



**THE UNITED REPUBLIC OF TANZANIA**

**PROTOCOL GUIDELINES AND**

**ADMINISTRATIVE ARRANGEMENTS FOR**

**40<sup>TH</sup> PAPU ANNIVERSARY CELEBRATIONS**

**ARUSHA INTERNATIONAL CONFERENCE CENTRE**  
**(AICC)**

**ARUSHA, TANZANIA**

**17<sup>TH</sup> - 19<sup>TH</sup> JANUARY, 2020**

## **1.0. INTRODUCTION**

The celebration for 40<sup>th</sup> PAPU Anniversary of the Pan African Postal Union (PAPU) will be held at its Headquarters in Arusha, Tanzania from 17<sup>th</sup> to 19<sup>th</sup> January 2020, following its establishment on 18<sup>th</sup> January 1980 as a specialized agency of the African Union responsible for Postal sector in the continent.

### **1.1. Event Venue**

*Arusha International Conference Centre (AICC)*

*P.O. box 3081, Arusha, Tanzania*

*Tel. +255 (0)272 050 181.5*

*Fax. +255 (0)272 050 201*

*email: [md@aicc.co.tz](mailto:md@aicc.co.tz)*

*Website: [www.aicc.co.tz](http://www.aicc.co.tz)*

### **1.2. Programme**

- 17 January 2020: High level forum on the theme: *Post: A veritable partner for financial inclusion and regional integration*;
- 18 January 2020: 40<sup>th</sup> PAPU Anniversary celebration; and
- 19 January 2020: Excursion.

### **1.3. Participants**

The meeting is expected to be attended by Ministers, Senior Officials/Permanent Delegates, Ambassadors and Officials from the 45 PAPU Member States and the PAPU Secretariat staff. Participants representing other international organizations will attend upon special invitation from PAPU Secretariat

and/or the Host country.

**1.4. Key Contact person:**

Ms. Diana Mhina

Foreign Service Officer - Protocol

Mob: +255 765875610

Email: diana.mhina@meac.go.tz, cp@nje.go.tz

**1.5. Languages**

The organizers of the event will provide simultaneous interpretation in English and French at the forum.

**1.6. Registration and Information Desk**

Registration for all delegates will be done online through:

<http://register.papu40anniversary.go.tz>

Accreditation and collection of Identification will be done at the venue.

Delegates are requested to register online before arriving at the venue for accreditation.

Please note:

- i. Access to AICC and other designated areas will be strictly limited to delegates with appropriate access cards. Delegates are always reminded to have their identity cards within the premises of events;
- ii. The same ID/Passport used to register must be presented at the time of accreditation;
- iii. Identity cards will only be handed out directly to the entitled personnel;

- iv. Identity cards are important security credentials; misuse is subject to legal action. Loss of access card must be reported immediately at Registration Desk;
- v. Identity cards are for personal use only and cannot be transferred;
- vi. It is advisable that all other support staff without accreditation remain at the hotels.

## **2.0. GENERAL INFORMATION**

### **2.1. Arusha City**

Arusha is a city in Northern Tanzania situated below Mount Meru on the Eastern edge of the Eastern branch of the Great Rift Valley. The Arusha region as a whole is a popular tourist destination and is the centre of the Northern Tanzania Safari Circuit. It has a pleasant climate and is close to famous national parks like the Serengeti, Ngorongoro Crater, Lake Manyara, Olduvai Gorge, Tarangire National Park, Mount Kilimanjaro and Arusha National Park, where Mount Meru stands.

Arusha is the Headquarters of the East African Community which comprises six member countries namely; Burundi, Kenya, Rwanda, South Sudan, Tanzania and Uganda. Arusha also hosts numerous International Organizations and meetings at its International Conference Center (AICC).

The city is a major conference hub in the sub-region and its population is cosmopolitan. It is reputed as one of the most pleasant cities in the world, due to its beautiful countryside scenery and lively local music by Tanzanian groups.

### **2.2. Weather**

Temperatures in Arusha are fairly constant throughout the year ranging between 15 to 28 degrees Celsius (59-83 degrees Fahrenheit). Temperatures are moderated by the altitude with March and July being the hottest and coldest months respectively.

### **2.3. Transportation**

Transportation will be provided on arrival and departure. In addition, shuttle buses will run between the recommended list of hotels and the Arusha International Conference Centre (AICC).

