



Republic of Zambia

Protocol and Administrative Guide for the 2nd Summit for Democracy

Theme:

*“Free, Fair and Transparent Elections as a Foundation for
Democratic Governance”*

29th – 30th March, 2023

Lusaka, Zambia

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1. INTRODUCTION

The Information Note is intended for delegates attending the 2nd Summit for Democracy to be co-hosted by Zambia and the United States of America from 29th to 30th March, 2023.

The Government of the Republic of Zambia has the honour to welcome delegates from the United States of America and the 21 African Countries to the abovementioned Summit. This document serves to provide guidance on logistics, administrative procedures and relevant information as well as other requirements during the Summit.

2. DATES AND VENUES OF THE SUMMIT

The 2nd Summit for Democracy for the African Region will take place in Zambia under in a hybrid format. Day 1 will be in the form of a virtual meeting for Heads of State and Government on 29th March, 2023, while Day 2 will be in-person meeting at Ministerial level and will be officially opened by the President of the Republic of Zambia, Mr. Hakainde Hichilema on 30th March, 2023. The venue for the Summit will be at Mulungushi International Conference Centre, Kenneth Kaunda International Wing, along Great East Road, in Lusaka. The schedule for the Summit will be as follows:

No.	DATE	DESCRIPTION OF ACTIVITY	VENUE
1.	Monday 27 th March, 2023	Arrival of Delegates	Kenneth Kaunda International Airport
		Registration and Accreditation	Mulungushi International Conference Centre, Old Wing
2.	Tuesday 28 th March, 2023	Arrival of Heads of Delegation	Kenneth Kaunda International Airport
		Registration and Accreditation	Mulungushi International Conference Centre, Old Wing

No.	DATE	DESCRIPTION OF ACTIVITY	VENUE
3.	Wednesday 29 th March, 2023	Day 1 – High Level Virtual Summit (Global)	Washington DC – Virtual meeting
4.	Thursday 30 th March, 2023	Day of Summit – Regional – (Hybrid)	Kenneth Kaunda Wing of the Mulungushi International Conference Centre, Lusaka, Zambia.
5.	Friday 31 st March, 2023	Departures	Kenneth Kaunda International Airport
		Excursions (Information will be provided at the Kenneth Kaunda Wing of the Mulungushi International Conference)	Kenneth Kaunda Wing of the Mulungushi International Conference Centre, Lusaka, Zambia
6.	Saturday 1 st April, 2023	Departures of Delegates	Kenneth Kaunda International Airport

[African States Invited](#)

No	Name
1	Republic of Angola
2	Republic of Botswana
3	Republic of Cape Verde
4	Democratic Republic of Congo
5	Republic of Ghana
6	Republic of Kenya
7	Republic of Liberia
8	Republic of Malawi

9	Republic of Mauritius
10	Republic of Namibia
11	Republic of Niger
12	Federal Republic of Nigeria
13	Sao Tome and Principe
14	Republic of Senegal
15	Republic of Seychelles
16	Republic of South Africa
17	Tanzania
18	Mozambique
19	Gambia
20	Mauritania
21	Cote d’Voire

3. CONTACT POINTS FOR INFORMATION

The Protocol Department of the Ministry of Foreign Affairs and International Cooperation of the Republic of Zambia, in collaboration with the State Department of the United States of America, will coordinate the preparatory activities as well as oversee the proper implementation of all Protocol and logistical arrangements for the Summit.

Diplomatic Missions of Member States and Invited Guests are advised to take note of the following contacts for Protocol:

- **Amb. Brig Gen John Albert Bulawayo (Rtd)** – Chief of Protocol, Ministry of Foreign Affairs and International Cooperation, Tel: +260-211-253 507; Email: protocol@mfaic.gov.zm;
- **Mr. Reuben K. Walobele, Deputy Chief of Protocol**, Ministry of Foreign Affairs and International Cooperation, Mobile No. +260 977 898 262, Tel: +260-211-253 507; Email: protocol@mfa.gov.zm;
- **Mr. Alick J. Banda, Assistant Director – Political Affairs, Protocol**, Ministry of Foreign Affairs and International Cooperation, Mobile No. +260 957 553 179 Tel: +260-211-253 507; Email: protocol@mfa.gov.zm;

- **Mr. Percy Mudenda, Protocol Officer** – Ministry of Foreign Affairs and International Cooperation, Mobile No. +260 977 198 061, Tel: +260-211-253 507; Email: protocol@mfaic.gov.zm

3.1 Registration Requirements

All invited States and Guests shall provide the Secretariat of the Organizing Committee (the Ministry of Foreign Affairs and International Cooperation of the Republic of Zambia) a Note Verbale with duly completed registration forms to be submitted **not later than 15th March, 2023**. This is in order to facilitate timely preparations of badges, hotel reservations, transportation and other related logistics. **(Please see forms at Annex I)**. Click the link below to access the forms electronically: <https://www.cabinet.gov.zm/s4d2>

The badge and accreditation forms can also be accessed with the link provided from the Summit for Democracy Two (S4D2) website. Registration shall be on-line. The link for registration shall be given to the Focal Person of each delegation/Mission. **In addition, Member States are required to provide a Note Verbale indicating the name, email address, and phone number of the Focal Point Person to the Protocol Directorate/Department via protocol@mfaic.gov.zm to get access to the link.**

Contact Persons for General information:

- **Mr. Alick Banda, Assistant Director- Americas** Mobile No. +260 957 553 179, (MFAIC Tel: +260-211-252983/252666; Email: Alick.Banda@mofaic.gov.zm;
- **Mr. Percy Mudenda**, Mobile No. +260 977 198 061, Email: percy.mudenda@mofaic.gov.zm

4. LIAISON OFFICERS

The Ministry of Foreign Affairs and International Cooperation shall assign a Liaison Officer (LO) to each delegation of invited States. The Liaison Officers shall act as a link between the Delegation and the Host Country on all pertinent issues. The LO will accompany their respective delegations until departure. The assigned Liaison Officers for each Member State is attached. **(See Annex X for list of Liaison Officers and their contact details).**

5. ARRIVALS

Diplomatic Missions and Regional and International Organizations should submit over flight and landing permission requests at least **72 hours** ahead of time by an official Note Verbale for all those Heads of Delegation travelling by Private Charter.

For special flights, the required information is as follows:

- i. Name of Carrier
- ii. Name and Type of Aircraft
- iii. Entry and Exit Points in Zambia
- iv. Call Sign
- v. Purpose of Flight
- vi. Route of Flight
- vii. Point of Departure and Destinations, and
- viii. Dates and Times of Arrival and Departure

This information should be communicated to the office of the Chief of Protocol at the Ministry of Foreign Affairs and International Cooperation of Zambia by **Email: clearances@mofaic.gov.zm or delivered in person to the Chief of Protocol's Office** of the Ministry of Foreign Affairs and International Cooperation.

Contact number:

Tel. +260-211-252666/252668; Email: clearances@mofaic.gov.zm

6. AIRPORTS

The following are the international airports which will serve international flights in and out of Zambia:

- Kenneth Kaunda International Airport (KKIA), Lusaka,
- Harry Mwanga Nkumbula International Airport, Livingstone,
- Simon Mwansa Kapwepwe International Airport, Ndola

Kenneth Kaunda International Airport is the main hub for international flights into Zambia and **all delegates are advised to arrive through this airport**. In the event that any delegation wishes to use either the Harry Mwanga Nkumbula or Simon Mwansa Kapwepwe International Airports, the delegation will be required to use domestic flights to connect into Lusaka.

