Practical information*

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*The present document contains information concerning the CFC 30th Anniversary Event & 31st Annual Meeting of the Governing Council of the Common Fund for Commodities that was available at the time of drafting. While every effort has been made to check the information provided, the CFC secretariat cannot accept responsibility for inaccuracies.
Additional information will be provided in due course on the CFC web site www.common-fund.org.
I. INTRODUCTION

1. The Common Fund for Commodities (“CFC”) was created to support developing countries which rely on primary commodities to participate in the global economy. Commodity Dependent Developing Countries (CDDCs) face a unique challenge in converting their natural resource endowment into sustained development gains. Commodities are the living heart of their development.

2. Over its 30 years of existence the CFC has provided financing of over 700 Million USD across 60 countries located in Africa, Asia and Latin America. The CFC currently operates as an impact investment fund, blending its own financial resources with those of public and private partners to support commodity sector development projects.

3. The occasion of the 30th Anniversary of the CFC is the right time to discuss, what additional strategies, and instruments the CFC needs to develop for its future work.

II. MEETING VENUE

4. The 30th Anniversary Event of the Common Fund for Commodities will be held at The Hague Marriott Hotel, Johan de Wittlaan 30, 2517 JR The Hague, The Netherlands. The venue of the meeting will be the Congress Hall A1.

5. Following the meeting, a reception will take place at the Tuinzaal of the Gemeentemuseum The Hague (City Museum), Stadhouderslaan 41, 2517 HV The Hague from 18:00 to 20:00 hrs.

III. REGISTRATION AND LIST OF DELEGATES

Submission of request for registration online

6. A registration form has been designed to accommodate the registration request for the 30th Anniversary Event – for official representatives of Member Countries and accredited Observers only, also including registration for the 31st Annual Meeting of the Governing Council (closed meeting).

Confirmation and validation email

7. Upon receipt of the online registration, the CFC secretariat will validate and send a confirmation of pre-registration to delegates by email.

On-site registration

8. Once pre-registered, delegates will be able to finalize their registration on-site and to collect their badges at the Foyer of the Congress Hall A1. The registration will be open at the following times:
   - Tuesday, 3 December 2019, from 08:30 to 12:00 hrs.
   - Wednesday, 4 December 2019, from 07:30 to 11:00 hrs.

9. Delegates will receive an identification badge which, for security purposes, must be kept visible and shown at the meeting.
10. Delegations are requested to notify, in writing, the staff at the registration desk of any subsequent changes to information in the provisional list of delegates, so that records for the final list of delegates may be kept up to date and accurate.

11. **4 December 2019 – confirmation of presence**

In order to ascertain the necessary quorum for the 31st Annual Meeting of the Governing Council, on 4 December 2019 also pre-registered delegates are kindly requested to make their presence known to staff members of the CFC secretariat present at the doors of the Congress Hall A1.

### IV. OPENING CEREMONY AND SEATING ARRANGEMENTS

12. The opening ceremony will be held on Tuesday, 3 December 2019 at 10:00 in the Congress Hall A1. Delegates are kindly requested to be in their seats by 09:45 at the latest.

13. The auditorium is set up in theatre style and delegates are free to choose seats. Specifically identified seating will be available for speakers.

14. Delegates are reminded that mobile telephones should be either switched off or on silent mode during all proceedings.

### V. PARTICIPATION AND COSTS

15. Participating governments, observers, intergovernmental organizations and nongovernmental organizations as well as academia, development think-tanks and the private sector are responsible for the costs of participation of their delegates.

### VI. ACCOMMODATION

16. Delegates are responsible for reserving their hotel accommodation. Details of hotels and rates are attached as Annex I. Please note that there is considerable demand for hotel rooms in The Hague at this time of year and delegates are advised to make their reservations as soon as possible.

17. The Hague Marriott Hotel (venue of the meeting) offers a special rate of EUR 129 p.n. for those attending these meetings. Spaces are limited, therefore early reservation is recommended. Bookings should be made online via the following link: [Book your group rate for Common Fund for Commodities](#)

### VII. IMMIGRATION FORMALITIES

18. Delegates must be in possession of a passport valid for at least six months beyond the date of entry into The Netherlands.

19. Delegates from countries whose citizens require a visa to enter The Netherlands should apply for one in advance at their nearest Dutch embassy or consulate.
20. To find out whether you require a visa, go to the web site of the Immigration and Naturalisation Service (IND) of The Netherlands (https://ind.nl/en/short-stay/Pages/Holiday-and-family-visit.aspx) or the Dutch Ministry of Foreign Affairs (https://www.netherlandsandyou.nl/travel-and-residence/visas-for-the-netherlands/applying-for-a-short-stay-schengen-visa) and click on the name of your country.