- **Flights**

**Please note that the final destination for direct international flights to Arusha is Kilimanjaro International Airport (KIA) which is 50 kilometers from Arusha City, an hour drive during normal traffic**

International airlines landing at KIA include **Kenya Airways; Qatar Airways; Ethiopian Airlines; Rwanda Air; Turkish Airlines; and KLM.**

One may reach Arusha from Dar es Salaam by a domestic flight mainly operated by Precision Air (PW) and Air Tanzania to either Kilimanjaro International Airport or Arusha Airport. Arusha Airport is a small domestic airport in the West of the city, about 15 minutes' drive from the City Centre.

### **3.0. PROTOCOL ARRANGEMENTS AND COURTESIES**

#### **3.1. Transport**

The United Republic of Tanzania will provide the following:

- One Executive car for Head of Delegation.
- One Executive car for invited Heads of Regional and International Organizations and other invited dignitaries.
- Shuttle services for all other delegates from KIA/Arusha Airport to the Hotels and between hotels

and the venue.

### **3.2. Liaison Officers**

A Protocol Officer will be attached to each delegation to assist during their stay in Arusha, and act as the liaison person between the delegation and the host country on all pertinent issues.

Dedicated personnel also will be deployed at Kilimanjaro International Airport as well as Arusha Airport to assist all delegations.

### **3.3. Delegation Lists**

The delegation lists should be submitted in order of seniority with the names, surnames, passport numbers and designations of each member of the delegation to the Head of Protocol through cp@nje.go.tz and copies to diana.mhina@meac.go.tz.

### **3.4. Accommodation**

Accommodation expenses for all delegates and other officials will be covered by the respective participants. All delegates are advised to make their own accommodation arrangements directly with the hotels.

**Kindly see Annex 1 - Proposed List of Accommodation Units in Arusha.**

## **4.0. ARRIVAL AND DEPARTURE**

### **4.1. Itineraries**

All delegates should provide all details related to the itinerary used by the delegations, indicating the arrival date and time, flight number and airline through official channels to the Ministry of Foreign

Affairs and East African Cooperation latest by 8<sup>th</sup> January, 2020.

**Itineraries should be sent to the following addresses (simultaneously): [dodoma@nje.go.tz](mailto:dodoma@nje.go.tz), [cp@nje.go.tz](mailto:cp@nje.go.tz), and [diana.mhina@meac.go.tz](mailto:diana.mhina@meac.go.tz).**

#### **4.2. Arrival and Departure**

To facilitate Delegates, dedicated immigration counters will be operating at the Main Terminal. Information desk will also be availed to provide support to the Delegates upon arrival. Delegations travelling on private/chartered flights, must also provide information related to type and aircraft registration number, flight plan, call sign, passenger list, arrival and departure date, estimated time and origin and Operator/Owner of the Aircraft.

Delegations travelling by road should inform the Tanzanian Authorities beforehand. They should provide the following details:

- i. Type of vehicle;
- ii. Registration number;
- iii. Names of Passengers;
- iv. Point of entry and exit (route); and
- v. Date and time of arrival and departure.

#### **5.0. VISA**

Dedicated immigration counters will be operating at all Terminals. All delegates entering the United Republic of Tanzania should be in possession of a valid National Passport (valid for at least six months before expiry date). **Appropriate visas would be required by the delegates before entering into Tanzania.**

**The visa can be applied online from the following websites: [www.immigration.go.tz](http://www.immigration.go.tz)**

### **5.1. *Yellow fever vaccination certificate***

In order to comply with the International Health Regulations, United Republic of Tanzania requires Yellow Fever Vaccination Certificates from delegates who come from Yellow Fever Endemic Regions or who have passed through such regions. The delegates are required to be vaccinated at least ten days prior to entry into the United Republic of Tanzania. A delegate without proof of vaccination will be immunized at the airport clinic at own cost.

## **OTHER INFORMATION**

### **i. Program**

A copy of the Draft Program of the event is attached, and it will be available on the Ministry of Works, Transport and Communication (MWTC), TCRA, TPC and PAPU websites from the first week of January 2020.

### **ii. Time Zone**

Time in Tanzania is GMT + 3

### **iii. Weather**

Temperatures in Arusha are fairly constant throughout the year ranging between 15 to 28 degrees Centigrade (59-83 Fahrenheit). In January will be showery but with possibility of dry days.

