



ADMINISTRATIVE ARRANGEMENTS

FIFTY-FIRST ANNUAL SESSION OF THE ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO) AT ABUJA, FEDERAL REPUBLIC OF NIGERIA 18TH – 22ND JUNE, 2012

A. VENUE OF MEETING

The Fifty-first Annual Session of Asian-African Legal Consultative Organization (51st AALCO Session) will be held in Abuja, Nigeria. The venue for the 51st AALCO Annual Session is follows:

Sheraton Abuja Hotel

Ladi Kwali Street, Abuja, Nigeria

Telephone: +234 (9) 4612000

Fax: +234 (9) 4601508

E-mail: reservations.abuja@sheraton.com

Website: <http://www.sheratonabuja.com/>

B. FOCAL POINT

Local Organizing Committee (LOC)

1. A. A. YOLA,

Solicitor-General of the Federation and Permanent Secretary,
Federal Ministry of Justice, Headquarters, Abuja.

Mobile : +234803315993

2. Ifeyinwa Rita, NJOKANMA (MRS.),

Director, International and Comparative Law,
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E-mail: oduko54@yahoo.com

3. R.K MOSES (Mr.)

Deputy Director, International and Comparative Law,
Federal Ministry of Justice, Headquarters, Abuja.

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4. Macauley, WILLIAMS

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Federal Ministry of Justice, Headquarters, Abuja.

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E-mail: macwills4real@yahoo.com

5. Linda A. AMEGO (MRS.)

International and Comparative Law,
Federal Ministry of Justice, Headquarters, Abuja.

Mobile: +2348033210813

E-mail: nigoamego@yahoo.com

6. Ikechukwu Emmanuel Nzeh

International and Comparative Law,
Federal Ministry of Justice, Headquarters, Abuja.

Mobile: +2348033496522

E-mail: aikaynzeh@yahoo.com

C. The registration form is as attached to this document. Forms will be available at <http://www.aalco.int>. All forms should be completed and

returned by e-mail to the LOC Secretariat of the 51st AALCO Annual Session 2012 of Nigeria by the 13th June 2012 at the following address:

LOC Secretariat of the 51st AALCO Annual Session
C/o Federal Ministry of Justice
Federal Ministry of Justice Headquarters
Shehu Shagari Way,
Abuja.
E-mail: aalco2012@yahoo.com

Contact Points at the AALCO Secretariat

H.E. Prof. Dr. Rahmat Mohamad

Secretary-General, AALCO
29-C, Rizal Marg,
Diplomatic Enclave, Chanakyapuri,
New Delhi-110021, India
Tel:+91-11-26117641/24197006
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Dr. Xu Jie

Deputy Secretary-General, AALCO
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Dr. Yasukata Fukahori

Deputy Secretary-General, AALCO
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New Delhi-110021, India
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Fax +91-11- 26117640
Email: fukahori@aalco.int

D. GUESTS OF THE GOVERNMENT OF THE FEDERAL REPUBLIC OF NIGERIA

Guest status will be accorded by the Government of the Federal Republic of Nigeria to the Heads of Delegation and Special Invitees (“Guests of the Federal Republic of Nigeria”). The Guest status by the Host Government is accorded only to Heads of Delegation having the rank of Minister or Minister of State or Attorney-General in the respective Governments and the Secretary-General of AALCO.

E. PERSONAL SECURITY

Guests of the Government of the Federal Republic of Nigeria will be provided with a Personal Security Officer (PSO) from the Nigerian Police Force.

F. ACCOMMODATION

For delegates attending the 51st AALCO Annual Session whose accommodation is not being borne by the Government of the Federal Republic of Nigeria arrangement have been made for discount packages at the following hotels.

