



**42nd SESSION OF THE ARLAC GOVERNING COUNCIL MEETING
AND HIGH LEVEL SYMPOSIUM ON
DECENT WORK IN THE GLOBAL SUPPLY CHAINS**

Avani Victoria Falls Resort – Livingstone - Zambia
15 – 19 February 2016

INFORMATION NOTE

Programme
Meeting Details
Accommodation
Attendance Form

INFORMATION NOTE

The Government of the Republic of Zambia takes this opportunity to extend its compliments to all delegates and welcomes them to the Ordinary Session of the African Regional Labour Administration Centre (ARLAC)
42nd Governing Council Meeting for Ministers and High Level Symposium
On Decent Work in the Global Supply Chains
 Livingstone Zambia, 15 - 19th February 2016.

1.	PROGRAMME	International arrivals will be expected from Saturday, 13 February 2016 and the Meeting starts on Monday, 15 February 2016. Delegates are requested to send their itineraries as indicated on the Attendance Form, to arrange to arrive in Livingstone, Zambia on Saturday/Sunday and return on Friday, 19 February 2016 after the meeting.
2.	MEETING VENUE	The venue for the Meeting will be the Avani Victoria Falls Resort (formerly Zambezi Sun Hotel) in Livingstone. Avani Victoria Falls Resort is located approximately five kilometers south of the Livingstone Central Business District.
3.	ACCOMMODATION	Participants will be responsible for their own accommodation arrangements. Livingstone has a full range of hotels and Lodges in different categories. Annex 1. Provides options that participants may use to make their accommodation arrangements. The Secretariat would be grateful to receive the composition of the delegations attending the meeting and their choice of accommodation for records. The information will be required by the Government of the Republic of Zambia to receive and assist delegates with transport to their hotels.
4.	PROTOCOL SERVICES	The delegates are required to provide their actual travelling details to facilitate protocol on arrival and departure. Protocol services will be provided at the Livingstone International Airport, Zambia. Ministers, Special Guests and other VIP's who will arrive through Lusaka will be received by protocol officials through the VIP Lounge at Kenneth Kaunda International Airport and assisted to board their connecting flights to Harry Mwaanga Nkumbula International Airport in Livingstone. Similarly, for arrivals through Harry Mwaanga Nkumbula International Airport, Protocol Officials will be on hand to receive the aforementioned through the VIP lounge and ferried to respective hotels/Lodges by appropriate means of transport. Other delegates, guests and media personnel will be received through dedicated counters set up at both Kenneth Kaunda and Harry Mwaanga Nkumbula International Airports respectively, and ferried to respective hotels/lodges by shuttle buses. The same courtesies will apply on departures.
	SECURITY	The Zambia Police Service will be responsible for public order and security in all locations and there will be controlled access to the conference
5	REGISTRATION AND ACCREDITATION	The accreditation process will include registration of participants, the issuance of a security access badge for use prior and during the conference. Accreditation for delegates attending the meeting will be conducted at the Avani Victoria Falls Resort which is the Conference venue. Passport identification will be required for issuance of accreditation. Physical registration of delegates will begin at 08:00 hours on Sunday 14 th February, 2016.
6.	FINANCIAL ARRANGEMENTS	Delegates will be responsible for their international travel and further air connections from Lusaka to Zambia as well as accommodation and subsistence while in Zambia.

