



United Nations



Framework Convention on
Climate Change

**LEG regional training workshop on National Adaptation Plans (NAPs) for
eastern and southern Africa, in collaboration with the NAP global support
programme**

Livingstone, Zambia

23–27 February 2015

INFORMATION FOR PARTICIPANTS

1. VENUE OF THE WORKSHOP

The workshop will be held from 23 to 27 February 2015 at the Protea Hotel Livingstone in Zambia. Located on the outskirts of the tourist capital of Zambia, Protea Hotel Livingstone is within walking distance of the Central Business District (CBD), about a five-minute drive to the Victoria Falls and adjacent to the Falls Park Shopping centre. The hotel is located at a distance of 5km or 20- minute drive from the Harry Mwanga Nkumbula International airport.

The hotel facilities/amenities include free Wi-Fi connectivity which is available throughout the hotel and an Activity Desk for booking of transfers and tours. The full contact details of Protea Hotel Livingstone are as follow:

Protea Hotel Livingstone
Tel: +260 213 324630
Fax: +260 213 324640
E-mail: reservations@phlivingstone.co.zm
Website: www.proteahotels.com/livingstone

2. NOTE FROM THE SECRETARIAT

Registration

Participants are requested to be at the venue on Monday, 23 February 2015 at 08.30 a.m. latest for registration. The secretariat staff is already available on Sunday, 22 February 2015, from 10:00 a.m. at the workshop venue.

Information for funded participants

Funded participants are kindly requested to bring their passports and boarding passes on the first day of the workshop in order to facilitate arrangements for the DSA payment.

Travel for eligible funded participants to and from Livingstone is 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 and/or meeting 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 ZAMBIA

Passport

Participants are required to have their passport valid for six months beyond the date of planned departure. However, it is recommended that the passport should have sufficient space or number of blank pages for stamping by the Immigration authorities at the port of entry.

Visa

Visa is not required for citizens from countries in the table below:

Anguilla	Isle of Man	St. Kitts and Nevis
Antigua and Bermuda	Jamaica	St. Lucia
Australian Antarctic Territory	Kenya	St. Vincent and Grenadines
Bahamas	Kiribati	Samoa
Barbados	Lesotho	Serbia-Montenegro
Belize	Malawi	Seychelles
Bermuda	Malaysia	Singapore
Botswana	Maldives	Solomon Islands
British Antarctic Territory	Malta	South Africa
British Indian Ocean Territory	Mauritius	Swaziland
British Virgin Islands	Montserrat	Tanzania
Cayman Islands	Mozambique	Tokelau
Channel Islands	Namibia	Tonga
Cyprus	Nauru	Trinidad and Tobago
Dominica	Niue	Tuvalu
Falkland Islands	Norfolk Island	Turks and Caicos Island
Falkland Islands Dependencies	Pitcairn Islands	Uganda
Fiji Islands	Romania	Vanuatu
Gibraltar	Ross Dependency	Western Samoa
Grenada	St. Helena	Zimbabwe
Ireland		

Participants from countries that require a visa for Zambia can obtain a visa upon their arrival at the airports in Livingstone, Ndola and Lusaka. However, participants that require issuance of visas upon arrival should send the passport details to the local workshop organisers or the secretariat for processing and issuance of the letter indicating that entry visas will be issued at the port of entry upon arrival. This will facilitate your smooth travel to Livingstone and to avoid being denied travelling by airlines.

Customs regulations for imported goods

There are restrictions on the importation of animals, plants and agricultural products to Zambia. These need to be declared with Zambian customs at the port on entry. Furthermore, participants carrying more than USD 10,000 are strongly advised to declare their money with the relevant authorities at the port of entry.

