



AFRICAN FORESTRY AND WILDLIFE COMMISSION

TWENTY-FOURTH SESSION

**Sustainable management of Africa's Forests and Wildlife resources:
boosting Food Security and Resilience to Climate Change for improved
livelihoods**

Arusha - United Republic of Tanzania, 30 October - 3 November 2023

INFORMATION NOTE

I. VENUE

1. At the kind invitation of the Government of the United Republic of Tanzania, the Twenty-fourth Session of the African Forestry and Wildlife Commission (AFWC24) will be held in Arusha, United Republic of Tanzania, from 30 October to 03 November 2023. The Session will be held simultaneously with the Eighth African Forestry and Wildlife Week (AFWW8).
2. The AFWC24 and the AFWW8 will be held at the Gran Melia Hotel, Arusha. The Opening Ceremony is scheduled for Monday, 30 October 2023 at 09.00 hours. The AFWC24 will be held in hybrid format.
3. An optional field visit will be organized on Thursday 02 November 2023 by the host Government for interested participants. Further details will be provided on sites to be visited.

II. REGISTRATION

4. Formal registration will take place on Monday, 30 October 2023 from 07.00 to 08.30 hours at Gran Melia Hotel. However, delegates are encouraged to register upon their arrival in Arusha, on Sunday, 29 October 2023 from 15.00 hours.

This document is printed in limited numbers to minimize the environmental impact of FAO's processes and contribute to climate neutrality. Delegates and observers are kindly requested to bring their copies to meetings and to avoid asking for additional copies. Most FAO meeting documents are available on the Internet at

III. DOCUMENTS

5. The session documents will be made available to participants in English and French. They will be posted on the Commission's website: <http://www.fao.org/forestry/afwc>. Delegates and observers are kindly requested to take their own documents to the meeting since very few copies will be made available during the session.

IV. HOW TO REACH THE SESSION VENUE

Flights

6. Participants are encouraged to book their flights to Kilimanjaro International Airport (KIA) or Arusha Airport (local) as early as possible.

7. Transportation costs from airport (KIA) to various hotels in Arusha city for around USD 20 for shuttles and USD 50 for taxis. In addition, most hotel facilities provide airport services subject to prior arrangements.

8. An AFWC24 information desk will be set up for participants in the arrivals hall of Kilimanjaro International Airport and Arusha Airport. Up-to-date Airport shuttles and up-to-date transfer information will be made available to participants.

Visas

9. Delegates' passports must be valid for at least 6 months beyond the intended date of arrival to the United Republic of Tanzania and should contain at least two unused visa pages when presenting the passport for purposes of endorsing a visa.

10. Participants from countries that are not exempted from visas to the United Republic of Tanzania must acquire valid visas before leaving their home countries. The electronic visa applications are processed online at the following link : <https://visa.immigration.go.tz> .

V. HOTEL ACCOMODATION AND CATERING

11. Participants are responsible for making their own accommodation reservations directly with the hotel of their choice. All funded and self-funded participants will have to pay for their accommodation when checking-out of the hotel. All extra costs, including dinner, room service, telephone, mini-bar use and laundry service etc., will have to be paid by the individual delegate directly upon departure. The Government of United Republic of Tanzania and FAO cannot be held liable for any such costs incurred.

12. All delegates and participants are kindly requested to note that the AFWC Secretariat will not be in a position to arrange hotel accommodation for those who fail to make their own arrangements directly. Please see links to recommended hotels below:

- Hotel Gran Melia Arusha, <https://www.melia.com/en/hotels/tanzania/arusha/gran-melia-arusha> TZ, Simeon Road, 1184, Arusha, Tanzania Tel : +255 746 982 400.
- Mount Meru Hotel <https://www.mountmeruhotel.co.tz/index.html> Arusha-Taveta Road Sekei Area Arusha TZ, 2673, Tanzania Tel : Ph.: +255 27 297 0256 upto +255 27 297 0266, Email: info@mountmeruhotel.co.tz
- Kibo Place Hotel <https://kibopalacehotel.com/kibo-palace-hotel-arusha/> Nyerere Road, Arusha Tanzania, P. O. BOX 2523, Tel +255 753 036 444
- Corridor Spring Hotel <https://www.corridorspringshotel.com> Ingira Road Arusha P.O.Box 519, Tel +255 787 545 075, +255 746 582 896,
- Destination 3 Degrees Hotel , 20 Ingira Street, Arusha, Tanzania Tel +255 744 557 790

13. Delegates are urged to book one of the recommended hotels which are within the enclave of the meeting venue to facilitate shuttle support. Transport from/to the meeting venue for participants staying to the recommended hotels will be arranged.

