

**Fifth Conference of African Ministers Responsible
for Civil Registration**
Mulungushi International Conference Centre
Lusaka, 14-18 October 2019

CRMCS/2019/INF/1

Information note



Photo credit: UNICEF/Zambia/2016/Karin Schermbrucker

Conference theme

*Innovative Civil Registration and Vital Statistics systems:
Foundation for Legal Identity Management*



APAI-CRVS
Everyone visible in Africa



**Decade for Repositioning
of Civil Registration and
Vital Statistics in Africa
2017-2026**

Conference venue

The fifth Conference of African Ministers Responsible for Civil Registration will be held at the Mulungushi International Conference Centre (MICC) in Lusaka, Zambia from 14 to 18 October 2019. MICC is centrally located on Great East Road. Participants will enjoy the location with its beautiful natural environment, and its proximity to major shopping malls, Mandahill, Arcades and East Park. Banks, ATMs and bureaux de change can be found in most shopping malls. The banks are open Monday to Friday, from 8 a.m. to 4.30 p.m., while the bureaux de change in shopping malls are open until 6 p.m. Credit cards, in particular, Visa and Mastercard are accepted in most hotels and shops. The major hotels near the conference centre include Radisson Blu, Protea Arcades Marriot, Protea Lusaka Tower and Neelkanth Sarover Premier.

Registration

Registration and issuance of conference ID cards and bags will start on Sunday, 13 October between 8 a.m. and 5 p.m. at the Conference Centre. Registration will also take place on Monday, 14 October between 7 a.m. and 9 a.m. before the official opening of the conference. Once they have registered, participants will be required to wear their badges throughout the day, in order to be allowed entry into the Conference Centre. Participants should ensure they present their invitation and passports for onsite accreditation.

Conference website

The conference websites are available at:

<http://www.apai-crvs.org/CR5>

<https://www.moha.gov.zm/com/>

<https://au.int/en/newsevents/20191014/fifth-conference-african-ministers-responsible-civil-registration>

The agenda, the concept note and other documents related to the conference are available on these websites.

Weather and time

The height above sea level of Zambia offers a more pleasant climate than that experienced in most tropical countries. Zambia has three seasons: cool and dry from May to August, hot and dry from September to November, and warm and wet from December to April. Delegates should expect hot weather in October this year. Zambian time is two hours ahead of GMT (+2).

Visas and immigration

The Department of Immigration will issue visas on arrival to all delegates who require visas to enter Zambia **upon presentation of their official conference invitation letter**. The Department of Immigration also requires that each participant be in possession of a passport that is valid for at least 6 months at the time of travel.

A Zambian visa costs US\$ 50 per person. Holders of diplomatic passports and United Nations Laissez Passer will receive visas gratis.

Delegates who require visas to enter Zambia are also strongly encouraged to apply and obtain visas online via the immigration website on <http://www.zambiaimmigration.gov.zm/>.

Daily subsistence allowance (DSA) and other money matters

For sponsored participants, the rates will be determined by the sponsoring organization. Please check the rates with your sponsor and how your DSA, accommodation and other costs will be covered. Participants will be responsible for paying the hotel directly for their accommodation and any other expenses before checking out.

Currency

The Zambia currency is the Zambian kwacha (K). In 2019, the exchange rate has been fluctuating around US\$1.00 = K13. Hotels, banks and bureaux display the official exchange rates within their premises for your easy reference. Delegates are strongly discouraged from exchanging money on the streets as it is illegal to do so and may lead to prosecution. In addition, the risk of buying counterfeit notes is high.

Mobile phone services

There are three mobile phone service providers: Airtel, MTN and Zamtel. SIM cards are readily available at a cost of \$0.45 from the mobile phone service providers' branches, which are conveniently located at the airport and in shopping malls, among other places. You will need to present your passport as SIM registration is a requirement by law. Depending on the service provider in your country, you can also roam while in Zambia. The Zambia country code is +260.

Airlines

Several international and local airlines operate to and from Lusaka, including Emirates, Kenya Airways, Air Tanzania, Air Namibia, Turkish Airlines, South African Airways, Ethiopian airlines and Proflight. It is recommended that participants secure their return or onward air passage prior to their arrival in Lusaka.

Airport reception and transportation

The host country will provide transportation to participants from the airport to the recommended hotels. Shuttle bus services will also be provided from these hotels to the conference venue. The recommended hotels will have an information stand for any queries. Shuttle buses will be available to participants travelling between the recommended hotels and the conference venue in the mornings and at the end of the daily sessions.