7.	IMMIGRATION FORMALITIES AND VISA REQUIREMENTS	Delegates should have acceptable travel documents, which include valid passports and visas where applicable. The Zambian Immigration Department has an eVisa website which can also be used to apply for a visa in advance, which will be paid for when you arrive in Zambia.
		In case some delegates need to transit via Victoria Falls, Zimbabwe, visa requirements are obtainable on the Zimbabwe Visa page.
		The Government of the Republic of Zambia will facilitate issuance of visas at the port of entry on arrival to those delegations coming from countries that require visas prior to entering Zambia for the 42 nd Ordinary Session of ARLAC. The cost of a single visa is \$50 (USA), however, the delegates carrying Diplomatic and Official passports shall be accorded Gratis Visas.
		A Special Immigration desk will be designated for this purpose at Livingstone's Harry Mwaanga Nkumbula International Airport to facilitate immigration, customs and luggage clearance procedures.
8.	CUSTOMS FORMALITIES	All persons travelling to Zambia are required to declare their goods to the Customs authorities at the point of entry.
		However, special arrangements will be made in advance with the office of the Chief of Protocol to facilitate customs and luggage clearance procedures for Ministers and delegates on arrival at Livingstone.
9.	INSURANCE AND MEDICAL SERVICES	As per international practice all delegates are strongly encouraged to obtain medical travel insurance cover prior to their travel.
	HEALTH ALERT	It is always advisable to take malaria preventative measures when travelling to the Zambezi region.
		Following the outbreak of Ebola in West Africa, the Government of the Republic of Zambia is observing all related public health protocols as guided by the World Health Organization (WHO).
		Tap water in the City of Livingstone is safe to drink; however, bottled mineral water is readily available.
10.	HEALTH SERVICES	The Livingstone General Hospital will be available to provide both primary and emergency healthcare when required.
11.	TRAVEL TO LIVINGSTONE BY AIR	Livingstone has its own international airport, Harry Mwaanga Nkumbula International Airport. The Airport serves both international and domestic flights daily.

		In order to have a hitch free passage, delegates are strongly advised to use Harry Mwaanga Nkumbula International Airport (Livingstone). Shuttle buses will be available at Harry Mwaanga Nkumbula International Airport to ferry arriving delegates to their preferred hotels/lodges. Delegates can fly into Livingstone by connecting from transit routes such as Johannesburg by South African Airways (flysaa.com), and from Nairobi by Kenya Airways (www.kenya-airways.com). Ethiopian Airlines (www.ethiopianairlines.com) also offers regular flights to Lusaka with possible connections to Livingstone. Locally, Proflight Airlines, Zambia services the local routes between Lusaka and Livingstone. Delegates are encouraged to contact The Government of the Republic of Zambia if they decide to use Kenneth Kaunda International Airport in Lusaka as the port of entry into Zambia. It is also possible to fly to Victoria Falls Airport in Zimbabwe which is less than an hours' drive from Livingstone. Air Zimbabwe (Tel +263-4 575021); Fast Jet (www.fastjet.com); Air Namibia (www.airnamibia.com.na); have regular flights to Victoria Falls Airport.
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		The Government of the Republic of Zambia will provide the following transport: i. 1 x Car with driver for Ministers ii. Pool vehicles for the rest of the delegation between the airport, conference venue and designated hotels.
12.	AIRPORT PICK UP	Arrangements will be made for transportation of delegates from the Airport to their respective hotels. A team will be waiting in the hall of the airport (after the baggage claim and customs) holding a sign with the name of the meeting on it.
13.	TRAVEL TO LIVINGSTONE BY ROAD	Livingstone town is situated in the southern part of Zambia. The distance to Livingstone from the capital city, Lusaka is about 475 Kilometers. The city of Livingstone can be reached by Road, Air and Rail. For the purpose of the meeting the recommended means of getting to Livingstone city is either Air or Road. Good tar roads access Livingstone from Lusaka, Kazangula in Botswana and Victoria Falls in Zimbabwe. The Victoria Falls Bridge border post with Zimbabwe opens from 06h00 to 22h00. The next nearest border post is the Kazungula border with Botswana. This border crosses the Zambezi River on a pontoon ferry, and opens between 06h00 and 18h00. The Sesheke border with Namibia is crossed via the Katima Mulilo Bridge, and runs from 06h00 to 18h00. The bridge is about 200 kilometres (124.3 miles) from Livingstone town.
14.	LOCAL TRAVEL IN LIVINGSTONE	The Government will provide shuttle buses from the selected Hotels/Lodges to the conference centre for the opening and closing ceremonies, working sessions and some social events, technical tours on the official programme. Activities outside the official Conference programme will be at delegates' own expense. Taxi cabs are plentiful and normally located within the hotel premises. They are easy to spot and you will see them all over the town. The taxis are generally not metered, but there is a price range that you can get from the Civic Centre in Livingstone. Otherwise, prices are negotiable.
15.	DRESS CODE	It is advisable to include cool and light clothing. Dress code will be relatively formal including national dressing. Delegates may also come with some business casual clothing that can fit into working environment and for all functions including outdoors and field trips.

