
INFORMATION NOTE FOR PARTICIPANTS

1. INTRODUCTION
The purpose of this Information Note is to provide information to participants on the Regional Workshop on the Operational Guidelines of the World Programme for the Census of Agriculture 2020 (WCA 2020) to be held in Dar es Salaam, Tanzania, 23-27 March 2020.

2. VENUE
The Workshop will be held in Dar es Salaam, Tanzania, from Monday 23 to Friday 27 March 2020 at the following venue:

   Eastern Africa Statistical Training Centre (EASTC)
   Address: Changanyikeni Observation Hill
             P.o.Box 35103, Dar es Salaam
   Phone: +255 714421224

3. MEETING ARRANGEMENTS
The normal working hours of the meeting will be 08.30 to 17.00 unless specified otherwise by the Secretariat. The workshop meeting timetable and detailed arrangements will be communicated directly to the accepted participants in due course.

   Registration: Participants are required to complete the registration form (enclosed with the invitation). The information provided in the form will be used in the preparation of the Workshop meeting; ticket booking, badges and other additional documentation for the participants. The badges and documentation can be collected from the registration desk on Monday, March 1 from 08.00 – 09.00 at the venue.

   Working language: The workshop meeting will be conducted in English.

4. ACCOMMODATION
Participants are required to stay at the Peacock Hotel. The Eastern Africa Statistical Training Centre (EASTC), who is assisting FAO with the organization of this workshop, will make the bookings for the participants at the hotel, inclusive of breakfast and lunch. EASTC will also pay the hotel on behalf of the participants.

   Check-in time: after 12.00 hours, 22 March 2020
Check-out time: before **10.00** hours 27 March 2020

5. **LOGISTIC ARRANGEMENTS**

Airline tickets for sponsored participants will be provided by EASTC using the most direct and economical route, according to the rules of the FAO. **Please do not make any ticket bookings.** Participants should retain all original air ticket stubs (or e-ticket receipt and itinerary) and boarding passes in order to receive the daily subsistence allowance (DSA).

The **sponsored participants** will receive a reduced DSA in Dar es Salaam, covering some meals and incidentals, (after discounting accommodation and any meals that will be provided by the workshop organisers) plus a flat sum of terminal expenses as per FAO regulations. The reduced DSA will be paid to each participant during the meeting by EASTC. The DSA rate is based on the UN applied rates and as per the UN rules and procedures in this regard.

**N.B. Please keep enough cash with you during your travel in case the DSA payment is delayed.**

6. **VISA**

It is the responsibility of participants to obtain any necessary visa(s) for travel to Tanzania, including any necessary transit stops. Participants from countries that are not exempted from visas to Tanzania must acquire valid visas before leaving their home countries. Participants are requested to take special care to check whether visa(s) are required and which category their country is in. Visas can be obtained at any diplomatic or consular mission of Tanzania.

For information on visa requirements and list of countries, which do not require visa, please visit: [https://www.immigration.go.tz/index.php/en/services/visa-information](https://www.immigration.go.tz/index.php/en/services/visa-information)

If you require the assistance of an invitation letter for the visa, please contact Mr Nelson Ndifwa (EASTC) at nelson.ndifwa@eastc.ac.tz as soon as possible.

7. **TRANSPORTATION BETWEEN THE QUEEN ALIA INTERNATIONAL AIRPORT AND THE HOTEL**

The **Julius Nyerere International Airport** is the international airport of Dar es Salaam located 18 km of the city. EASTC will arrange airport pick up for all sponsored participants.

8. **CURRENCY AND FOREIGN EXCHANGE SERVICES**

The official currency is the Tanzania Shilling (TZS); most major foreign currencies and traveller’s cheques can be exchanged (USD, Euro). The current exchange rate was approximately **1 USD = 2,301 TZS** in December 2019.

There are currency exchange services at the airport, reception of the hotel and there are ATMs in many locations. All major credit cards are accepted for payment purposes in supermarkets and shops in town, as well as restaurants.

9. **CLIMATE**

Temperatures in Dar es Salaam will be around 32-23 °C during your visit to Tanzania is March.

10. **ELECTRICITY**

A standard voltage is 230 V, and the frequency is 50 Hz. You will need a Type G plug adapter.
11. VACCINATIONS

Be sure to plan for getting the recommended vaccinations. For detailed information on recommended vaccinations, medicines to have on the trip, general advice, precautions and other information related to Tanzania, please visit: https://wwwnc.cdc.gov/travel/destinations/clinician/none/Tanzania

12. CONTACT

Correspondences concerning technical aspects of the workshop meeting should be addressed to:

Mr Jairo Castano
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Correspondences concerning logistic arrangements of workshop meeting should be addressed to:

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