### **iv. Electricity Supply**

In Tanzania, the power plugs and sockets are of type D (a plug which has three round pins in a triangular



pattern) and G (a plug which has two flat parallel pins and a grounding pin). The standard voltage is 230V and the standard frequency is 50 Hz. Electrical sockets three pronged. Most hotels provide adaptors on request.



#### **v. Medical Facilities**

The Government of the United Republic of Tanzania will provide emergency medical services (first aid) to all delegates attending the Celebrations. Mobile emergency facilities will be available at the meeting venue.

As with all international travel, it is strongly advised that delegates are adequately covered by international health insurance for the duration of their stay in Tanzania.

#### **vi. Insurance**

Insurance for personal accident, medical emergencies, and loss of luggage and currency will be the responsibility of individual delegates.

#### **vii. Currency**

Business transactions are mainly made in Tanzania shillings, the foreign currency which are easily converted to Tanzania shillings are US\$, Euros and UK Pounds; Travelers' cheques and Credit Cards (Visa, Master Cards) are also acceptable in some hotels. One US\$ is equivalent to about TShs 2,300 and Euro = TShs 2,500 (November 2019).

#### **viii. Security**

The Government of the United Republic of Tanzania will provide security and public order at all venues in the programme for the Delegates' Meeting and official hotels. Special security arrangement will be in place at all venues and access will be limited to only those who will be accredited for the event. All personnel must go through the security check unless explicitly exempted.

#### **ix. Plastic Bags**

As part of an environmental protection policy, plastic bags are not allowed into Tanzania. Passengers entering Julius Nyerere International Airport (JNIA) or any other border posts with plastic bags are required to discard them and may be supplied with an environmentally friendly alternative at a cost less than \$1.

#### **MISCELLANEOUS SERVICES**

The following services will be available on the premises of the Arusha International Conference Centre:

- Courier Service
- Bank/bureau de change

- Travel agency
- Telecommunications services (internet services, mobile phones)

*We welcome all the delegates to Tanzania and wish them an enjoyable stay during the commemoration*

## ANNEX 1: LIST OF ACCOMMODATION FACILITIES RECOMMENDED FOR PAPU DELEGATES

SN	NAME OF THE FACILITY	CONTACTS	DISTANCE FROM THE VENUE (AICC)	PRICE RANGE US DOLLAR (\$)	CONTACT PERSON	COMMENTS
1.	GRAND MELIA ARUSHA (5 star)	Box 1184, Arusha Simeon Road Tel: +255 746982400 Email : gran.melia.arusha@melia.com	1.6km	USD135	Queen Mpeku <a href="mailto:queen.mpeku@melia.com">queen.mpeku@melia.com</a> +255 784 833 086	Recommended for Ministers
2.	MOUNT MERU HOTEL (4 star)	Box ..... Kanisa Road. Tel: +255 272 970 256 up to +255 272 970 266 Email : info@mountmeruhotel.co.tz	1.2km	USD 130	Christopher Malleko <a href="mailto:sm@mountmeruhotel.co.tz">sm@mountmeruhotel.co.tz</a> +255 685 244 354	Recommended for Ministers

3.	KIBO PALACE HOTEL (4 star)	Box 2523, ARUSHA Old Moshi Rd, Tel: +255 272970162/0164/0165 Mob: +255 753036444 Email: info@kibopalacehotel.com	1km	USD 130 single USD 160 Double	Tumia Mary Assenga reaervations@kibopalace.com	Recommended for Ministers
4.	NAURA SPRING HOTEL (3 star)	Box 7302, ARUSHA East Afrcn Community/Nairobi Rd. Tel.+255 272050001/8 Mob +255 767 500 333 Email: info@nauraspringshotel.com	300m	USD 80	Mr. Joram Lemanya (+255 686 077 756) or Stephania Gerald	
5.	FOUR POINTS BY SHERATON, THE ARUSHA HOTEL (4 star)	Box 88, ARUSHA Tel: +255 272 507 777 Email: reservations@fourpointsthearushahotel.com	800m	USD 120 per room per person	Mr. Michael Kimaro (+255 765 428 730) ( <a href="mailto:afom@fourpointsthearushahotel.com">afom@fourpointsthearushahotel.com</a> )	
6.	GOLD CREST HOTEL ARUSHA (3 star)	Box 13285 Old Moshi Road Corridor Area Tel: +255 272545302 Mob: +255 677 016 774 Email:	1km	USD 100 Single USD 130	Mr. Subaya (GM) (+255 677 019 604)	

