



**AFRICAN UNION
COMMISSION**



**GOVERNMENT
OF MALAWI**



**UNITED NATIONS ECONOMIC
COMMISSION FOR AFRICA**

2010 Joint Annual Meetings of the African Union (AU) Conference of Ministers of Economy and Finance and the Economic Commission for Africa (ECA) Conference of African Ministers of Finance, Planning and Economic Development

Theme: Promoting high-level sustainable growth to reduce unemployment in Africa.

25 - 30 March 2010, Lilongwe, Malawi

INFORMATION NOTE FOR PARTICIPANTS

Dear Participants,

Welcome to Malawi and to the 2010 Joint Annual Meetings of the African Union (AU) Conference of Ministers of Economy and Finance and the Economic Commission for Africa (ECA) Conference of African Ministers of Finance, Planning and Economic Development.

Please find below some general information on meeting arrangements which you may find useful.

1. - GENERAL INFORMATION ON MALAWI

Malawi is a landlocked country bordered by Zambia on the northwest, the United Republic of Tanzania on the northeast and Mozambique on the east, south and west. A former British colony, Malawi occupies a total land area of 118,000 square kilometres. The greater part of the country is covered by Lake Malawi. The country is divided into three regions, namely Northern, Central and Southern regions respectively. The country's population is 14 million. Lilongwe is the country's capital city and is situated in the central region, while Blantyre, the commercial capital is situated in the southern region. Malawi's economy is mainly agro-based and dependent on a single rainfall regime which usually runs from November to April. Winter starts in May through July. Malawi currently is in the rainy season and the weather is slightly humid, so participants are advised to carry umbrellas.

2. - CONFERENCE VENUE

The Conference of Ministers will be held at **Crossroads Hotel**, Tel (265) 1750333/(265) 1750444, Website: <http://www.crossroadshotel.net>; Email: reservations@crossroadshotel.net

3. - REGISTRATION FOR PARTICIPANTS

The Registration desk at Crossroads Hotel will open from 23 March 2010, daily from 8:30 a.m. to 12:30 p.m. and from 2:30 to 8:00 p.m. All delegates and participants are encouraged to register as soon as possible upon arrival in Lilongwe. Each delegate or participant will be given a badge for the purpose of identification during the period of the meetings. To expedite procedures,

participants are requested to register on line using the Registration Form on the Conference Website, or report to the Registration Desk at Crossroads Hotel with their passports or other means of photographic identification.

4. - VISA AND IMMIGRATION REQUIREMENTS

In order to enter Malawi, all visitors must have a full valid passport with at least 6 months to expiry on entry. Except for citizens of most Commonwealth countries and of certain other countries all participants must obtain entry visas from Malawi diplomatic missions. Where there is no Malawi diplomatic mission, participants may obtain entry visa at the Kamuzu Banda International Airport upon arrival. In such cases, participants should inform the conference coordinators in advance, two weeks before arrival in Lilongwe with full passport details.

5. - CUSTOMS AND EXCISE

Visitors may enter Malawi with 200 cigarettes or 225gm of tobacco; 1 litre of spirits; 1 litre of beer; 1 litre of wine; plus a “reasonable” quantity of consumable goods to meet the traveller’s immediate needs while in Malawi.

6. - FLIGHTS AVAILABLE TO/FROM LILONGWE

The International Airlines operating in Malawi and currently flying to/from Lilongwe International Airport are as follows: Ethiopian, South African and Kenya Airways. Take your tickets with you when you go to the travel agent for confirmation.

7. - INFORMATION AND PROTOCOL DESK

The Host Country, in collaboration with the AUC/ECA Conference Coordination Unit, will provide an information and protocol desk at the Kamuzu Banda International Airport to facilitate entry and departure formalities for delegates.

8. - LOCAL TRANSPORTATION

The Government of Malawi will provide transport for delegates from the Airport to the hotels and between the hotels and the conference venue.

9. - HOTEL ACCOMMODATION

Participants shall pay for their accommodation in the hotels of their choice. Assistance shall be offered to all participants with accommodation booking at their expense in various hotels provided they send their request to ECA no later than **15 March 2010**. You may also make your online booking or directly contact the hotel of your choice. More details can be found on the following website (www.theeye.co.mw). Payment is in Malawi Kwachas or US Dollars preferably in cash, even though some hotels accept Visa Credit Cards. (See hereunder the list of selected hotels, room types and rates). Preferential rates obtained by the National Organizing Committee in all selected hotels shall be posted on the Conference websites shortly.

