



United Nations



Framework Convention on
Climate Change

**LEG Regional training workshop on National Adaptation Plans (NAPs)
for Anglophone Africa**

Bingu International Convention Centre, Lilongwe, Malawi

27 February–3 March 2017

INFORMATION FOR PARTICIPANTS

1. VENUE OF THE WORKSHOP

The workshop will be held from 27 February to 3 March 2017 at Umodzi Park Events and Hotels, Lilongwe, Malawi. The hotel is located within the city centre, about 10–15 minutes drive from most of the hotels and lodges, and 20–30 minutes away from the Kamuzu International Airport.

The full contact details of Umodzi Park Events and Hotels are as follows:

Bingu International Convention Center
Chilembwe Road, City Centre,
Box 31489
Lilongwe 3
Malawi
Tel: +265 1789 888
Fax: +265 1789 855
E-mail: info@umodzipark.co.mw
Website: <http://www.umodzipark.co.mw>

2. NOTE FROM THE SECRETARIAT

Registration

Participants are requested to be at the venue on Monday 27 February 2017 at 8.30 a.m. (at the latest) for registration. The secretariat staff will be available at the venue starting on Sunday 26 February 2017, from 10.00 a.m.

Information for funded participants

Funded participants are kindly requested to bring their passports and boarding passes with them on the first day of the workshop in order to facilitate DSA payment. Travel for eligible funded participants to and from Lilongwe will be arranged at the lowest cost and most direct economy fare. The UNFCCC secretariat will not be responsible for costs associated with any changes that the funded participants may wish to make to their tickets, for example: upgrading, re-routing or stopovers.

Insurance

Participants are strongly advised to obtain international travel and medical insurance to cover the period of their departure for the workshop until the time of their return to their home country. The United Nations and the UNFCCC secretariat disclaim all responsibility for medical accident and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation at the workshop.

3. REQUIREMENTS FOR ENTRY INTO MALAWI

Passport

Participants are required to hold an original, signed passport valid for six months beyond their stay in Malawi.

Visa

As from 1 October 2015, Malawi has introduced new visa requirements to include nationals of those countries where Malawian's are required to pay for visas. Please see the information below to check which nationalities require a visa and which participants have Malawian Diplomatic mission in their countries.

Malawian Diplomatic missions abroad can be found here:

https://en.wikipedia.org/wiki/List_of_diplomatic_missions_of_Malawi

Official Immigration website: www.immigration.gov.mw

Countries whose Nationals DO NOT need a Visa

Botswana, Gambia, Kenya, Lesotho, Mozambique, Namibia, South Africa, Swaziland, Uganda, United Republic of Tanzania, Zambia, and Zimbabwe.

Countries whose Nationals require a Visa in advance or prior authorization:

Angola, Egypt, Ethiopia, Eritrea, Ghana, Nigeria, Rwanda, Liberia, Libya, Somalia, Sudan, and South Sudan.

Visa on arrival

For countries without Malawian diplomatic missions and whose nationals require a visa in advance or need prior notification, the government is arranging visa on arrival, provided that you have sent a valid passport to the secretariat before 10 February 2017. You have to pay 75 USD visa cost (on arrival) at the airport. In addition, participants will pay MWK 10000 (Malawian Kwacha, approx US\$15) to cover the cost for the authorization letter.

FURTHER RELEVANT INFORMATION

Health requirements

We recommend that you consult the appropriate health authorities in your country in connection with possible vaccinations and health precautions for Malawi. However, the following are vaccines are recommended for Malawi:

Malaria: Travellers need to take prescription medicine before, during, and after the trip to prevent malaria. You are also encouraged to sleep in a treated mosquito net which is provided in the Hotel.

Hepatitis A: You can get hepatitis A through contaminated food or water in Malawi, regardless of where you are eating or staying.

Typhoid: You can get typhoid through contaminated food or water in Malawi especially if you are staying with friends or relatives, visiting smaller cities or rural areas, or if you are an adventurous eater.

For further information on health requirements, please visit:

<https://wwwnc.cdc.gov/travel/destinations/traveler/none/malawi>

Language

English is the official language and is widely spoken in the country. Chichewa, on the other hand, is the local national language. There are a number of other languages spoken in Malawi, including: Chiyao, Chinyanja, Chinsena, Chilomwe, Chitumbuka, and more others.

Geography

Malawi has an area of 118,484 km² and is a landlocked country in southeastern Africa, bordered by Zambia to the northwest, Tanzania to the northeast and Mozambique to the south, southwest and southeast. It lies between latitudes 9° and 18°S, and longitudes 32° and 36°E. Lake Malawi, formerly Lake Nyasa, occupies most of the country's eastern border. The north-south Rift Valley is flanked by mountain ranges and high plateau areas.



Climate

Malawi's climate is hot in the low-lying areas in the south of the country and temperate in the northern highlands. Between November and April, the temperature is warm with equatorial rains and thunderstorms. The annual average rainfall varies from 725mm to 2,500mm with Lilongwe having an average of 750 mm. The average temperature in Lilongwe during the workshop period is 24°C.

Time zone

Malawi is 2 hours ahead of GMT.

Electricity voltage

The power sockets used in Malawi are the British type with three pin plugs of type G (see picture below). You will need a power plug adapter depends on the power plugs used in your own country.



Currency, banking and credit cards

Malawi Kwacha is the official currency and the current exchange rate is 1 USD = 716.864MWK (please kindly check the latest rates at www.xe.com). Most ATM machines do accept VISA/MasterCard/Maestro/American Express debit or credit cards. Most hotels accept Visa cards, however you might need to check in advance for MasterCard. You are advised to carry local currency

if you want to go shopping or eating. Current banking hours in Lilongwe are 8:00am to 18:00 from Monday to Friday and 08:30am to 14:00 on Saturday.

International country code:

The international country code is +265.

Security

Malawi is one of the safest countries in the world. However, one needs to be aware of their surroundings and normal precautions against crime should be taken.

Shopping

There are several shopping malls and local shops in the city of Lilongwe. There is a possibility to buy many local products in many places.

4. TRANSPORTATION FROM THE AIRPORT TO THE HOTELS

The host is planning to provide transport from the Airport to hotels on Sunday 26 February 2017 for delegates arriving on Malawian, South African, Ethiopian and Kenyan Airlines around lunch hour. In the event that there is no such transport, a taxi into town costs no more than US\$20. Please negotiate.

5. ACCOMMODATION

Our host in Malawi has identified some hotels or lodges based on proximity to the venue as per attached information. Participants are requested to make their bookings directly with the hotels.

6. MEETING CONTACTS IN MALAWI

While in Lilongwe, you may call the following person in case you need assistance:

Mr. Evans Davie Njewa

Environmental Affairs Department

Ministry of Natural Resources,

Energy and Mining

Malawi

Tel.: +265 8888 53 245/ 9948 53 245

Mobile: +265 111 771111

E-mail: evansnjewa@gmail.com

For further questions regarding the meeting, please contact the following persons from the UNFCCC secretariat:

i) Ms. Julie Amoroso-Garbin

Associate Programme Officer

National Adaptation Plans & Policy

Adaptation Programme

UNFCCC Secretariat

Platz der Vereinten Nationen 1

53113 Bonn, Germany

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E-mail : JAmoroso-Garbin@unfccc.int

ii) Ms. Seraphine Muragijemariya

Team Assistant

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Adaptation Programme

UNFCCC Secretariat

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Tel.: +49 228 815 1387

E-mail : smuragijemariya@unfccc.int

We wish you a successful workshop and a pleasant stay in Lilongwe.