

COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA



22nd COMESA SUMMIT OF HEADS OF STATE AND GOVERNMENT

6th - 8th June 2023, LUSAKA, ZAMBIA

PROTOCOL AND INFORMATION GUIDE

THEME: "Economic Integration for a thriving COMESA, anchored on green investment, value addition and tourism"

Member States of the Common Market for Eastern and Southern Africa (COMESA)



Republic of Burundi

Union of The Comoros

Democratic Republic of Congo

Republic of Djibouti

Arab Republic of Egypt

State of Eritrea

Kingdom of Eswatini

Federal Democratic Republic of Ethiopia

Republic of Kenya

State of Libya

Republic of Madagascar

Republic of Malawi

Republic of Mauritius

Republic of Rwanda

Republic of Seychelles

Federal Republic of Somalia

Republic of Sudan

Republic of Tunisia

Republic of Uganda

Republic of Zambia

Republic of Zimbabwe

CONTENT

ADMINISTRATIVE ARRANGEMENTS	2
1.0 Introduction	2
2.0 Dates and Venue of Meetings	2
3.0 Transport	2
4.0 Documentation	4
5.0 Registration of Delegates	4
6.0 Hospitality	4
7.0 Accommodation/Hotels in Lusaka	4
8.0 Liaison Officers	4
9.0 Communication Facilities	5
10.0 Security	5
11.0 Arrival Procedure	5
12.0 Airport Access for Diplomats and Community members	5
13.0 Visa and Health Formalities	5
14.0 Members of the Press	6
15.0 Photographers/ Camera persons	6
16.0 Vehicle Passes	6
17.0 Provisional Program	6
18.0 Departure	7
19.0 General Information	7
20.0 ZAMBIA AT A GLANCE	9
21. Annex I	10
22. Annex II	11/15

ADMINISTRATIVE ARRANGEMENTS

1.0 Introduction

The information contained in this document is for use by participants attending the 22nd COMESA Heads of State and Government Summit, 18th Meeting of Ministers of Foreign Affairs and the 16th COMESA Business Forum which will be held in Lusaka, Zambia from the 6th to 8th June, 2023.

2.0 Dates and Venue of meetings

The Summit and related activities are scheduled as follows:

No.	Date	Meeting Title	Venue
1.	Tuesday 6 th June 2023	18 th Meeting of Ministers of Foreign Affairs	Mulungushi International Conference Centre, Kenneth Kaunda Wing
2.	Wednesday 7 th June 2023	16 th COMESA Business Forum	
3	Thursday 8 th June 2023	22 nd COMESA Summit of Heads of State and Government	

3.0 Transport and Protocol Services

3.1 Heads of State and Government

The Government of the Republic of Zambia as the Host shall handle the transportation and hospitality of all Heads of State and Government in attendance.

3.2. Ministers/Heads of Delegation

COMESA Secretariat will provide one (1) VIP vehicle for the Minister from the COMESA Coordinating Ministry and any other Minister who will attend the Meetings. Any officially designated representative of a Minister will also be provided with a vehicle for the duration of the meetings of Foreign Affairs and the COMESA Heads of State and Government Summit.

3.3. Transportation for other delegates

Regular shuttle transport will be available to and from the Kenneth Kaunda International Airport, designated hotels and Mulungushi International Conference Centre for all participants. Please note that transport to the Conference venue will be from the designated hotels and lodges only. The Secretariat will not be responsible for delegates who choose to stay in non-designated hotels.

Additional transport may be hired by delegations at their own expense. Information on appropriate car hire companies can be obtained from respective Embassies in Lusaka and designated Liaison Officers.

3.4 Protocol

To enable necessary arrangements for the reception of delegations, especially for the Ministers, it is important that all Member States timeously communicate the relevant information to the Ministry of Foreign Affairs and International Cooperation, and the COMESA Secretariat at the following addresses:

1. *Acting Chief Protocol Officer*
Ministry of Foreign Affairs and International Cooperation
P.O. Box 50069
Lusaka
Zambia

Tel: (260) 211 252666 or 211 252718

Email: christopher.sitwala@mofaic.gov.zm

2. *Director of Human Resources and Administration*
COMESA Secretariat
COMESA Centre
P.O. Box 30051
Lusaka
Zambia

Tel: (260) 211 229725 – 32 or 226625

*Email: DBanda2@comesa.int copying smwesigwa@comesa.int, schola@comesa.int amhizha@comesa.int,
and dkapoko@comesa.int*

4.0 Documentation

All working documents and reports shall be made available online after due clearance. No paper documents will be provided in line with the COMESA Paperless Conferencing Policy.

