



INFORMATION BULLETIN

FOR

**AFCAC DIRECTORS GENERAL AND HEADS OF
CIVIL AVIATION AUTHORITIES MEETING**

HOSTED BY:

TANZANIA CIVIL AVIATION AUTHORITY

AT

HOTEL GRAN MELIA. ARUSHA, TANZANIA

1. VENUE OF THE MEETING

- 1.1 The AFCAC Directors General and Heads of Civil Aviation Authorities meeting will take place on 05 – 06 June 2024, at the Hotel Gran Melia in Arusha, Tanzania. There will be a Social Day on 07 June 2024.
- 1.2 Arusha is located to the Northeast of Tanzania, about 630 kms from the commercial city of Dar es salaam. The nearest International Airport to the meeting venue is the **Kilimanjaro International Airport**, about 53 kilometres from Arusha Town. **Arusha Airport is about 10 kilometre from Arusha Town. Arusha Airport serves domestic travellers only. Delegates are encouraged to use Kilimanjaro International Airport as the airport of arrival and departure for the meeting.**
- 1.3 Arusha airport accommodates light to medium category aircraft. There are daily flights operated by local airlines and charter companies between Dar es salaam and Kilimanjaro International Airport, and between Dar es salaam and Arusha Airport.
- 1.4 The meeting focal points are;

AFCAC;

Mr. Frankline Omondi

Environment Expert
African Civil Aviation Commission
Tel: +221 78 189 47 73
Email : FOmondi@afcac.org

Tanzania;

Mr. Dossa Luhindi

Advisor International Affairs
Tanzania Civil Aviation Authority
Tel: +255 687 022 446
Email: dossaluhindi@tcaa.go.tz

2. LANGUAGE

The meeting will be conducted in English, French and Portuguese.

3. INSTRUCTION AND DOCUMENTATION

The Meeting will be paperless and all related documentation will be made available online through the following link: www.afcac.org

Therefore, participants are informed to bring their devices to access meeting documentation.

4. VISA FORMALITIES

- 4.1 All travellers whether foreign nationals, Tanzanian citizens, or Residents, **MUST** enter Tanzania through designated (formal) Entry Points. Upon arrival, the foreign nationals will be required to go through the immigration procedures.
- 4.2 All State Delegations are urged to visit [Home | Immigration Department - Tanzania Immigration Department](#) for information about visa requirements for Tanzania.

- 4.3 State Delegations are urged to consult the links below for important information on visa requirements.
- [Countries Which are not Required to Apply for Visa - Tanzania Immigration Department](#)
 - [Countries which their Nationals require Referral Visa. - Tanzania Immigration Department](#)
- 4.4 Visa fees for all African citizens entering Tanzania is USD 50.
- 4.5 The Secretariat and the Tanzania Civil Aviation Authority is making arrangements for visa assistance to Nationals of States who require a visa to enter Tanzania. Delegates wishing to be assisted to obtain their visa on arrival are requested to urgently register using the link [2nd DGs Meeting Registration \(paperform.co\)](#) and further forward their flight itinerary and copies of passports to Mr. Douglas Bushiri through the following email address: douglas.bushiri2@tcaa.go.tz and a copy to Secretariat@afcac.org

5. HEALTH REQUIREMENTS

- 5.1 The United Republic of Tanzania has no COVID-19 requirements for passengers entering the country.
- 5.2 Yellow fever vaccination is mandatory to travellers arriving from yellow fever endemic countries. Information can be obtained at [65af76a777832906196271.pdf \(moh.go.tz\)](#)

6. ACCOMMODATION

The recommended list of hotels in the appendix are the hotels near the Hotel Gran Melia Arusha. Delegates are urged to stay at the hotels highlighted in green for ease of transport facilitation.

Arusha is a touristic city and has high demand for hotel accommodation in June. Delegates are urged to make their hotel reservations early.

7. TRANSPORT

- 7.1 The Tanzania Civil Aviation Authority (TCAA) will provide transport services for Delegates arriving at **Kilimanjaro International Airport** and **Arusha Airport**.
- 7.2 Delegates intending to use the transport services provided by TCAA, are requested to register flight details using the link [2nd DGs Meeting Registration \(paperform.co\)](#)
- 7.3 Taxis are available from Kilimanjaro International Airport (KIA). There are no standard rates, and it is advisable to agree on the fare before getting into the vehicle. However, the cost of the taxi services is about USD. 50 from the Airport to Arusha. Enquiries may also be made at the airport information desks/counters upon arrival.

8. INFORMATION TECHNOLOGY

- 8.1 The following Tanzanian mobile telecommunication service providers are available: AIRTEL, VODACOM, TTCL, TIGO, HALOTEL, ZANTEL
- 8.2 Mobile telephone service providers also provide a gateway to the internet using GPRS, 3G, and 4G. Cell phone SIM cards are widely available; however, every SIM card user/buyer in the United Republic of Tanzania is expected by law to be registered for activation. The SIM card can be registered at the point of purchase.

8.3 Internet will be free at the venue.

9. MEDICAL SERVICES

9.1 For any advanced treatment, delegates are advised to seek treatment at one of the following hospitals:

- Mount Meru Regional Referral Hospital: +255-335751-2
- Selian Lutheran Hospital: +255 767 885 690

9.2 Arusha town has several pharmacies open during day hours, with some working 24/7.

9.3 For any medical services offered, the guest will cover the costs.

10. GENERAL HEALTH TIPS

10.1 Arusha is a clean city and discourages littering. Always dispose your waste at designed areas.

10.2 Comfortable clothing: Although the temperature is projected to be friendly, the temperatures at the venue may vary between 18°C and 27°C. Please take along comfortable clothing.