Recommended hotel accommodation

Recommended hotels and negotiated rates are given in the schedule below. Delegates are required to book directly with the recommended hotels. For security and efficiency purposes, transport to and from the venue of the conference will only be assigned to recommended hotels. Delegates who require further details or clarifications on accommodation bookings may contact the support secretariat team: Jessica Mulenga via email nizuhile@gmail.com and mobile +260 979187959; and Janet Mwansa Pinami via email mwansajanetpinami@gmail.com and mobile +260 966 187556. Please see the list below to facilitate your booking:

Recommended hotels close to Mulungushi International Conference Centre

No.	Hotel and contact details	Type and number of Rooms	Negotiated rate (United States dollar)
1	Southern Sun Ridgeway Hotel Tel: + 260 211 251666 Email: res@southern.sun.co.zm or SSRidgeway.Reservations@tsogosun.com	Standard rooms (70)	149
2	Intercontinental Hotel Tel: +260 211 250000 Email: reservations@lusaka.com or banquets.iclusaka@ihg.com	Deluxe Rooms (60) Business (30) Club Room (30) Business suite (30)	130 180 210 310
3	Taj Pamodzi Hotel Tel: +260 211 254455 Email: sales.lusaka@tajhotels.com	Superior (100) Standard executive (40) Junior suite (11) Deluxe suite (2) Deluxe (38)	120 135 200 450 155
4	Radisson Blu Hotel Tel: +260 211 368900 Email: daisy.mushimbwe@radissonblu.com	Superior (60) Executive (10) Suites (10)	180 230 300
5	Protea Arcades Marriot Hotel Tel: +260 211-375810 Email: reservations2@proteahotels.co.zm	Standard (46) Executive (4)	138 160
6	Protea Lusaka Tower Hotel Tel: +260 211 375800 Email: reservations2@phlusakatower.co.zm	Standard (46) Executive (4)	143 159
7	Neelkanth Sarovar Premiere Tel: +260 211 427 700 Email: reservations@neelkanthsarovarpremiere.com	Deluxe suite (64) Exe twin suite (16) Premium suite (2)	177 115 600
8	Cresta Golfview-Lusaka Tel: +260 211 290770/290718 Email: functionsgolfview@cresta.co.bw	Standard (78) Executive (100) Apartments (108) Twins (95)	83 100 108 95

9	Le Elementos Hotel by Mantis Tel: +260 211 251 441/2 Email: reservations@leelementos.com	Copper suites (6) Baobabs suites (5) Cobalt suites (2)	200 200 200
10	Grand Palace Hotel Tel: +260 211-251010/14/28 Email: info@grandpalacez.com	Standard (88)	100
11	Golden Peacock Hotel Tel: +260 962 111 222 Email: shirleyyan56@gmail.com	Twin rooms (35) Double rooms (36) Executive rooms (6) Presidential suite (3)	80 70 167 334
12	Falls Way Apartments Tel: +260976 024254 Email: management@fallswayapartments	Apartment suites	135
13	Melsim Lodge Tel: +260 211 845784 Email: melsim.lodge@yahoo.com	Twin rooms (8) Single rooms (47)	62 46

Entertainment and shopping

There are several big shopping malls close to the major hotels such as Manda Hill Mall, Arcades, Levy Junction, East Park and Centro Mall. Most of these malls offer diverse types of shopping and entertainment and services, including restaurants, pubs, supermarkets, banks, bureaux de change, coffee shops, cinemas and art markets. The supermarkets in malls are open from 8 a.m. to 8 p.m., from 8 a.m. to 10 p.m. for restaurants, and pubs and night clubs are open very late.

Tourist activities to explore

Zambia offers numerous tourist attractions that will take your breath away. For Lusaka and surrounding areas, delegates can choose from many activities and visits, including a city tour, the Kabwata Cultural Village, Lusaka Museum, Lusaka National Park, Lilayi Elephant Orphanage, Chaminuka/Lilayi Game Reserve and Protea Chisamba. For those wishing to venture outside Lusaka, the Mighty Victoria Falls in Livingstone (450 kms from Lusaka) is waiting for you. Domestic flights area available. Other recommended places include the Kafue, Mfuwe and Lower Zambezi National Parks. For full details on tourist attractions in Zambia, delegates are encouraged to visit the Zambia Tourism Agency (ZTA) (**see the website:** www.zambia.travel). Packages can be arranged for delegates wishing to make bookings. Check the conference website on **TOURS**. For further information, contact Ruth Kambalakoko (at ruth.kambalakoko@zambia.travel or ruthkambalakoko@yahoo.com). There will be a booth at the Conference Centre for delegates who would like to obtain more information on tourism options.

Language

The official language of communication in Zambia is English. The country also has about 73 local languages, the main ones being Nyanja, Bemba, Tonga, Lozi, Lunda, Kaonde and Luvale.

Electrical plug/outlet and voltage information

Voltage: 220-240 Volts AC. Zambia uses power outlets and plugs of types C, D and G.

Health services

A clinic will be set up at the conference venue. In case of serious health cases, there are many reputable hospitals close to the conference venue such as the Coptic Hospital, Care for Business, University Teaching Hospital, Levy Mwanawasa Hospital and Fairview Hospital.

A valid yellow fever certificate is needed upon arrival.

Security

While Lusaka is a peaceful and safe place, participants are advised to take the precautions necessary and remain alert as you would be when visiting any city at any time but especially at night. Ensure that you carry your passport with you at all times for easy identification should you encounter law enforcement officers in their routine duties. For participants who would like to explore the city, ensure you use registered taxis. Most major hotels will be able to recommend registered and reliable taxis. A security briefing will be conducted at the start of the conference.
