

**Climate and Environment Mainstreaming and the
Green Economy to achieve the Millennium Development Goals**

POVERTY AND ENVIRONMENT PARTNERSHIP (PEP) MEETING



A BRIEF FOR PARTICIPANTS

SUNBIRD CAPITAL HOTEL

LILONGWE, MALAWI, 1 - 5 MARCH, 2010

Dear Colleagues,

This brief has been prepared to help participants for the PEP meeting prepare for their travel to Malawi.

Enclosed you will find various administrative details of the arrangements for your trip. We hope this will contribute to your preparations for your productive and enjoyable visit to Malawi.

Further details are available on the conference website

www.povertyenvironment.net/pep

We look forward to seeing you in Lilongwe and wishing you a safe trip

PEP Organizers

MALAWI BRIEF

CONTACTS

For Agenda & Technical Background

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For logistical and administrative arrangements

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Sunbird Hotel Focal Person

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Fax: +265 (0) 1 771 273
Mobile: +265 (0) 888 965 131
Email: tamara@sunbirdmalawi.com; centralres@sunbirdmalawi.com; capitalres@malawi.com

1. IMMIGRATION REQUIREMENTS

Participants coming from some countries should note that proof of yellow fever vaccination may be required at the airport.

United Nations Laissez Passez (UNLP) holders and participants from the following countries will be granted GRATIS Visa on arrival: Antigua, Australia, Barbuda, Bahamas, Bangladesh, Barbados, Belgium, Belize, Botswana, Brunei, Canada, Cyprus, Denmark, Dominica, Fiji, Finland, France, Gambia, Germany, Ghana, Grenada, Guyana, Iceland, Israel, Italy, Japan, Jamaica, Kenya, Kiribati, Lesotho, Luxemburg, Madagascar, Malaysia, Maldives Island, Malta, Mauritius, Mozambique, Namibia, Nauru, Netherlands, New Zealand, Northern Island, Norway, Papua New Guinea, Portugal, Samoa (Western), San Marino, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, Sri Lanka, St. Kitts & Nevis, St. Lucia, St. Vincent, Swaziland, Sweden, Spain, Taipei, Tanzania, The Grenadines, Tonga, Trinidad and Tobago, Tuvalu, Uganda, UK, USA, Zambia, Zimbabwe.

For participants who are being sponsored by the organisers (ie DFID, OECD, UN and World Bank) and who need a visa to Malawi, the organisers will make special arrangements for visas to be issued on arrival. This requires special approval from the Government of Malawi and pre- payment of a \$70 fee (which will be paid by the sponsoring agency).

So sponsored participants should send the following details :

- name, nationality, passport date of issue, date of expiry and place of issue and
- scanned copy of their passport page(s) with these details to the conference organiser, Bertha Msusa: berthamsusa@yahoo.com

Please send as soon as possible – before February 16th

For participants who may require a visa and are not being sponsored, please obtain your visa before arrival. Please contact the conference organiser, Bertha Msusa: berthamsusa@yahoo.com for information.

Participants needing a formal meeting invitation for visas etc, should contact the conference organiser, Bertha Msusa: berthamsusa@yahoo.com who will arrange an invitation from UNDP Malawi.

2 CONFERENCE VENUE/ACCOMMODATION

The conference will be held at Sunbird Capital Hotel, Lilongwe, Malawi. The hotel is located approximately 28kms from Kamuzu International Airport.

There is a block booking for 150 rooms. The negotiated room rates, (bed and breakfast) for both hotels are: \$112 for Standard room, \$158 for Superior room, \$186 for Deluxe and \$263 for Suite. The rates are inclusive of Value Added Tax (VAT). Participants who have not yet made their reservations should please do so by **14 February, 2010**, stating that they are part of the UNEP Conference.

Reservations, Itineraries and Special Needs should be sent to Tamara Sibale at Sunbird Capital Hotel, tamara@sunbirdmalawi.com with a copy to Bertha Msusa, berthamsusa@yahoo.com

Please note that all cancellations should be done 2 days prior to checking in date. Should a participant fail to do so, then they will be responsible for a no-show charge of 100% of the room rate for one night.

Unless otherwise informed (ie for some sponsored participants), each participant will be directly responsible for settlement of individual hotel bills. All major credit cards are accepted by the hotel.

The hotel has the following facilities:

- Swimming Pool, free for residents
- Gym, free for residents
- Business Centre, where you can pay for the services

The rooms are fitted with Air conditioners, Colour TVs, Wireless Internet connection, Phone access direct from the rooms. Please check out the hotel's website in the address below to view the various services and facilities at the hotel. www.sunbirdmalawi.com

Hotels' addresses:

Sunbird CAPITAL Hotel
Chilembwe Road
P.O. Box 30018
Lilongwe 3
Malawi
Tel : +265 (0) 1 773 388,
Fax +265 (0) 1 771 273
Hotel Email : capital@sunbirdmalawi.com
website: <http://www.sunbirdmalawi.com>

3 TRANSPORT FROM AIRPORT

The hotel provides one way shuttle from airport at a rate of US\$30.00 per person. Participants should send their Expected Arrival and Departure Time and Dates for airport pick-up arrangements to the following addresses: tamara@sunbirdmalawi.com; centralres@sunbirdmalawi.com; capitalres@malawi.com

4 SHORT FIELD TRIP ON AFTERNOON OF SUNDAY 28th FEBRUARY

For interested participants who arrive on Sunday morning, WWF with the Malawian Forestry Department will be arranging a short visit to a community carbon sequestration project some 50km from Lilongwe. Travel time will be about an hour each way and participants will be advised of the costs (transport and refreshments) when field trip logistics are finalised by mid February. Details will be posted on the meeting website and sent to participants who have expressed interest in their registration forms. Please contact the Bertha Msusa, the conference organizer, berthamsusa@yahoo.com for further information.