6.1 COVID-19 Regulations at the Airports

As part of the COVID-19 control measures on arrival at KKIA and other points of entry; the following are the requirements:

- i. All delegates that are fully vaccinated will be required to produce a Full vaccination Certificate before entry into Zambia;
- ii. Delegates who are not or are partially vaccinated shall be required to provide a **Negative COVID-19** PCR test Certificate issued no more than 72 Hours before Travel;
- iii. Delegates are required to do their COVID-19 tests only in accredited laboratories with a Trusted Travel (TT) or QR code and the result will be checked online at Summit for Democracy Trusted Travel platform;
- iv. Delegates shall not be required to quarantine once the above requirements are met; and
- v. Those who test positive on arrival or during the conference, will isolate at their own cost.

7. ARRIVAL CEREMONY AND PROCEDURE

A. Heads of Delegations

- A Head of Delegation will be welcomed upon arrival by a Director of Honour of the Government of the Republic of Zambia and a Protocol Officer from the Ministry of Foreign Affairs and International Cooperation of Zambia, Heads of Missions from respective Embassies and High Commission in Zambia;

B. Other Participants

Other delegates will be received by Protocol Officers of the Ministry of Foreign Affairs and International Cooperation and the S4D2 Secretariat. The Officers will operate from both VIP and normal arrival lounges and assist participants in immigration formalities, baggage collection, coordinate transport and transfers to the hotels. To enable the Airport Team to receive participants conveniently, Missions accredited to the Republic of Zambia are kindly requested to provide the specific arrival and departure details of their delegations at least **four (4) days prior to the Summit.**

8. VISAS AND CUSTOMS

8.1 VISA FORMALITIES

- Delegates and other participants holding **Diplomatic** or **Service Passport** holders will receive **Gratis visas at the Port of Entry**
- **Participants from the United States of America will receive visas at the Port of Entry**
- For Delegates and other participants holding Ordinary Passports of AU Member States, a **Visa on Arrival will be issued at Kenneth Kaunda International Airport (KKIA)** in some cases, fees will apply on **reciprocal basis.**

For holders of Diplomatic, Service or Ordinary passports of other States or UN Laissez-passer, a **Visa on Arrival** will be issued at the ports of entry. This will be subject to presentation of accreditation or invitation letter from the Government of the Republic of Zambia.

Alternatively, formal requests along with a delegation list can be submitted to the Ministry of Foreign Affairs and International Cooperation **72 hours prior to arrival**. However, delegates are advised to apply for an e-visa online using www.zambiaimmigration.gov.zm, **at least 72 hours prior to arrival**. To avoid any inconvenience while processing visas, delegates and the media are advised to present a letter from the sending State that indicates the person is part of the delegation.

Dedicated immigration counters shall be reserved at the Ports of Entry to provide fast-track visa services for participants of the Summit for Democracy.

N.B. For purposes of issuing visas, passports should be valid at least for the next six months and with two blank pages.

Contact Persons for visa matters:

- **Mrs. Shanshima /Immigration Department, +260 974433958**
- **Mr. Joseph Mubita/ Immigration Dept., +260 977865807**
- **Mr. Levy Seta/ Immigration Department, +260 972-210-003**

- Mrs. Norah Bbuku, Immigration (KKIA), +260 976-962-09

8.2 CUSTOMS REGULATIONS

For incoming passengers, the following items are prohibited:

A) Prohibited Items

- i. Narcotic drugs, Stimulants, Psychotropic substances, etc.;
- ii. Drones and Satellite Equipment;
- iii. Firearms such as pistols, revolvers and machine guns, and bullets or parts thereof;
- iv. Explosives, Gunpowder, Materials for chemical weapons, Germs such as anthrax, etc;
- v. Counterfeit, Altered or Imitated Coins, bank notes or securities, and forged credit card;
- vi. Obscene or immoral materials and child pornography; and
- vii. Articles which infringe upon intellectual property rights (patent, utility, model, design, trademark, copyright etc.)

B) Restricted Items (requiring permission from Regulatory Authorities)

No	Type of Items	Regulatory Authorities
1.	Hunting guns, air guns, swords, etc.	Ministry of Home Affairs and Internal Security
2.	Internationally protected endangered animals, plants, or their products	Ministry of Livestock and Fisheries/Ministry of Tourism
3.	Crocodiles, cobras, turtles, ivory, musk, cactus etc.	Ministry of Tourism
4.	Live animals and plants, meat products etc.	Ministry of Livestock and Fisheries
5.	Vegetable, fruits, seeds, and etc.	Ministry of Agriculture
6.	All type of prescription medicine	Ministry of Health

7.	Professional cameras	Ministry of Information and Media
8.	Binoculars (High Standards) Drone Cameras	Ministry of Home Affairs and Internal Security/Ministry of Defence
9.	Satellite Phone	Ministry of Home Affairs and Internal Security/Ministry of Information and Media

C) Duty- Free Allowed Items

Items to be brought in the country are subject to airline carriers and Zambian customs regulations on the following link: www.visahq.com/zambia/customs/

D) Temporary Importation

To comply with the import customs regulations of the Government of the Republic of Zambia, participants should **declare** the following items they may bring with them into the country: -

- laptops (if it is more than one);
- Desktop Computer, Printer, Scanner, Video camera, etc.
- Any other conference equipment.

In order to be assisted with the temporary importation of the above items, the participants should send the detailed specifications of the items to be brought in, together with their arrival and departure details to the Ministry of Foreign Affairs and International Cooperation, Department of Protocol by **15th March, 2023 at the latest.**

The items will be registered for temporary import permit from the customs office and the permit will be valid for the duration of the Summit.

Contact Persons for media equipment:

- **Mrs. Loyce M. Sali, Director of Zambia News and Information Services,
Tel: +260 211 256692/ +260 211 251992, Mobile No +260 966 922 425**

- **Mr. Oliver Nzala, Corporate Affairs Manager, Zambia Revenue Authority, +260 962 182 502**

E) Declaration of Goods and Cash

Delegates are highly advised to declare items stated in A and B and goods that exceed duty free allowance as per C. Similarly, cash, the amount of which, **exceeds USD 5,000.00** or its equivalent or precious metals weighing above 100 grams should be declared to the customs office at the airport.

Declaration of the said items, upon arrival, will assist to avoid inconvenience during departure.

N.B. For the purpose of declaring personal effects, an application form is attached.

9. MEMBERS OF THE MEDIA AND MEDIA EQUIPMENT

The list of members of the media and their professional equipment to be brought into the country shall be communicated to the Ministry of Information and Media as per the application form. **(See Annex 5)**

The Ministry of Information and Media will reserve a Special Desk at the airport to provide fast service for Journalists coming to cover the Summit for Democracy meetings.

N.B: Journalists should arrive at the Summit venue at least an hour and half before the Meetings commence

Contact Persons for Media and Press Equipment:

- **Ms. Loyce Saili – Zambia News and Information Services - Tel: +260 211 256692/ +260 211 251992, Mobile No +260 966 922 425**
- **Ms. Chansa Kabwela, Public Relations Officer, Ministry of Foreign Affairs and International Cooperation Mobile: +260 97 298886**

10. LOCAL TRANSPORTATION

The Summit will provide local transportation for Ministers of Foreign Affairs/Heads of Delegations from 28th March, 2023 to 31st March, 2023. Further, there will be transport for other delegates from the Kenneth Kaunda International Airport to designated hotels and from hotels to the venue and back from the time of arrival 27th March, 2023 until their departure on 1st April, 2023.

Ministers of Foreign Affairs / Heads of Delegation

- One vehicle for the Foreign Minister/Head of Delegation
- Motor Escort

Shuttle buses from Airport to the hotels and vice-versa will be arranged.

Delegates are requested to designate a luggage manager for luggage handling.