21. Delegates requiring a letter of invitation to assist them with obtaining a visa to attend the meeting should request this in writing as soon as possible (cfc30years@common-fund.org), giving details of their full name, passport number, date of issue and expiry date. The letter of invitation will be sent electronically to delegates to forward to the Dutch embassy or consulate in their country. Delegates are advised to apply well in advance of the meetings to avoid delays in issuing visas.

VIII. TRANSPORTATION FROM AIRPORTS TO THE HAGUE

22. The airports closest to The Hague are Amsterdam Schiphol Airport and Rotterdam/The Hague Airport.

FROM SCHIPHOL AMSTERDAM AIRPORT TO THE HAGUE

23. A taxi rank is located outside the Arrivals Terminal. The cost for a taxi to The Hague is approximately €85. You can also arrange a taxi in advance via Hofstad Taxi (T: +31 (0)70 346 2626, E: bestellingen@hofstadtax.nl) for approx. €65, or take an Uber.

24. There is a train station directly underneath the Atrium main hall of Schiphol Airport accessible from all Schiphol Arrival Terminals. Single tickets to The Hague cost approx. €10.

25. During daytime, trains from the airport to The Hague Central Station run every 30 minutes at :27 and :57 and to The Hague Hollands Spoor at :13 and :43. Please note that there are two different types of trains, for a quick ride to The Hague be sure to board an Intercity Train. Tickets can be bought at the counter or from the vending machines, which have several language options including English and French.

FROM ROTTERDAM/THE HAGUE AIRPORT TO THE HAGUE

26. Bus 33 rides every 15/30 minutes and provides connection to RandstadRail metro line E (Station Meijersplein). RandstadRail (metro line E) provides speedy access every 15 minutes to The Hague Central Station (travel time 30 minutes).

IX. LOCAL TRANSPORTATION

27. To commute between station and your hotel, you may wish to take a taxi or Uber. Taxis are available outside the stations and cost €15-€20.

28. Alternatively you may wish to take Tram #16 (direction Statenkwartier) from The Hague Central Station and get off at the stop “Gemeentemuseum/Museon” or from The Hague Hollands Spoor Tram #1 (direction Scheveningen Noord) and get off at the stop “Adriaan Goekooplaan”.

29. To get to the Marriott Hotel, follow the flags in the middle of the street upon exiting your hotel.

30. There is a useful web site to plan your travel from/to the airport, and within The Netherlands (9292.nl/en). The same web site also has an application that works on your smartphone and it is available in English or simply use www.google.nl/maps.
X. LANGUAGES AND DOCUMENTATION

31. The official language of the Organisation is English.

32. Simultaneous interpretation into Arabic, Chinese, French, Russian and Spanish will be available.

33. The venue has free Wi-Fi facilities and there will be adequate electrical outlets for delegates to use and recharge devices. Members are encouraged to bring their tablets or notebooks to the meetings they are involved in, rather than using hard copies of documents. Once published, agendas and documents can be downloaded from the CFC web site at: www.common-fund.org.

34. The agenda and documents for the Governing Council meeting, however, are solely available in the restricted area of the web site. The password for these documents will be provided to Members only.

XI. SPEAKERS

35. To facilitate the work of the interpreters and secretariat staff, speakers are requested to submit in advance and as early as possible copies of their statements and/or presentations to the CFC secretariat.

XII. CONTACT INFORMATION

36. Should you have any additional queries, please direct them to Ms. Joyce Rodriguez or Ms. Ute Langhammer who will handle all enquiries related to the anniversary event.

