

**Special Session of the Regional Coordination Mechanism for Africa (RCM-Africa)
24 February 2020
on the margins of the Sixth Session of the Africa Regional Forum on Sustainable
Development (ARFSD-6)
24 February to 27 February 2020**

Victoria Falls, Zimbabwe

INFORMATION NOTE FOR PARTICIPANTS

Dear Esteemed Participants,

On behalf of the United Nations Economic Commission for Africa (UNECA), we would like to take this opportunity to thank you for accepting the invitation to participate in **Special Session of the Regional Coordination Mechanism for Africa (RCM-Africa), 24 February 2020, on the margins of the Sixth Session of the Africa Regional Forum on Sustainable Development (ARFSD-6), 24 February to 27 February 2020**. For information regarding the 2020 ARFSD can be found on the ECA web page for the Forum (www.uneca.org/arfsd2020). Below, please refer to some pertinent information:

1. Venue

The Special Session of RCM-Africa, scheduled for **24 February 2020**, will take place at the Elephant Hills Resort, in Victoria Falls, Zimbabwe. Contact details are in the following: **Nokuthaba Nyandoro**, email: bqmgr@ehr.africansun.co.zw. For reservations: e-mail: reservationsmgr@ehr.africansun.co.zw. The hotel website is www.elephanthillshotel.com

2. Conference venue and hotel accommodation

Some of the Forum participants will be accommodated at the venue (Elephant hills hotel and resort), which is situated on a small hill overlooking the Zambezi River, 4km upstream from the Victoria Falls. The resort is equipped with advanced conferencing amenities suitable for large conferences, which will be supplemented by conference tents due to the large number of participants expected. All participants are kindly requested to contact designated hotels (listed in Appendix II) directly to arrange, confirm and guarantee their bookings. Participants will be responsible for bearing all the costs associated with their accommodation. Special United Nations rates are available to participants for rooms booked at the hotels. All participants are kindly requested to note that the meeting organizers will not be in a position to provide hotel accommodation to those who fail to arrange their hotel accommodation directly with the recommended hotels.

For sponsored participants, accommodation expenses will be covered by the participant directly to the hotel from h/her Daily Subsistence Allowance (DSA) which will be provided in Victoria Falls, at the Elephant Hills Resort. Exact date and time will be communicated in due course. Additional charges for telephone calls, faxes, mini bar, etc. are also the responsibility of each participant.

3. Visa and immigration requirements

All participants must have a passport that is valid for at least three months and should check the visa requirements to enter Zimbabwe. All participants attending the meeting can obtain business visas on arrival in Harare or Victoria Falls Airports, where they will be required to produce and present their invitation letter to the immigration authorities. Thus, kindly ensure you print and bring with you the invitation letter.

Visas and entry permits, where required, shall be granted free of charge, as speedily as possible and no later than two weeks before the date of the opening of the Forum, provided that applications for visas are made at least three weeks before the opening of the Forum; if an

application is made later, the visa shall be granted no later than three days from the receipt of the application. Arrangements shall also be made to ensure that visas for the duration of the Forum are delivered at the port of entry to participants who were unable to obtain them before their arrival. Exit permits, where required, shall be granted free of charge, as speedily as possible, and in any case no later than three days before the closing of the Forum.

Participants requiring an entry visa must request the Organizing Team to provide a personalized letter for visa on arrival purpose.

The application of an entry visa to the Republic of Zimbabwe is the responsibility of each participant. Zimbabwe has three (3) Visa categories, namely A, B and C. Category A participants do not need visas to enter Zimbabwe, while Category B nationals can obtain a visa on arrival upon paying visa fees. Category C nationals are required to obtain a visa prior to travel using an online application form. Countries in the three categories are provided in Appendix I.

The online visa application for entry into Zimbabwe can be made via the e-visa website at www.evisa.gov.zw. Note that on average, it takes 2-3 days to obtain an online visa.

4. Health Care Requirements

Prior to entry, visitors to Victoria Falls should be in possession of valid health certificate for yellow fever; without which entry may be denied by the Zimbabwean Authorities. Participants should have individual responsibility for arranging their own expenses, such as life, health, and other forms of insurance coverage for the duration of the F as they deem appropriate.

In any event, ECA will not be liable for any medical/health incidental of the participants.

5. Airport reception and transportation

The host government will provide a meet and greet service at Victoria Falls airport where the Forum banner will be visible. The host government will also provide airport transfers in Victoria Falls for all participants, and daily transport to and from designated hotels to the event venue. Kindly note that participants who will not stay at the venue or designated hotels (provided in Appendix II) will be responsible for their own daily transportation to and from the venue.

6. Financial Arrangements

Sponsored participants will be entitled to receive Daily Subsistence Allowance (DSA/per diem) for the duration of the Forum and any authorized stop-over(s) in route per UN Travel Rules and Regulations. The current DSA for Victoria Falls is \$231 USD.

7. Currency

Zimbabwean operates a multi-currency system. United States Dollars (USD), South African Rand (ZAR), British Pound Sterling, Euro and Botswana Pula are legal tender, although most transactions are in US Dollars. Credit and debit cards such as American Express, Diners Club, MasterCard and Visa are accepted in Zimbabwe. ATMs are widely available.

Participants are advised to bring an adequate supply of hard currency or travellers-cheques.

8. Registration and identification badges

Online registration

All participants are encouraged to use the online registration form provided in the invitation letters well in advance to accelerate the accreditation process and the coordination of the visa processing and issuance of badges. This online system facilitates the encoding of required information from participants and the logistical preparations. All registered participants will be issued with a confirmation letter that can also be used to facilitate visa processing requirements.

Badges

Access to the meeting venue is subject to the presentation of a valid Forum badge. The host government will be issuing the Forum badges to participants on arrival at the airport (both Harare and Victoria Falls). Participants must therefore upload their passport size photo using the online registration form. For security reasons, the display of Forum badges is mandatory at all times to gain access to the Forum venue and meeting rooms. Any loss of a Forum badge should be reported immediately to the registration counter.

9. Forum languages

The working languages of the Forum are English and French.

10. Mobile Phone Services

Econet, Telecel and Netone are the main mobile Telecommunication Companies in Zimbabwe which offer SIM cards with pre-charged airtime. The cost of a 3G SIM card is 2 USD. Participants will require their passport when purchasing a SIM card from authorized stores.

Zimbabwe has roaming convention with many countries.

11. Climate

Zimbabwe has a tropical climate with many local variations. The southern areas are known for their heat and aridity, parts of the central plateau receive frost in winter, the Zambezi valley is also known for its extreme heat and the Eastern Highlands usually experience cool temperatures and the highest rainfall in the country. The country's rainy season generally runs from late October to March and the hot climate is moderated by increasing altitude.

12. Electricity Supply

Electricity supply in Zimbabwe is 220-240 volts, 50 cycles AC accessible via 13-amp, three square pin (United Kingdom) socket. An image of this socket type is included below.

13. Guidelines on Personal Security and Safety of Participants

Personal security is an individual's responsibility. The best way to be safe is to remain within the venue area and this goes a great deal in ensuring the safety of your personal security.

In any event, ECA will not be liable for the personal safety of the participants.

Additional Information

Should you require additional information regarding logistical arrangements, please do not hesitate to contact:

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We look forward to welcoming you to Victoria Falls and wish you a pleasant trip!