Contact Persons for Transport:

- **Mr. Bristone Ngoma (CGT) Tel: +260 211 254158/251444, Mobile No: +260 977 209 429**
- **Mr. Thomas Chitasha, Mobile No: +260 966 720 213**

N.B. In the event that delegates wish to rent vehicles, delegates are strongly advised to do so only from those accredited to the Controller of Government Transport under the Ministry of Transport and Logistics (see Annex 6).

11. ACCOMMODATION

A list of designated Hotels is provided in **Annex IX** for Delegates to select their Accommodation from, during the Summit:

- Delegates are expected to take care of their accommodation needs.

Delegates are advised to book hotel accommodation in advance, where possible, prior to arrival for the Summit.

Contact Persons for Accommodation:

- **Ms. Alice Lieto (MFAIC) Tel: +260-211-252666/252668/ +260 764876651**
E-mail: Alice.Liet@mofaic.gov.zm
- **Mr. Chanda Kangwa, (MFAIC), Tel: +260-211-252666/252668, (mobile?)**

12. SECURITY AND SAFETY ARRANGEMENTS DURING THE SUMMIT

The Government of the Republic of Zambia will provide 24-hour security services during the Summit at all venues and designated hotels where delegates will be staying as well as during all movements.

The Security and Safety arrangements inside the premises of the Kenneth Kaunda Wing of the Mulungushi International Conference Centre are the primary responsibility of the **Zambia Police Service**.

- i During the Summit, two perimeter access gates will be designated for access to the Kenneth Kaunda Wing of the Mulungushi International Conference Centre premises. Each gate is designated to different categories of participants. Accordingly, **Gate 2 will only be for Motorcade and Gate 1 is for the rest of the delegates. All participants are requested to limit the items inside their vehicles in order to expedite the physical security clearances.**
- ii Participants are required to follow advice and guidance from ushers, security officers and protocol staff.
- iii Within the Kenneth Kaunda Wing of the Mulungushi International Conference Centre complex, there will be some restrictions on movements. The **Zambia Police Service** will enforce controls over access to restricted areas.
- iv Delegates must cooperate and follow the directives and advice of Security Services Personnel in all circumstances.

- v Standing position is strictly prohibited inside the Plenary Hall. Those without seats are advised to use TV screens outside the Plenary Hall to follow proceedings of the event.
- vi All Summit participants and their belongings entering the Kenneth Kaunda Wing of the Mulungushi International Conference Centre premises and buildings are subject to a series of thorough security screening and searching measures and procedures.
- vii Parking reservation inside premises of the Kenneth Kaunda Wing of the Mulungushi International Conference Centre is only permitted after obtaining a Parking Permit issued by the Ministry of Foreign Affairs and International Cooperation of the Republic of Zambia.
- viii Other delegates are encouraged to look for parking areas outside the KKWMICC premises which are arranged and available for this purpose.
- ix No fire-arms/weapons are allowed in the Kenneth Kaunda Wing of the MICC premises. This information could be adjusted to fit the prevailing operational circumstances, before and during the course of the Summit.
- x The Kenneth Kaunda Wing of MICC venue will only be open to delegates during the Summit. Therefore, visitors will be restricted and denied access to the premises during this period. The Government of the Republic of Zambia wishes to request all delegates to the Summit to extend full cooperation.
- xi Diplomatic Missions are advised to provide the list of Security Officers accompanying Heads of Delegations. The list should include detailed information on Firearms and Communication Equipment they wish to carry in accordance with the Zambian security procedures.

12.1 Security Briefings

Security advance teams are advised to participate in security briefings conducted by the Ministry of Foreign Affairs and International Cooperation and the Zambia Police Service in order to avoid any inconvenience that might occur due to information gaps (**See Annex 9**).

12.2 Security Fire Arms and Communication Equipment Permission and Clearance

Delegations led by a Minister or others are allowed to bring only one (1) side fire arm if need be. The following may also be advised:

- Delegations wishing to bring Firearms into Zambia should get permission **72 hours** prior to the arrival of the Delegation;
- All firearms should be declared at the Airport upon arrival and departure.

(A Firearm Clearance Form is attached as Annex 10)

Except where exemptions have been received from the Ministry of Foreign Affairs and International Cooperation, all delegates will be subjected to security checks while accessing Kenneth Kaunda Wing of MICC premises, including the Conference Hall.

N.B. Only one protection officer with a side fire arm per Head of Delegation or Government shall be allowed in the lobby of the Conference and Banquet venues. The rest of protection officers with the remaining side fire arms shall stay inside their vehicle or in shelters designated for this purpose.

Contact Person for Firearms Permission and Clearance:

- **Amb. Brig Gen John Albert Bulawayo (Rtd.), Chief of Protocol (MFAIC) Tel: +260-211-252666/252668**

13. ACCREDITATION, SECURITY BADGES AND CAR PASSES

Online Accreditation of delegates will run from **15th February to 14th March, 2023** through the website of the Ministry of Foreign Affairs and International Cooperation of the Republic of Zambia. Physical accreditation will be conducted at **Radisson Blu Hotel**, next to Mulungushi International Conference Centre **from 27th to 30th March, 2023 from 08:30 hours to 21:00 hours.**

Contact Persons for Accreditation:

- **Mr. Reuben K. Walobele - (MFAIC) Tel: +260-211-252666/252668, Mobile No: +260 977 898 262**
- **Mrs. Alice Lieto (MFAIC) – Tel: +260-211-252666/252668, Mobile No: +260 764 876 651**

A) Security Badges

Access into the Conference Centre will be highly restricted to delegates having the appropriate access security badges. Hence, all delegates are required to be accredited.

B) Special Lapel Pins

- As a courtesy, the Government of the Republic of Zambia will provide golden lapel pins for Heads of delegations at Ministerial level.

C) Badges

- i. Non-Minister Delegates will be issued with “**Delegate**” badges
- ii. Security officers will be issued with badges labelled **Security Armed or Unarmed Security** badges
- iii. Members of the media team will be issued with **Media/Press** badges
- iv. Other Participants shall be issued with appropriate category of badges;
- v. The Ambassadorial badge will be issued only for the ambassadors who reside in Lusaka on a Permanent Mission.

The registration for the conference will **only be possible via the online registration** platform. Please kindly note that everyone wishing to attend the conference must register online under a delegation of an invited State. The online registration will be from **15th February to 14th March, 2023.**

D) Press/Media

The Zambia News and Information Services (ZANIS), Department under the Ministry of Information and Media of the Republic of Zambia will handle accreditation and distribution for press and media personnel. All media institutions

are required to submit a list of media personnel to the Zambia News and Information Services (ZANIS) for clearance before being accredited.

E) Badges for the Side Meetings/Events

- Separate badges will be prepared for the side meetings and parallel events;
- Distribution will be through the Organizing Institutions/Departments;
- Observers will only attend the Opening and Closing ceremonies as per the invitation letter and should obtain security badges from the accreditation Centre.

N.B. Conference badges are non-transferable. Participants are requested to wear the right badges at all times during the meetings.

F) Car Passes

All vehicles entering the Kenneth Kaunda Wing of MICC and other relevant venues such as the Kenneth Kaunda International Airport and designated hotels will be required to obtain State Security Car passes.

Diplomatic Missions are advised to submit a duly completed form to the online link provided as per the requirements stated above. The forms should contain the following information: **model of cars, their registration numbers, and the full names and date of birth of the drivers with copies of driving license and ID starting from 15th February to 14th March, 2023. (As per the link's format)**

The car passes shall be collected from the badge Centre at the Ministry of Foreign Affairs and International Cooperation starting from **25th to 28th March, 2023.**

G) Access by Car Passes

All vehicles of participants which do not possess a car pass (mandatory), will be denied access to all venues and will be turned away at all gates. However, parking area is available outside the premises. It is mandatory to have a car pass from the Ministry of Foreign Affairs and International Cooperation in order to be cleared at different security check points that would be established on roads before reaching the Venue. Different car passes shall give different access levels depending on the types of the car passes.

