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## LOGISTICAL INFORMATION NOTE

Capacity Development Workshop on Marine Spatial Planning (MSP) and Information Management in the WIO Region

28 November – 1 December 2022

*Protea Courtyard Hotel, Dar Es Salaam, Tanzania*

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### Welcome Note

The United Nations Environment Programme - Nairobi Convention Secretariat welcomes you to the United Republic of Tanzania to participate in the Capacity Development Workshop on Marine Spatial Planning (MSP) and Information Management in the Western Indian Ocean region. The aim of the workshop is to promote shared learning on MSP implementation at the national and regional level for sustainable management of the coastal and marine resources in the Western Indian Ocean (WIO) region and its contribution to information management. The workshop will highlight the datasets needed for implementation of MSP at national and local scales. This workshop will bring together the regional MSP technical working group and Information Management Strategy (IMS) multistakeholder working group to discuss possible frameworks that can deliver a data management process for management of data and information used for MSP and possible technology architectures.

### Venue for the Meeting

This meeting will be held at the Protea Courtyard Hotel in Dar es Salaam.

Protea Courtyard Hotel  
P.O Box 542, Dar es Salaam, Tanzania  
Tel: +255(22)2130-130  
Email: [info@phcourtyard.com](mailto:info@phcourtyard.com)

### Accommodation

Participants are encouraged to book their accommodation at or near the meeting venue. Annex I provides a list of possible hotels near the venue.

### Visa Arrangements

For nationals from countries requiring visas, an application of the visa must be made ahead of your departure. UNEP will provide invitation letters to assist delegates with the application of their visas. The visa fee is about US\$250 if applicable (refer to the [list](#) of countries exempt from visa fees).

All participants are advised to carry their invitation letters, passport (valid for no less than 30 days after the expiry of your intended visit), yellow fever card, return or onward ticket. Yellow fever certificates are required if your journey starts or passes through the yellow fever belt of Africa or South America.

All participants should be up to date with their COVID-19 vaccination or have negative PCR tests (conducted 72 hours before departure).

### Flight Arrangements

The Nairobi Convention Secretariat will provide the most direct economy class flight ticket for delegates



supported by UNEP- Nairobi Convention. Please note that if you decide to upgrade your flight or extend your stay in Tanzania, any costs related to the change of your return date (tickets), including meals, accommodation will be regarded as personal deviation.

## Transport

Participants should make their own arrangements from the airport to the hotel. Participants can easily catch taxis from the airport. Participants on air flights will receive terminal expenses of \$188. Participants travelling by road will be required to request for mileage claim.

Kindly note that we will provide transport from the specific hotels to the meeting venue for participants who will inform us where they will be staying by fill the **google form available here** - <https://cutt.ly/bM4GmEv>

## Daily Subsistence Allowance (DSA)

The Nairobi Convention secretariat sponsored participants will be paid daily subsistence allowance (DSA) while in Tanzania. The DSA will be provided in the form of cash card or electronic funds transfer (EFT) to participants on 29 November 2022. Participants who have been issued with Swiss Cards are advised to carry them.

Please Note: It is a UN requirement that the participants produce their boarding passes as proof of travel. The DSA rate for Dar es Salaam, Tanzania is US\$231 per night. Any participant who is unable to stay for the duration of the 4-day meeting is requested to inform the Nairobi Convention Secretariat as soon as possible, so that their daily subsistence allowance can be adjusted accordingly.

## Communication

Personal phone calls will be at the participants expense however, wireless internet will be provided in the meeting venue thus participants will have access to the internet during the meeting. To call Tanzania from abroad, the country code is +255. Tanzania has the following mobile service providers: Vodacom, Airtel, Viettel, among others.

## Currency

The Tanzanian shilling (TZS) is the local currency. The exchange rate is US\$1 equals TZS 2,332.00, as of 27 October 2022. US Dollars are widely accepted in tourist areas. You can exchange money at many authorised banks and bureaux de change.

Most banks in major cities have ATMs.

## Credit cards

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

## Banking hours

Banks are open from Monday to Friday between 0800hrs to 1700hrs.

