



Training Workshop on

**Contribution of the focal points in the efficient conduct
of the modernization processes of the Member States
administrations and civil services**

Cotonou (Benin), September 28, 29 and 30, 2016

Registration Form

■ PARTICIPANT

Mrs., Miss, Mr. Surname: First Name

Function:

Telephone: Fax: E-mail:.....

■ REGISTRATION CRITERIAS

1/ To be registered this form should be sent back to the following address :

Observatoire des Fonctions Publiques Africaines (OFPA) – Secrétariat Exécutif
04 BP 0595 Cotonou BENIN

Tél : (229) 21 30 33 68

Fax : (229) 21 30 31 99

E-mail : ofpaofpa@yahoo.fr

2/ Once filled, the forms will be sent back latest on the **15th September 2016**.

5/ There is no fee required for the registration. However, each participant from outside of Benin should provide his own transport and accommodation at Cotonou.

■ IMPORTANT

1/ Non residential participants are invited to communicate on time their flight plan details and all informations relative to their accommodation to facilitate their reception at Cotonou airport and rooms booking at hotel. Find attached please an indicative list of hotels.

2/ Should you require any other information, it's preferable to use OFPA email address (ofpaofpa@yahoo.fr).

3/ The registration form is available on our website and can be downloaded, filled and sent by email.

Website: www.ofpa.net

4/ The Managers identified to attend this training program are invited to take along with them all the documents in line with the workshop topic and which could be analyzed during the training course.