5.0 Registration and Accreditation of Delegates

All delegates are encouraged to register online using the following link (<https://www.mcti.gov.zm/comesa/>) to enable advance accreditation. The collection of the accreditation badges and onsite registration will be conducted at Mulungushi International Conference Centre, Old Wing, upon presentation of a passport or national identification document for local participants.

Member States are requested to submit their list of delegates and copies of passports to the COMESA Secretariat to facilitate immigration formalities following the format in **Annex I**.

6.0 Hospitality

Any receptions or special events will be announced during the meetings.

7.0 Accommodation/ Hotels in Lusaka

All delegates will be responsible for their own hotel accommodation and related expenses. However, the Secretariat will assist in making hotel bookings for Ministers who confirm participation, but the accommodation expenses will be borne by the individual Ministers.

A list of hotels and lodges available in Lusaka with negotiated rates for COMESA delegates is provided in **Annex II** and on the website <https://www.mcti.gov.zm/comesa/>.

8.0 Liaison Officers

The respective COMESA Member States' Diplomatic Missions in Lusaka are expected to assign Liaison Officers to facilitate communication between representatives from the Government of Zambia, COMESA Secretariat and their respective delegations.

9.0 Communication Facilities

Free Wi-Fi shall be provided to accredited delegates at the Mulungushi International Conference Center.

10.0 Security

The Summit and related meetings will be hosted by the Government of Zambia, which undertakes to provide the necessary security and safety of delegates and their property during the meetings. However, the Host Government will not be liable for claims from injuries, damages and loss of property. Delegates are advised to take necessary precautions against any eventualities such as injuries, damages or loss of property and to arrange their own insurance cover.

11.0 Arrival Procedure

Upon arrival at Kenneth Kaunda International Airport, Ministers will be received by designated officials of the Government of Zambia and COMESA Secretariat. Delegates will be assisted in the necessary airport formalities by Protocol officers.

12.0 Airport Access for Diplomats

A maximum number of three (3) Diplomats and members of the respective Diplomatic Missions in Lusaka shall be given access to the Airport to welcome their Ministers on arrival.

In this regard, Member States are required to communicate to the representatives from the Government of Zambia and COMESA Secretariat in advance, the names of diplomats and respective citizens who will be designated to welcome their Ministers on arrival.

13.0 Visa Formalities

Delegates are encouraged to apply for Visas from the Zambian Embassies in their home countries, where they exist. Entry Visas during the meetings shall be issued gratis. Delegates who wish to get the visas at the Kenneth Kaunda International Airport are required to have an official letter indicating that they are in Lusaka to attend the COMESA meetings. Delegates that desire to apply online can do so using the following Zambia Immigration Department website (<https://eservices.zambiaimmigration.gov.zm/#/app/services/Visa>). Delegates are advised to submit their

delegation list and copies of passports to the COMESA Secretariat to facilitate immigration formalities.

14.0 Members of the Press

Members of the Press are welcome to cover the COMESA meetings and will need to be duly accredited. The List of members of the press and professional equipment to be brought into the country should be communicated to the Ministry of Foreign Affairs and International Cooperation of Zambia, Zambia News and Information Services (ZANIS) and Corporate Communications Office of the COMESA Secretariat at pr@comesa.int as soon as possible. For press and related matters, members of the press are advised to contact the Corporate Communications Office at COMESA on email and telephone numbers +260 211 229725/32.

15.0 Photographers/Camera persons

Photographers and Camera persons accredited to the meetings will be authorized to enter the Conference Halls during the opening and closing ceremonies of the meeting. They should liaise with the Ministry of Foreign Affairs and International Cooperation of Zambia, ZANIS and the COMESA Corporate Communication Officers for guidance and coordination.

16.0 Vehicle Passes

Vehicle passes will be obtained for all vehicles to access the venue of the meetings. Rented vehicles should also obtain passes to access the Kenneth Kaunda International Airport Mulungushi, International Conference Centre and other designated venues.

The passes shall be collected from the Mulungushi International Conference Centre, Old Wing which is the venue for onsite accreditation. For this purpose, the vehicle model, Registration number plates and names of drivers should be communicated in advance to the Ministry of Foreign Affairs and International Cooperation of Zambia and COMESA Secretariat.

The contact details are provided in 3.4 above.

17.0 Provisional Program

Provisional agendas for the meeting of Ministers of Foreign Affairs and programs for the COMESA Business Forum

and the Summit will be posted on the following website (<https://www.mcti.gov.zm/comesa/>) in due course.

