



**AFRAC**

AFRICAN ACCREDITATION COOPERATION

**9<sup>th</sup> AFRAC General Assembly and Meetings  
Information Pack**

**Hosted by the  
Mauritius Accreditation Service (MAURITAS)**

**From 24 – 28 September 2018**

**In Balaclava, Mauritius**



Dear AFRAC Members and Stakeholders

**INVITATION TO ATTEND THE 9<sup>TH</sup> AFRAC GENERAL ASSEMBLY & MEETINGS TO BE HELD AT THE INTERCONTINENTAL MAURITIUS RESORT BALACLAVA FORT IN BALACLAVA, MAURITIUS FROM 24 TO 28 SEPTEMBER 2018**

On behalf of the Chair of the African Accreditation Cooperation (AFRAC) and the Director of the Mauritius Accreditation Service (MAURITAS), we are honoured to invite you to the 9<sup>th</sup> AFRAC General Assembly and Meetings. The meetings will be held from 24 – 28 September 2018 at the InterContinental Mauritius Resort Balaclava Fort in Balaclava, Mauritius.

Please find the following contained in this Information Pack:

- Meeting registration and programme;
- Information on the meeting logistics;
- Accommodation details; and
- Visa and entry requirements into Mauritius.

For further information, please contact the AFRAC Secretariat on:

**Ms Fikile Skosana**

Tel: +27 12 740 8537

Email: [fikiles@sanas.co.za](mailto:fikiles@sanas.co.za)

**Ms Yolanda Vinnicombe**

Tel: +27 12 740 8539

Email: [yolandav@sanas.co.za](mailto:yolandav@sanas.co.za)

MAURITAS contact persons:

Mrs. Koorseed Dowlut

Tel: +230 208 1690/+230 211 0128 Ext 230

Fax: +230 210 6101

Email: [kodowlut@govmu.org](mailto:kodowlut@govmu.org)

Mrs. Cheshta Matadeen-Domun

Tel: +230 208 1690/+230 211 0128 Ext 226

Fax: +230 210 6101

Email: [cmatadeen@govmu.org](mailto:cmatadeen@govmu.org)

Mrs. Chaya Moloo

Tel: +230 208 1690/+230 211 0128 Ext 228

Fax: +230 210 6101

Email: [cmoloo@govmu.org](mailto:cmoloo@govmu.org)

Yours sincerely,

**Mr. Araya FESSEHA**

AFRAC Chair

**Mr. Robin Neeren Gopee**

Director, MAURITAS

## REGISTRATION FORM

**9<sup>TH</sup> AFRAC GENERAL ASSEMBLY AND MEETINGS TO BE HELD AT THE  
INTERCONTINENTAL MAURITIUS RESORT BALACLAVA FORT IN BALACLAVA, MAURITIUS  
FROM 24 – 28 SEPTEMBER 2018**

To be completed and forwarded to the AFRAC Secretariat ([fikiles@sanas.co.za](mailto:fikiles@sanas.co.za)) no later than  
**7 September 2018**

<b>Title:</b> (Ms, Mrs, Mr, Dr, Eng., Prof.)		
<b>Name and Surname</b> (as per passport)		
<b>Name for name tag</b>		
<b>Name of Organization and/or REC Represented:</b>		
<b>Organization Physical &amp; Postal Address:</b>		
<b>Contact No:</b>		
<b>Fax No:</b>		
<b>E-mail:</b>		
<b>Passport Number:</b>		
<b>Date Passport Issued:</b>		
<b>Expiry date of Passport:</b>		
<b>Country of issue of passport:</b>		
<b>Dietary requirements:</b>		
<b>Date of arrival:</b>		
<b>Date of departure:</b>		
<b>Name of hotel chosen:</b>		
<b>Will you need a letter of invitation?</b> If so, please liaise with MAURITAS contact persons with copy of your passport	YES	NO
<b>Will you require a shuttle from the airport to the hotel and back?</b>	YES	NO