The addresses of the hotels are as follows:

1. Sheraton Hotel, Abuja

Ladi Kwali Street, Abuja, Nigeria
Telephone: +234 (9) 4612000
Fax: +234 (9) 4601508
E-mail: reservations.abuja@sheraton.com
Website: <http://www.sheratonabuja.com/>

2. Rockview Hotels, Abuja

Plots 194/196, Cad Zone A8,
Adetokunbo Ademola Crescent,
Wuse II, Box 5879, Garki, Abuja
Classic: Tel: (09) 4136722-38
Fax: (09) 4136768, 4136720
Royale: Tel: (09) 4130041-50, 4130093-102, 4130168-75
Fax: (09) 4612829, 4612830
Website: www.rockviewhotelsltd.com
E-mail: rockveiw_reservations@yahoo.com
info@rockviewhotelsltd.com

Superior room	-N20, 700	15% Discount
Executive room	-N22, 770	
Classic room	-N25, 070	
Queens room	-N27, 600	
Deluxe room	- N28, 060	

Room rates exclude Breakfast

3. Reiz Continental Hotel, Abuja

Plot 779, Cadastral Zone A0, Central Area
Tel: (+234-9)-4619110, 08039676940. Reservations:+2348073190331

Website: www.reizcontinentalhotel.com

E-mail: reservation@reizcontinentalhotel.com;

reizcontinentalhotelabuja@yahoo.com

Standard room	B&B –N21,800
Deluxe room	B&B – N27,800 .15 % discount
Executive room	B&B –N29,800. 15% discount

4. Chelsea Hotel, Abuja

Plot 123 Casdastral Zone A0, Central Business District, Abuja, Nigeria.

Tel: +234(0)9-7822080,7822081. Reservations: +234 (0) 7822082

E-mail: infor@chelseahotel.com

Website:www.chelseahotelabuja.com

Standard room B&B –N41,000 (\$293) up to 20% discount

Superior room B&B – N48, 500(\$347) “

5. Bolingo Hotel & Towers, Abuja

Independence Avenue,

Central Business District, Abuja

[Tel:+234\(09\)4615000-59](tel:+234(09)4615000-59)

Fax: +234(09)2344710,2346433

E-mail: info@bolingohotel-tower.com

Website: www.bolingohotel-tower.com

Superior Standard room B&B - N29, 900 (\$222) up to 25% discount

Executive Studio room B&B – N49, 450 (367)

“

6. Protea Hotel, Asokoro

Bola Ige Close, Mohammed Ribadu Street,

Off Shehu Shagari Way, Asokoro, Abuja.

[Tel:+234 9 4620700](tel:+23494620700)

Fax:+234 9 46 0702

Mobile:+234 8080277027

E-mail:phasokoro.reservation@gmail.com

Website: www.proteahotels.com/asokoro

Superior Deluxe room - N62, 500 up to 15% discount

Junior Suite - N78, 000 “

Executive Suite - N93, 500 “

Room rates excludes Breakfast

7. Chida International Hotel

Plot 224, Solomon Lar Way,

Utako District, Abuja

Tel: +234 (9) 6713694; 6713695, 0702206890

Standard room - B&B - N18,000 -up to 20 % Discount

Executive room - B&B – N25,000 “

Deluxe (Twin) - B&B – N30,000 “

Superior room - B&B – N30,000 “

All room reservations should be made by direct contact with the Hotel. When making the reservations the delegates should inform the hotel that they are attending the AALCO meeting. The necessary instructions have been given to the specified hotels in this regard. The Government of the Federal Republic of Nigeria will pay only for the accommodation of those accorded with the Guest status. (Any other expenses incurred by them such as alcoholic beverages or miscellaneous service charges etc are not covered).

DELEGATES OTHER THAN GUESTS OF THE FEDERAL REPUBLIC OF NIGERIA

All other delegates are responsible for the settlement of their personal hotel accounts and any other charges incurred upon departure and are kindly requested to settle their bills directly with the hotel.

G. MEETING ARRANGEMENTS

(i) Registration

A registration Desk will be available at the Sheraton Hotel, Abuja premises. Registration will commence from 17th June 2012 from 17.00 hrs to 20.00 hrs. Registration will continue on 18th June 2012 from 08.00 hrs to 09.30 hrs at the Conference Venue. All delegates and observers are advised to register their names before the Inaugural Session and to obtain their Meeting Badges. Delegates will not be permitted into the meeting hall without meeting Badges.