4. LOCAL TRANSPORTATION TO/FROM THE HOTEL

Taxis are the easiest way to get around in the Livingstone area, including going to and from the airport and Victoria Falls. They are all light blue with purple ribbons, and are generally in decent shape. You must negotiate your price with the driver before the ride starts, since meters are generally not used. The host Government has also secure enough vehicles to transport participants from the airport to the hotels/lodges and back to the airport on departure day. Participants are therefore requested to provide their flight details to the UNFCCC National Focal Point Person for Zambia via email: mfumurichard@yahoo.co.uk as soon as their flight details are finalised and tickets have been

issued. In case you miss the host country's transport services provided for participants pick-ups from the airport, you may book a taxi at a maximum cost of USD 20.

5. ACCOMODATION

Our host in Zambia has provided a list of the following hotels and lodges. Participants are requested to make their bookings directly with the hotels and/or lodges.

i. Protea Hotel Livingstone (Workshop Venue)

Address: Plot 2110, Mosi-o-Tunya Road, Livingstone

Tel: +260 213 324630

Fax: +260 213 324640

E-mail: reservations@phlivingstone.co.zm

Website: www.proteahotels.com/livingstone

ROOM CATEGORY	Room rate (Zambian Kwacha)	Room Rate (USD
Double	920	141.54
Single	845	130
Double Shared (Two People)	920	141.54 or USD70/person

The rates include Bed and Breakfast, DSTV and free Wi-Fi connectivity in the room.

ii. Chrismar Hotel (4-minute drive to the venue)

Address: Sichanga Road, Mosi-o-Tunya National Park

Tel.: +260 213 323141

E-mail: booklvn@chrismarhotels.com

Website:

ROOM CATEGORY	Room rate (Zambian Kwacha)	Room Rate (USD
Double	1,170	180
Single	915	141

The rates include Bed and Breakfast, DSTV and free Wi-Fi connectivity in the room.

iii. Fairmount Hotel (located at the city centre, 5-minute drive to the venue)

Tel.: +260 213 320723/8

Cell: +260 977 777014

E-mail: nfhc_reservations@iconnect.zm

ROOM CATEGORY	Room rate (Zambian Kwacha)	Room Rate (USD)
Double	360	55.38
Queen Suite	460	70.80
Twin	460	70.80

The rates include DSTV but do not include Bed and Breakfast and Wi-Fi connectivity. Breakfast is chargeable at K 56 for full English breakfast and K 36 for Continental Breakfast. Furthermore, internet connectivity is chargeable at K 30 for a period of 24 hours.

iv. Fallsway Lodge (3-minute walk to the venue)

Tel.: +260 213 324646

E-mail: roadlodge@zamnet.zm or info@kaazmeinlodge.com

Website: www.fallswaylodge.co.zm

ROOM CATEGORY	Room rate (Zambian Kwacha)	Room Rate (USD)
Double (Large bed)	595	91.54
Double (Small bed)	495	76.15

The rates include Bed and Breakfast, DSTV and free Wi-Fi Connectivity in the room.

v. Cross Road Lodge (9-minute drive to the venue)

Address: Lusaka – Livingstone Road

Tel.: +260 213 322475

Cell: +260 966 783838

E-mail: crossroads@crossroadslodges.com

Website: www.crossroadslodges.com

ROOM CATEGORY	Room rate (Zambian Kwacha)	Room Rate (USD)
Executive	500	76.92
Deluxe	400	61.54
Double	350	53.85
Twin	500	76.92
Family	500	76.92

The rates include Bed and Breakfast, DSTV and free Wi-Fi connectivity in the room.

vi. Rite Inn Lodge (8-minute drive to the venue)

Address: House No. 5 Jacaranda Lane

Tel.: +260 213 322069

Cell: +260 955 944849/954 513563

E-mail:

Website:

ROOM CATEGORY	Room rate (Zambian Kwacha)	Room Rate (USD
Double	350	53.85
Single	350	53.85
Family	500	76.92

The rates include Bed and Breakfast, DSTV and free Wi-Fi connectivity.

vii. Kozo Lodge (10-minute drive to the venue)