18.0 Departure

The Government of Zambia and COMESA Secretariat will take all the necessary measures for the smooth departure of the delegations from Zambia. To avoid inconveniences, each delegation is expected to provide information regarding the departure date and time of their delegation to the following well ahead of time:

i. *Acting Chief Protocol Officer
Ministry of Foreign Affairs and International Cooperation
P.O. Box 50069
Lusaka
Zambia*

*Tel: (260) 211 252666 or 211 252718
Email: christopher.sitwala@mofaic.gov.zm*

ii. *COMESA Chief of Conferences
COMESA Secretariat
COMESA Centre
P.O. Box 30051
Lusaka
Zambia*

*Tel: (260) 211 229725 – 32 or 226625
Fax: (260) 211 225107
Email: amhizha@comesa.int, copying smwesigwa@comesa.int, mvngenda@comesa.int and dkapoko@comesa.int*

19.0 General Information

Time:

The time in Lusaka is GMT+2

Weather conditions during the Meetings:

Temperatures will vary from 10 to 23 degrees Celsius. Delegates are encouraged to carry warm clothing.

International Dialing Code: +260

Currency and Banking:

The currency in Zambia is the Zambian Kwacha (ZMW). The link to the official exchange rate is as follows <https://www.boz.zm/>.

Banking Hours:

Banking Hours in Zambia are mainly between 08:30 hours and 14:00 hours. However, some banks have longer working hours. Delegates are requested to check with designated Liaison officers and COMESA staff for specific Banks. ATMs are available 24/7 at designated areas.

Business and shopping hours

Offices are generally open from 08:00 to 17:00 hours from Monday to Friday and 08:30 to 12:30 hours on Saturday, while most shopping malls are open until 18:00 hours every day. However, the major supermarkets are open up until around 20:00 hours every day.

Electricity supply

The electricity supply in Zambia is 220-240 volts - AC. It is advisable to bring your own adapter and transformer if necessary.

ZAMBIA AT A GLANCE

QUICK FACTS

Head of State	:	His Excellency, Mr. Hakainde Hichilema
Capital	:	Lusaka
Independence	:	24th October, 1964
Total Population for the Republic	:	Approximately 19.56 million
Size	:	752,614 km2
Currency	:	Zambian Kwacha
Languages	:	English (official Language)

Annex I

THE 22ND COMESA SUMMIT OF HEADS OF STATE AND GOVERNMENT, THE 18TH MEETING OF THE MINISTERS OF FOREIGN AFFAIRS AND THE 16TH BUSINESS FORUM

Lusaka, June 2023

List of delegates

To be completed by each country

Please complete and return as soon as possible.

Country

Please complete in order of precedence with first name, surname and full titles. Please continue list of names on a separate sheet if necessary.

Please use block capitals.

Title	Name/ Initials	Surname	Function
.....

Delegates

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

E-mail (for each delegate listed above)

Fax.....

Tel.....

Annex II RECOMMENDED HOTELS

Name	Address and Category	Contact	Room Type	Average Rate	No of rooms
Intercontinental hotel	5-star hotel Long acres	Telephone no 260 211 250000 reservations.iclusaka@ihg.com	Single room	USD 260- 494	106
Hilton Garden Inn Hotel	4-star Hotel Society Business Park Cairo Road Town Center	Tel: +260 211 426500 Email: LUNCC_RES@hilton.com	Single room	USD 90 without VAT	96
Taj Pamodzi Hotel	Long acres 5-star hotel	Tel; +260 211 254455 Email; Tphreservations Lusaka (tphreservations.lusaka@tajhotels.com)	Single room	US 80-110 without VAT	178
Southern Sun Ridgeway Hotel	4-star hotel Long acres	Tel; +260 211 251666 Email; Reservations (reservations@southernsun.co.zm)	Single room	USD 189	147
Chrismar Hotel	Long acres	Tel +260 211 25 3036 Email: book@chrismarhotels.com	Twin room Standard room Delux	USD 79	47
Golden Peacock Hotel	Roma Township	Contact person Email; Tel +260 211 296666 Tel 0976 829336	Single room	USD 80	150
Golden Zambezi Hotel	Near ZNBC, behind cheers Supper market	res@goldenzambezi.co.zm , info@goldenzambezi.co.zm	Single room	USD50	40

Grand Palace Hotel	Thabo Mbeki Road	Tel: +260 211 251010/14/28 Fax: +260 250972 Email: info@grandpalacez.com	Single occupancy.	USD 50	40
Protea Hotel Lusaka	3-Star Hotel Arcades Shopping and Entertainment Complex, Lusaka, Zambia	Tel: +260 211 254 605 Fax: +260 211 252 384 Email: reservations@proteahotels.co.zm Website: www.proteahotels.com/zambia	Single Room Double Room Suite Twin Room	USD 125	100
Stay Easy Hotel	StayEasy Lusaka Corner of Church & Kabelenga Roads Levy Park Mall Lusaka, Zambia	Tel: +260 211 372000/50 Fax: +260 211 372020 stayeasylusaka.reservations@tsosun.com	Standard rooms only all nonsmoking	USD 85 without VAT	130