VI. AIRPORT TRANSFER

14. The Government of the United Republic of Tanzania will facilitate transport from and to the airports (Both Kilimanjaro International Airport and Arusha Airport). Government official will meet you with the conference sign “AFWC” upon arrival. Please note that you might be sharing airport transfer with other participants who are arriving at the same time.

15. Please ensure that you register yourself to AFWC24 Session information counter at the airports and provide your flight information, including arrival and departure dates and times, and flight numbers. This information will be used for the airport transfer arrangements.

16. If anything should happen or if you are delayed, and you find that there is no shuttle waiting for you at the airport, please inform AFWC24 Session information counter and/or Mr Shame F. Said Transport Officer for the Ministry of Natural Resources and Tourism at Mob: +255652237302 Email: shame.saidi@maliasili.go.tz. Alternatively, you can also contact FAO focal person Mr Jonathan Sawaya Tel: +255713373713/7850707 .

VII. GENERAL INFORMATION

Health and Medical Care

17. Medical services in United Republic of Tanzania are of a high standard. However, the availability of most services is restricted to the main towns. There are other high standard medical facilities close by (Mount Meru hospital), which is approximately 1.5 km away from Gran Melia Hotel. If you feel ill during the session, please contact AFWC Secretariat.

Vaccinations

18. Vaccination against Yellow Fever is mandatory and proof of vaccination must be produced at entry for all travellers, not just those travelling from areas where Yellow Fever is prevalent.

19. Malaria is prevalent in United Republic Tanzania. Delegates are advised to take precautionary measures to protect themselves against mosquito bites. Emergency Telephone Numbers

Emergency contacts

20. For any emergency please contact: Somen Mteleka, Government Focal Point Tel : +255715319373/784319373, Email: somen.mteleka@tfs.go.tz or FAO contact person Mr Jonathan Sawaya Phone +255713373713/7850707 Or Mr Hija Choyo Phone+255789126708, Email: Hija.Choyo@fao.org, available 24 hours.

Safety Information

21. Arusha town is general safe to visitors, and there is no security problems. Watch out pickpockets as Arusha is highly frequented by tourists due to its strategic location for Safari and presence of most of National Parks and Mountains.

22. Please wear appropriate clothing for the field trips. Field sites could have flies, spiders, snakes, scorpions and mosquito bites.

Some facts and figures

23. The United Republic of Tanzania is located in Eastern Africa. It is bordered by Kenya and Uganda to the North, Rwanda, Burundi and the Democratic Republic of Congo to the West and Zambia, Malawi and Mozambique to the South. The country's eastern border lies in the Indian Ocean which has a coastline of 1,424 km.

24. Tanzania has a tropical type of climate and is divided into four main climatic zones notably: the hot humid coastal plain; the semi-arid zone of the central plateau; the high-moist lake regions; and the temperate highland areas. In the highlands, temperatures range between 10°C and 20°C during cold and hot seasons respectively. The rest of the country has temperatures usually not falling lower than 20°C. The hottest period spreads between November and February (25°C - 31°C) whereas the coldest period is often between May and August (15°C - 20°C).

25. Tanzania has a generally temperate climate, and during month of October/November city of Arusha is 27°C. In the morning, the temperature drops to 17°C.

Religion

26. There are mixture of different religions in the United Republic of Tanzania, mostly Christians and Muslims.

Bank, ATM and Currency

27. The Tanzania Shillings (TZS) the official currency of the United Republic of Tanzania. The exchange rate is approximately US\$1.00 = 2,500 TZS (as of September 2023). The most up-to-date exchange rate can be obtained from <https://www.bot.go.tz/ExchangeRate/excRates>

28. Major credit cards (Visa and Mastercard) are widely accepted in Tanzania. If you need to exchange money (USD or Euro); this can be done directly at the Banks or authorized bureau de change. Business hours: Monday -Friday: 08.30 – 16.00 hours & Saturday: 08.30 -12.30hrs.

Time Zone

29. The time zone for United Rep of Tanzania is: GMT + 3 hours.

Things to do in Arusha

30. While in Arusha you can visit, Cultural Heritage Centre, Malls, Tanzanite Shopping, Town Tour in Arusha, Snake Parks, Arusha National Park and Museums. Further information on Arusha and the United Republic of Tanzania are available at Tanzanian Tourist Board : <https://www.tanzaniatouristboard.com/arusha/> .

Electricity

31. Tanzania electricity supply is 220/240 volts AC. Most plugs have three square pins in a triangular pattern (type G). It operates on a 230V supply voltage and 50/60Hz. It is advisable for participants to bring their own adaptor.