H) Allocation of Car Passes

Car Passes will be provided to each delegation as per the following arrangement:

- Heads of Delegation of invited States – As per the number of vehicles specified in the Local Transport section (see above);
- Ambassadors - 1
- Organisations – As per the invitation

N.B.

- **All participants and delegates must always wear their designated badges at all official venues.**
- **Badge and Car pass request forms should be typed and submitted to the Ministry of Foreign Affairs and International Cooperation.**
- **Requests that are not readable will not be processed.**

14. ARRIVAL AND WELCOMING CEREMONY AT THE KENNETH KAUNDA WING OF THE MULUNGUSHI INTERNATIONAL CONFERENCE CENTRE

On **27th March, 2023**, the Directors of Honour will welcome Heads of Delegations from the drop-off point at VIP entrance.

Protocol staff will be deployed to receive Honourable Ministers and other Dignitaries through the Kenneth Kaunda Wing of MICC VIP entrance and escort them to the holding rooms.

N.B:

- **Considering the limited space in the holding rooms, access will be strictly controlled.**

14.1 Offices and Bilateral Rooms:

Offices will be allocated to the Elected Officials and other VIPs at the Conference venue. A limited number of temporary bilateral rooms will also be available for bilateral meetings. Request forms for bilateral meetings will be available at the Information Desk and should be completed for reservations.

To prevent double booking, only the delegation initiating the bilateral meeting should submit the request. Reservations will be for 30-minutes only. All requests should specify the date and time of each meeting and include the name and level of the other delegation participating in the bilateral meeting.

Every effort will be made to keep consecutive appointments of the same delegation in the same room. Working hours will be from 09:00 to 18:00 hours from 29th to 31st March, 2023 up to the end of the Summit.

14.2 Photo Ceremonies & Plans

The Venue for the photo ceremonies will be in front of Kenneth Kaunda Conference Centre. The President of the Republic of Zambia will take photos with the Heads of Delegations.

14.3 Formalities for the departure of Heads of Delegations from the Kenneth Kaunda Wing of the Mulungushi International Conference Centre

- At the end of the meetings, Heads of Delegations will be escorted to the holding rooms by Protocol Officers;
- Accompanying delegation members are kindly advised not to follow and assemble/gather at the VVIP entrance and or lobby area;
- A convoy will be organised based on alphabetical order;
- When the convoy is ready, protocol officers will call upon the respective protocol staff of invited Heads of delegations to depart.

N.B. There should be an orderly departure to the airport in order to avoid overcrowding, long waiting periods at the VIP Pavilion and also to avoid traffic jams.

15. OFFICIAL FUNCTIONS BY THE GOVERNMENT OF THE REPUBLIC OF ZAMBIA AND THE UNITED STATES GOVERNMENT

A) Cocktail

- A Cocktail will be hosted by Hon. Stanley K. Kakubo, MP, Minister of Foreign Affairs and International Cooperation of the Republic of Zambia on **29th March, 2023, 2022, at 18:00 hours;**
- Delegations invitees will consist Ministers, Ambassadors accredited to Zambia and all the delegates

N.B. Attendance shall only be by invitation. Badges cannot be used in lieu of invitation cards. Invitation cards for Member States will be sent through their Liaison Officers.

Contact Person for the State Dinner and Reception:

- **Mr. Reuben K. Walobebe, Deputy Chief of State Protocol- State Functions and Ceremonies (MFAIC) Tel: +260-211-252666/252668
Mobile: +260977898262
Email: reuben.walobebe@mofaic.gov.zm**

16. DEPARTURE FROM ZAMBIA

Departing Heads of Delegations shall be seen off by the Director(s) of Honour.

16.1 Customs Regulations for Outgoing Passengers

A) Prohibited Items

- Cultural Heritages such as Parchment Manuscripts, Stone Paintings, Sculptures Coins and Statues;
- Inscription of Skin, Ivory, Horn, Archaeological and Bone;
- Written and Graphic Historic documents;
- Ethnographic Implements;

- Paleontological, Paleo-Anthropological and Archaeological findings like Fossils;
- Stone tools, Pottery;
- Ornaments, Authority rings or Stamps, Stone Inscriptions and Ancient Coins;
- Historic Objects like Costumes, Crowns, Scepters, Thrones and Medals;
- Utensils and Furniture of Ex-Royal families;
- Historic Armaments like Pistols, Rifles, Shields, Spears/ Swords;
- Musical Instruments (contemporarily out of production);
- Ancient and Historic memorial and religious objects like Parchments, Crosses, Paintings, other Churches' Ceremonial objects;
- Ethnographic objects like Domestic and Kitchen materials, Head rests, Burial marks, Techno- history objects (considered to be the first generations of their type) and Museum Object;
- Drug and narcotic substances;
- Explosives and weapons

B) Restricted Items: Items that need permission from regulatory government authorities.

No	Type of items	Regulatory Authorities
1	Gold, Silver	If it is beyond the prescribed amount of 100gms, Bank permit is necessary
2	Minerals	Permit from the Ministry of Mines and Minerals Development
3	Seeds, Cereals, Seedlings, Soil, Coffee beans, Flowers, Teff.	Ministry of Agriculture
4	Wild animals and their products, hunting armaments, swords and blades	Ministry of Tourism
5	Meat and related items	If it is beyond the prescribed amount Ministry of Tourism and Ministry of Fisheries and Livestock
6	Drugs and related items	Ministry of Health
7	Cultural Heritage /Branna/Cross	Permit from Ministry of Tourism

8	Genetic Materials	Ministry of Commerce, Trade and Industry, Ministry of Agriculture, Ministry of Fisheries and Livestock, and Ministry of Health.
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B) Limits of Currencies not to be taken out of the Country

- Undeclared foreign currency amounting more than USD 5,000.00 or its equivalent value in any currency;
- If a person is found having beyond the permitted amount of currency, the money will be confiscated and the person will be liable before the law. The Zambian law requires declaring an amount more than USD 5,000 or its equivalent upon arrival to Customs authority at the airport. Such action will prevent any inconvenience during departure; and

17. GENERAL INFORMATION ABOUT ZAMBIA

17.1 General Information

- **Head of Government** – President, Mr. Hakainde Hichilema
- **Official Name** – Republic of Zambia
- **Capital** - Lusaka
- **Official Language** – English
- **Other Common Languages** – Bemba, Chinyanja, Tonga, Lozi,
- **Area** – 752,617 km²
- **Total population** – 19,610, 769
- **Time Zone:** GMT/UTC +2H
- **International Dialling Code:** +260

17.2 Telecommunication service

Zambia Telecommunications Company (ZAMTEL), Airtel and MTN are the telecommunication service providers in Zambia.

17.3 Currency and Banking

The Currency of Zambia is **Kwacha**. The denominations are in six bank notes which are K100, K50, K20, K10, K5, and K2. While coins include K1, 50n 10n, and 5n as coins.

All Major Banks have a cash dispenser (ATM), accepting Visa and Master Card. Major Foreign currencies can be exchanged at the banks and bureau de change at the airport or in surrounding malls mainly **Manda Hill Mall, Arcades Mall, Levy Junction Mall, and East Park Mall**.

Banking Hours – Banks are open from 08:15am - 14:00pm from Monday to Friday, and from 08:30am - 11:30am on Saturday. **(List some major banks)**

N.B. Delegates are advised not to exchange any currency on the street or black market.

