participation in this event is by invitation only. Those invited to register, please do so by filling out the registration form of the event and sending it by email or fax to:

*For IOPS members and other countries:*

Ms. Sally Day-Hanotiaux, OECD/IOPS Secretariat

E-mail: [sally.day-hanotiaux@oecd.org](mailto:sally.day-hanotiaux@oecd.org)

Fax : +33 1 44 30 63 08

*For Nigerian participants :*

Mr. Dan Ndackson

National Pension Commission

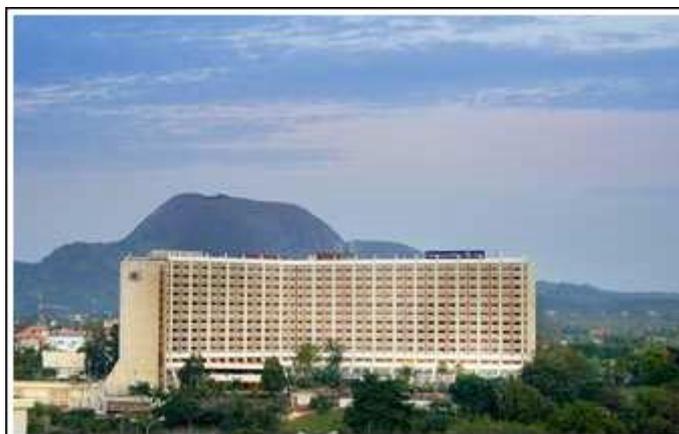
174 Adetokunbo Ademola Crescent

Wuse II, Abuja, Nigeria

E-mail: [dndackson@pencom.gov.ng](mailto:dndackson@pencom.gov.ng)

## Conference Venue

The conference will be held at Transcorp Hilton Hotel, 1 Aguiyi Ironsi Street, Maitama, Abuja, Nigeria



**HOTEL DESCRIPTION:** Explore west African culture or laze by the pool at the Transcorp Hilton Abuja hotel, located in the heart of Nigeria's capital and 5 minutes' drive from government ministries. Visit Abuja attractions like Aso Rock, Millennium Park or experience local life onsite in our Handicraft Village. Revive yourself in the fitness center or take a dip in the outdoor pool. Play badminton in the Sports Hall or try your luck in the onsite casino. Dine on Mediterranean dishes at Zuma Restaurant or sample Mongolian delights from the barbecue at Oriental Restaurant. Forty minutes from Nnamdi Azikiwe Airport, the Transcorp Hilton Abuja hotel has an Executive Lounge, 24 meeting rooms with wireless internet access and a business center. From Hilton Guest Rooms to Executive Rooms with Executive Lounge access, all rooms at the Transcorp Hilton Abuja hotel are Art Deco-style and have high-speed internet access.

Please find below the address and contact person at the hotel.

Kayode Olabode Transcorp Hilton Hotel, 1 Aguiyi Ironsi Street, Maitama, Abuja, Nigeria	E-mail: <a href="mailto:kayode.olabode@hilton.com">kayode.olabode@hilton.com</a> Fax: + 234 9413 2418; +234 9 461 3111 Tel: +234 80 3300 2528 +234 80 3901 3000 Website: <a href="http://www.hilton.com">http://www.hilton.com</a>
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## **Accommodation**

We have obtained a negotiated rate with **Transcorp Hilton Hotel** as well as **Chelsea Hotel** for participants of the Workshop. Each participant is responsible for the reservation and payment of his/her own accommodation. To make your reservation, please refer to the additional information on accommodation in the letter of invitation.



**CHELSEA HOTEL:** The Hotel is situated on Muhammadu Buhari Way, at the heart of Abuja's business district. The Chelsea Hotel radiates an opulent charm of contemporary decor perfectly blended with the traditional warmth of Nigerian hospitality. The Chelsea Hotel has the friendliest and most relaxing hotel accommodation you need. Whether you are off on a vacation or on a business trip, you can always make use of its excellent services and attractive rooms.

Chelsea Hotel is 5 kilometres from Hilton Hotel venue of the workshop and 10 minutes drive away.

Please find below the address and contact person at the hotel.