11. CURRENCY

11.1 The currency unit is the Tanzanian shillings (TSHS).

11.2 Exchange rates are subject to fluctuation. Currently, 1 USD is approximately equivalent to 2500 TSHS.

11.3 The Tanzania Revenue Authority requires all Delegates carrying **USD. 10,000** or more, or its equivalent in other currencies or negotiable instruments to declare at the designated customs desks at entry and exit point. The declaration is free of charge.

More information can be found at [Tanzania Revenue Authority - Customs & Excise \(tra.go.tz\)](http://tra.go.tz)

12. TIME

The time in Tanzania is GMT+3.

13. BANKING SERVICES

Banking hours are from 08:00 to 16:30 on weekdays and from 08:00 to 12:00 on Saturdays.

14. PLASTIC BAGS

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

15. ELECTRICITY SUPPLY

Tanzania uses the British system's standard three-pin sockets. The domestic power voltage is 240 volts. Participants are encouraged to ensure compatibility with their gadgets or to have international power adapters

The power supply in Tanzania is 220/240V AC. It is advisable to bring your own adapter.

16. SOCIAL DAY ON 7 JUNE 2024

- 16.1 The Tanzania Civil Aviation Authority has planned a Social Day on 07 June 2024 to showcase some of the wonders of the world located in Tanzania.
- 16.2 Delegates are urged to bring comfortable clothing for the social day.

APPENDIX: LIST OF HOTELS

S/N	HOTEL	PRICE	AMENITIES	CONTACT
1	GRAN MELIA ARUSHA	<p>Preferential Single Rate</p> <p>Deluxe City View US\$ 200</p> <p>Deluxe Mount Meru View US \$ 255</p> <p>Red Level Deluxe Mount Meru View US\$ 325</p> <p>Red Level Junior Suite US \$ 515</p> <p>Red Level Grand Suite US\$ 860</p> <p>Red Level Presidential Suite US \$ 1,780</p>	<ul style="list-style-type: none"> ▪ Rates are Net, non-commissionable, quoted in US Dollars and payable only in US\$. ▪ Rates are quoted as Single inclusive of Breakfast. For Twin or Double Occupancy, a supplement of USD 15 will be applicable. ▪ Rates are inclusive of VAT & Service Charge. ▪ Please note that the Tourism Development Levy Tax of 1% of the room rate per person per night is not included in the Hotel's rates, and consequently, require additional payment to be paid at the hotel. ▪ This rate is applicable for individual travelers for less than 10 people. 	<p>All bookings are to be sent to reservation team with booking code TCAA CONFERENCE JUNE</p> <p>Reservations.gran.melia.arusha@melia.com</p> <p>Resa1.gran.melia.arusha@melia.com</p> <p>Resa2.gran.melia.arusha@melia.com</p>
2	MOUNT MERU HOTEL	<p>Standard room US\$250 (single) US\$280(double)</p> <p>Executive room US\$275(single) US\$310(double)</p> <p>Executive suite US\$275(single) US\$310(double)</p>	<p>Bed and Breakfast</p> <p>Swimming pool</p> <p>Gym</p> <p>Wi-Fi</p>	<p>Phone: +255 714 846 914</p> <p>Email: reservations@mountmeruhotel.co.tz</p>
3	KIBO PALACE HOTEL	<p>Executive room US\$120(single) US\$145(double)</p> <p>Deluxe suite US\$300 (single) US\$330(double)</p> <p>Executive suite US\$450(single) US\$490(double)</p>	<p>Bed and Breakfast</p> <p>Swimming pool</p> <p>Gym, steam bath and sauna</p> <p>Wi-Fi</p>	<p>Phone: +255 767 446 107</p> <p>Email: reservations@kibopalacehotel.com</p> <p>Booking Code: 513265</p>

4	PALACE HOTEL	<p>Standard room US\$100(single) US\$120(double)</p> <p>Superior room US\$100(single) US\$120(double)</p> <p>Deluxe room US\$100(single) US\$120(double)</p> <p>Executive room US\$100(single) US\$120(double)</p>	<p>Bed and Breakfast</p> <p>Gym, steam bath and Sauna</p> <p>Wi-Fi</p>	<p>Phone: +255 754 885 762</p> <p>Email: reservations@palacehotelarusha.com</p> <p>Attention; Salma Ayub Reservations Officer</p>
5	FOUR POINTS BY SHERATON HOTEL	<p>Standard room US\$145(single) US\$175(double)</p> <p>Deluxe king US\$165(single) US\$195(double)</p> <p>Deluxe premium US\$175(single) US\$205(double)</p> <p>Club King US\$195(single) US\$225(double)</p> <p>Club suite US\$335(single) US\$365(double)</p> <p>Premium queen suite US\$385(single) US\$415(double)</p>	<p>Bed and breakfast</p> <p>Swimming pool</p> <p>Gym</p> <p>Wi-Fi</p>	<p>Tel: +255 27 297 7777</p> <p>Phone: +255 765 428 730</p> <p>Email: sales1@fourpointsthearushahotel.com</p>
6	GOLDEN CREST HOTEL	<p>Standard studio suite US\$120(single) US\$140(double)</p> <p>Executive suite US\$130(single) US\$160(double)</p> <p>Family suite US\$260(4pax maximum)</p>	<p>Bed and breakfast</p> <p>Swimming pool</p> <p>Gym</p>	<p>Phone: +255 677 014 957</p> <p>Email: sales1.arusha@goldcresthotel.com</p> <p>Code to use AFCAC 2024</p>