17.4 Shopping Hours

On average, shops are generally open from 9:00 hrs. to 20:00 hrs. throughout the week. All debit cards (Visa, Master card) are acceptable in most of the shops.

17.5 Weather

Zambia experiences a predominantly sub-tropical climate characterized by three distinct seasons: a hot and dry season (mid-August to mid-November), **a wet rainy season (mid-November to April)**, and a cold dry season (May to mid-August). **Delegates are, therefore, advised to carry warm clothing and some umbrellas.**

18. HEALTH AND MEDICAL SERVICES

A. Emergency Services

A Medical Team from the Zambia Ministry of Health will be available to provide Basic Healthcare Services and respond to any emergencies throughout the Summit. For Emergency call +260-979-811753

Emergency Hospital Services for VVIP/VIP delegates is arranged at Maina Soko Military Hospital in Lusaka.

Contact Person:

- **Major Kahalu, Maina Soko Military Hospital, Lusaka, Zambia.**
Tel: +260 21 126 0302, +26021 126 0301;
Mobile: +260 955715768

Contact officials for Emergency Medical Support:

- **Prof. Roma Chilengi (ZNPFI) +260 973724935 (COVID-19 Services)**
- **Dr. Alex Makupe (MOH) +260979811753 (Medical Services)**
- **Dr. Godfrey Phiri (MOH) +260977659166 (Medical Services)**
- **Dr. Charles Msiska (MOH) +260977824736 (Medical Services)**
- **Miss Lillian Mwape (MOH) +260979334669 (Medical Services)**

B. Medical Coverage and Cost

Delegates to the Summit to come with Medical Health Insurance. During the course of the Summit at Kenneth Kaunda International Conference Centre (KKICC), the Ministry of Health will provide Basic Medical coverage including Emergency Care. Summit participants are advised to use the Clinic in Zone A on the ground floor of the Conference Centre during all summit working hours. If additional Medical Services are required outside of the Kenneth Kaunda International Conference Centre (including prescriptions for medicines, hospital admissions etc.), the cost of such will be borne by the participants or their sponsors.

Delegates are advised to obtain an international medical insurance cover with a reputable insurance company that should be recognized by the major hospitals in Lusaka namely University Teaching Hospital (UTH), National Heart Hospital (NHH), Levy Mwanawasa University Teaching Hospital, Maina Soko Military Hospital, Care for Business, Coptic and Midlands Hospital. (All these hospitals will accept the Cigna medical insurance policy).

Delegates who have been diagnosed with any chronic medical condition (s) (e.g. Diabetes Mellitus, Hypertension, Asthma, Epilepsy, HIV etc.) and are on treatment, must ensure that they have sufficient supply of their medications as preferences/brands may **not** be available in Lusaka.

C. Travel Immunization and Disease Screening

Yellow fever vaccination and the proof of having received it, is an entry requirement for Zambia. Please carry your yellow fever vaccination card (Yellow card) with you. You may be requested to present it at the airport. Zambia accepts yellow fever vaccination with 10 years' validity.

Countries with risk of yellow fever transmission and countries requiring yellow fever vaccination are the following; Angola, Tanzania, Benin, Nigeria, Central Africa Republic, Burkina Faso, Burundi, Chad, Congo, Democratic Republic of Congo, Ethiopia, Gabon, Gambia, Ghana, Guinea, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Somalia, Sudan, Togo, Uganda.

D. Protect yourself and others

All delegates are expected to follow the health protocols and guidelines below:

- Maintain strict hand hygiene. Alcohol based hand sanitizers are installed at all the main entrances of the KKIC buildings. Please use them. You can buy pocket sized ones (containing at least 60% alcohol) at local pharmacies for your personal use;
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. Encourage others to do so;
- Avoid close body contact or contact with body fluids of any sick person. If this happens accidentally, wash it off immediately and report promptly to the medical team; and
- If you find someone who is ill, call for help immediately. Do not try to attend to him/her by yourself. ***Eat and drink safely:*** Ensure that your food and water are from trusted sources and fruits are thoroughly washed before eating. Food should be well cooked and properly stored. Drink enough clean water, at least 2L every day;

Maintain personal security at all times: Use the same common sense traveling that you would at home, and always stay alert and aware of your surroundings.

In the event that you fall ill or have an accident during your stay,

- ✓ Report to your hotel clinic (if available)
- ✓ Report to the Zambian Medical Health Services

- ✓ Call someone to get help (if you are not able to do any of the above)

Call the Zambia Medical Health Services on

- **Dr. Alex Makupe** (MOH) +260979811753 (Medical Services)
- **Dr. Godfrey Phiri** (MOH) +260977659166 (Medical Services)
- **Dr. Charles Msiska** (MOH) +260977824736 (Medical Services)
- **Prof. Roma Chilengi** (ZNPFI) +260 973724935 (COVID-19 Services)
- **Miss Lillian Mwape** (MOH) +260979334669 (Medical Services)

E. Zambia COVID-19 requirements

Amid the COVID-19 Pandemic, Ministry of Health Zambia with Africa CDC have worked intensively to ensure that all precautionary measures to help prevent the spread of COVID-19 are taken to safeguard delegates.

The following guidelines are prepared based on the latest scientific information, in Zambia as contained in the Public Health Act Cap 295, SI 21, 22 and 62 of the laws of Zambia, and Africa CDC standard operating procedures. Personnel of the Zambia Ministry of Health. Respective Embassies of member states should collaborate with the Medical Team overseeing the implementation of these recommendations.

Section I:

Requirement from Summit Delegates Entry into Zambia Territory

To enter Zambia the following are requirements as related to COVID-19 prevention and control:

- Vaccinated or PCR Negative results within 72hrs of entry into Zambia
- Once in the Country and tests positive, Isolation at own cost in the same hotel staying or designated until discharge as per our Health guidelines
- PCR together with Certificate for those requiring for their return travel at own cost (800k).
- Observation of COVID-19 Prevention measures as will be guided on arrival.

Section II:

Measures required for Entry of KKICC meeting

- Everyone will be screened using a non-contact thermometer/ scanner before entering the conference hall. Delegates who show signs and symptoms associated with COVID-19, should contact the Medical Team for screening before coming to the conference.
- Any symptomatic delegate during the conference should be referred to the clinic for assessment and management.
- Wearing of face masks will be optional and some masks will be available to all delegates.
- Delegates must follow the signs marking the entry and exit of the conference rooms, to allow for a one-way stream;

The above can be revised depending on the Pandemic and Ministry of Health guidelines.

EMERGENCY TELEPHONE NUMBERS OF MAJOR HOSPITALS AU SUMMIT SPECIAL HOSPITALS

No.	Name of the Hospital	Officials	Mobile No.	Telephone
1.	University Teaching Hospital (Adult Hospital)-Emergency Physician	Dr Mwiche Chiluba Dr. Mwila Lupasha Dr. Patricia Chibesakunda Sister Edah Mizinga Dr. Charles Mutemba	+260 95 5282802 +260 97 7751266 +260 97 5647777 +206 97 9103652 +260 96 6737000	+260 95 5751266 +260 95 0400976
2.	Levy Mwanawasa University Teaching Hospital	Dr John Masina Dr. Aggrey Mweemba Dr. Mirriam Maimbo Dr. Jackson Chipasha Prof. John Musuku	+260 977708306 +260 961357599 +260 97 7404994 +260 97 7884771 +260 96 6766052	
3.	Maina Soko Military Hospital	Dr. Ndaba Sipuka Dr. James Nyimbili Col Lucy Kalonde Major Kahalu	+260 97 9110085 +260 97 1232819 +260977810883 +260955715768	+260 211 260301
4.	National Heart Hospital	Dr Chabwela Shumba Dr. Agnes Mtaja Mrs Josphine Chimpinde Dr. Chileshe Mutema Dr. Kalima Nawa	260 950589164 +260 97 7784609 +260 97 9056019 +260 76 0749558 +260 97 9490016	+260 96 6619430
5.	Medlands Hospital	Lisa Waterfield Dr. George Mutambo	+260 967591282 +26076 2172761	