Tel.: +260 213 320430

Cell: +260 977 711890/978636499

E-mail: kozolodge@zamtel.zm

ROOM CATEGORY	Room rate (Zambian Kwacha)	Room Rate (USD
Deluxe	350	53.85
Standard	250	38.46
Family	350	53.85
Twin	250	38.46

The rates include Bed and Breakfast, DSTV and free Wi-Fi connectivity in the room.

viii. Roysam Lodge (5-minute drive to the venue)

Tel.: +260 977 800407

E-mail: roysamlodge@watchzambia.com

Website: www.roysamlodgeandtours.com

ROOM CATEGORY	Room rate (Zambian Kwacha)	Room Rate (USD
Double	300	46.15
Single	250	38.46
Family	350	53.85
Twin	450	69.23

The rates include Bed and Breakfast, DSTV and free Wi-Fi connectivity in the room.

6. 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 Zambia.

Malaria: You will need to take prescription medicine before, during, and after your trip to prevent malaria. Your doctor can help you decide which medicine is right for you, and also talk to you about other steps you can take to prevent malaria. Livingstone is in a Malaria area. The best precaution is not to be bitten – wear long trousers and long sleeved shirts in the early mornings and evenings and wear insect repellent

Hepatitis A: This vaccination is recommended because you can get hepatitis A through contaminated food or water in Zambia, regardless of where you are eating or staying.

Typhoid: You can get typhoid through contaminated food or water in Zambia. This vaccination is recommended for most travellers, especially if you are staying with friends or relatives, visiting smaller cities or rural areas, or if you are an adventurous eater.

Yellow Fever: Yellow fever is not recommended for most travellers to Zambia. However, you might consider this vaccine if you are staying a long time or will be heavily exposed to mosquitoes.

Language

English is the national language and the main language used for business and education. Seven other languages have an official status. All these together represent the major languages of each province: Bemba (Northern Province, Luapula, Muchinga and the Copperbelt and spoken by 52%), Nyanja (Eastern province and Lusaka), Lozi (Western province), Tonga (Southern province), and Kaonde, Luvale and Lunda (North-western province). These seven languages are used, together with English, in early primary schooling and in some government publications. Intentions of introducing other languages, like Portuguese, into the school curriculum have been discussed by the government. French is commonly studied in private schools, while some secondary schools have it as an optional subject. A German course has been introduced at the University of Zambia

Geography

Zambia is a land locked country covering an area of 752,614 km² and being situated between latitude 80° and 180° south and longitude 220° and 340° east of the Greenwich Meridian. Forests and woodlands cover about 535,000 km², or about 70 percent of the total national land area.

Zambia's climate is tropical but varies according to elevation and latitude. Mean annual temperatures vary from 18-20°C. Annual rainfall reaches 1200mm in the north, decreasing to 600mm in the south.

Livingstone is situated at 17.85°S and 25.87°E and 897 meters elevation above the sea level.

Livingstone has a humid subtropical climate with hot and rainy wet seasons and very hot pre-wet seasons and mild dry seasons with large temperature differences between day and night. It is found in Agro-Ecological region I of Zambia which is characterised by low rainfall precipitation and high temperatures. Livingstone was, until 2012, the capital of the Southern Province of Zambia. Lying 10 km north of the Zambezi River, Livingstone is a tourism centre for the Victoria Falls and a border town with road and rail connections to Zimbabwe on the other side of the Victoria Falls.



Climate

Zambia's climate is tropical but varies according to elevation and latitude. Mean annual temperatures vary from 18-20°C. According to the Köppen-Geiger climate classification, the majority of the country is classified as humid tropical or tropical wet and dry, with small stretches of semi-arid climate in the south-west, along the Zambezi valley. The country experiences a rainy season (November to April) and a dry season (May – October), which can further be divided into cool and dry (May – August) and hot and dry (September – October). Annual rainfall reaches 1200mm in the north decreasing to 600mm in the south.