		reservations@goldcresthotel.com		Double		
7.	CORRIDOR SPRINGS HOTEL (3 star)	Box 519, ARUSHA Ingira Rd. Tel: +255 272 545 074 Email: info@corridorspringshotel.com	1.3.km	USD 60	Ms. Teddy (+255 754 421 734)	
8.	THE AFRICAN TULIP HOTEL (Boutique)	P.O BOX 15171, ARUSHA Tel: +255 272 970 717 Mob: +255 783 714 104 Email: info@theafricantulip.com	1km	USD 120		
9.	PALACE HOTEL (3 star)	P.O BOX 372, ARUSHA Tel: +255 27 554 5800 Email: reservations@palacehotelarusha.com	400m	USD 100 single USD 120 double	Ms. Salma Ayub (+255 754 885 762)	
10.	IMPALA HOTEL ( 3 star)	P.O BOX 7302, ARUSHA Kijenge Area Tel: +255 27 543 082 - 7 Email: impala@impalahotel.com	1.6km	USD 80	Joram Lemanya (+255 686 077 756) or Stephania Gerald	
11.	THEMI SUITES HOTEL (Apartment hotel)	P.O BOX 11640, ARUSHA Njiro Rd Tel: +255 732 979 617/621 Email: info@themisuiteshotel.com	3km	USD 50 single USD 100 Double	Ms. Jakline <a href="mailto:gm@themisuiteshotel.com">gm@themisuiteshotel.com</a>  (+255 677 055 076)	

12.	LUSH BUSINESS (3 star)	P.O BOX 10255, ARUSHA Tel: +255 272 545 644 Mob: +255 786 401 140 Email: lushbusinesshotel@yahoo.com	1km	USD 55 single USD 65 double	Ms. Vicky  (+255 764 38 39 33)	
13.	SILVER PALM (3 star)	P.O BOX 398, ARUSHA Mob: +255 767 286 630 Email: linfo@silverpalmhotel.com	2km	USD 60 Single USD 65 Double	Ms. Jakline Mzindakaya  ( <a href="mailto:info@silverpalmhotel.com">info@silverpalmhotel.com</a> )  (+255 767 985 441)	
14.	MASAILAND SAFARI LODGE (3 star)	P.O.Box. 1513, Arusha Physical Address Sakina kwa Iddi along Namanga Road Email: <a href="mailto:info@masailandsafari.com">info@masailandsafari.com</a> Mob: +255 624 712 020, +255 624 722 020, +255 624 732 020 Instagram page: @masailandlodge	4.5km		Sarah Mmary	
15.	Lush Garden Sakina (3 star)	P.O BOX 10255, ARUSHA Mob: +255 78 788 44 66 Email: reservations@lushgardenhotels.com	4km	USD 50 single USD 60 Double	Ms. Mary Joseph  (+255 753 22 29 29)	

16.	EQUATOR HOTEL (3 star)	P.O BOX 3002, ARUSHA Boma Rd Tel: +255 272 545 982 Mob: +255 685 130 013 Email: manager @equator-hotel.com	500m	USD 40 single USD 60 double	Mr. Kuldeep Singh (+255 774 13 00 13) Mr. Patrick Mutua +255 754 375 501	
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### DAR ES SALAAM (TRANSIT ACCOMMODATION)

17.	DAR ES SALAAM SERENA HOTEL	Box 791, DSM Ohio Street Tel: +255 22 2212500 E-mail: daressalaam@serena.co.tz Website : www.serenahotels.com	5	206- 1800 USD	Ms. Catherine +255 786 784 200	
18.	BLUE SAPPHIRE HOTEL	Nyerere Road Vingunguti Dar es Salaam			Tel: +255 222862200 +255 776 122 555	
19.	SOUTHERN SUN HOTELS (T) LTD	P.O. Box 80022, DSM Garden Avenue St. Tel.+255 22 213 7575 www.tsogsun.com	4		Ms. Judy Muya Mob:+255 755 775 051 judy.muya@tsogosun.com	
20.	TIFFANY DIAMOND HOTELS	Makunganya St. Opp Puma Petrol Station P.O. Box 1239, DSM Tel: +255 22 2113657/8 Mob: 255 743 344 322 Fax: +255 212 3800	3		Ms. Nyangeta Mob: +255 715 900 674 reservations- ma@tiffanydiamondhotels.com	

		<a href="http://www.tiffanydiamondhotels.co.tz">www.tiffanydiamondhotels.co.tz</a>			
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