

## INTRODUCTION

The Prime Minister's Office – Labour, Youth, Employment and Persons with Disabilities of the United Republic of Tanzania and the current Chair of SADC, wishes to share for the SADC Meeting of the Ministers of Employment and Labour and Social Partners which will take place from 2<sup>nd</sup> to 6<sup>th</sup> March, 2020 at Julius Nyerere International Convention Centre (JNICC) in Dar es Salaam.

### VENUE AND PROGRAMME OF MEETING

The SADC Employment and Labour Ministers and Social Partners Meeting will be held at JNICC, in Dar es Salaam. Details of the Venue are as follows:-



Julius Nyerere International Convention Center (JNICC)  
10 shaaban Robert Street,  
P.O.BOX 6951, Dar es Salaam, TANZANIA.  
Tel: +255 (0) 22 2922101-3  
Fax: +255 (0) 22 2922100  
Website: www.aicc.co.tz  
Email: md@aicc.co.tz

DATE	PROGRAMME
1 <sup>st</sup> March 2020	Arrival of Senior Officials
2 <sup>nd</sup> and 3 <sup>rd</sup> March 2020	Senior Officials and Social Partners Meeting
4 <sup>th</sup> March 2020	Arrival of Ministers
5 <sup>th</sup> and 6 <sup>th</sup> March, 2020	Ministers and Social Partners' meeting together with the Launch of the "Tanzania National Youth Internship Programme".
7 <sup>th</sup> March, 2020	Departures

Delegates are informed that there will be limited availability of meeting documents in hard copy (paper smart). Meeting documents can be accessed on the SADC website as follows:

<https://extranet.sadc.int/english/extranet/documents/social-humandevelopment/sadc-els-joint-tripartite-technical-sub-committeesmeeting/>

User/Email address: shd@sadc.int  
Password: Shd@pass

### DELEGATION LIST AND ACCREDITATION

All SADC Member States attending the meeting should submit list of the composition of their delegations to upendo.mwasha@nje.go.tz or mary.aiwania@kazi.go.tz by 14<sup>th</sup> February, 2020.



### FLIGHT

Delegates are responsible for their own flight arrangements and are advised to book their flight to land at the Julius Nyerere International Airport, Dar es Salaam.

### ARRIVALS AND DEPARTURE

**Arrivals**  
Delegates are required to provide all details related to the itinerary of their delegations, indicating arrival details (flight, date and time) to the Prime Minister's Office - Labour, Youth, Employment and Persons with Disabilities by 14<sup>th</sup> February 2020 to mary.aiwania@kazi.go.tz or upendo.mwasha@nje.go.tz.

**Departures**  
Member States are requested to provide departure details of their delegations for prior arrangements.

### IMMIGRATION FORMALITIES



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). The use of temporary passports or emergency travel documents will not be accepted. The SADC member countries requiring visas to enter Tanzania will be responsible for ensuring that they have appropriate entry visa.



Official representatives holding Diplomatic and Service passports travelling to Tanzania to attend the meeting will be issued with a free visa upon arrival. For further information on the Tanzania visa regime please check the following site:

<https://www.immigration.go.tz/index.php/en/services/-visa-information>

### COURTESIES

#### TRANSPORT

Mini Buses will be allocated at the airport to receive delegates and to assist transportation between delegated places of accommodation and venue for Meeting.

The Mini bus will be available at all times to ensure SADC delegates attend scheduled meeting and other activities on time.

All delegates are expected to make reservations directly with the hotels. The list of recommended accommodation facilities in Dar es Salaam is attached for information (Annex 2).

### CONTACT DETAILS

Protocol Department of the Ministry of Foreign Affairs and East African Cooperation will coordinate the smooth implementation of all protocol and logistical arrangements with regards to accreditation, local transportation, hotel reservations, official media and other related issues.

For any urgent matters, kindly contact the following:-

Department of Protocol,  
Ministry of Foreign Affairs and East African Cooperation,  
Government City,  
MTUMBA,  
P.O. Box 2933,  
DODOMA.  
Phone no. +255 22 212 0532  
Email: cp@nje.go.tz  
Mobile: +255 686 940 220 alternatively,  
Mobile: +255 687070606

## ACCOMMODATION

All delegates are expected to make reservation directly with the hotels. The list of recommended accommodation facilities in Dar es Salaam is as follows;

**HYATT REGENCY - DAR ES SALAAM, THE KILIMANJARO**  
RECOMMENDED FOR MINISTERS  
CONTACT PERSON: Mr. Timothy Mlay  
Mob: +255 744 701 034  
timothymlay@hyatt.com

