



SECOND AFRICAN JUDICIAL DIALOGUE
"CONNECTING NATIONAL AND INTERNATIONAL JUSTICE"
NGURDOTO MOUNTAIN LODGE ARUSHA, TANZANIA
4 - 6 NOVEMBER 2015



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INFORMATION NOTE

DEAR PARTICIPANTS,

We look forward to welcoming you to Arusha, Tanzania, venue of the Second African Judicial Dialogue. The Dialogue will be held at the Ngurdoto Mountain Lodge from 4-6 November 2015 (www.thengurdotomountainlodge.com).

This guide provides general information on Tanzania and Arusha as the host country and city respectively, travel requirements and administrative and logistical arrangements for the Dialogue which is meant to make your stay as comfortable as possible. If you require more information please contact the following officials:



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INTERNATIONAL & REGIONAL AIR ACCESS



Arusha is accessible by air through Arusha Airport (for local flights) and Kilimanjaro International Airport (JRO). The latter is approximately thirty (30) minutes' drive to Ngurdoto Mountain

Lodge and one (1) hour's drive to the city centre. The Kilimanjaro International airport is also serviced by the following International Airlines and domestic and regional carriers:

Air Kenya	Daily
Air Tanzania	Daily
Condor Air (DE)	Twice a week
Emirates Air via Dar es Salaam (EK)	Daily
Ethiopian Airlines (ET)	Daily
Fastjet (FN)	Daily
Fly Dubai	Daily
Kenya Airways (KQ)	Daily
KLM Royal Dutch Airlines (KL)	Daily
Precision Air (PW)	Daily
Qatar Airways (QR)	Daily
Rwanda Air Express	Thrice a week
Safari Air Link	Daily
South African Airways via DAR (SA)	Daily
Swiss Airlines via DAR (LX)	Daily
Turkish Airlines (TQ)	Daily

NB: Some of the above airlines have two to four flights daily

- Travellers from the United States and Canada are advised to take KLM Dutch Airlines (KL) as it code shares with Delta (DL) & Air Canada (AC). Alternatively, Qatar Airways (QR) could be the cheapest option, and in some cases, Ethiopian Airlines (ET) would be ideal.
- KLM Royal Dutch Airlines (KL), code sharing with Air France (AF) has daily flights from Amsterdam to JRO. This would be the easiest connection from Europe. Alternatively, travellers from Europe can take Turkish Airlines which lands at JRO via Istanbul. However, Ethiopian Airlines (ET) and Qatar Airways (QR) could be the cheaper options.
- Passengers from South America are advised to take either KLM Royal Dutch Airlines (KL) code sharing with Air France (AF), Qatar Airways (QR), Turkish Airlines (TK), or Ethiopian Airlines (ET).
- Passengers from the Middle East and Asia are advised to take either Qatar Airways (QR), Ethiopian Airlines (ET), or Emirates Airlines (EK)

IMMIGRATION REQUIREMENTS

a. Visa

All participants must have a valid passport and visa to enter Tanzania.



Citizens from the countries listed below **DO NOT** require a visa to enter Tanzania.

Anguilla, Antigua and Barbuda, Bahamas, Barbados, Belize, Bermuda, Botswana,

Burundi, Virgin Islands, Brunei, Cayman Islands, Christmas Island, Cocos, Cook Islands, Cyprus, Dominica, Falkland Islands, The Gambia, Ghana, Gibraltar, Grenada, Guernsey, Guyana, Hong Kong, Jamaica, Jersey, Kenya, Kiribati, Lesotho, Macau, Malawi, Malaysia, Isle of Man, Mozambique, Namibia, Nauru, Papua New Guinea, Romania, Rwanda, Samoa, Seychelles, Singapore, South Africa, Swaziland, Tonga, Trinidad and Tobago, Turks and Caicos, Tuvalu, Uganda, Vanuatu, Zambia and Zimbabwe.