**MEETINGS PROGRAMME**  
**9<sup>TH</sup> AFRAC GENERAL ASSEMBLY AND MEETINGS**  
**24 – 28 SEPTEMBER 2018, INTERCONTINENTAL MAURITIUS RESORT BALACLAVA FORT IN BALACLAVA, MAURITIUS**

DATE	MEETING	FACILITATOR	TIME	OPEN/CLOSED SESSION	TICK ATTENDNACE (X)
Saturday 22 September 2018	AFRAC Internal Audit	Internal Auditor	09h00 – 17h00	<i>Closed session</i>	
Sunday 23 September 2018	AFRAC Internal Audit	Internal Auditor	09h00 – 17h00	<i>Closed session</i>	
Monday 24 September 2018	Opening Ceremony	Host	09h00 – 12h00	<i>Open session</i>	
	Marketing and Communication Committee (MCC)	Chair	12h00 – 18h00	<i>Open session</i>	
	MRA Documents Working Group & Evaluators Working Group	Convenor	12h00 – 18h00	<i>Closed session</i>	
	Certification Technical Committee Working Group	Convenor	12h00 – 18h00	<i>Open session</i>	
	Calibration and Testing Technical Committee Working Group	Convenor	12h00 – 18h00	<i>Open session</i>	
Tuesday 25 September 2018	Inspection Technical Committee Working Group	Convenor	09h00 – 13h00	<i>Open session</i>	
	Technical Committee (TC)	Chair	14h00 – 18h00	<i>Open session</i>	
	Mutual Recognition Arrangement (MRA) Committee	Chair	09h00 – 18h00	<i>Closed session</i>	
	MRA Council	Chair	18h00 – 20h00	<i>Closed session</i>	

DATE	MEETING	FACILITATOR	TIME	OPEN/CLOSED SESSION	TICK ATTENDNACE (X)
Wednesday 26 September 2018	Risk Management Workshop	TBC	09h00 – 18h00	<i>Open session</i>	
Thursday 27 September 2018	Executive Committee (EXCO)	Chair	09h00 – 18h00	<i>Closed session</i>	
	Tour (Optional)	Host		<i>Open session</i>	
Friday 28 September 2018	General Assembly (GA)	Chair	09h00 – 15h00	<i>Open session</i>	
	AFRAC Celebration Gala Dinner	Host MCC	18h00 – late	<i>Open session</i>	

## GENERAL INFORMATION

### VENUE

The 9<sup>th</sup> AFRAC General Assembly and Meetings will take place at:

#### **InterContinental Mauritius Resort Balaclava Fort**

Coastal Road  
Balaclava  
Mauritius

Tel: +230 261-1200

Fax: +230 261-1201

Email: [reservations.icmauritus@ihg.com](mailto:reservations.icmauritus@ihg.com)

Website: [www.mauritius.intercontinental.com](http://www.mauritius.intercontinental.com)

### REGISTRATION

The registration fee for the meetings is US\$250.00 payable to MAURITAS via wire transfer using the details below:

#### **Beneficiary's Details:**

<b>Account Name</b>	Accountant-General USD Account
<b>Account No.</b>	03401000028
<b>IBAN No.</b>	MU16 BOMM 0101 0340 1000 0280 000USD
<b>Bank Name</b>	Bank of Mauritius
<b>BIC/Swift Code</b>	BOMMMUPL

#### **Correspondent bank details required for transfer of funds:**

<b>Account Name</b>	Bank of Mauritius
<b>Correspondent Bank</b>	Federal Reserve Bank of New York, New York
<b>Account Number/ABA No.</b>	021084953
<b>Swift Code</b>	FRNYUS33

- If payment is being made for more than one delegate, please indicate the number of delegates in the payment (e.g. name of organisation X no. of delegates).
- Delegates are responsible for the payment of all bank fees associated with sending wire transfers.
- Any discrepancy between the amount owed by the delegate and the amount received will be invoiced accordingly.
- Delegates can also make payment in cash upon arrival before or after the Opening Ceremony on 24 September 2018.

