



United Nations



Africa Expert Consultation

Implementing the Addis Ababa Action Agenda and the Sustainable Development Goals: The Importance of Strengthening Municipal Finance

Dar es Salaam, Tanzania
29 February-1 March 2016

LOGISTICAL NOTE

Organizers: United Nations Capital Development Fund (UNCDF), in co-operation with the Financing for Development Office of UN-DESA and the Government of Tanzania

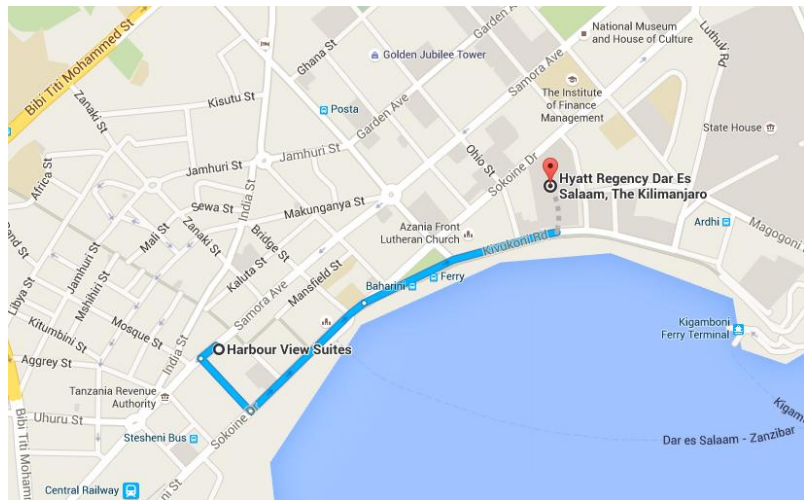
1. Meeting Venue	<p>Hyatt Regency Dar es Salaam, The Kilimanjaro Conference Room “Zanzibar”</p> <p>Address: Kivukoni Rd, Dar es Salaam 9574, Tanzania</p> <p>E-mail: daressalaam.kilimanjaro@hyatt.com</p> <p>Phone: +255 764 701 234</p> <p>Website: http://daressalaam.kilimanjaro.hyatt.com</p>
2. Accommodation	<p>UNCDF has blocked rooms for delegates at the Harbour View Suites Hotel.</p> <p>Address: Samora Ave, Dar es Salaam, Tanzania</p> <p>Email: sales@harbourview-suites.com (Ms. Lulu Cameron)</p> <p>Phone:+255 22 212 4040</p> <p>Website: http://www.harbourview-suites.com/</p> <p>Single occupancy accommodation (2 nights; checking in on 28 February and checking out on 1 March 2016) is booked for the duration of the meeting.</p> <p>Check-in: Sunday 28 February 2016 Check-out: Tuesday, 1 March 2016*</p> <p>UNCDF will cover the room costs for 2 nights only. Delegates who would like to extend their stay before or beyond the meeting dates need to arrange on their own at their own expense.</p> <p><i>*For those participants whose flights depart on Wednesday 2 March, the organizers will extend the hotel accommodation for 1 extra night.</i></p>
3. Travel Arrangement	<p>Sponsored delegates travelling internationally will be provided with a return air ticket (most direct and economical route in economy class), arranged by UNCDF.</p> <p>Official arrival date is Sunday 28 February 2016 Official departure date is Tuesday 1 March 2016*</p> <p><i>*For those participants whose flights depart on Wednesday 2 March, the organizers will extend the hotel accommodation for 1 extra night.</i></p>
4. Passport and Visa Requirement	<p>Each participant is required to ensure they have an appropriate entry visa to the United Republic of Tanzania. For participants who</p>

	<p>have the UNCDF 'group visa', please bring the confirmation letter that will be emailed to you. For participants who do not need a visa, please bring the invitation letter from UNCDF Tanzania with you.</p> <p>Citizens of the following countries DO NOT require a visa:</p> <ul style="list-style-type: none"> • Barbados • Botswana • Gambia • Ghana • Hong Kong • Jamaica • Kenya • Lesotho • Malaysia • Malawi • Mozambique • Namibia • Uganda • South Africa • Swaziland • Zambia • Zimbabwe • For complete list click here <p>UNLP Staff holding a UNLP should obtain official visa prior to departure to Dar es Salaam.</p>
<p>5. Transportation</p>	<p>1) All participants are to take local transport to the hotel.</p> <p>The airport is 10 km from the city center. As of 2015, a taxi cartel established at the airport. Drivers will still come up to you as soon as you leave the airport building. Prices are fixed at \$30 USD for non-residents for a ride to the city centre.</p> <p>Avoid paying in US Dollars to get the best taxi prices. If you tell the drivers you have no US Dollars, but can pay in Shillings, you may be able to get away with paying the resident rate of 30,000Tsh to the city center - about half price.</p>

There are a few ATMs at the airport that you can use to withdraw local currency. However, it is advisable to also carry a hard currency that can be exchanged at the airport Bureau de Change if necessary. Note that the Bureau de Change is not 24 hours.