Several nationalities need visas to enter Tanzania. Please check the following link:

<http://immigration.go.tz/module1.php?id=24>

Where there is no Tanzanian diplomatic representation in your country of origin, and you require a visa to enter Tanzania please send a scanned copy of the relevant pages of your passport via email to **Mr. Kenneth Kimbui**

on the contact indicated above. This is required to facilitate the issuance of visas on arrival. We will send the correspondence from the Department of Immigration in this regard to facilitate your travel. On arrival, the Protocol Team will be on hand to facilitate your immigration formalities.

The visa fee is **US\$50** for single entry. Only American and Canadian citizens can get multiple entry visas at a **US\$100** fee.

b. Yellow Fever Vaccination



Recently, the Government of Tanzania through the Ministry of Social Welfare, issued a

notification that health surveillance desks will be reinstated at all entry points – border posts, ports and international airports. Tanzania is among the countries that are at risk of being affected by yellow fever. The health officials have therefore been instructed to deal with the control and prevention of yellow fever with regard to international travellers coming from yellow fever endemic areas. This directive is as a result of advice from the World Health Organization. **A VALID YELLOW FEVER VACCINATION CERTIFICATE MUST BE PRESENTED BY ALL VISITORS**

NB: If yellow fever vaccination is contraindicated for medical reasons, a letter of medical exemption is necessary

at all points of entry into Tanzania. The certificate is a requirement for all visitors originating from yellow fever-prone zones or transiting through yellow fever-endemic countries, or else they will be vaccinated on arrival at a fee.

a. Yellow Fever Endemic Zone in Africa includes:

Angola, Benin, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Congo, Cote D'Ivoire, Democratic Republic of Congo, Equatorial Guinea, Ethiopia, Gabon, Ghana, Guinea Bissau, Kenya, Liberia, Mali, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, Sudan, The Gambia, Togo, Tanzania, Uganda and Zambia.

b. Yellow Fever Endemic Zone in America includes:

Brazil, Bolivia, Colombia, Ecuador, French Guiana, Guyana, Panama, Peru, Suriname and Venezuela.

ARRIVAL AND DEPARTURE TRANSFERS



Should your flight be delayed or cancelled, please inform **Mr. Kenneth Kimbui** as soon as possible to enable us make the necessary arrangements.

There will be a **Meet and Greet Desk** at Kilimanjaro International Airport and staff to man it on a 24-hour basis. The desk will be branded with Judicial Dialogue signage easily recognizable by participants on their arrival.

Airport to hotel transfers will be provided to all those travelling to Arusha for the Dialogue. This will be on a shared basis as, those arriving on the same flights will be transferred together, which would also provide room for pre-dialogue networking.

Similarly on departure, participants will be picked up from Ngurdoto Mountain Lodge two and half hours prior to their flight departure time and transferred to the airport. Again, these will be provided on shared basis and delegates departing on the same flights will be transferred together. A departure schedule will be distributed to participants in good time. Unlike on arrival where there will be a Meet and Greet Desk, on departure, there will be staff to assist in case of missed flights, or any other problems that may arise while participants are checking in.

TICKETS, ACCOMMODATION AND PER DIEM

a. For sponsored participants, the Court will meet all the costs of your travel to the Dialogue by providing an economy class return ticket.

b. For sponsored participants, the Court will pay the accommodation costs on a bed and breakfast basis and they will be provided 50% of the United Nations Rate applicable for Arusha for November 2015 to cater for their dinner. Participants will be responsible for paying for their personal costs such as laundry, minibar expenses etc. Self-sponsored participants who wish to stay in other hotels should inform **Mr Kenneth Kimbui**. Lunch will be provided to all participants.

c. Travel itineraries and air tickets will be sent out to all sponsored participants. Should participants wish to buy their own tickets or incur any other expenditure relating to their air tickets, kindly consult Mr Kenneth Kimbui for advice.

DOCUMENTS REQUIRED FOR PROCESSING ENTITLEMENTS

Participants are kindly requested to provide the following documents to facilitate the processing of entitlements:

1. Copy of the invitation letter (personal or institutional)
2. Original boarding passes
3. Visa fee receipt (where applicable)
4. Copy of ticket
5. Copy of passport and
6. Duly filled and signed Travel Claim Form

TRANSPORT IN ARUSHA



The Dialogue will take place at Ngurdoto Mountain Lodge therefore there will be no need for transportation in this regard. Arusha-based participants are advised to make their own transport arrangements to and from

Ngurdoto Mountain Lodge.