## Languages

English and Swahili are Tanzania's official languages. The meeting will be conducted in English without interpretation.

## Weather and Time Zone

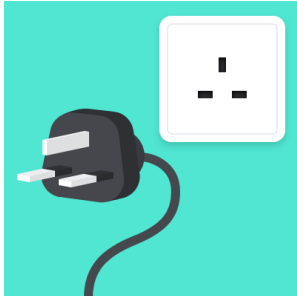
The average daytime high temperature in November is near 28°C (82°F). The nighttime low temperature can be expected to be around 24°C (75°F).

Time zone in Dar es Salaam, Tanzania (GMT+3)

You can obtain the current weather forecast for Dar es Salaam through this link: [https://www.holiday-weather.com/dar\\_es\\_salaam/](https://www.holiday-weather.com/dar_es_salaam/)

## Power plugs and outlets

In Tanzania the most common plug type is Type G, which has two flat parallel pins and a grounding pin. Tanzania operates on a 230V supply voltage and 50Hz.



You are advised to carry a power plug adapter if your appliances do not conform to the above specifications.

## Health and Insurance

UNEP - Nairobi Convention assumes that as an invited participant to a Nairobi Convention meeting, you are in good health and have no illness that might prevent you from travelling to or participating in the meeting. 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 meeting. The Nairobi Convention Secretariat accepts no responsibility for the death, illness or injury of any participant while attending the meeting.

You are advised to arrange your own travel insurance against sickness, accident and third-party risk for the period of the meeting. The Nairobi Convention will not assume responsibility for any expenditure on insurance, including the following:

- Cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting
- Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants
- Compensation in the event of death or disability of participants in connection with attending the meeting.



For more information, please contact:

For Technical Matters	For Administrative and Logistical matters
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## Annex I – Accommodation options near meeting venue

Dar es Salaam offers a wide variety of accommodation offerings to suit any kind of budget for every kind of visitor.

Below are a few hotel options near the venue to consider:

	Hotel	Contact	Proximity to Meeting Venue
1.	Protea Courtyard Hotel	Tel: +255 (22)2130-130	Meeting Venue
1.	Palm Beach Hotel	Tel: +255 22 213 0985	1.8km
2.	Dar Es Salaam Serena Hotel	Tel: +255 22 221 2500; T: +255 22 2112416	1.9km
3.	Crowne Plaza Dar Es Salaam	Tel: +255 746 812 540	2.0km
4.	Ramada Encore by Wyndham Dar Es Salaam	Tel: 022 234 3434; +255222343434	2.0km
5.	Holiday Inn Dar Es Salaam City Centre	reservations@holidayinn.co.tz Tel: 255-22-2139250	2.2km
6.	Golden Tulip Hotel City Centre	Tel: +255 22 2129351 E-mail: <a href="mailto:info@goldentulipdarcitycenter.com">info@goldentulipdarcitycenter.com</a>	2.6km
7.	Tiffany Diamond Hotel Makunganya Street	Tel: +255 22 2113657 +255222113658 +255 677047751 +255743344322  Email: <a href="mailto:reservations@tiffanydiamondhotels-ma.com">reservations@tiffanydiamondhotels-ma.com</a> ; <a href="mailto:sales@tiffanydiamondhotels-ma.com">sales@tiffanydiamondhotels-ma.com</a>	2.6km
8.	Four Points Hotel	Tel: +255 22-2117050	2.8km
9.	Peacock Hotel	Tel: +255 713 559 627; +255 222 114 071  Email: <a href="mailto:reservation@peacock-hotel.co.tz">reservation@peacock-hotel.co.tz</a>	2.9km
10.	Johari Rotana	0758 157 23; +255 659 070 800	3.2km
11.	Harbour View	Tel: + 255 22 212 4040	3.3km
12.	New Africa	Tel: +254754 387 884; +255 22 2117050/51; +255 22 2117131/32; +255 658 222 220; +255 677 023 236 Email; <a href="mailto:fom@newafricahotel.com">fom@newafricahotel.com</a>	3.4km