		Marina Smit Dr. Colin West Marie Clarke Lauren Hernandez Hospital Line	+260 76 2028638 +260 97 7744249 +260762028476 +260962158071	+ 260761101600
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Taxi Contacts

No.	Taxi Service Name	Contact Details	Email Address
1.	FairCar Hires & Tours	+26 096 091 5636 +26 097 797 5076 +26 097 964 4059 +26 096 091 5586	info@faircarhires.com
2.	Lusaka East Taxi	+260 97 8842366	https://www.facebook.com/Lusakaeasttaxi/app
3.	FairCar Hires & Tours Ltd	+26 (0) 96 091 5636 +26 (0) 97 797 5076 +26 (0) 97 797 5076 +26 (0) 96 091 5586	info@faircarhires.com
4.	Yango	Yango App	Download the Yango App

Annex I

**THE GOVERNMENT OF THE REPUBLIC OF ZAMBIA
MINISTRY OF FOREIGN AFFAIRS AND INTERNATIONAL
COOPERATION (MFAIC)**

FIRE ARM REGISTRATION FORM

Summit for Democracy II 29th - 30th March, 2023
Lusaka, Zambia

(To be attached with a Note Verbale)

Country/Organization _____

Tel No _____

FAMILY NAME _____

FIRST NAME _____

NATIONALITY _____

SEX _____

JOB TITLE _____

PASSPORT NO _____

MAKE, MODEL AND CALIBER OF WEAPON _____

SERIAL NUMBER _____

NUMBER OF ROUNDS OF AMMUNITION _____

SPECIAL EQUIPMENT _____

SIGNATURE _____

Annex II

THE GOVERNMENT OF THE REPUBLIC OF ZAMBIA

**MINISTRY OF FOREIGN AFFAIRS AND INTERNATIONAL
COOPERATION (MFAIC)**

RADIO COMMUNICATION EQUIPMENT FORM

Summit for Democracy II 29th - 30th March, 2023
Lusaka, Zambia

(To be attached with a Note Verbale)

Country/Organization _____

Tel No _____

SN	Name of Holder	Passport No.	Type of Radio	Serial No.	Transmission Frequency	Receiving Frequency

Annex III

**THE GOVERNMENT OF THE REPUBLIC OF ZAMBIA
MINISTRY OF FOREIGN AFFAIRS AND INTERNATIONAL
COOPERATION (MFAIC)**

MEDIA ACCREDITATION FORM

Summit for Democracy II 29th - 30th March, 2023

Lusaka, Zambia

(To be attached with a Note Verbale)

Country/Organization _____ Tel No _____

FAMILY NAME: _____

(MR/MRS/MS): _____

FIRST NAME: _____

NATIONALITY: _____

SEX (M/F): _____

JOB TITLE: _____

MEDIA ORGANIZATION: _____

PASSPORT NO: _____

PROFESSIONAL CARD NO: _____

Duties to be performed in Addis (tick or enter as appropriate)

	VIDEO CAMERA PERSON			OTHER PLEASE SPECIFY
JOURNALIST		PHOTOGRAPHER	TECHNICIAN	

CONTACT ADDRESS: _____

TELEPHONES: _____

FAX: _____

EMAIL: _____

TIME AND DATE OF ARRIVAL: _____

FLIGHT NO: _____

SIGNATURE OF APPLICANT AND DATE _____

Annex IV

**THE GOVERNMENT OF THE REPUBLIC OF ZAMBIA
MINISTRY OF FOREIGN AFFAIRS AND INTERNATIONAL
COOPERATION (MFAIC)**

MEDIA EQUIPMENT FORM

Summit for Democracy II 29th - 30th March, 2023

Lusaka, Zambia

(To be attached with a Note Verbale)

Country/Organization _____

Tel No _____

List of Equipment for Mr. /Mrs. /Ms.) other (Please specify)

Name of News Agency

NO.	TYPE OF EQUIPMENT	SERIAL NUMBER	VALUE (USD)

Annex V

GOVERNMENT OF THE REPUBLIC OF ZAMBIA

**MINISTRY OF FOREIGN AFFAIRS AND INTERNATIONAL COOPERATION
(MFAIC)**

Summit for Democracy II 29th - 30th March, 2023

Lusaka, Zambia

(To be attached with a Note Verbale)

**INTERNATIONAL/LOCAL FLIGHTS
AIRSPACE APPLICATION FORM**

This part is to be completed by the Applicant only

All times are UTC

1. Name of applicant/operator:
2. Address:
3. Telephone No:
Fax No:
4. Date of Application:
5. **Aircraft details:**
 - a. Aircraft Type..... (Military/Civil):
 - b. Aircraft Registration:
 - c. Aircraft Call Sign:
 - d. Color of Aircraft:
6. **Crew details:**
 - a. Name and Nationality of aircraft captain:
 - b. Number of crew, names and nationality:
 - c. Number of passengers:
7. **a. Flight Details**
 - (1) Date of Flight:
 - (2) **Departure point:****Destination point**.....
 - (3) Route, flight levels and cruising speed:

- (4) Entry point/s: (State date and time)
- (5) Exit point/s: Airfield of first landing in Zambia (State date and time):
.....
- (6) Departure airfield in Zambia (State date and time):

b. Return Flight:

- (1) Departure point, date & time:
 - (2) Landing point, date & time:
 - (3) Entry point & time:
 - (4) Exit point and time:
8. Description of cargo carried (specify in detail):
9. Description of photographic equipment/firearms (State type and mark):
10. Purpose of flight (specify in detail):
11. Applicant/Operator

Signature: (PLEASE SIGN).

Name:

Designation:

Date:

FOR OFFICIAL USE ONLY

12. Remarks by recommended authority (DCA, MCT or MFA)

.....
.....

Signature:

Name:

Designation:

Date:

13. Remarks by approving authority (ZAF):

.....
.....
.....

APPROVED

NOT APPROVED

Signature:

Name:

Designation:

Date:

Tel: +260 211 256 077

Fax: +260 211 254 480

EMAIL ADDRESS: airspaceclearances@airforce.mil.zm and airspaceclearances@gmail.com

Annex VI

ZAMBIA AIRPORTS CORPORATION LIMITED

Introduction

Zambia Airports Corporation Limited is a government owned entity whose mission is to develop and manage airport and air navigation infrastructure and services to international standards, meeting stakeholders' values while profitably contributing to the national economic development.

A. LOCATION OF KENNETH KAUNDA INTERNATIONAL AIRPORT

Zambia Airports Corporation Limited information as per your request

Introduction

Zambia Airports Corporation Limited is a government owned entity whose mission is to develop and manage airport and air navigation infrastructure and services to international standards, meeting stakeholders' values while profitably contributing to the national economic development.

Location of Kenneth Kaunda International Airport

Kenneth Kaunda International Airport is situated in the capital city Lusaka, 27 kilometres from the main business district. Due to its central location, the Airport is ideal for setting up as a hub airport in the SADC region. With a friendly people and a stable social economic climate, Lusaka is also an ideal investment, tourism, conferencing and trade destination.

Opened in 1967, the airport provides services for Domestic, Regional and International flights in accordance with the standards and recommended practices (SARPS), developed by the International Civil Aviation Organization. The Airport has a 12,999ft (3.962km) runway with a width of 15ft (46m) and an orientation 10/28, one parallel taxiway and a number of taxiway links. The runway can land up to a maximum of a B747/A380.