Participants can also contact Harbour View Hotel and arrange hotel pick up and drop off at the airport.

- 2) Transportation from the Harbour View Suites to the meeting venue will be provided by the organizers. The distance between Harbour View Suites and the Hyatt Regency Dar es Salaam, The Kilimanjaro, is about 1.1 km. Details will be provided at the Harbour View Suites upon arrival.



6. Meals and Daily Subsistence Allowance

The following items will be provided by UNCDF:

- 1) A round trip air ticket, most direct and economical route in economy class;
- 2) 2 night single occupancy accommodation at the Harbour View Suites Hotel.* Please note that delegates are responsible for the costs of in-room services, mini bar, laundry and other personal expenses;

**For those participants whose flights depart on Wednesday 2 March, the organizers will extend the hotel accommodation for 1 extra night.*

- 3) Breakfast (Monday 29 February – Tuesday 1 March 2016)
Lunch (Monday 29 February – Tuesday 1 March 2016)

	<p>As per UNDP/UNCDF Rules and Regulations, where accommodation and meals are provide by the meeting organizers, the participants receive reduced DSA since they will not need to cover those costs.</p> <p>4) Only officially invited and registered delegates will be provided with terminal expenses and a reduced rate daily subsistence allowances (DSA) as well as reimbursement of Tanzania visa fee.</p> <p>*Delegates are required to submit their boarding pass and receipt of Tanzania visa fee to the assigned UNCDF staff for audit purposes.</p>
<p>7. Foreign Language Interpretation</p>	<p>The workshop will be conducted in English and French. There will be simultaneous interpretation in both languages.</p>
<p>8. Special Dietary Requirements</p>	<p>Delegates are requested to inform UNCDF 1 week in advance of any special dietary requirements for prior arrangement with the hotel.</p>
<p>9. General information</p>	<p><u>Weather conditions</u> On average, February is the warmest month. In March, temperature levels fluctuate between 26 and 31 degrees Celsius. Rain season begins in March; there may be occasional light rain.</p> <p><u>Time zone</u> Dar es Salaam’s time zone is UTC/GMT +3 hours.</p> <p><u>Exchange rate</u> 1 USD = 2,183 Tanzanian Shilling (TZS) 1 TZS = 0.000458010 USD</p> <p><u>Electrical Plug/Outlet and Voltage Information</u> "Type G " British BS-1363. (http://www.adaptelec.com/index.php?main_page=document_general_info&products_id=234)</p> <p><u>Tipping</u> Tipping in Tanzania is not expected, but certainly appreciated. If you feel that the quality of service you have received is good, then it is now customary to leave a tip to show your appreciation to those who have served or guided you. (http://www.tripadvisor.com/Travel-g293747-s606/Tanzania:Tipping.And.Etiquette.html)</p>
<p>10. Other Logistical Information</p>	<p><u>Medical Services</u> Participants are responsible for making their own travel or health insurance arrangements and other forms deemed appropriate.</p>

	<p>Make sure that you are covered by your health insurance provider during your stay. The United Nations does not take responsibility for the ill health of any participants during their stay.</p> <p>Delegates are requested to please provide us with your emergency contact (name / e-mail address/ phone number). This is mandatory as a part of security measures.</p>
<p>11. Emergency Contacts</p>	<p><u>Police Assistance</u></p> <p>The 24 hour emergency number is 112.</p> <p><u>Medical Information</u></p> <p>There is a UN clinic in Dar es Salaam. The UN Physician is Dr. Evarist Temu mobile: +255-784625573; email: evarist.temu@undp.org.</p> <p>The doctor can provide a longer list of medical facilities, but information on commonly used medical facilities is:</p> <p>IST Medical Clinic +255-22-2601307 / +25522-260-1308 24 Hours +255784783393</p> <p>Aga Khan Hospital +255-22-2115151/53 24 hour emergency response ambulance +255-22-276-0087/9 +255-744-777-100</p> <p>Premier Care Clinic +255222664240 +255 22 266 83 85 +255 22 266 42 39 Contact numbers of UNDSS Tanzania are with your Security Focal Point who has the UNDSS phonebook.</p>
<p>12. Contact details</p>	<p>For any questions pertaining to the meeting or other logistical queries, please contact:</p> <p>Simona Santoro Policy Specialist, UNCDF</p>

Mobile phone: +1-609-510-4566
E-mail: simona.santoro@uncdf.org

Andulile Mwabulambo
Programme Associate, UNCDF
Mob: +255 715 049425
andulile.daud.mwabulambo@uncdf.org

Jacqueline Namfua-Mwombela
Communication, Partnerships & Resource Mobilization Specialist,
UNCDF
Mob: +255 754711073
jacqueline.namfua@uncdf.org