10. - CURRENCY

Malawi's currency, the Kwacha, is freely convertible but not widely available outside the country. Malawi has a cash economy and visitors should carry sufficient currency to cover all expenses for their visit. Visitors can exchange currency in the banks, the Airport, Exchange Bureaux and in major hotels either in Lilongwe or Blantyre. Currently 1 US\$ (dollar) is equivalent to K145.55, 1Euro is equivalent to K205.91, 1 British Pound is equivalent to K236.17, 1 South African Rand is equivalent to K19.15 and 1 Canadian Dollar is equivalent to K137.48.

11. - SHOPPING FACILITIES

There are a few shopping centres and malls within Lilongwe and Blantyre. Although the variety of goods available is not too wide. Malawi is a highly-importing country and therefore most of the goods on the market are imported either from neighbouring countries within the subregion or from overseas. Curios are the unique product of Malawi, for those that would like to get a souvenir from Malawi. There are curio shopping points both in Lilongwe and Blantyre. Most shops in Malawi open up to 6 pm. Restaurants and fast food joints open up to 10 pm.

12. - CONTACTS FOR MORE INFORMATION

- (i) To confirm your participation, and for any request for information pertaining to logistics, please contact:

Mr Etienne Kabou, OIC
Publications and Conference Management Section
UN Economic Commission for Africa
P.O.Box 3001
Addis Ababa, Ethiopia
Telephone Nos.: (+251-11) 551 4945 or (+251-11) 544 3556
Fax Nos.: (+251-11) 551 3155 or (+251-11) 551 0105
E-mail: uncc-aa@uneca.org or ekabou@uneca.org

- (ii) For information regarding substantive issues, please contact:

Mr. Urbain Zadi, Director
Office of Strategic Planning and Programme Management
UN Economic Commission for Africa
P.O.Box 3001
Addis Ababa, Ethiopia
Tel.: (251-11) 551 58 27
Fax: (251-11) 551 44 16
E-mail: uzadi@uneca.org

Please note that these are selected list of hotels within Lilongwe City

Sunbird Capital Hotel



Visit Website: http://www.sunbirdmalawi.com/capital_hotel/capital_hotel.htm

Email: capital@sunbirdmalawi.com

Type of Rooms Available : Standard, Superior, Deluxe, Suite

Cost Per Room/Night :

Standard	Single	USD	148
	Double	USD	174
Superior	Single	USD	176
	Double	USD	202
Deluxe	Single	USD	206
	Double	USD	232
Suite	Single	USD	257
	Double	USD	283

Internet Facility available 24/7

Contact Tel: (+265) 1773388

Sunbird Lilongwe Hotel



Visit Website: http://www.sunbirdmalawi.com/lilongwe_hotel/lilongwe_hotel.htm
Email: lilongwe@sunbirdmalawi.com

Type of Rooms Available : Standard ; Superior ; Studio

Cost Per Room/Night

Standard	Single	USD 113
	Double	USD 134
Superior	Single	USD 134
	Double	USD 155
Studio	Single	USD 144
	Double	USD 164

Internet Facility available 24/7

Contact Tel: (+265) 1756333

Pacific Hotel



Visit Website: http://pacificlimitedmw.com/Pacific_Limited/Hospitality_Lilongwe_.html

Email: enquiries@pacificlimitedmw.com

Type of Rooms Available : Superior

Cost Per Room/Night : US \$72.00

Internet Facility available 24/7

Contact Tel:(+265) 1776133 ; 1927167

Crossroads Hotel



Website : <http://www.crossroadshotel.net>

Email: reservations@crossroadshotel.net

Type of Rooms Available : Superior & Deluxe

Cost Per Room/Night :

Superior Single	US\$ 120.00
Superior Double	US\$140.00
Superior Suite	US\$160.00
Deluxe Single	US\$145.00
Deluxe Double	US\$165.00
Deluxe Suite	US \$ 195.00

Internet Facility available 24/7

Contact Tel:(+265) 1750333 ; 1750444

Kumbali Country Lodge



Visit Website: www.kumbalilodge.com

Email: kumbali@kumbalilodge.com

Type of Rooms Available : Executive Single ; Executive Double ; Suite Single ; Suite Double

Cost Per Room/Night : \$150 ; \$180 ; \$170 ; \$200

Internet Facility available 24/7

Contact Tel : (+265) 99996 3402 ; 8888 83402

Wamkulu Palace



Visit Website: <http://wamkuluhotel.com>

Email: wamkulupalace@globemw.net

Type of Rooms Available : Deluxe Suite ; Executive ; Classic

Cost Per Room/Night : US \$145.00 ; US \$100.00 ; US \$80.00

Internet Facility available 24/7

Contact Tel : (+265) 1776764/ 1776762