



INFORMATION NOTE

Thirtieth Meeting of the Intergovernmental Committee of Senior Officials and Experts (ICSOE) of Southern Africa

**18 - 21 November 2024
Livingstone, Zambia
Avani Victoria Falls Resort**

1. INTRODUCTION

The 30th Intergovernmental Committee of Experts and Senior Officers (ICSOE) of Southern Africa will be convened by the ECA Sub regional Office for Southern Africa (SRO-SA) and hosted by the Government of the Republic of Zambia. The meeting will be held at the AVANI Victoria Falls Resort in Livingstone, from **18th to 21st November 2024**, under the theme: ***“Addressing the energy deficit in Southern Africa through investments in new and renewable energy technologies to reduce energy poverty and accelerate sustainable industrialisation and structural transformation”***. The Session will be preceded by the convening of two Ad Hoc Expert Group Meetings (AEGMs) at the same venue. The AEGMs will be held under two topical agendas ***“Leveraging Renewable Energy Resources for a Just Energy Transition in Southern Africa”*** and ***“Financing Climate Action and a Just Energy Transition in Southern Africa – Challenges and Opportunities”***.

The meeting will be attended by Senior Officials and Experts from the SADC countries, development partners, representatives of the UN and other relevant international organisations.

2. MEETING FORMAT

The meeting will be in hybrid format. Some participants who will not be physically at the venue, will join virtually.

3. LANGUAGES

The Meeting will be conducted in English with simultaneous interpretation into Portuguese.

4. REGISTRATION

All invited participants (Member States, Organisations, Agencies and others) are requested to register for the meeting by duly completing the registration forms to be attached to the invitation letters. The duly completed forms may be sent to eca-dsrdcsa@un.org, copying the following godfridah.Sitali@un.org
Kaonga.uneca@un.org
mapongao@un.org
mundia.hangubo@un.org,
Titus.Mumba@mofaic.gov.zm
Percy.Mudenda@mofaic.gov.zm and
Tresford.Musonda@mofnp.gov.zm
Tiszah.Katowa@mofnp.gov.zm

Note:

Only the names of duly registered participants will be included on the list of approved participants.

5. LOGISTICAL ARRANGEMENTS

5.1 Location

AVANI Victoria Falls Resort, is located on the outskirts of the Livingstone Central Business District, within the vicinity of the Mosi-ou-tunya, also known as the Victoria Falls. It is approximately 15 kilometres (20 minutes' drive) from the Harry Mwanga Nkumbula International Airport.

5.2 Security and Protocol

a) Security

Zambia is generally a safe country and the Government of the Republic of Zambia will be responsible for general Security of all delegates. However, Delegates are urged to take appropriate precautions to ensure their security and safety of their belongings at all times. Delegates must therefore ensure that attractive belongings such as laptop computers, mobile phones, cameras and cash are kept out of sight and are in secure facilities available at their hotels. Security and public order will be provided and ensured at the venue of the Meeting.

b) Protocol and Liaison

The Government of the Republic of Zambia will also be responsible for the provision of protocol and accreditation services for all the invited guests. There will be Protocol Officers at the airport to receive delegates. Please look for placards written, "ICSOE". The Protocol Officers will also be on hand to assist those who will require assistance with VISA processing at the Airport.

The list and contact details of Liaison officers responsible for the overall organisation of the meeting is attached to the document. The Liaison Officers are available to assist delegates before they travel to Zambia and during their stay in Zambia. The Liaison Officers can be contacted between 07:00hrs and 19:00hrs. Only emergency phone calls will be permitted outside the stipulated times.

5.3 Transport

Transport will be organised for participants between Harry Mwanga Nkumbula International Airport, Livingstone, and the designated hotels, as well as between the designated hotels and the meeting venue for the duration of the meeting.

5.4 Hotel Accommodation

Accommodation for all sponsored participants has been reserved and will be paid for by UNECA-SA at David Livingstone Safari Hotel and the AVANI Victoria Falls Resort.

