

FOR PARTICIPANTS ONLY  
23 November 2007

United Nations Statistics Division  
United Nations Economic and Social Commission for Western Asia  
Central Agency for Public Mobilization and Statistics of Egypt

**2010 World Programme on Population and Housing Censuses  
United Nations Workshop on Civil Registration and Vital Statistics for ESCWA Region**

Cairo, Egypt  
3-6 December 2007,

**INFORMATION NOTE FOR PARTICIPANTS**

Workshop organization and coordination

The workshop is organized by the United Nations Statistics Division, in collaboration with the United Nations Economic and Social Commission for Western Asia (ESCWA) and the Central Agency for Public Mobilization and Statistics of Egypt (CAPMAS).

The workshop is hosted by the Central Agency for Public Mobilization and Statistics of Egypt.

Venue and Opening Session

The Workshop on Civil Registration and Vital Statistics is scheduled to be held 3-6 December 2007 at the Central Agency for Public Mobilization and Statistics of Egypt (CAPMAS), Cairo. The address for CAPMAS is salah salam street nasr city, Cairo, Egypt.

The inaugural session will be convened at **9:00** on Monday, 3 December 2007.

Working language of the meeting

The meeting will be conducted in English and Arabic and interpretation/translation services will be provided.

Meeting documents

Participants are requested to bring with them to Cairo all documents that have been distributed to them in advance.

Papers / literature for distribution

Participants wishing to circulate any papers or literature at the meeting are requested to bring sufficient copies for distribution at the meeting.

Working hours

0900 to 1530 on Monday (3 December 2007) and 0830 to 1500 Tuesday through Thursday.  
Two coffee breaks of 15 minutes are offered every day.

Addresses and telephone numbers of the secretariats of UNSD, UNDP and CAPMAS

**United Nations Statistics Division**

Mr. Srdjan Mrkic  
Demographic statistics section  
United Nations Statistics Division  
New York  
Tel: +1-212-963-4940  
Fax: +1-212-963-1940  
Email: [mrkic@un.org](mailto:mrkic@un.org)  
Web address: <http://unstats.un.org>

Ms. Denise Quiroga  
Administrative Assistant  
United Nations Statistics Division  
New York  
Tel: +1-212-963-8504  
Fax: +1-212-963-9851  
Email: [quiroga@un.org](mailto:quiroga@un.org)

**United Nations Economic and Social Commission for Western Asia**

Ms. Fathia AbdelFadil  
Team Leader - SD  
United Nations – ESCWA  
P.O. Box 11-8575  
Riad el-Solh Square - Beirut – Lebanon  
Tel : +961-1-978359  
Fax: +961-1-981-510/1  
E-Mail: [abdefadil@un.org](mailto:abdefadil@un.org)

Ms. Zeina Sinno  
Statistics Assistant  
Statistics Coordination Unit (SCU)  
Tel: +961-1-978428  
Fax: +961-1-981510  
E-mail: [sinnoz@un.org](mailto:sinnoz@un.org)

**Central Agency for Public Mobilization and Statistics of Egypt**

Mr. Ahmed Kamal Abd El Aziz  
Acting Under Secretary for President Office Affairs  
Central Agency for Public Mobilization And Statistics  
Cairo - Egypt  
Tell: ++202 - 2402-3031  
Fax: ++202 - 2402-4099  
Email: [capmas\\_pres@capmas.gov.eg](mailto:capmas_pres@capmas.gov.eg)

### Visa requirements

Everybody requires a visa, except for citizens of the following countries: nationals of Kuwait (for up to 6 months), nationals of Bahrain, Guinea, Libya, Oman, Qatar, Saudi Arabia, Syria and United Arab Emirates (for up to 90 days), and nationals of Jordan (for up to 30 days).

Non-Egyptian visitors arriving in Egypt are required to be in possession of a valid passport. Entry visas may be obtained from Egyptian Diplomatic and Consular Missions Abroad or from the Entry Visa Department at the Travel Documents, Immigration and Nationality Administration (TDINA). It is, however, possible for most tourists and visitors to obtain an entry visa at any of the Major Ports of Entry. Please check with your nearest Egyptian Consular mission for more details concerning visa regulations applying to your citizenship.

The required documents are: 1 passport-size photograph, valid passport, application form, business letter for business visa.

### Weather

The weather in Cairo in early December is cool and dry (25°C high and 15°C low on average).

### Foreign exchange

The currency used in Egypt is the Egyptian Pound, although you can use credit cards at most hotels restaurants, larger shops and in order to withdraw money from ATMs - provided that they are either Visa or MasterCard. The exchange rate in November 2007 was around 5.56 Egyptian Pounds to 1 US Dollar.

Participants may be required to declare the amount of traveller's cheques or currency in their possession on arrival at Cairo International Airport.

Banks are usually closed on Friday and Saturday, but private exchange bureaux, called 'Forex', are open daily and banks in major hotels are open 24 hours. Cairo branches of the Egyptian British Bank and Banque Misr now have ATMs available that accept Visa, MasterCard and Cirrus and are quite common in the main tourist areas.

### Travel and other arrangements

The Secretariat of the meeting will not assume responsibility for any other expenditures, such as:

- a. Expenses in the home country incidental to travel abroad, including expenditure of visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country,
- b. Salary and related allowances for the participants during the period of the meeting,
- c. Costs incurred by participants in respect to travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting,
- d. Compensation in the event of death or disability of participants in connection with attending the meeting,

- e. Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants, and
- f. Any other expenses of a personal nature, not directly related to the purpose of the meeting.

Accommodation may be reserved at the request of participants at the hotels listed below, which are close to CAPMAS. Please contact Mr. Mohamad Abdel Gawad (e-mail blisstours@mail.com, phone number 0020106207952 for the below rates). In addition, there are many five-star hotels further away.

**TRIUMPH Hotel 5 \* Deluxe (from the 2nd to 7th of December):**

<b>Room type</b>	<b>Conference rate (per room per night) USD</b>
Single Room (B.B)	95.00
Double Room (B.B)	105.00

**SONESTA Hotel 5\* Hotel**

<b>Room type</b>	<b>Published Rates USD</b>	<b>Corporate Rate USD</b>
Single Room	190.00	126.00
Double Room	240.00	126.00
Mini Suite	400.00	275.00
Junior Suite	450.00	300.00
Deluxe Suite	550.00	400.00

The rates quoted above represent group room rates, inclusive service charge and taxes. Triumph Hotel includes breakfast and Sonesta hotel charges additional US \$12 for breakfast. The hotel room rates are subject to alteration without prior notice.

Arrival at Cairo airport

Participants should make their own transportation arrangements from the airport to their respective hotels. Limousine, taxi and shuttle bus services are available at the airport. Further detailed information about the airport can be found at [http://www.cairo-airport.com/services\\_transportation.asp](http://www.cairo-airport.com/services_transportation.asp) and [http://www.world-airport-transfer.com/airport-transfer.php?airport\\_transfer\\_city=Cairo](http://www.world-airport-transfer.com/airport-transfer.php?airport_transfer_city=Cairo) .

It is strongly recommended that participants contact only official taxis and limousines who are authorized. Taxis from the airport wait in front of the two international terminals, and if you arrive at peak hours, the tourist police will point you in the right direction. The taxi should stop at a checkpoint before leaving the airport, where you will be asked to sign a form indicating your destination

Electrical System in Egypt

The standard voltage in Egypt is 220 volts, 50Hz. and the wall plugs are the round, two-prong European type adapters. For American-made appliances and electronics, electrical transformers will be needed.