Should one wish to leave the hotel at their convenience, taxis are plentiful and cheap. Make sure to agree on a price before leaving for your destination. A taxi from Ngurdoto Hotel to town may cost around TZS 30,000 one way. Expect to pay no more than TZS 5,000 (\$2.3) for a trip within the city centre, or TZS8, 000 (\$3.7) for the outskirts, at any time of the day). The best option is to book a taxi through the Dialogue Help Desks or through the Lodge reception. Car hire services are also available.

REGISTRATION

- a. Registration can be done online via the Dialogue website on judicialdialogue2015.african-court.org
- b. Participants can also register after checking in at the hotel.
- c. There will be a Dialogue Information/Help Desks stationed at the hotel reception from 08.30- 18.00 hours.
- d. Registration will also be open from 08.30- 18.00 hours throughout 4 and 5 November 2015 at the Registration Desks at the main entrance to the Tanzania Convention Centre.

OPENING CEREMONY

The opening ceremony of the Dialogue will commence at 8:50 am on 4 November 2015 and will proceed as indicated on the programme.

WORKING DOCUMENTS

The Concept Note and Programme for the Dialogue will be posted on the event website and sent to participants. As far as possible, the same will be done for other working documents such as presentations and speeches, otherwise they will be provided in the course of the Dialogue, ideally in electronic format.

LANGUAGES OF THE DIALOGUE

The Dialogue will be conducted in Arabic, English, French, Portuguese and Spanish with simultaneous interpretation. As far as possible, documents will be provided in these languages.

Wi-Fi



Wi-Fi will be offered free of charge to all participants at any point within the Tanzania Convention Centre and the Lodge. Please use the available network to connect to the Wi-Fi.

No password will be required.

DRESS CODE

The dress code is official business attire during Dialogue sessions and smart casual during the official dinner.

CLIMATE



Despite its proximity to the equator, Arusha's elevation of 1,400 metres (4,600 feet) on the southern slopes of Mount Meru keeps temperatures relatively low and alleviates humidity. Cool dry air is prevalent for much of the year. The temperature ranges

between 13° Celsius and 30° Celsius, with an average temperature of around 25° Celsius. The area has distinct wet and dry seasons, and experiences an easterly prevailing wind from the Indian Ocean, several hundred kilometres to the East.

November is the rainy season in Arusha. There is a forecast of heavy rains during that period due to the El Nino phenomenon. We recommend that you mix your clothing (light and heavy) for any eventuality as well as carrying a rain coat and/or umbrella.

Please use the link below to view information of the most up to date weather forecast.

<http://www.accuweather.com/en/tz/arusha/317029/weather-forecast/317029>

TIME

Tanzania is three hours ahead of Coordinated Universal Time –UTC; (GMT) + 3 hours. The time zone abbreviation is EAT – Eastern African Time.

LANGUAGE IN TANZANIA

The official language in Tanzania is Kiswahili and English is also widely spoken.

LOCAL CURRENCY AND CURRENCY EXCHANGE

The Tanzania Shilling (TZS) is the currency in Tanzania. All major currencies are accepted in Tanzania. The current prevailing exchange 1 USD = 2155 TZS (subject to change). It is advisable to change foreign currency in Forex Bureaus. Foreign currency can also be

changed at the airport or at the hotel. Please make sure you obtain a receipt. For United States Dollars, make sure that you bring new notes not older than series year 2006. Most places will give a lower, flat rate for older notes and some places will not buy them at all.



CREDIT CARDS.

Ngurdoto Mountain Lodge accepts payments using Credit



cards. Other major lodges, hotels and travel agents in Arusha and Tanzania in general, also accept them.