Facilities

The Kenneth Kaunda International airport has 10 aircraft parking areas that accommodate heavier aircrafts such as the Boeing 747-400, Boeing 777-300 and Air bus A380 plus 8 parking stands that can accommodate medium size (code C) type of Aircraft. It has also additional 3 Cargo Aircraft parking areas which can accommodate to the size of the Boeing 747 and Boeing 777-300 ER. In addition, the airport has got a separate parking area for VVIP aircraft.

The airport has two terminals with a total of 09 gates. Accordingly, Terminal 1 has 1 gate and Terminal 2 has 8 gates. Terminal 1 serves Domestic flights while Terminal 2 serves International flights.

Airside Service

Below are the services provided on the airside:

1. Service associated with aircraft landing and take-off (Air Navigation services)
2. Aircraft parking services, including visual docking guidance system
3. Marshaling service
4. Passenger boarding bridge service
5. Fire prevention
6. Fueling service
7. Ground handling
8. Cargo Handling facilities
9. Catering service
10. safety management and ramp traffic regulation

Airport type: Public

Operator: Zambia Airports Corporation Limited

Serves: Lusaka, Zambia

Location: Lusaka, Zambia

Elevation: 3779 ft (1152m),

Reference Temperature: 32.0 °C

Location: 11NM North East of Lusaka Main Post Office.

AMSL

Coordinates: (WGS 84): **S15°19'51" E28°27'9"**

Runways

Main runway:

True Bearing: **095°/275°**, Designation: **10/28**

(Geographic Bearing RWY 10 - **94°** (RWY 28 -**275°**)

Runway Length: **12999ft (3962m)**, Width: **15ft (46m)**

Displaced Threshold: **None**

Surface type: **Flexible Pavement**

Runway type: 10 – **Precision Approach (CAT I)**

28- Simple Approach

Obstructions in approach and take-off areas: **None**

Accommodate Aircraft till B747-200, B777-300, A380

Contact Person

Harriet Nakazwe Angetile

Airport Manager- Kenneth Kaunda International Airport, Lusaka.

+260 211 271 044

+260 211 271 359

+260 977 770 294

B. HARRY MWAANGA INTERNATIONAL AIRPORT (GROUND DISTANCE 485.5KMS FROM LUSAKA)

Harry Mwaanga Nkumbula International Airport is an Airport serving Livingstone and the Southern part of Zambia.

Facilities

1. Service associated with aircraft landing and take-off (Air Navigation services)
2. Aircraft parking services, including visual docking guidance system
3. Marshaling service
4. Passenger boarding bridge service
5. Fire prevention
6. Fueling service
7. Ground handling
8. Cargo Handling facilities
9. Catering service
10. safety management and ramp traffic regulation

Summary

Airport type:	Public
Operator:	Zambia Airports Corporation Limited
Serves:	Livingstone, Zambia.
Elevation:	3255ft
Temperature reference:	34.5°
Coordinates	17° 48'44.30" S 25°49'11.83" E

Runways Length: 3.0 KM
Runway strength: PCN 52, Bitumen
Direction: N.W 2.5 NM
Accommodate Aircraft: 5 code C Type such as Boeing 737-800, 757-300, and for 10-small ones

Contact person: -
Vivian Sikanyeela (Airport Manager)
Email: - vivian.sikanyeela@zacl.aero

C. SIMON MWANSA KAPWEPWE INTERNATIONAL AIRPORT (GROUND DISTANCE 316.9KM FROM LUSAKA)

Name of Aerodrome: - Simon Mwansa Kapwepwe International Airport (FLSK);

Location: - From the City's reference point (7.78NM Ndola Main Post Office; 21.6NM Luanshya Post Office; 19.87NM Kitwe Main Post Office)

Distance from the intersection of Broadway and Kwacha road: 12.65 Kilometers with a true bearing of 273.61°

Intersection of Broadway and Kwacha roads coordinates: S 12° 58' 8.48'' E 28° 37' 57.23''

- (a) **Aerodrome reference point (WGS 84):** S 12° 57' 42.46'' E 28° 30' 58.45''
- (b) **Elevation:** 1309.4 metres (4295.93ft)
- (c) **Elevation:** - Threshold Runway 09 - 1303 metres(4274.93ft) ;
Threshold Runway 27 - 1306 metres (4284.78ft);
Touch Down- Runway 09 – 1306.60m (4286.75ft)
Runway 27 – 1307.69m (4290.32ft)
Apron – 1310.5m (4299.54ft)
- (d) **Reference Temperature:** - 32°C;
- (e) **Aerodrome Beacon:** - Situated on top of the Control Tower: Control Tower Coordinate: S 12° 57' 57.5'' E 28° 30' 57.3''
- (f) **Aerodrome Ground Profile:** Refer to Appendix VII
- (g) **Rescue and Fire Fighting:** Category 8

Facilities

1. Service associated with aircraft landing and take-off (Air Navigation services)
2. Aircraft parking services, including visual docking guidance system
3. Marshaling service

4. Passenger boarding bridge service
5. Fire prevention
6. Fueling service
7. Ground handling
8. Cargo Handling facilities
9. Catering service
10. safety management and ramp traffic regulation

Accommodate Aircraft: - 5 code C type of aircraft and 5 small ones

Contact person: -

Joseph Mumbi- Airport Manager Simon Mwansa Kapwepwe International Airport:

Zambia Airports Corporation Limited

Simon Mwansa Kapwepwe International Airport

P.O. Box 70095 , Ndola.

Tel: +260-212 611193, 260-212 611194, 260-212 621904

Fax: +260-212 612635

Email: zacind@zacl.aero

Website: www.zacl.co.zm

Annex VII

SECURITY BRIEFING GUIDELINES FOR THE SUMMIT FOR DEMOCRACY II GENERAL INFORMATION

- All conferences venues are at MICC Kenneth Kaunda Wing
- On the evening of Tuesday, 28th March, 2023, the Zambian Minister of Foreign Affairs and International Cooperation, Hon. Stanley K. Kakubo, MP, shall host a Cocktail in honour of the participants of the Summit for Democracy II.
- Security and Conference Badges shall be issued by the Zambia State Security Team.

2. Airport Security Procedures

- All Security equipment should be declared and get security clearance on arrival.
- Delegates and their luggage should pass through security screening as per the ICAO regulations, regulations of international Airports and according to the Zambian laws.

3. Fire arms and other Security equipment

- Only a maximum of five side arms shall be allowed to enter the country, all other types of fire arms are strictly forbidden by the law of the hosting Country.
- Only one side arm shall have an access to event venues lobbies, the rest should stay in a given car.

4. Motorcade

- The Zambian Government shall provide an official vehicle and escort for the head of delegation, Protocol Officer.

5. Badges and access to event venues

- All events venues shall be accessed only by security Badges, and access to conference halls is by conference badge issued by the Zambian State Security Team, which shall be issued for the purpose of seats inside plenary halls.
- The number and types of badges to be issued shall be according to the rules, procedures and decision of Ministry of Foreign Affairs and International Cooperation.

6. Security Search

- Only Heads of Delegations are granted a search exemption including their luggage.
- Searching at the airport shall be according to the rules of international Airports and ICAO rules, regulations and procedures.

- **Security and Searching at the Kenneth Kaunda International Conference Centre:** - those who are in a motorcade shall directly access the conference building with their presidents without body search.

7. Car Passes

- The Zambian Government shall provide different types of car passes that will allow access to Conference Centre and to parkings which are arranged outside of the event premises.
 - Only Heads of delegations can secure parking in Conference Centre. They will have Official Car pass.
 - Ambassadors and Others with VIP type pass parking in the Conference Centre shall be provided with alternative designated parking spaces.
 - All other delegations' cars shall be parked outside the Conference Centre as provided by the Zambian Security Team.
- Accessing Kenneth Kaunda Wing of the MICC is through two different gates. Those which are provided with motor escort shall use Gate-2 and the rest shall use Gate-1.