PRACTICAL INFORMATION

1.	ZAMBIA	The Republic of Zambia is a landlocked country in Southern Africa, neighbouring the Democratic Republic of the Congo to the north, Tanzania to the north-east, Malawi to the east, Mozambique, Zimbabwe, Botswana and Namibia to the south, and Angola to the west. The capital city is Lusaka, in the south-central part of Zambia.
2.	LIVINGSTONE TOWN	Livingstone town is situated in the southern part of Zambia, a few kilometers from the Zambezi River and the border with Zimbabwe.
3.	AIRPORT DISTANCE	Livingstone's Harry Mwaanga Nkumbula International Airport is located about 5 kilometers from the Central Business District of Livingstone and 10 kilometers from the conference venue. Most service facilities are available within this distance.
4.	CURRENCY EXCHANGE	The currency in Zambia is the Kwacha. The exchange rate is currently fluctuating at around 11.2 and 11.4 Kwacha to the US Dollar. Bureau de Change facilities are available at several points across the city. A sprawling complex of Banks is available at the centre of town. These include Finance Bank, Banc ABC, and Zanaco Bank. Banking service hours are from 08:30 hours to 15:00 hours on weekdays and most Banks open on Saturdays from 08:30 hours to 11:00 hours. No Banks are open on Sundays. Most banks have cash dispensing ATMs, available 24hrs, which also accept Visa and MasterCard at the Airport, within the City Centre and at Shopping Malls. Major credit cards are accepted within the city centre, most hotels, restaurants, and shops.
5.	COMMUNICATION	Internet access is available at most of the Hotels in Livingstone. Where it is charged, this cost will be at the expense of individual guests. However, most hotels provide free Wifi. Zambia has three Mobile/Cell phone service providers namely Airtel, Cell Z and MTN. The connection services for the three networks are all easily available from hotels, shops, and markets. However, it is a requirement by law for everybody to produce a valid identity document (i.e. Passport) before activating the sim card.
	VOLTAGE	The Voltage in Zambia is 220-240 volts, AC (50HZ) and Zambia uses the British standard socket (rectangular 3 pins). Delegates are advised to confirm the voltage on their equipment before using their electrical appliances.
6.	CLIMATE	Livingstone remains cool to warm and rainy in the month of February. Average temperatures range from 18-27 °C. Delegates are therefore advised to bring appropriate clothing and accessories.

7.	THE FALLS	A natural phenomenon and one of the seven wonders of the World, the Victoria Falls is an immense curtain of water cascading over 100m. Around 550 million litres cascades over the lip every minute, at peak flow this increases to 750 million litres.
8.	VIEWING THE FALLS	The unique geography of the Falls means you can watch them face on to enjoy the full force of the spray, noise and spectacular rainbows that are always present. Entry fees into the Falls apply and guided tours are available on request on a fee basis.
9.	OTHER ACTIVITIES	Additionally, the delegates can enjoy a variety of attractions and adventures from a cruise on the Zambezi River, flights over the Falls, etc. can be booked at various hotels and local travel agents.

CONTACT INFORMATION	
The Secretariat African Regional Labour Administration Centre (ARLAC) 16 km Harare/Bulawayo Road Harare, Zimbabwe Tel: (+263-4) 210195-8 or 2928117 (260) (0)712 616 835 mobile E-mail: arlac@arlac.co.zw	Office of Labour Commissioner Ministry of Labour and Social Security New Government Complex, P.O. Box 32186, Lusaka, Zambia <u>Attention Miriam Mukondeimba</u> Tel: (+260-211) 221771 or (+260) (0) 978529418 Mobile E-mail: miriammukonde@gmail.com



NOTE NO. 126/2016

The Ministry of Foreign Affairs of the Republic of Zambia presents its compliments to Executive Directorate of African Regional Labour Administration Centre (ARLAC) and has the honour to inform the latter that the Government of the Republic of Zambia will issue visas on arrival for those delegates who require visas prior to entering Zambia for the 42nd Ordinary Session of the African Regional Labour and Administration Centre (ARLAC).

