



*Empowered lives.  
Resilient nations.*

**SDG 16+ TECHNICAL CONSULTATION  
ON JUSTICE**

**LOGISTICS NOTE**

Thursday, 11 October, 9:00 AM – 5:00 PM  
Freetown, Sierra Leone

Dear participant,

Welcome to Freetown, Sierra Leone. Below you will find some important information that we hope will help you plan your participation in the SDG 16+ Technical Consultation on Justice.

Should you have any additional questions, please do not hesitate to contact Chelsea Shelton at [chelsea.shelton@undp.org](mailto:chelsea.shelton@undp.org) and Doreen Tagoe at [doreen.tagoe@undp.org](mailto:doreen.tagoe@undp.org), +23279137011.

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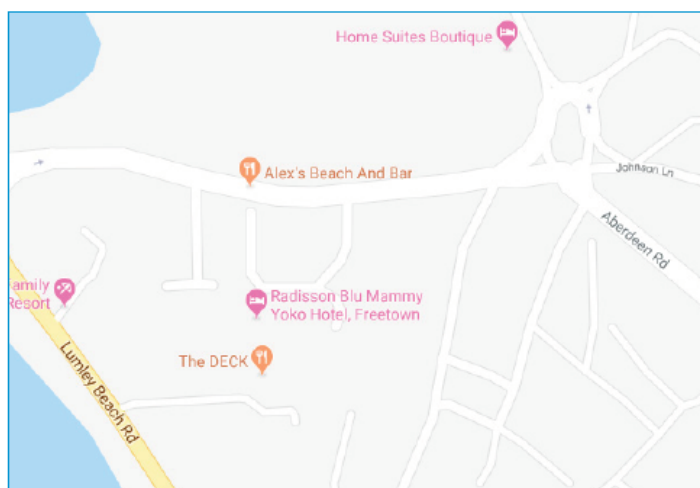
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## Date and Venue

**Date** Thursday, 11 October 2018  
9:00 AM – 5:00 PM

**Venue** Radisson Blu Mammy Yoko Hotel



## Accommodations

The SDG 16+ technical consultation will be held at the Radisson Blu Hotel. UNDP will pre-book a block of rooms at the Radisson Blu Hotel. **Participants are kindly requested to confirm their interest in staying in the room block at the Radisson by emailing Chelsea Shelton at [chelsea.shelton@undp.org](mailto:chelsea.shelton@undp.org) and Doreen Tagoe at [doreen.tagoe@undp.org](mailto:doreen.tagoe@undp.org).** Participants are strongly encouraged to stay in the hotel to facilitate participation in the consultation. Should you be making your accommodation arrangements, we request that you let us know as soon as possible.

### **Radisson Blu Mammy Yoko Hotel**

17 Lumley Beach Road

Aberdeen, Freetown

T: +232 79-454-000

E: [reservations.freetown@radissonblu.com](mailto:reservations.freetown@radissonblu.com)

Check-in: 3:00 PM

Check-out: 12:00 PM

Free WiFi is available at the hotel.

Breakfast is served 7:00 AM – 8:30 AM.

Participants will be responsible for all incidental costs incurred during their stay at the Radisson Blu and must pay for these directly to the hotel at checkout time.

## Transportation

**To/From Airport** The Radisson is located about 35 km southwest of Lungi International Airport (FNA). The airport and Freetown are separated by the Sierra Leone River and will require participants to travel via water taxi and shuttle. Travel time from Lungi Airport to the Radisson Hotel is an estimated one and a half hours.

Upon arrival to Lungi Airport, participants will need to take a shuttle to the water taxi station. Water taxi service is available through Seacoach Express, with a journey time of around 30 – 40 minutes.

### Seacoach Express

T: +232 76-55-11-55

E: Micah Attah Tanimu [mike.seacoach@gmail.com](mailto:mike.seacoach@gmail.com)

All luggage is tagged by the boat operators and these are sent separately to the other side (Freetown side). You will receive them safely on the other side upon presentation of your tags. Once in Freetown, participants must take a shuttle to the Radisson hotel.

UNDP can arrange for transportation between the airport and the hotel. Participants wishing to arrange their transportation through UNDP should provide their itinerary to Chelsea Shelton at [chelsea.shelton@undp.org](mailto:chelsea.shelton@undp.org) and Doreen Tagoe at [doreen.tagoe@undp.org](mailto:doreen.tagoe@undp.org), as soon as possible.

**Around Freetown** Public transportation is available, but taxis are recommended. For information or to contact taxis, please consult the Radisson concierge desk.

## Passports, Visas and Vaccinations

**Passports** All persons entering Sierra Leone must have a valid passport or travel document with a validity period of six months or more.

**Visas** Participants from ECOWAS do not require a visa to enter the country.

All other participants will need a visa or Permission to Enter document before arriving in Freetown. Each participant is required to obtain a visa or Permission to Enter in advance of the technical consultation.