(ii) Meeting Badges

Meeting Badges for all speakers and delegates will be issued upon Registration.

Different Colour schemes would be followed for different category of delegates.

Red Colour for the Heads of Delegations of AALCO Member States

Blue Colour for the Delegates from Member States

Green Colour for the Observers (Non-Member States and International Organizations)

Yellow Colour for the Members of the Local Organizing Committee (**LOC**)

Grey Colour for the AALCO Secretariat

(iii) Working Language

The working language of the 51st AALCO Annual Session will be English and all documentation will be in the English language. There will be simultaneous translations during the session, from English into Arabic and Arabic into English at the plenary session. The Secretariat Reports on the deliberated agenda items shall be translated into Arabic as well.

(iv) Dress Code

Business attire will be required for the meeting and the Official Dinners.

(v) Distribution of Documents

Documents of the 51st AALCO Annual Session will be available and can be downloaded from the AALCO's website (www.aalco.int). In addition, the Secretariat of the AALCO will be transmitting an official set (only one set per delegation) of the meeting documents to all members of States. Delegations are reminded to bring their downloaded meeting documents with them as no additional copies will be distributed during the Annual Session.

(vi) Matters for Consideration

Certain topics on the work programme of AALCO would be deliberated, during the 51st Session namely: (1) International Criminal Court : Recent Developments; (2) Law of the Sea; (3) Extraterritorial Application of National Legislation: Sanctions Imposed against Third Parties; (4) Environment and Sustainable Development; and (5) Deportation of Palestinians and other Israeli Practices Among Them the Massive Immigration and Settlement of Jews in All Occupied Territories in Violation of International Law Particularly the Fourth Geneva Convention of 1949;

(vii) Three Special Meetings

The three-half day special meetings would be jointly organized by the Government of the Federal Republic of Nigeria and AALCO Secretariat on the following :-

- Special Meeting on “Selected items on the Agenda of the International Law Commission”
- Special Meeting on “Law of the Sea- Responses to Piracy: International Legal Challenges”
- Special Meeting on “International Terrorism”

(viii) Secretariat

The AALCO Secretariat will be located at the Sheraton Hotel, Abuja which is the conference venue.

H. MEDICAL FACILITIES

Local Organizing Committee (LOC) has arranged for basic medical facilities for all delegates in cases of emergency.

I. AIRFARE

Delegations are required to make their own travel arrangements.

J. MEALS

Breakfast will be provided for all delegates at the respective hotels, unless otherwise stated, all meals including tea during sessions as well as lunches will also be provided for all delegates throughout the meeting dates.

K. PROTOCOL, IMMIGRATION AND TRANSPORTATION

(i) Arrival and Departure at Murtala Mohammed International Airport, Lagos and Nnamdi Azikiwe International Airport, Abuja

The Local Organizing Committee (LOC) Personnel will be at the Murtala Mohammed International Airport (MM2) and Nnamdi Azikiwe International Airport, Abuja, to meet and assist the Ministers, Attorneys General, Solicitors General, Secretary General of AALCO and other Guests of the Government of the Federal Republic of Nigeria, and delegates on their arrival and departure. A LOC Desk will be located at the Airport to assist all delegates.

At Hotel

The Local Organizing Committee Personnel will be at the hotel to meet and assist all delegates.

(ii) Return bookings/confirmation

Delegates are responsible for their return air-travel bookings confirmation. Please contact the Hotel Reception counter or the Secretariat for assistance if required.

(iii) Transportation at the Airport

Heads of Delegations and invited guests who are accorded Guest status of Guests by the Government of the Federal Republic of Nigeria will be provided with separate vehicles at the airport for transportation to the hotel on their arrival and for transportation from the hotel to the airport on their departure.

The Local Organizing Committee personnel will also assist the other delegates at the airport for transportation to the hotel on their arrival and from the hotel to the airport on their departure.