Participants are advised that Zambia is currently in a rainy season. Rainfall precipitation is at peak in the month of February. Livingstone will be expected to receive rains during the workshop period. You are therefore, encouraged to prepare in advance for the rains by carrying umbrellas.

Time zone:

Zambia is +02:00 hours ahead of GMT.

Electricity voltage

The standard voltage used in Zambia is 220–240 Volts (U.S./Canada are 110–120 Volts). The Primary Socket Types: Euro, British, Indian (see the picture below)



Currency and banking

The official currency in Zambia is called the Zambian Kwacha (ZMW). The most popular Zambia Kwacha exchange rate is the ZMK to USD rate. Livingstone is serviced by several international banks such as Barclays and Standard Chartered Banks. The banks open at 08:15 am and close at 15:30 pm. There are several available ATMs points in Livingstone where cash withdrawals can be made using visa, master cards and several other well-known cards. However, caution should be taken not to expose your pin number to the general public when withdrawing cash.

There are also Bureau de Change facilities in Livingstone where the major world currencies such as Euro, Pound and United States Dollar can be exchanged for Zambian Kwacha. Participants are encouraged not to change their money on the streets but should use the designated Banks and Bureau de Change available at major shopping malls and the city centre. The current exchange rate for USD to ZMW is USD 1 = ZMW 6.5.

Credit Cards

The use of credit cards is not common in Zambia. Participants are strongly encouraged to use debit cards.

Shopping and business hours

A normal business hour in Zambia is from 8:00 am to 5:00 pm. The shops open at 8:00 am and close at 5:00 pm. Livingstone is a tourist capital and has several tourist merchandises that are being sold at the major tourist sites such as the Victoria Falls. Participants who wish to visit the shopping complex at the Victoria Falls should inform the local workshop organisers.

There are also several chain stores such as Shoprite, Spur and PEP where participants can purchase their requisites. These chain stores are found in the two major shopping malls in Livingstone within a walking distance from the conference venue. These shopping malls also have eating outlets such as Debonaires for Pizzas, Steers and Subway.

Telephone services

The international code of Zambia is +260. International calls can be made using local SIM cards provided by several mobile providers such as Airtel, MTN and CELZ. Local SIM cards can be purchased from the mobile service providers found at the major shopping malls and at the city centre. Please remember to carry your passport for SIMcard registration after purchasing it. Registration of SIM cards in Zambia is compulsory. A SIM card cost as low as less than USD 1.

Dress code

Participants are requested to dress formally during the official opening ceremony to be held on the first day of the workshop. However, participants may dress casual during the rest of the workshop days as temperatures in Livingstone will be very high ranging from 25-30 degrees Celsius.

Tipping

Tipping in Zambia is not mandatory. However, participants who wish to give a tip to providers of services are encouraged to do so.

Drinking water

Participants are encouraged to drink bottled water which is available at the hotel and lodges.

7. MEETING CONTACTS IN ZAMBIA

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

Mr. Richard Mfumu Lungu
Chief Environment Management Officer
Department of Environment and
Natural Resources Management
Ministry of Lands, Natural Resources and
Environmental Protection
P.O Box 50694, 15101
Lusaka, Zambia
Fax: +260 211 252589
Moble: +260 975 794217/ +260 967 929056
E-mail: mfumurichard@yahoo.co.uk

8. FURTHER INFORMATION

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

1. Mr. Motsomi Maletjane

Programme Officer
National Adaptation Plans & Policy
Adaptation Programme
UNFCCC Secretariat
Martin-Luther-King Strasse 8
D-53175 Bonn, Germany
Tel.: +49 228 815 1324
E-mail: mmaletjane@unfccc.int

2. Ms. Seraphine Muragijemariya

Team Assistant
National Adaptation Plans & Policy
Adaptation Programme
UNFCCC Secretariat
Martin-Luther-King Strasse 8
D-53175 Bonn, Germany
Tel.: +49 228 815 1387
E-mail: smuragijemariya@unfccc.int

We wish you a successful workshop/meeting and a pleasant stay in Zambia.