**SERENA HOTEL - DAR ES SALAAM,**  
RECOMMENDED FOR MINISTERS  
CONTACT PERSON: Mr. Cerapine Lucala  
Mob: +255 786 303 038  
dar-es-salaam@serena.go.tz

**DOUBLE TREE BY HILTON DAR ES SALAAM,**  
RECOMMENDED FOR MINISTERS  
CONTACT PERSON: Ms. Jacqueline Mwasasi  
Mob: +255 788 819 999  
dard\_info@hilton.com

**SOUTHERN SUN HOTELS (T) LTD DAR ES SALAAM,**  
RECOMMENDED FOR MINISTERS  
CONTACT PERSON: Ms. Judith Muya  
Mob: +255 757 700 000/ 755 755 051  
mail.solar.reservations@sshotels.com

**RAMADA ENCORE - DAR ES SALAAM,**  
CONTACT PERSON: Ms. Susani  
Mob: +255 752 363 003  
sales1@ramadajencondar.co.tz

**HOLIDAY INN - DAR ES SALAAM,**  
CONTACT PERSON: Ms. Martha Lubololo  
Mob: +255 717 380 974 / 786 800 955

**NEW AFRICA HOTEL (Four Points Dar es Salaam by Sheraton)**  
CONTACT PERSON: Mr. Sidharm  
Mob: +255 787 974 427 / 784 222 222

### HEALTH SERVICES AND COSTS

#### MEDICAL ARRANGEMENTS

Yellow Fever Vaccination Certificates will be required from guests over one (1) year of age who come from Yellow Fever Regions or guests who have passed through such regions. The guests 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 port of entry's clinic at own cost.

**Other Diseases Control Measures**  
Dar es Salaam is a Malaria low transmission zone. However preventive methods are highly recommended; sleeping under a mosquito net and application of repellent creams or spray while outside.

### GENERAL INFORMATION

Distance from the airport to the city center.  
The Julius Nyerere International Convention Center (JNICC) is situated about 14 kilometers from the Julius Nyerere International Airport, Dar es Salaam.

Time zone in Tanzania is GMT/UTC+3HR Standard Time.  
Climate.  
The SADC Meeting of Ministers will take place in the middle of hot and humid seasons. However, being a coastal city, temperature in Dar es Salaam will range between 25 - 30 Degree Celsius.

### Banking Services and Currency.

The unit of currency is the Tanzanian Shiling (Tsh/TZS). Exchange rates are subjected to fluctuation. Currently, 1 USD is approximately equivalent to Tshs.2285.  
Banking hours from 08:30 to 16:00hrs on weekdays and from 09:00 to 13:00hrs on Saturday.

### Telecommunications.

The following are Tanzania mobile telephone service providers available;



Mobile telephone services providers also provide gateway to internet using GPRS, 3G and 4G. Cell phone SIM card are widely available, however every SIM card user/buyer is supposed to be registered for activation. The SIM card can be registered at the point of purchase. A copy of Identity card such as a Passport or National Identity are required.



In Tanzania the power plugs and sockets are of type D (a plug which has three triangular pins in a triangular pattern) and G (a plug which has two flat parallel pins and a ground pin). The standard voltage is 230V and the standard Frequency is 50Hz. Electrical Sockets three pronged, most Hotels provides adaptors on request.

### Value Added Tax.

Value-Added-Tax (VAT) is charged in most goods and services except when purchased in duty free shops at International Airports. The current rate is 18%.

### Plastic Bags.

As part of an environmental protection policy, Plastic bags are not allowed into Tanzania.

### EMERGENCY.

In case of any Emergency, do not hastate to contact these numbers; Police: 112/+255 22 211 7362

### CONTACT DETAILS OF ORGANIZING TEAM

Ms. Mary Donald Awitina  
Prime Minister's Office - Labour,  
Youth, Employment and Persons with  
Disabilities.  
Mob: +255 765 863 513  
mary.aiwania@kazi.go.tz

Ms. Upendo Peniel Mwasha  
First Secretary  
Department of Regional Coopera-  
tion  
Ministry Of Foreign Affairs and  
EAC  
Mob: +255 686 940 220  
upendo.mwasha@nje.go.tz



## THE UNITED REPUBLIC OF TANZANIA



### PROTOCOL GUIDELINES AND ADMINISTRATIVE ARRANGEMENTS FOR SADC EMPLOYMENT AND LABOUR MINISTERS AND SOCIAL PARTNERS MEETING



VENUE:  
JULIUS NYERERE INTERNATIONAL CONVENTION CENTER (JNICC)

2<sup>ND</sup> - 6<sup>TH</sup> MARCH 2020

DAR ES SALAAM, TANZANIA

#KARIBU DAR ES SALAAM