Note that there would be probability of using Gate-1 even if motor escort is provided. See the description written.

Annex VIII

Hotel Information

LIST OF STAR-RATED HOTELS IN LUSAKA

No.	Name of Hotel	Star Grade	Physical Address	Contact No	Email Address
1.	NEELKANTH SAROVAR PREMIERE HOTEL	5	PLOT 6111, MANCHINCHI ROAD, NORTHMEAD LUSAKA	260977491392	gmnspl@sarovarhotels.com
2.	INTERCONTINENTAL HOTEL	5	Haile Selassie Avenue, Lusaka ,10101, Zambia	+260-211-50000	Karen.Badrick@whgafrika.ae tim.rangi@lusakaic.com
3.	TAJ PAMODZI HOTEL	5	CORNER OF ADDIS ABABA AND CHURCH ROAD	211254455	oparebea.amaoko@tajhotels.com ; pamodzi.lusaka@tajhotels.com
4.	CIELA RESORT & SPA	4	Ngwerere Road Bonanza Estate Lusaka ZM, 10110 Zambia	+260-211433250	reservations@cielaresort.com
5.	RADDISON BLU HOTEL	4	PLOT 19028 GREAT EAST ROAD KALUNDU LUSAKA	260211368900	info.lusaka@radissonblu.com
6.	HOLIDAY INN HOTEL	4	PLOT NO. 5282, CORNER BIRDCAGE/ HAILE SELASSIE ROAD, LONGACRES LUSAKA	260762088568	beautrice.mukanda@lusakaic.com tim.rangi@lusakaic.com
7.	SOUTHERN SUN RIDGEWAY	4	PLOT NO,746, CHURCH ROAD RIDGEWAY, LUSAKA	211251666	ssridgeway.reservations@tsogosun.com
8.	PROTEA HOTEL LUSAKA	3	ARCADES SHOPPING COMPLEX, LUSAKA	260211254664	gm@phlusaka.co.zm
9.	PROTEA HOTEL BY MARRIOTT	3	ARCADES SHOPPING MALL, LUSAKA	260211238360	gm@phcairoroad.co.zm
10.	PROTEA TOWER LUSAKA	3	PLOT 22A LUSAKA, CAIRO ROAD	211375800	gm@phlusakatower.co.zm
11.	HILTON GARDEN INN	3	SOCIETY BUSINES PARK, CAIRO/ CHACHA ROAD, CITY CENTRELUSAKA	260960998475	thato.mtumbi@hilton.com
12.	SANDY'S CREATIONS	3	PLOT NO. 31/32, FARM 4300, LUSAKA	260211847965	info@sandyscreations.net
13.	STAY EASY LUSAKA	2	PLOT NO27455, CORNER OF CHURCH AND KABELenga ROADS, LEVY PARK, LUSAKA	260211372001	Stayeasylusaka.reservartions@tsogosun.com
14.	BEST WESTERN PLUS LUSAKA GRAND HOTEL		PLOT NO.8018A, GREAT EAST ROAD, THORNPARK LUSAKA	260211239666	reservations@lusakagrand.co.zm
15.	GOLDEN PEACOCK HOTEL		PLOT NO. 174, KASANGULA ROAD, ROMA LUSAKA	260973218527	oliviazamgph@gmail.com
16.	GRAND PALACE HOTEL		PLOT NO. 35376, THABO MBEKI ROAD, MASS MEDIA, LUSAKA	260211251010	info@grandpalacez.com
17.	LATITUDE FIFTEEN DEGREES		F/488A/35/F LEOPARDS LANE, KABULONGA, LUSAKA	260211268802	15accounts@thelatitudehotels.com

18.	COOL BREEZE LODGES LIMITED		PLOT NO. 25273, THABO MBEKI ROAD MASS MEDIA LUSAKA	26021124037	coolbreezelodges@yahoo.com
19.	MANDA HILL LODGES LTD		PLOT 78 NGWEZI ROAD ROMA LUSAKA	260973497792	mandahilllodge@gmail.com
20.	MULUNGUSHI VILLAGE COMPLEX LIMITED		PLOT 10967, LUNSEMFWA, ROAD, KALUNDU, LUSAKA	260211291416	info@romalodge.net
21.	WILD DOGS NATURE SAFARIS LIMITED		PLOT 17010 THABO MBEKI/ALICK NKHATA LUSAKA	975630005	doreenzanele.n@gmail.com
22.	MIKA HOTEL		PLOT 116 OFF KUDU ROAD KABULONGA LUSAKA	0026097895631 5/0211266954	gmmg@mikahotels.com
23.	MIKA LODGE		PLOT 106 CENTRAL STREET JESMONDINE LUSAKA	0211291557/09 76335891	fomikalodge@mikahotels.com
24.	ASMARA HOTEL LIMITED		PLOT 5494, LUNSEMFWA ROAD, KALUNDU, LUSAKA	260976875313	asmarahotelzam@gmail.com
25.	M'KANGO GOLFVIEW HOTEL		PLOT NO. 10247, GREAT EAST ROAD, MUNALI CHUDLEIGH, LUSAKA	260977880595	sales@golfview-hotels.com
26.	GARNET HOTELS LIMITED		PLOT NO.14011 CHAINAMA ROAD KAMLOOPS, LUSAKA	0026009789800 05/0974851346	chimango.chikwanda@gmail.com
27.	KINGFISHER HOTELS AND RESORTS		87 CENTRAL STREET CENTRAL JESMONDINE LUSAKA	260211291742	acc@modpress.org
28.	LUSAKA HOTEL		PLOT 9/10 CAIRO ROAD KATONDO STREET LUSAKA	260211220435/ 0979220435	lushotel@zamnet.zm
29.	NDEKE HOTEL		PLOT NO.8907, LONG ACRES DUNURA CRESENT, LUSAKA	260977755531	mishowmbewe@gmail.com
30.	TECLA INVESTMENTS T/A TECLA HOTEL		PLOT NO. 10445, OFF GREAT EAST ROAD CHAINAMA	978153499	tecla.ngwanya@gmail.com
31.	TECLA INVESTMENTS T/A TECLA HOTEL		PLOT NO. 16795 OFF NANGWENYA ALICK NKHATA ROAD LONGARES	978153499	tecla.ngwanya@gmail.com
32.	ACAMM'S LODGE		PLOT 89 LUSAKA	260979569759	acamms1@gmail.com
33.	MAHAK LODGE		PLOT 193A, KASANGULA ROAD, LUSAKA	260211292478	mahaklodge@gmail.com
34.	ROMA LODGE LIMITED		PLOT 97 MUTANDWA ROAD, ROMA, LUSAKA	260211290618	info@romalodge.net
35.	THEURBAN HOTELS		Corner of Lake Road and Leopards Hill roads – woodlands	760900500	reslsk@theurbanhotelgroup.com/ msalare@theurbanhotelgroup.com -
36.	ULTIMATE COMFORT LODGE		PLOT 12040 CHAINAMA OLYMPIA PARK LUSAKA	977859792	musonda_miriam@yahoo.com

Annex IX

COMPILED LIST OF CONTACT PERSONS

No.	Details of Contact Person
1.	Ambassador Brig Gen John Albert Bulawayo (Rtd) – Chief, of Protocol, Ministry of Foreign Affairs and International Cooperation +260-211-253 507/Email: protocol@mfa.gov.zm
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Delegates who will not comply with any of the provisions will not be allowed entry into the Republic of Zambia or risk their items being confiscated.