### CONFERENCE

The conference venue, tea, snacks and lunch will be covered by MAURITAS.

## OPENING CEREMONY

MAURITAS will sponsor an Opening Ceremony on Monday 24 September 2018, in the presence of the Honourable Minister of Industry, Commerce and Consumer Protection.

## AIRPORT TRANSFERS

The distance from the Sir Seewoosagur Ramgoolam International Airport to the InterContinental Mauritius Resort Balaclava Fort Hotel is approximately 60 km (50 minutes driving).

MAURITAS will provide transport for delegates from the airport to the InterContinental Mauritius Resort Balaclava Fort and back. Kindly forward your travel information (arrival time and date, departure time and date along with flight numbers) to:

- Mrs. Koorseed Dowlut  
Tel: +230 208 1690/+230 211 0128 Ext 230  
Fax: +230 210 6101  
Email: [kodowlut@govmu.org](mailto:kodowlut@govmu.org)
- Mrs. Cheshta Matadeen-Domun  
Tel: +230 208 1690/+230 211 0128 Ext 226  
Fax: +230 210 6101  
Email: [cmatadeen@govmu.org](mailto:cmatadeen@govmu.org)
- Mrs. Chaya Moloo  
Tel: +230 208 1690/+230 211 0128 Ext 228  
Fax: +230 210 6101  
Email: [cmoloo@govmu.org](mailto:cmoloo@govmu.org)

## ACCOMMODATION

Reservation may be made at the InterContinental Mauritius Resort Balaclava Fort Hotel. For reservations, please fill in the attached Hotel Reservation form and send to: [resa3.icmauritiu@ihg.com](mailto:resa3.icmauritiu@ihg.com) and [reservations.icmauritiu@ihg.com](mailto:reservations.icmauritiu@ihg.com)

Mauritius is a very popular tourist destination, it is therefore highly recommended to book accommodation as soon as possible.

Delegates are responsible for making their own accommodation arrangements directly with the hotel.

Below are various hotels in the vicinity of the hotel:

Name of Hotel	Rates for Half Board Basis	Contact Details	Distance from InterContinental Hotel
The Westin Turtle Bay Resort & Spa	US\$ 292	<a href="http://www.westinturtlebaymauriti.us.com/">http://www.westinturtlebaymauriti.us.com/</a> +230 204 1400	0.3 km
Maritim Resort & Spa Mauritius	US\$ 280	<a href="mailto:info.mau@maritim.com">info.mau@maritim.com</a> <a href="mailto:reservierung.mau@maritim.com">reservierung.mau@maritim.com</a> +230 204 1000	2.0 km
Angsana Balaclava	US\$ 373	<a href="mailto:balaclava@angsana.com">balaclava@angsana.com</a> +230 204 1888	2.4 km
The Ravenala Attitude	US\$ 193	<a href="https://hotels-attitude.com/en/the-ravenala-attitude/">https://hotels-attitude.com/en/the-ravenala-attitude/</a> +230 204 38 20	3.2 km
The Oberoi, Mauritius	US\$ 834	<a href="mailto:reservations@oberoigroup.com">reservations@oberoigroup.com</a> +230 204 3600	3.5 km

## TRANSPORT BETWEEN HOTELS

Transport will be provided only if the selected hotel is within a radius of approximately 10 km from the Conference Venue.

## VISA REQUIREMENTS

Please visit the website of the Passport & Immigration Office of Mauritius for information on visa requirements on the following link:

<http://passport.govmu.org/English/Passport%20and%20Visa%20Requirement%20in%20Mauritius/Pages/Visa-Requirements-in-Mauritius.aspx>

## VISA LETTERS

Should you require an invitation letter for visa purposes, kindly contact:

- Mrs. Koorseed Dowlut  
Tel: +230 208 1690/+230 211 0128 Ext 230  
Fax: +230 210 6101  
Email: [kodowlut@govmu.org](mailto:kodowlut@govmu.org)
- Mrs. Cheshta Matadeen-Domun  
Tel: +230 208 1690/+230 211 0128 Ext 226  
Fax: +230 210 6101  
Email: [cmatadeen@govmu.org](mailto:cmatadeen@govmu.org)
- Mrs. Chaya Mooloo  
Tel: +230 208 1690/+230 211 0128 Ext 228



Fax: +230 210 6101  
Email: [cmoloo@govmu.org](mailto:cmoloo@govmu.org)

Please ensure that you send a copy of your **passport copy** and **flight details** as indicated on your registration form.

