

ADMINISTRATIVE INFORMATION NOTE

**MIP/MIPESA/RAOPAG MEETING
LUSAKA, 12-16 NOVEMBER 2007
TAJ PAMODZI HOTEL**

The WHO Representative Office welcomes you to LUSAKA

This note includes general information on the administrative and logistical arrangements which have been made to ensure the smooth running of the meeting.

1. Entry visa

Generally, foreigners need a visa and a passport valid for three months beyond the date of entry. Visas are issued at Zambia Embassies and High Commissions at country of origin.

Nationals of the following COMESA and SADC countries could obtain entry visas at the ports of entry or Zambia missions abroad; Angola, Burundi, Comoros, Democratic Republic of Congo, Djibouti, Egypt, Eritrea, Ethiopia, Madagascar, Mozambique, Rwanda, Somalia and Sudan.

2. Vaccination requirements:

All visitors to Zambia must have been vaccinated against Yellow Fever. The completed International vaccination certificate must be shown as proof. An anti-malarial treatment is advised before, during and after the visit for those participants coming from non-endemic areas.

3. Accommodation

All external participants will be booked into the Taj Pamodzi Hotel in Lusaka at a negotiated WHO rate of **US\$125 per night** for a single room, or **US\$150 per night** for a double room. These rates are inclusive of a full breakfast and 10% service charge.

Address: Taj Pamodzi Hotel
Church Road
Lusaka- 10101
Tel: + (260-1) 254455
Fax: +(260-1) 250995, 254005
pamodzi.lusaka@tajhotels.com

4. Meeting venue

The meeting will take place in the conference room of the **Taj Pamodzi Hotel**.

The conference fee is **US\$54 per participant/day** which includes:

- Buffet lunch
- Two bottles of Mineral Water per day
- Two services Tea/Coffee/Assorted sandwiches or cookies
- One flip chart board with one set of paper per day
- Pens and Markers

Please confirm your participation and duration of your stay urgently to enable adequate arrangements.

5. Per diem

The official United Nations per diem rate for Lusaka Taj Pamodzi Hotel is **US\$ 248/day** as of Oct. 30th 2007.

Please be reminded that, WHO staff should arrange for the payment of their per diem in their country of origin before departure, as per WHO rules.

6. Additional facilities

Transportation is available by the Hotel from and to the airport at **US\$12 per person for one way**. Reservation of the shuttle bus is necessary, so please indicate your landing details.

Internet: there is broadband facility at the Hotel at **US\$12 per day**.

7. Meeting registration

Meeting registration for participants will take place at the meeting venue at the start of the meeting.

8. Reconfirmation of air tickets

Please contact the meeting secretariat at registration regarding reconfirmation of plane tickets.

9. Useful contacts

Office of the WHO Representative, Lusaka:

- i. Dr. Fred Masaniga, National Professional Officer, Tel: (260-1) 255322; 255336; 255398
- ii. Dr. Elisabeth Chizema, National Malaria Control Program Manager, Tel:
- iii. Mrs Catherine Phiri, Senior Secretary, Tel: (260-1) 255322; 255336; 255398
- iv. Mrs Joyce Jere, Administrative assistant, Tel: (260-1) 255322; 255336; 255398

Other:

- v. Mrs. Gaudin-Billaudaz, Secretary, MPS/HQ
Tel: (41) 22 791 2263

10. General information about Zambia (See attached).

GENERAL INFORMATION ON ZAMBIA

Business hours

Government offices are open from 08h00 to 17h00, Monday to Friday. Closed from 13h00 to 14h00.

Bank hours are 08h15 to 14h30 hours Mondays through to Fridays and 08h15 to 10h30 hours on 1st and last Saturdays of the month.

Shops are generally open from 08h00 to 17h00, Monday to Friday although some stay open until 19h00 and on Saturdays from 08h00 to 13h00 although some stay open till 17h00.

Climate

Zambia has three distinct seasons. December to April: warm and wet, May to August: cool and dry, September to November: hot and dry. Average temperatures in summer range from 25°C to 35°C and in winter from 6°C to 24°C.

Time

Zambia is two hours ahead of Greenwich Mean Time, one hour ahead of Central European Time, seven hours ahead of Eastern USA time and ten hours ahead of Western USA time.

Currency

The Kwacha has denominations of 50, 100, 500, 1'000, 5'000 and 10'000, 20'000 and 50'000 Kwacha notes. As of October 2006 US\$1 = K3'845, but this rate fluctuates regularly.

Credit cards

Most hotels, restaurants, travel agencies and the bigger shops will take major credit cards. Most of the bigger banks will advance local currency against a credit card. Standard Chartered, Stanbic and Barclays Banks have ATMs, which accept Visa cards for cash.

Departure Tax

Departure tax at airports is US\$25 (international) and US\$8 (domestic), payable in hard currency. Traveller's cheques are not acceptable. Most plane tickets issued are now inclusive of the departure tax.

Emergency numbers

Emergency- 999

Police- 991

Energy

Local current is 220v, 50 cycle AC

Language

There are over 73 dialects spoken in Zambia, but the official language is English. All media and business is in English and most Zambians speak it fairly well. Bemba is the next most commonly understood language, followed by Nyanja Tonga, Luvale, Lozi, Mambwe and Tumbuka.

Public transport

There are many taxis available. Prices are negotiable.

Security

Petty theft is as common as any major city where unemployment is high. Be very awake when walking around carrying anything of value, there are master pickpockets here and there. Never leave your vehicle unlocked and never change money on the streets. For the most part, however, Zambians are very friendly and helpful.