Maureen Eziokwu Chelsea Hotel, Plot 123 Muhammadu Buhari Way, Central Business District, Abuja, Nigeria	E-mail: <a href="mailto:gro@chelseahotelabuja.com">gro@chelseahotelabuja.com</a> Tel: +234-9-7822080-2 +234-80-35533388 Website: <a href="http://www.chelseahotelabuja.com">http://www.chelseahotelabuja.com</a>
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## Travel Guide to Nigeria

Nigeria with a land mass of about 923,773sq Km<sup>2</sup> is Africa's most populous country with about 140 Million people. It is a major crude oil producer located in West Africa. Nigeria is bordered by the Atlantic Ocean in the South and shares boundaries with Chad and Niger Republics in the north, Benin Republic in the West and Cameroon in the East. It is divided into 36 states with Abuja as the Federal Capital Territory.

Notably the largest black nation and the ninth largest market in the world, Nigeria is home to an interesting array of ethnic groups. There are hundreds of tribes and ethnic groups which gives the country its rich and enhancing cultural diversity. The three main religions are Islam, Christianity and Traditional religions.

### Nigeria Map



### Airport Transfer

Nigeria's Abuja **International Airport** receives airlines from many world destinations and it is the country's premier airport. Some of world airlines including **British Airways**, **Emirates Airlines**, **Lufthansa Airlines** and other domestic Nigerian airlines fly in and out of Abuja Airport.

Some airlines do not fly direct to Abuja but to the Murtala Mohammed International Airport, Lagos. For those who may fly to Lagos, on arrival, you should take an airport car hire to the domestic wing of the airport from where local flights can be taken to the Nnamdi Azikiwe International Airport, Abuja. The flight from Lagos to Abuja is approximately 1 hour.

On arrival at the Nnamdi Azikiwe International Airport, Abuja, there are airport car hire services that would take visitors into the city at an average cost of N4,000 (approximately \$26).

## **Currency**

Nigerian currency is the Naira (NGN), which is divided into 100 kobo. Approved exchange facilities include the major hotels and the airport, but official rates are very high. It is illegal to change money on the street. Credit card facilities are available in major hotels. Travellers' cheques are accepted in banks and major hotels. The official exchange rate for the naira is between N148 – N153 to 1 US dollar.

## **Travel Guide to Nigeria**

**Time:** Local time is GMT +1.

### **Electricity:**

Electrical current is 240 volts, 50Hz. Round and square three-pin plugs are used.

### **Language:**

English is the official language in Nigeria and is widely used, though many other languages are also spoken.

### **Climate:**

Nigeria has two climatic seasons, the rainy season (April – October), characterised by hot humid air, heavy rain storms and showers; and the dry season, characterised by dry harmattan wind and haze which hinders visibility. Air travels may be affected during this period.

## **Visa Information**

### **Types of VISA/Entry Permit**

There are three (3) main types of Visa viz:

1. Ordinary Visa
2. Diplomatic Visa
3. Gratis Courtesy Visa

The ordinary visa is further divided into the following:

- a. Transit
- b. Single journey
- c. Multiple journey

**Ordinary Visa (Transit):** This type of Visa is used by applicants who wish to pass through Nigeria to another destination of choice. It may be obtained from a Nigerian Mission and is issued for a period not exceeding **7 days**. An applicant seeking this type of Visa must be in possession of an express approval (Visa or any form of permission) to enter a specified third country.

**Ordinary Visa (Short Visit Visa):** This type of single journey visa is issued to an applicant who requires a single entry to Nigeria for the purpose of tourism/visiting friends and also those coming for business meetings. This visa is also issued at the Nigerian Mission abroad.

**Ordinary Visa (Multiple Journey Visa):** The multiple journey visa is issued to applicants who require frequent visits for the purpose of attending meetings and other visits including business arrangements etc.

**Gratis Courtesy Visa:** This type of Visa is normally issued to persons who do not qualify for diplomatic Visas, but who are foreign government officials travelling on official business. It may be granted in cases where it is considered undesirable to accede to an application for a Diplomatic visa. In a case where it is desirable, it can be granted on grounds of international courtesy to facilitate a journey.

**General Requirements:**

1. A valid passport for at least Six (6) months.
2. Duly completed visa application form.
3. Two (2) passport photographs.
4. Letter(s) of Invitation.
5. Evidence of sufficient funds for the duration of the visit.

## **Application fees:**

Nationals of certain countries are subject to visa fees which vary from one country to another. Fees are charged per application.