ELECTRICAL POWER



The electricity situation in Tanzania is based on English standards, meaning it is (usually) supplied at 230Volts, 50Hz. This means that all European equipment should work, from laptop power supplies to mobile phone chargers. Wall sockets use a 3 pin fused plug which necessitates the use of travel adapters for people (and equipment) from other countries. You may need to bring an appropriate plug/adaptor for your cell phone/laptop.

Please note that the power supply may fluctuate; apart from power-cuts we may experience brown-outs (low power situations) and power spikes and over voltage which can easily damage sensitive electronic equipment. We recommend that you to bring a travel adapter with a surge protector facility to protect your equipment, or to use special, stabilized power outlets.



TELEPHONE SERVICES

The international dialling code for Tanzania is +255. Mobile telephone connection including roaming connectivity is generally good. Where one wishes to get a local mobile number, several mobile phone companies operate in Tanzania. Those with the highest market share are Airtel, Tigo and Vodacom. You must register your sim card for it to become operational. Sim cards are available at major retail sale points, hotels and agents. A copy of your passport is required to register a sim card.



SMOKING RESTRICTIONS

The lodge's restrictions do not permit smoking inside meeting rooms, dining areas, and at any gathering inside the lodge. Smoking may be allowed on any open space, but away from gatherings to avoid the effects of passive smoking to non-smokers. Cigarette butts and burning match sticks must be fully extinguished after smoking and lighting, respectively. There are no designated areas or rooms for smoking.

ACCOMPANYING PERSONS

Accompanying persons who are not part of the official delegations to the Dialogue are welcome to attend the Opening Ceremony of the Dialogue, the Official Dinner and any Social Activities and Excursions that will be planned.

MEDICAL/HEALTH ISSUES

Participants are advised that Tanzania falls within the malaria zone, and precautionary measures should be taken. Participants coming from outside Africa, from countries with very low prevalence of malaria, are advised to take preventive medication.



Round the clock basic medical services will be provided at Ngurdoto Mountain Lodge. The Arusha Lutheran Medical Centre (ALMC) is the main health facility for participants who might require admission/ inpatient treatment during the Dialogue. Other hospitals dedicated to offering services during the Dialogue are Total Care Clinic, AAR Clinic, and the Aga Khan University Hospital Clinic. It is highly recommended that participants with special health needs should bring enough of their medications. It is also advisable to carry an emergency medical card detailing any medications you take and allergies you have as well as an emergency contact. Kindly inform us of special dietary requirements.



PLACES OF INTEREST IN AND AROUND ARUSHA

Tanzania and Arusha in particular is home to Africa's most famous landscapes and participants can undertake pre-and post- Dialogue tours to them. These could include a trip to the three of the seven wonders of Africa (Ngorongoro Crater, Mount Kilimanjaro and the animal migration in Serengeti), or a trip to the historical Stone Town in Zanzibar.

A quarter of Tanzania's land surface area has been set aside for conservation purposes, with the world-famous Serengeti National Park and incomprehensibly vast Selous Game Reserve heading a rich mosaic of protected areas that collectively host an estimated 20 per cent of Africa's large mammal population.



One can witness the wonder of thousands upon thousands of wildebeest in their **annual migration**, when more than 1.5 million wildebeest follow some 200,000 zebras in a 2,000 km round pilgrimage in search of fresh grazing and water. It has been billed as

"the greatest wildlife show on earth!".

It doesn't stop there! The **15 parks** managed by the Tanzania National Parks Authority offer a lot more than game drives to view the spectacular wildlife. Bird watching, boat trips, canoeing safaris, chimpanzee tracking, fishing, hiking, hot air ballooning, mountain biking, mountain climbing, swimming, snorkelling and walking safaris are among the activities available to visitors.

There is also Mount Kilimanjaro and Meru, the highest and fifth-highest peaks, respectively, on the continent, and Lakes Victoria, Tanganyika and Nyasa, the three largest freshwater bodies in Africa. Then, of course, there is the magical "Spice Island" of Zanzibar, the alluring Indian Ocean coastline studded with postcard-perfect beaches, stunning offshore diving sites, and mysterious mediaeval ruins.