E: cfc30years@common-fund.org
T: +31 (0)20 575 4949
# ANNEX I - List of Hotels

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Classification</th>
<th>Price (EUR) p.n.</th>
<th>Breakfast (EUR)</th>
<th>Distance to venue</th>
<th>Web site</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Marriott Hotel The Hague</td>
<td>Johan de Wittlaan 30 2517 JR The Hague</td>
<td>★★★★</td>
<td>129.00</td>
<td>included</td>
<td>0.0 km</td>
<td><a href="https://www.marriott.com/hotels/travel/rtmmc-the-hague-marriott-hotel/">https://www.marriott.com/hotels/travel/rtmmc-the-hague-marriott-hotel/</a></td>
</tr>
<tr>
<td>3 Best Western Hotel Den Haag</td>
<td>Groothertoginnelaan 44 2517 EH Den Haag</td>
<td>★★★</td>
<td>from 110.00</td>
<td>12.75</td>
<td>0.9 km</td>
<td><a href="https://www.bestwesterndenhaag.nl/en/">https://www.bestwesterndenhaag.nl/en/</a></td>
</tr>
<tr>
<td>4 B-Aparthotel Kennedy</td>
<td>Stadhoudersplantsoen 18 2517 JL The Hague</td>
<td></td>
<td>from 120.00</td>
<td>included</td>
<td>0.4 km</td>
<td><a href="https://b-aparthotels.com/#landing">https://b-aparthotels.com/#landing</a></td>
</tr>
<tr>
<td>5 Hotel Sebel</td>
<td>Prins Hendrikplein 20 2518 JC The Hague</td>
<td>★★★</td>
<td>from 74.00</td>
<td>included</td>
<td>1.6 km</td>
<td><a href="https://www.hotelsebel.nl/en/">https://www.hotelsebel.nl/en/</a></td>
</tr>
<tr>
<td>6 Fletcher Stadshotel Den Haag</td>
<td>Laan van Meerdervoort 108 2517 AS The Hague</td>
<td>★★★★</td>
<td>from 129.00</td>
<td>13.00</td>
<td>1.3 km</td>
<td><a href="https://www.stadshotelddenhaag.nl/nl">https://www.stadshotelddenhaag.nl/nl</a></td>
</tr>
<tr>
<td>7 Court Garden Hotel - Ecodesigned</td>
<td>Laan van Meerdervoort 96 2517 AR The Hague</td>
<td>★★★</td>
<td>from 84.00</td>
<td>included</td>
<td>1.4 km</td>
<td><a href="https://www.hotelcourtgarden.nl/en/">https://www.hotelcourtgarden.nl/en/</a></td>
</tr>
<tr>
<td>8 Staten Hotel</td>
<td>Frederik Hendriklaan 299 2582 CE The Hague</td>
<td>★★</td>
<td>from 73.00</td>
<td>included</td>
<td>0.9 km</td>
<td><a href="http://statenhotel.nl/">http://statenhotel.nl/</a></td>
</tr>
<tr>
<td>9 Easy Hotel Den Haag</td>
<td>Parkstraat 31 2514 JD The Hague</td>
<td>★★</td>
<td>from 46.00</td>
<td>not available</td>
<td>2.5 km</td>
<td><a href="https://www.easyhotel.com/nl/hotels/netherlands/den-haag/101947">https://www.easyhotel.com/nl/hotels/netherlands/den-haag/101947</a></td>
</tr>
</tbody>
</table>
ANNEX II - Provisional Timetable

PROVISIONAL TIMETABLE

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday, 3 December 2019</strong></td>
<td>08:30 – 12:00</td>
<td>Registration</td>
</tr>
<tr>
<td></td>
<td>10:00 – 11:00</td>
<td>Opening of Governing Council Meeting &amp; High Level Opening of 30th Anniversary Event</td>
</tr>
<tr>
<td></td>
<td>11:30 – 12:30</td>
<td>Session 1</td>
</tr>
<tr>
<td></td>
<td>12:30 – 14:00</td>
<td>Lunch Break</td>
</tr>
<tr>
<td></td>
<td>14:00 – 15:00</td>
<td>Session 2</td>
</tr>
<tr>
<td></td>
<td>15:30 – 16:30</td>
<td>Session 3</td>
</tr>
<tr>
<td></td>
<td>16:30 – 18:00</td>
<td>Session 4</td>
</tr>
<tr>
<td></td>
<td>18:00 – 20:00</td>
<td>Reception in the Tuinzaal of the Gemeentemuseum The Hague (City Museum The Hague)</td>
</tr>
<tr>
<td><strong>Wednesday, 4 December 2019</strong></td>
<td>07:30 – 11:00</td>
<td>Registration</td>
</tr>
<tr>
<td></td>
<td>08:30 – 13:30</td>
<td>Governing Council Meeting (cont’d)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Adoption of Agenda</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- National Statements</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Optional: Arrangements for holding Regional Group Meetings at the request of Member Countries</td>
</tr>
<tr>
<td></td>
<td>13:30 – 15:00</td>
<td>Lunch Break</td>
</tr>
<tr>
<td></td>
<td>15:00 – 17:00</td>
<td>Governing Council Meeting (cont’d)</td>
</tr>
</tbody>
</table>

**Notes:**

1. **There will be one team of interpreters on 3 and 4 December 2019 – available from 10:00-18:00 and 08:30-17:00**
2. **Lunch breaks will be held at convenient times during the proceedings (a light lunch will be provided by the CFC on 3 December only)**
3. **One coffee break each will be held during the morning and afternoon session**
4. **Coffee and tea will be available throughout the day in the hallways**

The programme will be available at the CFC web site [www.common-fund.org](http://www.common-fund.org).