For official invitation letters for visa purposes, please contact:

Mr. Dan Ndackson  
National Pension Commission  
174 Adetokunbo Ademola Crescent  
Wuse II, Abuja, Nigeria  
E-mail: [dndackson@pencom.gov.ng](mailto:dndackson@pencom.gov.ng)

Or

Mr. Saleh Hashim  
National Pension Commission  
174 Adetokunbo Ademola Crescent  
Wuse II, Abuja, Nigeria  
E-mail: [sahashim@pencom.gov.ng](mailto:sahashim@pencom.gov.ng)  
Phone: +234 803320 7548

## **Travel Health:**

When travelling to Nigeria, an international vaccination certificate against yellow fever is required. A Cholera vaccination certificate is also required if coming from an infected area. As a precaution against cholera, visitors should drink or use only boiled or bottled water and avoid ice in drinks. Anti-malaria prophylaxis and TB inoculation are recommended. Visitors should seek the latest medical advice on inoculations at least three weeks prior to departure. Private clinics are found even in the smallest towns. In major cities, private hospitals offer good facilities. As in many countries, costs for medical services or hospital care must be shouldered by the traveller. There are government hospitals throughout the country, but apart from emergencies, the hospitals are more geared to serving the local population. Individuals needing specialised treatment for acute illness or severe injury are usually evacuated to Europe or South Africa. Good, comprehensive insurance is strongly advised, and should include evacuation. Pharmacies abound in Nigeria, even in supermarkets and are open during normal trading hours. Some open even on Sundays in supermarkets.

## **Tipping:**

In restaurants a 10% tip is adequate if a service charge hasn't already been added. Negotiate taxi fares before embarking on a journey; remember that fares are usually increased for tourists so tipping isn't necessary. Porters should be tipped accordingly.

## **Local Customs & Dress:**

Nigeria has a relatively formal society and it is appropriate to address Nigerians by their surnames until you know them very well. Beachwear is only appropriate for the beach. Nigeria has the largest Muslim population in Africa living mainly in the north. Women should dress modestly, and all visitors should exercise discretion in behaviour and dress, especially when visiting religious sites. Time has a different concept in West Africa than in Europe or North America. Photography in airports may lead to arrest. Homosexuality is illegal.

## **Business:**

Business tends to be conducted formally, and punctuality is important, Dress is usually smart, with suits and ties the norm, and conservative clothing for women. A lightweight material is best due to the climate. Business cards are exchanged when meeting, accompanied by a handshake. Business hours are usually 8am to 12.30pm and 2pm to 4.30pm, Monday to Friday. Some businesses are open until 12.30pm on Saturdays.

## **Communications:**

The country code for Nigeria is +234, and the outgoing international code is 009, followed by the relevant country code (e.g. 00927 for South Africa). City/area codes are in use, e.g. (0)1 for Lagos, (0)9 for Abuja. Full international direct dialling is available. There are good GSM 900 and 1800 mobile phone networks covering Lagos, Abuja and most towns. Internet cafes can be found in major cities.

## **Duty Free:**

Visitors to Nigeria are allowed four litres of spirit. Personal effects such as cameras, watches, lighters and cosmetics are allowed duty free in reasonable quantities. Other goods such as video recorders and other electronic gadgets attract duties and payment is expected on the spot. Illegal drugs of any kind are not allowed in Nigeria.

## **Sightseeing in Abuja**

Sightseeing in Abuja is an experience that you will always remember. There are numerous tourist attractions in Abuja that will keep you busy the entire time on your Abuja Tours. You are sure to enjoy Sightseeing in Abuja.

Some of the most interesting places of visit in Abuja are:

### ***Aso Rock***

Aso Rock is an outcrop situated in the fringes of Abuja. It is also a monolith that extends to 400 meters. Nigerian Supreme Court, Nigerian Presidential Complex, Nigerian National Assembly and a major part of the town extend to the south of this rock.

### ***Zuma Rock***

This extensive monolith, which is sometimes called "Gateway to Abuja," is located in the north of Abuja and in Niger state.

You can also visit the following places for **sightseeing in Abuja and Niger State:**

- National Ecumenical Centre
- Gurara Falls - Niger State
- Millennium park
- Eagle Square
- Giri Pottery Centre
- The Velodrome
- National Mosque
- Ladi Kwali Pottery Centre
- Ushafa Pottery Centre
- Strabag Hills
- IBB Golf Centre
- Usuma Dam
- Abuja Zoological Park
- Usuma River
- Abuja Amusement Park
- Jabi River
- Abuja Love Garden

You can also visit amusement parks:

- Maitama Amusement Park
- Wonderland Amusement Park

Tourism in Abuja has made tremendous progress. One of the important reasons for this boom is sightseeing attraction in Abuja.