



ICAO

THE AFRICA-INDIAN OCEAN (AFI) INTERREGIONAL CIVIL- MILITARY COOPERATION IN AIR TRAFFIC MANAGEMENT WORKSHOP 2023

(LUSAKA, ZAMBIA, 8 – 11 AUGUST 2023)

INFORMATION BULLETIN¹

1. Venue

The Civil Military workshop in the ESAF Region will take place at the New Kenneth Kaunda Wing at the Mulungushi International Conference Centre (MICC) in Lusaka, Zambia, from 8 to 11 August 2023.

1.1 The contacts of the ESAF Office are:

Eastern and Southern African (ESAF) Office
New Office Facility, Block 4, South wing, Ground floor
United Nations Office at Nairobi, Limuru Rd., Gigiri, Nairobi, Kenya
Mail: P.O. Box 46294, 00100 GPO, Nairobi, Kenya
Tel.: +254 20 7622 395, 7622 396
Fax: +254 20 7621 092, 7623 028
E-mail: icaoesaf@icao.int
Web-Site: <http://www.icao.int/esaf>

1.2 The contacts for the meeting Office are:

ICAO ESAF Office Contacts	
Ms. Keziah Ogutu Regional Officer, ATM/SAR ICAO ESAF Office Tel. +254 20 762 2392 Email: KOgutu@icao.int	Ms.Mildred Anyango ATM/SAR/AVSEC/FAL/MET/ENV ICAO ESAF Office Tel. +254207622369 Email : MAnyango@icao.int
Zambia Civil Aviation Authority Contacts	
Mr William Mfunne Senior Inspector Air Traffic Management Civil Aviation Authority Kenneth Kaunda International Airport Tel: +260 211 251 677 Cel: +260 977600354 Email: William.mfunne@caa.co.zm	Mrs.Sepiso Zimba Public Relations Manager Civil Aviation Authority Kenneth Kaunda International Airport Tel: +260 211 251 677 Cel: +260 977406666 Email: Sepiso.zimba@caa.co.zm

¹ The Civil Aviation Authority – Zambia makes its best effort to provide information to participants in order to facilitate their stay in Lusaka and participation at the event(s) to which they are invited. However, the CAA or its employees shall not be liable for any consequences arising from the use of information or views expressed in this bulletin, including but not limited to any loss or damage resulting from decisions taken on the basis of the information and associated views; or for any inaccuracies, omissions or errors it may contain.

2. Registration

- 2.1 Registration of participants will take place on Tuesday 08 August 2022 from **08.00am to 08:45am** at the Radisson Blu hotel.

3. Opening session:

- 3.1 The official opening of the Workshop will take place on Tuesday 08 August 2023 at **09:00am**.

4. Working Language, Instruction and Documentation

- 4.1 The Workshop will be conducted in the English language only. Translation and interpretation facilities will not be available. The Workshop will be paperless. Accordingly, participants are required to bring their own portable computers/laptops for access.

5. Transportation

5.1 *From the Airport*

Taxis are available from the Airport to the city centre and nearby hotels and the fare is normally between K200 to K500. However, it is advisable to agree on the fare before getting into the vehicle. Enquiries may be made at the airport information desk/counters upon arrival. Alternatively, participants are encouraged to visit <https://www.zacl.co.zm/airport-section/transport> for a list of registered taxi operators at the Kenneth Kaunda International Airport (KKIA) or download the Yango or Ulendo taxi apps on the play store or app store.

5.2 *To the Meeting Venue*

Participants will make own arrangement for Transport from hotels to Workshop venue and back.

6. Hotel Information

- 6.1 Participants are requested to make their own hotel reservations and a list of recommended hotels, lodges and guest houses near the venue is attached at the end of this bulletin.

