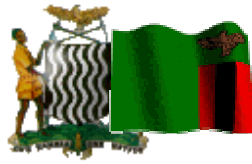




Republic of Zambia



Department of Civil Aviation

Symposium on Regional Aviation Safety Agencies Livingstone, Zambia, 13-15 July 2009

Practical information on your stay in Zambia

1. DATE AND VENUE

The Regional Aviation Safety Agencies (RASA) Symposium will be held from 13th to 15th July 2009 in Livingstone, Zambia.

The RASA Symposium will be held at Sun International Hotel in Livingstone.

2. TRANSPORT AND ARRANGEMENTS

2.1 **Flights** – Flights between Johannesburg and Lusaka are available throughout the week. Delegates are advised to make direct flights to Livingstone since Livingstone is an international airport and has the immigration facilities. Delegates are responsible for making their own flight arrangements.

2.2 **Transport** – the Government of the Republic of Zambia, as the host, is responsible for providing transport and protocol facilities. Transport will be available from 10th July 2009. To facilitate the schedule of transport from and to the airport, delegates are requested to submit their itineraries well in advance in the Registration Form, which should be faxed or e-mailed to the Department of Civil Aviation Zambia, preferably from 1st to 5th July 2009.

2.3 Transport will be available for delegates between the following point:-

- (i) On arrival – Livingstone International Airport, and

(ii) On departure – back to Livingstone International Airport.

2.4 Transport (minibuses), for all other delegates, will be operating between designated hotels (attached herewith) and the Conference venue at time intervals to be specified in the Conference Programme, which would generally be 15 to 30 minutes before and after the meetings.

3. **ENTRY REQUIREMENTS**

3.1 The Zambian Government requires that all delegates be in possession of a valid passport or similar authentic travel document.

3.2 All delegates who require visas are requested to arrange through Zambian Missions in their respective countries.

3.3 Delegates from countries without resident Zambian Missions must communicate their details to the officials of the Department of Civil Aviation for air port visa arrangements.

3.4 Delegates will be met at Livingstone International Airport to be assisted with entry formalities. A special desk managed by Liaison/Protocol Officers will be set up at the airport.

4. **ACCOMMODATION**

Please see Annexure “A” attached hereto.

5. **CLIMATE**

5.1 Livingstone town is near the might Zambezi river, and this time of the season daytime temperatures may range from 23 C to 31 C (73 – 88 F), dropping at night to as low as 5C (41 F) in June and July. Delegates are advised to carry warm clothes.

5.2 Usually from June to August, Zambia experience warm days and cold nights.

6. **TIME**

6.1 Time is uniform throughout the country and one hour ahead of the Greenwich Mean Time (GMT).

7. **POSTAL SERVICES**

7.1 Postal service is readily available throughout the city. Rate from Zambia for airmail letters vary accordingly to the country of destination.

7.2 An Internet Café is available at the Conference venue.

8. **CURRENCY REGULATION**

8.1 There is no restriction on the amount of foreign currency that may be brought into Zambia. All amounts must however be declared with customs and Excise officials on arrival.

8.2 Foreign exchange facilities are available through Bureau De Changes all days of the week from 08:00 hours to 17:00 hours in the business centre and the International Airport.

8.3 Banks are open as from Monday to Friday from 09:00 hours to 15:00 hours and on Saturday from 09:00 hours to 12:00 hours. Travelers cheques and all major credit cards are acceptable in Zambia.

9. **CREDIT CARDS**

Most hotels will take credit cards. Most of the bigger banks will advance local currency against a credit card. Standard Chartered Bank, Stanbic and Barclays Bank have ATM's which accept visa cards for cash.

10. **CURENCY**

The Kwacha has denominations of K100, K500, K1,000, K5,000, K10,000, K20,000 and K50,000500 Kwacha notes. As of June 2009, 1 United States Dollar equals approximately K5,200 but this rate fluctuates regularly and sometimes quite dramatically.

11. **AIRPORT DEPARTURE TAX**

On leaving Zambia, non-residents pay a departure tax of US\$25. This is now normally included in the cost of an air ticket but you will be asked to pay this separately in US Dollars if it is not.

12 **REGISTRATION AND ACCREDITATION**

12.1 **Delegates** - registration will be done at the Conference venue. All delegates will be issued with identification badges and entrance to the Conference venue will strictly be based on such identification. All delegates are advised to submit their registration forms before or on 9th July 2009.

12.2 **Press** – All Journalists will be accredited by Department of Civil Aviation/National Airports Corporation Limited and an Accreditation Desk will be in place at the Conference Centre. Please bring two passport size photographs and a letter of assignment from your employer.

12.3 Media Coordinator:

Geoffrey Chipolyonga
Public Relations Officer
National Airports Corporation Limited

Tel: +260 211 27
Fax: +260 211 224777
Mobile: +260 977 790 892
Email: Geoffrey.chipolyonga@lun.aero

13. **PROTOCOL**

Liaison Officers will be available to assist with coordination of transport, accommodation issues and other matters pertaining to protocol. There will be a desk at the airport as well as at the Conference venue.

