INFORMATION NOTE

AFRICA REGIONAL REVIEW MEETING IN PREPARATION OF THE FIFTH UNITED NATIONS CONFERENCE ON LEAST DEVELOPED COUNTRIES (UNLDC-V)

BINGU WA MUTHARIKA INTERNATIONAL CONVENTION CENTRE
LILONGWE, MALAWI,
11-13 MARCH 2020
1.0 INTRODUCTION

The Africa Regional Review Meeting (ARRM), jointly organized by the Government of the Republic of Malawi, the United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States (UN-OHRLLS) and the United Nations Economic Commission for Africa (UNECA), in Lilongwe, from 11th to 13th March 2020. The meeting is a crucial part of the preparatory process for the Fifth United Nations Conference on the LDCs, which the United Nations decided to hold in Doha, Qatar, from 21st to 25th March 2021. The ARRM will offer an opportunity to systematically analyze the continued structural challenges and vulnerabilities faced by African LDCs and design targeted and effective cooperative actions that can be deployed to assist these countries to accelerate sustainable development progress over the next decade.

Participants are encouraged to visit the website to receive the latest updates: http://unohrlls.org/event/africa-regional-review-ldc5/

2.0 VENUE

Bingu wa Mutharika International Convention Centre (BICC)
Chilembwe Road,
City Centre, Lilongwe 3
Tel : +265 (0)1789 888
Fax : +265 (0)1789 855
Email: info@umodzipark.co.mw

3.0 WORKING LANGUAGE

The working languages of the meeting are English and French and simultaneous interpretation will be provided during the ARRM.

3.0 ACCREDITATION/REGISTRATION OF DELEGATES

To enable the host to make the necessary arrangements for the reception of delegates, it is important that all Member States and other participants communicate to the Protocol Department the relevant information as specifically requested in this note.

3.1 Liaison Officers

The Malawi Government will attach to each Minister/Head of Delegation with a Liaison Officer to assist the delegation during their stay in Malawi and to act as a link person between the delegation and the host country on all pertinent issues.
He/she will be at the service of the delegation until their departure. The names of Liaison officers will be communicated to all member states by the Secretariat of the Preparatory Committee of the Host Country upon arrival.

3.2 Accreditation

The ARRM National Secretariat shall establish the final list of the Heads and Members of delegation from each Member State and other participants. All Delegations are requested to timely submit the composition of their delegation.

All the delegates, UN Staff, observers, and members of the media shall be required to register at the accreditation centre, BICC. The Protocol department will set up a registration site within the BICC that will be guided by signs.

3.3 Registration (for funded participants)

Participants are requested to send the completed registration and HR Mini Master forms (Anex II and III) and a copy of the bio page of the passport to Ms. Oksana Yarashuk, Programme Assistant (email: yarashuk@un.org) with copy to Mr. Tomas Gonzalez, Programme Management Officer (email: gonzalez@un.org).

Kindly note that a nomination letter from the invited Ministry of the respective country should be received by UN-OHRLLS to validate the nomination. All registration documents should be submitted prior to the meeting but not later than 14 February 2020 to facilitate smooth coordination of the issuance of tickets and compilation of the list of participants for Daily Subsistence Allowance (DSA) disbursement purposes.

3.4 Registration (for all participants)

Registration for the ARRM will start at 8:00 am on 11 March 2020 in the Bingu wa Mutharika International Convention Centre (BICC). Please look for meeting signs in the BCCC. Participants will receive a meeting package with a badge at the site of the registration.

4.0 VISAS AND IMMIGRATION REQUIREMENTS

All participants must have a passport that is valid for at least three months and should check the visa requirements at https://www.immigration.gov.mw

Please note UN-OHRLLS and UNECA are not organizing visa arrangements for participants.

Please also note that visas are required for entry into Malawi by nationals of some African LDCs and Haiti. Participants are requested to contact the nearest Malawi Mission. Where there are no Malawi Missions, visas will be issued to delegates on arrival at Kamuzu International Airport in Lilongwe or other ports of entry. Holders
of Diplomatic, Official Passports, AU and UN Laissez-Passer will be issued gratis visas upon arrival. For Ordinary Passport holders, a fee of US Dollars 75 will be charged.

