

## LOGISTICAL INFORMATION NOTE

### Nairobi Convention/WIOGI Collaborative Leadership and Regional Strategy Development Meeting

22 – 25 May 2023

Hotel Verde, Zanzibar, Tanzania

#### 1. Welcome Note

The United Nations Environment Programme - Nairobi Convention Secretariat in collaboration with the GIZ funded Western Indian Ocean Governance Initiative (WIOGI) welcomes you to participate in the collaborative leadership sessions, technical dialogues and writeshop for the drafting of the two regional strategies on ocean governance and information management from **22-25 May 2023 in Zanzibar**, Tanzania. In addition, the Indian Ocean Rim Association (IORA) will hold the 9<sup>th</sup> Indian Ocean Technical Dialogue on Innovation in Blue Economy and related themes on **22-23 May 2023**. A joint session with IORA on the technical dialogues will take place during these two days.

All documentation for the meeting (concept note, programme, agenda) are available on the link below.

<https://www.nairobiconvention.org/clearinghouse/node/927>

#### 2. Meeting Venue

The meeting will take place at **Hotel Verde, Zanzibar, Tanzania**, a 11 minute drive from Abeid Amani Karume International Airport. The contact details for the hotel are as follows:

##### **Hotel Verde – Azam Luxury Resort and SPA**

Malawi Rd, Zanzibar, Tanzania

P: +255(0)242 250 140

<https://hotelverdezanzibar.com>

Email: [reservations@znz.hotelverde.com](mailto:reservations@znz.hotelverde.com)

#### 3. Transport to the venue

Participants will make their own airport transfer arrangements to their hotels on the day of arrival and to the airport at the end of the writeshop. Nairobi Convention Secretariat will provide participants with US\$ 188 to cater for the terminal expenses upon receipt of flight boarding passes.

#### 4. Accommodation

Participants will make their own accommodation arrangements in Zanzibar and are encouraged to book their accommodation at the venue or in hotels near the venue or in Stonetown. A list of just a few of the many hotels to stay in Zanzibar (Stonetown) is provided below

#### 5. Daily Subsistence Allowance (DSA)

The Nairobi Convention Secretariat will provide participants with Daily Subsistence Allowance (DSA) of US\$ 165 per day to cover the costs for accommodation, meals (breakfast and dinner) and incidental expenses for participants travelling to Zanzibar. DSA will be issued by cash cards. Lunch will be provided as part of the conference package. The DSA will be provided upon provision of boarding passes for the travel on 22 May 2023. Provision of boarding passes is a mandatory UN requirement for issuance of DSA. Any participant who is unable to stay for the duration of the technical dialogue and the follow up writeshop is requested to inform the Nairobi Convention Secretariat as soon as possible, so that their daily subsistence allowance can be adjusted accordingly.

## **6. Visa and other reimbursable costs**

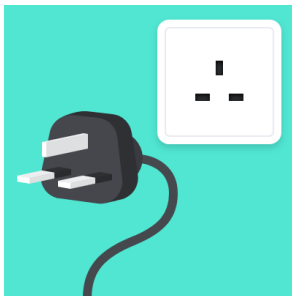
In case you have any additional costs for visas, for example, please bring the original receipt for reimbursement. Reimbursement will be made in USD and will be sent through your bank account after the meeting.

## **7. Entry Requirements**

All participants are advised to carry their invitation letters, a recent passport (at least 6 months before expiration), yellow fever card and return or onward ticket.

## **8. Socket and plug**

In Zanzibar-Tanzania, the power sockets are of type G. This socket only works with plug G.



## **9. Credit cards**

Most major credit cards (MasterCard, Visa and American Express) are widely accepted. In addition to credit cards, it is advisable to carry easily convertible currency in cash.

## **10. Local Currency and Exchange rate**

The unit of currency in Tanzania is the Shilling (TZS). The Current Exchange rate is US\$1 = TZS 2332. The rate is bound to change from time to time. Exchanges can be done at the Forex bureaus at the airport, in town or at the local bank; a passport will be required for this.

## **11. Health Requirements**

UNEP - Nairobi Convention assumes that as an invited participant to the workshop, you are in good health and have no illness that might prevent you from travelling to or participating in the workshop. It is your responsibility to inform the Nairobi Convention Secretariat of any such health impediment prior to accepting the invitation to participate in the above workshop.

The Nairobi Convention Secretariat accepts no responsibility for the risks of death, illness or injury of any participant while attending the workshop. You are advised to arrange your own travel insurance against sickness, accident and third-party risk for the period of the workshop. The Nairobi Convention will not assume responsibility for any expenditure on insurance, including (a) cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the workshop; (b) any loss or damage to personal property of participants while attending the workshop or losses or damages claimed by third parties as a result of any negligence on the part of the participants; and (c) Compensation in the event of disability or death of a participant in connection with attending the workshop.

*List of the Possible Hotels to stay in Zanzibar (Stonetown)*

Name	Contacts	Proximity to Meeting Venue
<b>Hotel Verde</b>	Phone : +255(0)242 250 140 Email : <a href="mailto:reservations@znz.hotelverde.com">reservations@znz.hotelverde.com</a>	<b>Meeting Venue</b> US\$120-170
<b>Maru Maru Hotel</b>	Réservations +255242238516/7/8 Mobile : +255774007005 Email: <a href="mailto:reservations@marumaruzanzibar.com">reservations@marumaruzanzibar.com</a>	US\$90-120 4.8 km to Venue
<b>Park Hyatt Zanzibar</b>	+255 778 915 227 / +255 655 916 227 <a href="mailto:info@iparadiseinn.com">info@iparadiseinn.com</a>	US\$ 450-500 5.2 km to Venue
<b>The Seyyida Hotel &amp; Spa, Boutique Hotel</b>	Phone: +255 242 238 352 Email: <a href="mailto:info@theseyyida-zanzibar.com">info@theseyyida-zanzibar.com</a>	US\$ 94 4.6 km to Venue
<b>Golden Tulip Stonetown Boutique</b>	+255 24 22353689 E-mail: <a href="mailto:info@goldentulipstonetownboutique.com">info@goldentulipstonetownboutique.com</a>	US\$90-100 4 km to Venue
<b>Spice Tree by Turaco Zanzibar -</b>	Tel: +255 779 000 141 Email : <a href="mailto:ZNZST_Res@hilton.com">ZNZST_Res@hilton.com</a>	5.1km to Meeting Venue
<b>Tembo House Hotel</b>	+255 777 413 348 / +255 779 413348 <a href="mailto:reservations@tembohotel.com">reservations@tembohotel.com</a>	US\$110 5.1km to Venue
<b>Al Johari Hotel</b>	+255 733 711 988 / +255 672 691 122 Email : <a href="mailto:sushantkbehera@yahoo.co.in">sushantkbehera@yahoo.co.in</a>	US\$60 5.1km to Venue
<b>Archipelago Hotel</b>	+255 777 462 311	US\$ 90 5.1km to Venue
<b>Serena Hotel, Stonetown</b>	Tel: +(255) 24 22 33 567 / Tel: +(255) 77 44 40 011 Email: <a href="mailto:zanzibar@serena.co.tz">zanzibar@serena.co.tz</a>	US\$195 5.1km to Venue

**For more information, please contact:**

<b>For Technical Matters</b>	<b>For Administrative and Logistical matters</b>
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