(iv) Transportation during the Annual Session

Transportation will be provided for all delegates who are staying at the specified hotels to the Conference venue and to attend any official/social functions.

L. HELP DESK

A help desk for all delegates will be made available at the Secretariat Room from 08:00 hours to 2000 hours daily from 17th - 22nd June 2012.

M. PASSPORT AND VISA

To gain entry into Nigeria, foreign national needs to have in their possession passports with at least **one month** of validity and appropriate visas. Guest and delegates from all countries are requested to obtain their visas from the Nigerian High Commission/ Embassy in their respective countries. Where such High Commissions / Embassies are not available the Ministry of Foreign Affairs of Nigeria with the assistance of the Comptroller-General, Nigerian Immigration Services will make arrangements at the airports to grant visas

on arrival for the delegates. For this purpose, the concerned delegates should transmit a scanned copy via e-mail of the relevant passport data page to Mrs L. A. Amego (E-mail: nigoamego@yahoo.com) with a copy to (E-mail: reuelk.moses@yahoo.com)

N. HEALTH

All passengers who arrive in Nigeria from regions where yellow fever vaccination is required if the disease is endemic in the country of departure need to strictly adhere to the WHO recommendations and will be required to carry their Yellow fever Card.

O. OFFICE FACILITIES

Email/Internet facilities and printing facilities would be made available at the Conference venue for the use of delegates without any cost.

Further, e-mail / internet, telephone/facsimile services in addition to photocopy of services are also available at the business Center of the hotel and delegates are to be responsible for all costs incurred for these additional facilities.

(i) Water

The delegates are advised to drink bottled water for extra safety.

(ii) Climate

Nigeria has a warm and humid tropical climate with no marked seasons. There are no extremes of temperature and the average annual temperature can range from **28 °C to nearly 38 °C**

(iii) Banking Services and Currency

1 USD = Nigerian Naira ₦157.8, GBP= ₦ 254.33, EURO = N204.36.

Currency Notes are in denominations of Nigerian Naira (₦) 1000, 500, 200, 100, 50, 20, 10 and 5.

For the latest exchange rates see:

<http://www.xe.com>

Delegates are advised to exchange foreign currency at authorized exchanges, banks and hotels.

American Express, Visa Cards and Master Cards are widely accepted in Nigeria.

The delegates may wish to take traveller's cheques in US Dollars, to avoid additional exchange rate charges.

(iv) Local transport

Car hires for private purposes can be arranged through hotel. There are also taxi services available. Since taxi fares are not fixed it is advisable to negotiate the fair prior to traveling.

(v) Time difference

Local time is GMT + 1.00

(vi) Tipping

Tipping at hotels/restaurants is not prohibited in Nigeria. However, most hotels and restaurants would include a percentage of the bill as a service charge.

MEMBER STATES (BLUE COLOUR)
ASIAN-AFRICAN LEGAL CONSULTATIV ORGANIZATION (AALCO)
FIFTY-FIRST ANNUAL SESSION
SHERATON HOTEL, ABUJA,
LADI KWALI STREET, ABUJA, NIGERIA
18th – 22nd June, 2012

REGISTRATION FORM

NAME: _____
Surname First Middle

PASSPORT NUMBER

COUNTRY

TITLE

ORGANISATION

DESIGNATION _____

OFFICIAL ADDRESS

PERMANENT ADDRESS

E-Mail: _____

Tel. No. _____ Fax No. _____

SIGNATURE & DATE _____

REGISTRATION FORM

ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO)

FIFTY-FIRST ANNUAL SESSION

SHERATON HOTEL, ABUJA,

LADI KWALI STREET, ABUJA, NIGERIA

18th – 22nd June, 2012

NAME: _____
Surname First Middle

PASSPORT NUMBER

COUNTRY/ORGANIZATION

TITLE

STATUS: HEAD OF DELEGATION

ALTERNATE MEMBER:

ADVISER / MEMBER:

PERMANENT ADDRESS

E-Mail: _____

Tel. No. _____ Fax No. _____

SIGNATURE & DATE _____