7. Entry Visa

- 7.1 While all travellers arriving in Zambia should have a valid passport, Zambia entry Visas are not required for nationals from some countries. Participants are therefore advised to ascertain whether or not they are exempt from the Zambian entry visa requirements at the respective Zambian Embassies / High Commission. In applying for the visa, it is advisable to produce the letter of invitation from ICAO, together with other documents which may be required by the High Commission or Embassy. **It is important to apply for visas well in advance to avoid delays and inconveniences.** For more information visit the Zambia Immigration department via the following link www.zambiaimmigration.gov.zm

8. Health

- 8.1 It is strongly recommended that participants should have travel insurance (including health) for the duration of their stay in Zambia. Participants should particularly ensure that their insurance is applicable in Zambia. Furthermore, they should carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise. Participants are also encouraged to provide information during registration, on their next of kin who may be contacted on behalf of the participant should the need arise.
- 8.2 All COVID – 19 travel related restrictions for entry into Zambia are lifted. All travellers to Zambia will no longer be required to show proof of vaccination, recovery or testing against COVID – 19.
- 8.3 Presentation of a valid **yellow fever certificate** at the point of entry is required for persons who originate from or have travelled to States where yellow fever is described by the World Health Organization (WHO),

as endemic, including the following States: *Angola, Benin, Burkina Faso, Burundi, Comoros, Central African Republic, Chad, Congo, DRC, Ivory Coast, Ethiopia, Gabon, Gambia, Ghana, Guinea Bissau, Guinea Equatorial, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia, Congo, Rwanda, São Tomé and Príncipe, Senegal, Sierra Leone, Tanzania, Togo and Uganda*. For more information participants may wish to visit the World Health Organization (WHO) website <http://www.who.int/ith/> for information on Zambia.

9. Weather and Local Time Information

- 9.1 The month of August falls in the cool dry season in Zambia with the mean minimum/ maximum temperatures of 13^o/27.9^o
- 9.2 Zambia local time is GMT+2.

10. Local Currency and Foreign Exchange Rates

- 10.1 The basic unit of currency is the Zambian Kwacha (K) and Ngwee (where 100 Ngwee is equal to K1). Zambia currently has six banknotes and four coins in circulation. These are: K100, K50, K20, K10, K5, K2 banknotes K1, 50N, 10N, and 5N coins.
- 10.2 The Zambian Kwacha exchange rates are determined by the interbank trade which varies daily. Participants may wish to obtain current information from the internet or from the Bank of Zambia at <https://www.boz.zm/> .
- 10.3 Credit cards are normally accepted by banks and most hotels, restaurants and tourist shops. Commercial banks and forex bureaux provide exchange facilities. Most banks are open between 9.00 am to 2.00 pm from Monday to Friday and between 9.00 am to 12.00 noon on the first and last Saturday of the month. Some forex bureaux may be open outside these hours. Hotels also offer exchange facilities but at an extra fee and/or less favourable rates. On arrival at Kenneth Kaunda International Airport (KKIA), forex services are available within the Airport premises. Please change money only from these official places.

11. Telephone

- 11.1 Worldwide direct connections are available, using the international code or telephone operator as necessary. From outside Zambia, dial 260 followed by the area code (for landline numbers) and the required number.
- 11.2 There are three (03) cellular phone (mobile) operators in Zambia: MTN, Airtel and Zamtel.

12. Security

- 12.1 Zambia is considered as a very safe destination, but nevertheless, visitors are advised to take the following general precautions:
 - (a) Do not leave your personal belongings unattended on public places.
 - (b) Avoid carrying large sums of money with you.
 - (c) Avoid displaying expensive jewellery and valuables whilst sightseeing.
 - (d) At night, avoid deserted or poorly lit places.
- 12.2 It is advisable to check with the hotel reception regarding security within the surrounding areas. It is also advisable to use taxis or transport arranged by the hotel reception to visit shopping complexes, to go sightseeing or to travel for any other purpose.

INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)

A LIST OF RECOMMENDED HOTELS IN LUSAKA, ZAMBIA

Hotel	Rates	Address/ Location	E-mail	Telephone	Distance to Meeting Venue
Mkango Golf View Hotel	SBB – K1000 DBB – K1300 STB – K1200	10247 Great east Road, Chudleigh, Lusaka.	foh@golfview-hotels.com	+260 977 195 540 / +260 979 727 715	3.3 km via Great E/T4 Drive – 6 mins Bus – 10 -15 mins Walk – 35 mins
Neelkanth Sarovar Premiere Hotel.	Exec Suite SBB – \$200-230 Deluxe Suite – \$230-260	6111 Manchinchi Road Lusaka 10101, 6111 Manchinchi Rd, Lusaka 38196	nspl@sarovarhotels.com	+260 211 427 700	2.2 km via Great E/T4 Drive – 6 mins Bus – 20 mins Walk – 20 mins
Radisson Blu	SBB – \$155 DBB – \$185	19029 Great East Road, Lusaka	Info.lusaka@radissonblu.com	0960280900/ +260 211 368 900	
Protea Hotel Marriott Lusaka Tower	SBB – \$152 DBB – \$162	Arcades Shopping and Entertainment Complex Corner Thabo Mbeki And, Great E, Lusaka 10101	reservations@phlusakatower.co.zm	+260 211 375 800	1.1km via Lubansenshi Drive – 4 mins Walk – 14 mins
Chita Lodges and Resorts	DBB – K1085 Twin DBB – K1242	Plot 25 Chakeluka Rd, Lusaka	Chitalodge@gmail.com	+260 776 555 411	1.1km Drive - 20 mins Walk - 35
Nomads Court and Lodge	SBB – K750 DBB – K850	Plot No. 9708 off Central street Chudleigh, Lusaka.	info2@nomadscourtzambia.com	+260 955 958 111	2.2 km via Great E/T4 Drive – 6 mins Bus – 20 mins Walk – 20 mins
Mika Lodge	SBB – K850 DBB – K1150	Plot No. 106 Central Street Jesmondine, Lusaka.	reservations@mikahotels.com	+260 961 876 570 / +260 211 849 021	2.2 km via Great E/T4 Drive – 6 mins Bus – 20 mins Walk – 20 mins
Cross Roads Hotel Olympia	Standard – K660	Plot No. 6649, Mumana Road, Olympia Lusaka	crossroads@crossroadlodges.com	0211295462	1.6 km via Mumana Rd, Katima Mulilo Rd and Lubansenshi Drive – 8 mins Bus – 10 -15 mins

Hotel	Rates	Address/ Location	E-mail	Telephone	Distance to Meeting Venue
					Walk – 20 mins
Grand Palace Hotel	SBB – K1600 DBB – K1800	Plot 35376, Thabo Mbeki Road 100101 Lusaka, Zambia	reservations@grandpalace.co.zm	0211 251 010	1.3 km via Thabo Mbeki Rd and Lubansenshi Drive – 10 mins Bus – 17 mins Walk – 17 mins
Asmara Hotel	SBB – K1300 DBB – K1400	Plot No. 5494 Lusenfwa Road Kalundu 10101 Lusaka, Zambia	reservations@asmarahotelzm.com	0211 355 875	1.0 km via Lubansenshi Drive – 4 mins Bus – 13 mins Walk – 13 mins
Cosmic Executive Lodge	SBB – K470-500 DBB – K580-700	Plot 30738, lubansenshi close, off Katima Mulilo Rd, Olympia Park 10101 Lusaka, Zambia	reservations@cosmiclodge.org	0978922474	400m via Lubansenshi Drive – 2 mins Bus – 5 mins Walk – 5 mins

SBB = Single, Bed and Breakfast

DBB = Double, Bed & Breakfast

SHB = Single, Half Board

Note: The above rates are as of November 2022 and are subject to change by the hotels without notice.

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