Please send the visa request to:

Email: evisa.support@immigration.gov.mw
Telephone: +265 1 823 777

Copy to
Mr. Harvey Chigumula - Chief of Protocol, Ministry of Foreign Affairs and International Cooperation

Tel. No. +265 -178 9323
+265 – 178 8450

Fax. No. +265 – 178 8482

E-Mail: harvey.chigumula@foreignaffairs.gov.mw /
harvey.chigumula@gmail.com

5.0 HOTEL ACCOMMODATION

Participants will be responsible for their own accommodation arrangements in Lilongwe. Kindly refer to the list of recommended hotels in Annexes or make hotel reservation using public online booking tools (Booking.com, Orbitz.com, Expedia.com, Travelocity.com; Hotels.com).

5.1 For funded participants:

DSA in Lilongwe is US$ 186 per day, and the participants of the ARRM will be entitled to 4 days DSA in Lilongwe for 10-13 March 2020 and terminal expenses (TRM), per UN travel rules and regulations.

6.0 TRAVEL ARRANGEMENTS AND DSA DISBURSEMENT (for funded participants)

UN-OHRLLS will provide travel support, as per UN travel rules and regulations, including roundtrip air ticket to arrive in Lilongwe on 10 March and to depart on 14 March 2020, DSA and terminal expenses, at the UN standard rate, for the participation of: (i) the Minister (business class ticket) and (ii) a senior government expert (economy class ticket). Your travel will be booked through our agent American Express Travel (AMEX) on the official travel dates above mentioned. Any
personal deviation from your official itinerary may be coordinated directly with the agent with UN-OHRLLS (varashuk@un.org) on copy.

100% DSA and TRM will be disbursed by UNDP-Malawi onsite unless instructed otherwise. A separate email on the DSA disbursement arrangement will be communicated on the first day of the meeting.

7.0 TRANSPORT

The Government of the Republic of Malawi will provide transportation to participants as follows:

(a) Ministers/Heads of Delegation

One Executive Station Wagon.

All Ministers/Heads of Delegation on arrival and departure will be facilitated by a designated Government official of the Republic of Malawi. They shall be escorted to the VIP lounge where they will wait for airport formalities clearance. They shall then be escorted to the designated transport and proceed to their respective Hotels. The reverse order shall apply on departure.

(b) Other delegates

Shuttle bus services will be provided for transportation of participants from Kamuzu International Airport to the recommended hotels as well as from the hotels to the conference venue. For the list of recommended hotels with shuttle service kindly refer to Annexes.

Delegations may hire/rent vehicles from private car hire firms and register them with the Accreditation Centre.

Mobile: +265999 834 269

Email: wilfredali67@gmail.com

8.0 CAR PASSES

VIP and designated Car Passes shall be put on all cars provided by the Government of Malawi.

Vehicles hired by delegations/delegates (duly registered by the Accreditation Centre) shall be given appropriate car passes to access relevant venues, Airport and hotels.
9.0 RECEPTION

Invitation cards to the above functions will be conveyed by the respective Liaison/protocol Officers attached to each delegation.

10.0 MEDIA ARRANGEMENTS

10.1 Media Centre

The main Media Centre for the ARRM, with facilities for print and electronic media as well as for media briefings, will be located at the meeting venue, BICC.

10.2 Media Accreditation

Accreditation will be open to local and foreign journalists, broadcasters, photographers, film and television camera crews and technicians. Access to media facilities will be available only to accredited media representatives.

A signed letter of support for each applicant from a media organization will be required together with media credentials to establish bona fides.

Members of the local and foreign press shall be issued with appropriate Press Badges upon successful accreditation.

10.3 Media Centre at BICC.

A general work area will be provided in the Media Centre at BICC for accredited journalists and photographers. The work area will be equipped with wifi, work desks, which will each have standard Malawi power points, where laptops and printers can be plugged in. Desktop PCs with Microsoft Office/Windows packages plus printers will also be available.

10.4 Media Centre Opening Hours

From 17th to 20th February, 2020, the Media Centre will open between 8:00hrs and 23:00hrs local time.

10.5 Media Briefings

Scheduled briefings by the Media Coordinator will take place in the Media Centre Briefing Room.

10.6 Media Centre Facilities

A main briefing room, media work area, a business centre and cafeteria will operate throughout the meeting period.
10.7 Press Coverage

Accredited members of the press will be invited to cover the Opening and Closing Ceremonies. Details of media coverage will be available at the Centre.

10.8 News Agencies

Private office space during the ARRM shall be available at a fee.