Please note that, for coordination purposes, the Government of the Republic of Zambia has selected a number of Hotels where delegates who will not be accommodated at the AVANI Victoria Falls Resort including self-sponsored participants may stay. The hotels cleared by UNDSS

with block bookings and competitively negotiated room rates include Zambezi, Victoria Falls and Courtyard Lodges.

Table 1: List of Recommended Hotels

Names of Hotels	Discounted Price of a standard room	Distance from Meeting Venue	Contact
Zambezi Junction Lodge	ZMW1,350 (\$52)	7 Kilometres	+260 979 422 445
Victoria Falls Waterfront	ZMW2,450 (\$95)	9 Kilometres	+260 968 320 606
Courtyard Lodge	ZMW1,200 (\$47)	9 Kilometres	+260 213 320 884

Note:

Note that the meeting organisers will not provide transport to those who fail to arrange their hotel accommodation directly with the recommended hotels. Those who book accommodation outside the above stipulated hotels are advised to make their own transport arrangements to get to and from the meeting venue.

6. IMMIGRATION REQUIREMENTS

6.1 Passport Requirements

All delegates entering the Republic of Zambia should be in possession of their national passport, valid for at least six months before its expiry date, and a copy of their **Official Invitation**. The Passport should at least have 2 blank pages before entry into Zambia.

6.2 VISA Requirements

Participants requiring visa to enter Zambia are strongly advised to apply for a visa from the Zambian diplomatic or consular missions in their home countries as soon as possible, or through the e-visa platform on <https://eservices.zambiaimmigration.gov.zm/>. The option for obtaining visa on arrival will also be available for delegates with prior confirmation of participation.

The use of temporary passports or emergency travel documents will not be acceptable.

6.3 Visa Fees

- i) Gratis - Diplomatic/service /official passport holders
- ii) Ordinary Passport holders - USD 25 Single Entry, USD 40 Double Entry and USD 75 Multiple

7. TRAVEL

Travel arrangements for sponsored participants will be made through ECA, who will provide participants with a round trip economy class air ticket and daily subsistence allowance (DSA), in accordance with United Nations rules applicable to Livingstone, Zambia.

The United Nations Travel guidelines of “most economical, most direct route” will apply, for sponsored participants. Non-sponsored participants are encouraged to utilise Zambia’s national airline where available for connection to Livingstone.

8. CURRENCY

8.1 Exchange Rate

The Zambian Kwacha (ZMW), is the national currency; in paper denominations of K100, K50, K20, K10 and coins of K2, K1, 50ngwee, 20ngwee, 10ngwee. Most international currencies are convertible to Kwacha (and vice versa) at Banks and various Exchange Bureaus. Exchange rates float in accordance with the market forces. As at 7th October 2024, 1 USD is approximately equivalent to ZMW 26.00.

Table 2: Exchange Rate as at 7th October 2024

Currency	Buy	Sell
1 - GBP	34.63	35.31
1 - EUR	28.94	29.51
1 - USD	26.38	26.89
1 - Rand	1.51	1.54
1 - Pula	2.00	0.50

<https://secure.zanaco.co.zm/vsuite/vnet/web-banking/public/exchangeRates>

8.2 Banking Services

Banks open at 09:00hrs until 15:00hrs from Monday to Friday and from 9:00hrs to 12:00hrs on Saturday. Banks remain closed on Sundays and Public Holidays. Banking amenities are available at all the commercial banks. Local and regional banks operating in Zambia hold agreements with a variety of credit card networks. Exchange Bureaus facilities are available in the central business district of Livingstone. Major credit cards are accepted in most hotels, restaurants and shops.

9. ARRIVALS AND DEPARTURES

9.1 Arrivals

The official port of entry into Livingstone City will be Harry Mwanga Nkumbula International Airport. To facilitate arrival of delegates, immigration counters will be operating at the main terminal for necessary assistance. Assistance with transport and currency exchange will also be available at ports of entry.