5 MEALS

Lunch will be provided during the conference by the hotel as part of the Conference package.

Participants will be expected to sign for all their additional meals and drinks so that they can settle them directly with the hotels when checking out. Hotel meals cost approximately US\$30

6 SECURITY

Lilongwe, just like many other large cities, has its fair share of criminal elements, especially at night. Therefore, you are advised to exercise caution (i.e. walk in pairs; avoid walking on deserted streets even during day time).

Currently, travel to Malawi does not require any Security Clearance

Contact details of UN Security Advisor: Saleh Tembo:
saleh.tembo@undp.org; +265 (0) 999 960 102, +265 (0) 1 773 500

7. HEALTH

- Just as security, participants are advised to take care. Check on vaccinations and anti-malaria medication well in advance of travel to Malawi.
- It is advisable that participants take special care against the food they eat, especially outside the Hotel.
- Tap water is safe to drink but participants are advised to drink bottled water.
- In case of medical emergency, participants can contact the UN Doctor, Dr. George Lutwama, based at Partners in Hope on the following mobile No. +265 (0) 999 960 188
- In addition, there are two clinics near the hotel situated in Area 10 (Lilongwe Private Clinic) and in Area 43 (Mars Clinic)

8. MONEY

- Malawi's unit of currency is the Kwacha (MWK), which is divided into 100 Tambala units.
- The current UN DSA Rate for Lilongwe is US\$202. The UN exchange rate is US\$ 1 = MWK 148.4
- Sunbird Capital hotel does change foreign currency into local currency but not vice versa. The current exchange rate used at the hotel is US\$1 = MWK147
- Foreign exchange transactions can be made in any Bank and Forex Bureau. Forex Bureaus located at Pacific Centre, Area 10 (15 minute walk from the hotel) and NICO Centre in Old Town (10 minute drive from the hotel) have the best exchange rates.
- You can also use your VISA/Mastercard at Standard Bank or National Bank ATMs

9. TELECOMMUNICATIONS

As nearly everywhere, telephone charges from your hotel room can be very high. You may wish to carry your own cellphone and set it to roaming or buy a SIM card at the hotel gift shop. Currently there are two companies that provide mobile/cellphone services: Zain and TNM

10. LANGUAGE

English is the official language and will generally be understood. Chichewa is the national language.

The meeting will be conducted in English only.

11. TIME AND DAYLIGHT HOURS

Malawi time is Greenwich Mean Time plus two hours (GMT+2), the same Central Africa Time as South Africa. Day light varies by about an hour between winter (May to August) when there are 11-day light hours, and summer (January to March), when there are 12-day light hours.

12. INTERNET/EMAIL

- You can access the internet using the hotel Business Centre
- The hotel also has wireless internet connectivity of broadband, scratch cards are available at US\$4.26/1 hour and US\$14.20/5 hours.

13. ELECTRICITY

Malawi uses the British three pin square plug and a 240 volt supply. So participants are advised to take adaptors and a transformer if necessary

14. WEATHER

The month of March is warm-wet season, during which annual precipitation takes place. The temperatures range between 18°C and 29°C. Mosquitoes are in abundance during the warm-wet season. You are, therefore advised to bring long sleeved shirts and light trousers to keep the mosquitoes at bay in the evening. It would also be advisable to pack mosquito repellent.

15. DINING AND SHOPPING

- The Sunbird Hotel is situated in City Centre close to a few Restaurants and Shopping areas:
- 10 minutes drive to Buchannan's Grill and Delhi Babar Restaurants (Four Seasons)
- 10 minutes drive to Blue Ginger and Surf 'n' Turf Restaurants (Pacific Plaza, Area 10)
- 10 minutes drive to Pacific Plaza (Area 10)
- 5 minutes drive or 10 minutes walk to City Centre car park (Curios)

Capital/Lilongwe Hotel can provide reliable taxi service for your private trips.

You can find more information on Restaurants, Shopping, Maps etc by accessing: www.citinfomalawi.com. You will also find a free copy of Citinfomalawi magazine in your Hotel.

16. ATTRACTIONS AND SIGHT-SEEING

Malawi provides plenty of opportunities for many types of activities. The magnificent Lake Malawi is a haven for boat activities and watersports, as well as having some of the best freshwater diving sites in the world. The nearest district from Lilongwe to see Lake Malawi is Salima (about an hour drive). Eight land-based national parks and wildlife reserves offer all type of safaris in a wide variety of natural wilderness environments. The mixed terrain and varied landscapes also provide for excellent trekking and mountain biking opportunities, particularly in the highland areas.

The Capital Hotel can arrange some tours to interested participants. The hotel will also have information about tour operators in Malawi.

17. EMBASSIES/HIGH COMMISSIONS IN MALAWI

| | | |
|----------------|---|-----------------|
| United Kingdom | - | Tel: 01 772 400 |
| Canada | - | Tel: 01 775 713 |
| China | - | Tel: 01 794 751 |
| Germany/France | - | Tel: 01 772 555 |
| Ireland | - | Tel: 01 776 405 |
| Mozambique | - | Tel: 01 774 100 |
| Norway | - | Tel: 01 774 211 |
| South Africa | - | Tel: 01 773 722 |
| Tanzania | - | Tel: 01 773 035 |
| USA | - | Tel: 01 773 166 |
| Zambia | - | Tel: 01 772 590 |
| Zimbabwe | - | Tel: 01 774 988 |