14. **SECURITY**

The Government of the Republic of Zambia will ensure security of delegates at the Conference venue. As part of these arrangements badges will be issued to all participants at the Registration Desk.

Emergency numbers Livingstone Central Police 03-323 575 Or 03 320 116.

15. **ELECTRICITY**

The local current is 220v, 50 cycle AC and the sockets have the British 3 square pin layout.

16. **HEALTH REQUIREMENTS**

16.1 Medical facilities are located in the center of town and transport will be readily available throughout the day. Delegates must have medical insurance cover to cater for any ailment or medical requirements.

16.2 Delegates with special health needs are kindly requested to communicate these to Zambia's SADC National Contact Point in advance.

17. **ADDRESS AND CONTACT NUMBERS**

17.1 All official correspondence must be directed to the Director of Civil Aviation at the following address:

Mr Chitalu Kabalika
Director
Department of Civil Aviation
P.O. Box 50137
Lusaka
Zambia.

Tel: +260 211 251 861

Fax: +260 211 251 841

Email: aviationdca@coppernet.com

17.2 Completed Registration Forms and all enquiries on day to day arrangements should be made to the following people:-

Mr Tom Kok	+260 955 711 205
Mr Peter Nyirongo	+260 977 254 788
Ms Pamela Chalawila	+260 955 754 351
Ms Nancy Nyambose	+260 977 668 208
Ms Silvia Mwale	+260 977 320 919

Contact details:

Tel: +260 211 251861

Fax: +260 211 251841

Email: avisst
petnyi@yahoo.com
pamcha01@yahoo.com
mambwefwanks@yahoo.com
silmwale@yahoo.com

FURTHER TRAVEL INFORMATION

- (i) Foreign Travel Advisories
www.zambiaimmigration.gov.zm
- (ii) British Foreign Office
www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country/sub-saharanafrika/zambia
- (iii) United States Department of State
http://travel.state.gov/travel/cis_pa_tw/cis/cis_1062.html

For more information about Zambia as a destination, see the website of the Zambian Tourist Board www.zambiatourist.com.

Extensive further travel information on Zambia from a previous edition of one of the main.

Travel guides on Zambia (slightly outdated when it comes to telephone numbers etc. can be found at www.zambia-travel-guide.com/bradt_guide.asp?bradt=170

On Livingstone

Livingstone is one of the oldest towns in Zambia, and is 11km from the famous Victoria Falls. In the last few years tourism has developed rapidly. There are many tours and activities available, including elephant rides, horse back safaris, white water rafting, bungee jumping, river cruises, microlight and helicopter flights over the Falls.

The Symposium will be held at the Fall Resort and Convention Centre situated right next to the world famous Victoria Waterfalls, one of the seven natural wonders of the world.

Livingstone is probably better oriented towards visitors than any other corner of Zambia. In spite of this, visitors travelling north from Zimbabwe are attracted simply by the Victoria Falls.

From Livingstone, you can make interesting day trips to the falls, Mosi-oa-Tunya national park directly adjacent to Livingstone or to Chobe National park just across the border in Botswana. Fairly new is the opportunity to make a trip with the Victoria Fall Steam Train Company that takes you for a picture perfect experience on the steam train from Livingstone onto the magnificent Victoria Falls Bridge.



Republic of Zambia
Department of Civil Aviation

**Symposium on Regional Aviation Safety Agencies
Livingstone, Zambia, 13th - 15th July 2009**

REGISTRATION FORM

First Name:

Last Name:

Passport No.

Organisation/Institution:

Address: **City/Town**

Country:

Tel: **Fax:**

Email:

Arrival date:

Time: **Flight No:**

Name of Hotel:

Room No:

Departure date:

Time: **Flight No:**



Republic of Zambia

Department of Civil Aviation

25th June 2009

Directors General of Civil Aviation/Chief Executive Officers of Civil Aviation Authorities/Directors of Departments of Civil Aviation/International Civil Aviation Organization Eastern and Southern African Office.

Dear Sir/Madam

**Invitation to the Regional Aviation Safety Agencies (RASA) Symposium:
Livingstone, Zambia, 13th to 15th July 2009**

I have the honor to inform you that the Regional Aviation Safety Agencies (RASA) Symposium will be held in Livingstone Zambia from 13th to 15th July 2009.

You may recall that AFCAC, EASA and Zambia Civil Aviation had made a formal invitation to the symposium during the 2009 Global Aviation Safety Workshop and 3rd COSCAP-SADC Steering Committee meeting in Swakopmund in Namibia.

This is an important symposium for all SADC, as critical decisions must be made concerning:-

- (i)
- (ii)
- (iii)

Attached please find a copy of the proposed meeting agenda.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Chitalu Kabalika', followed by a period.

Chitalu Kabalika
Director
Department of Civil Aviation