9.2 Departures

Delegates departing through Harry Mwanga Nkumbula International Airport will be expected to undergo aviation security screening process and be facilitated through the dedicated check-in and immigration counters. The schedule for departure of chartered aircrafts should be communicated to the Ministry of Foreign Affairs of the Republic of Zambia at least 24 hours before the scheduled flight.

10. MEDICAL SERVICE

Health services will primarily be available at the designated meeting venue. The main hospital in Livingstone will be on standby to provide referral medical services. Delegates attending the meeting are also advised to acquire Medical Insurance before travelling to Zambia.

11. EMERGENCY NUMBERS

Emergency	999
Ambulance	991
Police	991
Livingstone Central Police	0213 323 575 0213 320 116
Fire Brigade	993
Livingstone Fire Station	0213 324 043

12. GENERAL INFORMATION**12.1 About Zambia and Livingstone**

Zambia is a land-linked country in South-Central Africa divided into 10 provinces and 116 administrative districts. It shares borders with Angola, Botswana, Congo DR, Malawi, Mozambique, Namibia, Tanzania and Zimbabwe. Zambia's time zone is GMT+2. The country's area totals 752,614 km², and its population is 19.69 million as per 2021 census of population. Zambia's International Dialing Code is +260.

A few minutes from the Meeting venue is the famed Victoria Falls - indigenously called Mosi-oa-Tunya, or "the Smoke that Thunders" - plunging a misty 108m into narrow Batoka Gorge, Spanning the Zambezi River just below the falls is Victoria Falls Bridge, a spectacular viewpoint. The place is surrounded by a national park with diverse wildlife and adventurous sights including Crocodile Farm and the Mukuni Big Five. Delegates are welcome to visit.

12.2 Electricity plug Type

Zambia generally uses British three pin square sockets. Delegates are therefore advised to carry an adaptor.

13. WEATHER AND DRESS CODE

Zambia has a tropical climate and the meeting will be convened during the summer (hot/rainy season). During this period, the minimum temperature is around 20 Degrees Celsius at night reaching a maximum of 35 Degrees Celsius during the day. Rains are expected on some days. Participants are advised to carry umbrellas and some pack warm clothing in case it will be raining as temperatures tend to drop drastically.

Dress Code for the meeting is Business/Formal.

14. IMPORTANT CONTACT DETAILS**14.1 Host Country:**

- i) Tresford Musonda – Acting Assistant Director – Ministry of Finance and National Planning
tresford.musonda@gmail.com Cell: +260 977 705524

- ii) Ms. Susan Choolwe – Principal Planner, Ministry of Finance and National Planning. Email address: muschoolwe@gmail.com; Cell: +260 975 693 738.
- iii) Ms. Tizah Katowa – Principal Planner, Ministry of Finance and National Planning. Email address: Tizah.Katowa@mofnp.gov.zm; Cell: +260 977 864 846.
- iv) Mrs. Ndayanja Mwale – Senior Planner, Ministry of Finance and National Planning Ndayanja.Mwale@mofnp.gov.zm , Cell: +260 977 705524
- v) Mr. Titus Mumba – Principal Economist, Ministry of Foreign Affairs and International Cooperation. Email: Titus.Mumba@mofaic.gov.zm Cell: +260 972 454 234.
- vi) Mr. Percy Mudenda – Protocol Officer, Ministry of Foreign Affairs and International Cooperation. Email: Percy.Mudenda@mofaic.gov.zm Cell: +260 977 198 061.

14.2 UNECA-SA

- i) Ms. Grace Kaonga, Team Assistant - United Nations Economic Commission for Africa Sub regional Office for Southern Africa, P.O. Box 30647, Lusaka, Zambia, Tel: (260) 211 228 502-5 Fax: (260) 211 236 949 Email: kaonga.uneca@un.org
- ii) Ms. Godfridah Sitali, Programme Management Officer, United Nations Economic Commission for Africa Sub regional Office for Southern Africa P O Box 30647, Lusaka, Zambia, Tel: (260) 211 228 502-5 Fax: (260) 211 236 949 Email: godfridah.sitali@un.org