RECOMMENDED LODGES

Name	Address and Category	Contact	Room Type	Average Rate	No of rooms
Blue Nile Inn	Long Acres	bluenileinns@yahoo.com	Single room Twin room	USD 50 USD 55	12
Chita Lodge	Olympia, behind Manda Hill	Tel no +260 211 293779 Mobile +260 0979561276 Email: chitalodge@chita.co.zm Reservations@chita.co.zm	Single room	USD 68	7
Church Road Lodge	Fairview	Mobile no	Deluxe room Twin room		

Cosmic Executive Lodge	Off Katima Mulilo road, Olympia	Tel; +260 211 295 211 Cell no. +260 955 312 809 +260 955 912 809 Email: cosmiclodge@hotmail.co	Single room Double Deluxe Executive	USD 32-34	16
Country Lodge	Lubambe Road, North mead	Tel: +260977844644 Email: countrylodge@gmail.com	Single room	USD 47	15
Longacre Lodge	Long Acres	Tel: +260 211 251761 Email:	Single room		
Marble Inn	Fairview	Tel: +260 211 230 617 Email: marbleinn.lusaka@gmail.com	Single room		
Melsim Lodge	Mass Media Area	Mobile +260 971472871 melsim.lodge@yahoo.com	Single room Sharing	USD 55 USD 70	59
Wesu Lodge	Mass Media Area	Tel; +260 211 254 405 Email; wesuexecutivelodge@iconnect.zm	Single room		
ZAMCOM Lodge	Fairview	Tel; +260 211 253 503 Email: info@zamcom.ac.zm	Single room		

INFORMATION CIRCULAR

- FOR:** **ATTENTION OF ALL PARTICIPANTS**
- Lunch:** Buffet Lunch (with one non-alcoholic beverage) and two teas/coffees per day will be provided to all participants during **meeting days only**.
- Dinner:** All participants shall be responsible for meeting their dinner expenses.
- Extra Expenses:** All delegates will be responsible for the full payment of any extra costs they incur, such as laundry, telephone bills, use of the business centre, alcohol consumption and any others. The Government of Zambia and COMESA shall not meet these costs if they are not settled. Delegates will be subject to the full check out procedures of the hotel.
- Transport:** Airport pick-ups will be arranged for all the delegates. Kindly look out for the signpost "COMESA".
- Visas** For delegates that require visas to enter Zambia, you are required to send copies of your passports to Immigration Department of Zambia and COMESA before travel for COMESA to arrange a letter from the Zambian Immigration authorities that will enable airlines to allow you to board an aircraft on the condition that your visa shall be issued on arrival in Lusaka. **Please note that this process requires time hence the need to comply with the instructions given in this note.**
- Emergency:** In case of an emergency, report to the Hotel/Secretariat staff or the designated Liaison officers.
- Security:** Lusaka is a safe place, but visitors are encouraged to be always vigilant and aware of surroundings. They are also encouraged to report any security incidents to the event Secretariat, designated Liaison officers or Hotel staff.

Official Currency:

The currency in Zambia is the Zambian Kwacha (ZMW). The link to the official exchange rate is as follows <https://www.boz.zm/>. Those that would want to change money are required to make their own arrangements at designated institutions such as banks and currency bureaux.

Official Languages

The working languages during the meeting shall be English, **Arabic and French**. All working documents shall also be in the above-mentioned official languages of COMESA.

Laptops

Participants are encouraged to bring with them Laptops or other mobile devices for use during the meetings and log into the COMESA paperless system.

Electricity in Zambia

In Zambia the power plugs and sockets are of type C, D and G. The standard voltage is **220-240 volts** - AC and the standard frequency is 50 Hz. The power plugs and sockets are of type C, D and G. The following are the pictures:

**Weather in Lusaka:**

Delegates are encouraged to carry warm clothing as Zambia is expected experience cold weather (10 to 23 degrees Celsius).

Disclaimer

The Government of Zambia and COMESA Secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants secure, prior to departure, international travel medical insurance for the period of participation.



COMESA SECRETARIAT
COMESA Center
Ben Bella Road
P.O. Box 30051



+260 211 229 725



www.comesa.int



info@comesa.int



facebook.com/ComesaSecretariat/



[@twitter.com/comesa_lusaka](https://twitter.com/comesa_lusaka)