11.0 MALAWI GENERAL INFORMATION

11.1 Geography

Malawi, popularly known as “the Warm Heart of Africa,” is located in South East Africa bordered by Zambia to the northwest, Tanzania to the north, and Mozambique on the east, south and west. Malawi’s Time zone is GMT+2.

11.2 Weather

Temperatures are fairly constant throughout the year. Hottest months are from October to December with a day time average range of 27 degrees centigrade. Rainfall season covers from December to March.

At the time of the meeting in March, 2020, it will still be rainy season with temperatures ranging from 15 to 25 degrees centigrade.

11.3 Currency and Banking

Malawi Kwacha (MK), is the national currency, most international currencies are convertible to Malawi Kwacha (and vice versa) at Banks and various Exchange Bureau. Major credit cards such as Visa, Mastercard, Maestro, Diners Club, American Express and major foreign currencies are generally accepted at most hotels and supermarkets. The local currency may also be drawn at ATMs.

Malawi has a flexible exchange rate system. Exchange rates as at 17th January, 2020, are: MK744:1USD.

Banks open at 8:00hrs until 15:00hrs from Monday to Friday and from 9:00hrs to 11:00hrs on Saturday. They remain closed on Sundays and Public Holidays.

11.4 Communication

Malawi has a good and efficient communication network. Airlines into and out of Kamuzu International Airport in Lilongwe and Chileka International Airport in Blantyre include Malawian Airlines, Ethiopian Airlines, Kenya Airways, South African Airways and Pro flight.
There are three mobile telephone operators: TNM, Airtel, and MTL. Sim cards are easily accessible upon user registration. Wifi is available at airports and most hotels. Mobile data may be purchased from service providers or agents.

The International Dialing Code for Malawi is +265.

**12.0 HEALTH AND EMERGENCY SERVICES**

A Malawi Government Medical team will cover basic healthcare and emergencies, during the period of the Summit and preceding meetings.

Health authorities in Malawi require that delegates travelling from countries in the yellow fever zones should have immunization certificate against Yellow Fever valid for three months.

**13.0 SECURITY GUIDELINES**

**13.1 General**

Crime rate in Lilongwe is very low. However, just like in any other city basic security measures and precautions should be taken as when traveling in overcrowded places.

**13.2 Emergency**

Kindly report to security or ring the telephone numbers below:

- Police Information room: 997
- Fire Brigade: Tel. +265888309672
- Police Headquarters-Operations Room: Tel. +265991023404 and +265888361015
- VIP Police Station Tel. +265999056222
- Coordinator for Security and Accreditation Tel. +265888548191 and +265993701559

**13.3 Lost or stolen property**

It is important that lost or stolen identification badges are immediately reported to the Secretariat, National Organizing Committee, or to the nearest Police. Replacement of lost or stolen accreditation badges for the meeting will only be issued upon satisfactory justifications.
14.0 ELECTRICITY SUPPLY AND VOLTAGE

The power supply in Malawi is 220-240 VAC, 50 HZ. Some hotels have square and others round sockets. It is advisable to carry own adapter, although some hotels have solutions.

13.0 CONTACT POINT FOR INFORMATION

The responsibility of coordinating preparatory work and overseeing the proper implementation of protocol and facilitation matters of the ARRM is vested in ARRM NATIONAL SECRETARIAT, and the Protocol Directorate in the Ministry of Foreign Affairs and International Cooperation, Lilongwe.

The Malawi Government has set up necessary committees to facilitate proper coordination of activities related to the implementation of ARRM.

For the smooth facilitation of the preparatory work and rendering of protocol and other services all protocol and logistical arrangements pertaining to foreign delegations MUST be channeled through the Ministry of Foreign Affairs and International Cooperation, Protocol Department (Office of the Chief of Protocol), Ministry of Foreign Affairs with a Note verbal.

The Chief of Protocol contact details:

Mr. Harvey Chigumula - Chief of Protocol, Ministry of Foreign Affairs and International Cooperation

Tel. No.  
+265 - 178 9323
+265 – 178 8450

Fax. No.  
+265 - 1788482

E-Mail:  
harvey.chigumula@foreignaffairs.gov.mw/
harvey.chigumula@gmail.com

Contact details of the OHRLLS Focal Point for logistics:

Ms Oksana Yarashuk - Programme Management Assistant

Tel. No.  
+1 – 917 367 2123

Fax. No.  
+1 – 917 367 3415

E-Mail:  
yarashuk@un.org