All delegates are responsible for obtaining their visas.

## TIME

Mauritius is located in the zone which is four hours ahead of UTC (UTC+4)

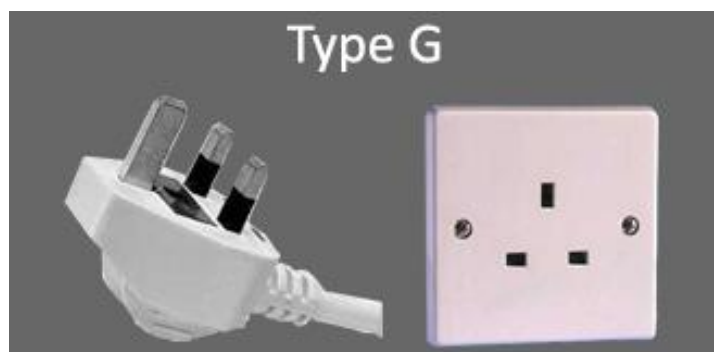
## ELECTRICITY SUPPLY

In Mauritius the power sockets are of type C and G. The standard voltage is 230 V and the standard frequency is 50 Hz. Travellers to Mauritius will need to ensure that they have either or both type C & G plugs.

Type C plug is commonly known as the Europlug and is technically known as the CEE 7/16 (Europlug 2.5 A/250 V unearthed).



The Type G plug is commonly known as the 13-amp plug, and technically known as the BS 1363 (British 13 A/230-240 V 50 Hz earthed and fused).



## VACCINATION INFORMATION

Information about vaccination requirements can be obtained from the following links:

<http://health.govmu.org/English/Pages/Travellers-Advice.aspx>

<http://health.govmu.org/English/Documents/communiques/highrisk.pdf>

<http://www.govmu.org/English/News/Pages/Ebola-Preparedness-and-Response-Measures-put-in-Place-inMauritius.aspx>

## LANGUAGE

The official language in Mauritius is English. However, French is also widely used by all Mauritians

## CURRENCY

The Mauritian currency is the Mauritian Rupee (MUR).

Visa and MasterCard is universally accepted for supermarkets, accommodation and departmental stores. There are automatic teller machines (ATMs) which are easily located and available throughout the island.

## HOST CONTACT DETAILS (MAURITAS)

Should you require additional information kindly contact the following MAURITAS contact persons:

- Mrs. Koorseed Dowlut  
Tel: +230 208 1690/+230 211 0128 Ext 230  
Fax: +230 210 6101  
Email: [kodowlut@govmu.org](mailto:kodowlut@govmu.org)
  
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- Mrs. Chaya Moloo  
Tel: +230 208 1690/+230 211 0128 Ext 228  
Fax: +230 210 6101  
Email: [cmoloo@govmu.org](mailto:cmoloo@govmu.org)

## BUSINESS HOURS

Government Offices are opened from 08.45 – 16.00hrs while banks are generally open from 09h00 – 15h00 on week days and are closed on weekends and public holidays.

Most shops are open from Monday to Sunday from 09h00 – 21h00.

## **WEATHER**

Mauritius enjoys a mild tropical maritime climate throughout the year. The country has two seasons: a warm humid summer extending from November to April and a relatively cool dry winter from June to September.

The month of September is characterized by essentially constant daily high temperatures, with daily highs reaching a positively warm 24°C throughout the month which can rise up to 27°C or dropping to 23°C during the night.