The cost of a single visa is \$50.00 (USA), however, the delegates carrying Diplomatic and Official Passports shall be accorded Gratis Visas.

In view of the above the Executive Directorate of ARLAC is kindly requested to circulate this information to all delegates.

The Ministry of Foreign Affairs of the Republic of Zambia avails itself of this opportunity to renew to the Executive Directorate of the African Regional Labour Administration Centre (ARLAC) the assurances of its highest consideration.

LUSAKA, 28th January, 2016

African Regional Labour Administration
Centre (ARLAC)
16K Harare, Bulawayo Road (Formerly Salisbury Motel)

HARARE



ACCOMMODATION IN LIVINGSTONE

****MEETING VENUE****

Avani Sun Hotel – Livingstone – Zambia

Avani Victoria Falls Resort: Mosi-oa-Tunya Road, 20100, Livingstone, Zambia

Tel (+ 260) (0) 978 777044-7

E-mail rah.katyoka@suninternational.com



****ACCOMMODATION AT MEETING VENUE****

Negotiated For Special Rates at Avani Victoria Falls Resort, Livingstone, Zambia

Delegates Will Be Required To Pay US\$ 226 Per Night Per Person For Bed And Breakfast

US\$ 259 for a Double Room Bed and Breakfast

ACCOMMODATION RATES IN OTHER HOTELS IN LIVINGSTONE, ZAMBIA

ROYAL LIVINGSTONE	CHRISMAR HOTEL	OTHER RECOMMENDED HOTELS
USD492 Single Bed & Breakfast USD538 Double Bed & Breakfast	USD137 double Bed & Breakfast USD210 Suite Bed & Breakfast Contact: Telephone: +260-213-323141 www.chrismahotels.com	Protea Hotel Fallsway Lodge and New Fairmount Hotel and Casino <u>Rates & Details Can Be Obtained On Line</u>

ACCOMMODATION WHILE IN TRANSIT VIA VICTORIA FALLS, ZIMBABWE

KINGDOM HOTEL AT VICTORIA FALLS	SPRAYVIEW
USD130 Per Person per day	<u>Rates & Details Can Be Obtained On Line</u>



**42ND ORDINARY SESSION OF THE ARLAC GOVERNING COUNCIL MEETING
AND HIGH LEVEL SYMPOSIUM ON DECENT WORK IN THE GLOBAL SUPPLY CHAINS
ATTENDANCE FORM**

TITLE (MR.; MRS.; DR; PROF; MS) OTHERS		
NAMES IN FULL (SURNAME UNDERLINED) <i>(Please Attach Scanned Passport Page With ID And Details)</i>		
DATE OF BIRTH		
PLACE OF BIRTH		
PASSPORT NUMBER		
DATE OF ISSUE		
PASSPORT VALIDITY		
NAME OF MINISTRY AND ADDRESS IN FULL		
POSITION IN THE MINISTRY		
OFFICIAL TELEPHONE CONTACT(S)		
OFFICIAL E-MAIL CONTACT ADDRESS		
PERSONAL E-MAIL ADDRESS		
TRAVEL DETAILS	ARRIVAL IN LUSAKA	DEPARTURE FROM LUSAKA
	Date of Arrival in Lusaka, Zambia:-	Date of Departure from Lusaka:-
	Time of Arrival and Flight Number: -	Time of Departure and Flight Number: -
	ARRIVAL IN LIVINGSTONE	DEPARTURE FROM LIVINGSTONE
	Date of Arrival in Livingstone:-	Date of Departure from Livingstone:-
	Time of Arrival and Flight Number: -	Time of Departure and Flight Number: -
	OTHER (Please Specify)	
CHOICE OF ACCOMMODATION		
	SIGNATURE	DATE