Participants who are applying for a visa are kindly requested to complete the application process as soon as possible, as obtaining a visa may be a lengthy process. The costs of visas vary by nationality.

Participants who are instead seeking a Permission to Enter document will be supported by the UNDP country office in Sierra Leone. **If you have not already, kindly email Chelsea Shelton at [chelsea.shelton@undp.org](mailto:chelsea.shelton@undp.org) and Doreen Tagoe at [doreen.tagoe@undp.org](mailto:doreen.tagoe@undp.org), with a copy of your itinerary and passport, as soon as possible.** If this information is provided in time, you will receive the Permission to Enter document via email, which you will then have to print prior to departure. Participants with a Permission to Enter document will be able to enter the country and will not need a visa.

The Sierra Leonean Immigration Authority requires that you carry a copy of your visa or Permission to Enter document to be presented at the Immigration desk upon arrival in Lungi.

You will need to show your passport and invitation letter, along with the entry permit at the airport. Also, officials may ask for your Yellow Fever Vaccination Certificate. You will need to show baggage receipts, as they will be checked against the ones on your luggage as you leave the terminal.

It is advisable to travel with all government-issued letters of support for the technical consultation and proof of accommodation from the Radisson Blu Hotel.

UN personnel should not have their bags subject to customs, and showing a UNLP should be enough. If you are traveling on a national passport you may need to show an appointment letter, etc.

**Vaccinations** Participants must obtain all vaccinations that may be necessary for travel to Sierra Leone. Please note that a Yellow Fever Vaccination Certificate is required for entry into Sierra Leone. It is advisable to take anti-malaria tablets, and for anti-malaria tablets and other type of vaccinations please consult your medical service provider.

## Currency Conversion

The national currency is the Sierra Leonean Leone (SLL). Foreign currency can be exchanged at commercial banks and Foreign Exchange Bureaus. Banks opens from Monday to Friday, from 8:30 AM to 3:00 PM. There are also authorized currency exchange centers as well as ATM machines for Visa/MasterCard users in major hotels.

**1 USD = 8,390 SLL**

**1 EUR = 9,777 SLL**

For ease of exchange, it is advisable to bring cash. A bank with currency exchange is located inside the Radisson Hotel. While advisable to bring cash for direct exchange at the hotel, there are several ATMs around Freetown where you can withdraw money using VISA or MasterCard credit cards.

Additionally, credit cards (American Express, MasterCard and Visa) can be used to settle bills in hotels and restaurants.

## General Information

**Weather**      The average temperature in Freetown during October is 27.1 °C (80.78 °F). Overnight temperatures are an average low of 23.4 °C (74.1 °F). Sierra Leone has two main seasons: the dry season which runs from late November through May, and the rainy season which starts in June and ends in early November. There may be intermittent showers and thunderstorms, but October is mostly sunny and bright.

**Electricity**      The standard voltage in Sierra Leone is 220 - 240 volts and the standard frequency is 50 Hz. For participants traveling from the US and Europe, please note that a 3-prong adapter is needed.

**Languages**      Although English is the official language, used in schools and government administration, Krio (an English-based creole) is the most widely spoken language across Sierra Leone and is spoken by 97% of the country's population.

**Time Zone**      GMT (UTC +0)

**Area Code**      +232

**Medical Services**      Choitram Hospital – located in Hill Station  
Connaught Hospital – located downtown  
Aspen Medical Services – Off King Harman Road  
Emergency Hospital – Beach Road Goderidge

**Emergency Contacts**      Police – 112  
National Fire Force – Aberdeen – 302  
Freetown – West – 300  
Freetown – East – 301  
Electricity Concerns – 672  
Health Emergency – 117  
Road Accident - +232-78-988-811

## Suggested Activities

**River Number Two Beach** is just 30 km south of Freetown. Deck chairs let visitors soak up the stunning backdrop of rolling green mountains, while freshly caught barracuda and prawns are grilled to order.

**Tokeh Beach** is located approximately 32 km east of Freetown and is one of the largest and most attractive beaches in West Africa. The town of Tokeh is also known for its mountains, forests, resort hotels and nearby Tokeh island.

**Tacugama Chimpanzee Sanctuary** is located 40 minutes outside of Freetown and set high in the hills of the Western Area Forest Reserve. The 100-acre sanctuary is 10 minutes past the historic mountain village of Regent. Daily tours are available during the hours of 10:00 AM to 5:00 PM.

### Restaurants

- Papaya Restaurant, 9 Lumley Beach Road
- Lagoonda Restaurant, 53 Cape Road
- Pearl Cafe, 14 Lumley Beach Road
- Roys Restaurant, 54 Lumley Beach Road
- Shangri La Restaurant, Lumley Beach
- Gigibonta Restaurant, Lumley Beach

## Contacts

### **Chelsea Shelton**

Programme Analyst, UNDP HQ

[chelsea.shelton@undp.org](mailto:chelsea.shelton@undp.org)

### **Doreen Tagoe**

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