

**77<sup>TH</sup> ORDINARY SESSION  
INFORMATION NOTE TO  
PARTICIPANTS**

**INFORMATION FOR PARTICIPANTS**

**1. General**

The 77<sup>th</sup> Ordinary Session of the African Commission on Human and Peoples' Rights (the Commission) will be held in-person in Arusha, United Republic of Tanzania from **20 October to 09 November 2023**.

The Public Session will take place at the Arusha International Conference Centre (AICC) from 20 to 31 October 2023; The Private Sessions will take place from 1 to 8 November 2023; the Closing Ceremony, which will be a public event, will also be held in-person on 9 November 2023 at the Arusha International Conference Centre (AICC).

**2. Credentials**

State delegates and other participants are kindly requested to bring their official credentials, duly signed by the appropriate authorities in their countries or their respective organizations, and hand them to the Commission's Secretariat prior to registration.

**3. Preliminary e-Registration**

The Secretariat kindly requests that those who intend to participate in the Session complete the preliminary registration form available on the website of the Commission at: <https://achpr.au.int> and return same to the Secretariat **latest by 30<sup>th</sup> September 2023**, together with the scanned bio-pages of their National Passports/Travel documents, to enable the Secretariat conclude the required logistical arrangements, especially with the Host Government and to facilitate the issuance of visas, and also facilitate entry into the AICC premises.

Each participant is also kindly requested to return his or her completed Registration form to the Secretariat by e-mail sent to: [achpr.session@africa-union.org](mailto:achpr.session@africa-union.org) or [RichardsC@africa-union.org](mailto:RichardsC@africa-union.org), with a passport-size photo (preferably in jpeg or jpg file format), which will be used to prepare a badge for his or her participation in the Session.

#### **4. Physical Registration and Identification Badges**

On arrival at the Session venue, participants are advised to confirm their registration and obtain identification badges at the main lobby area outside the Conference Hall in order to be permitted to remain within the AICC premises as well as being granted access to the Conference Hall.

For identification and security reasons, all participants are requested to wear their badges at all times during the Session.

#### **5. Lunch and Refreshments**

Participants are required to make their own arrangements for lunch and may, in that regard, take advantage of any one of several catering facilities within walking distance of the AICC.

#### **6. Immigration Requirements**

Every participant arriving in Tanzania should have a valid Passport and visa where required. Applicants must ensure that their Passports have a validity of at least six months and at least one unused visa page before submitting their visa application. Immigration information and requirements as well as the online visa application can be made on [www.immigration.go.tz](http://www.immigration.go.tz). List of countries whose nationals require Referral Visa, which means that they cannot obtain visas on arrival and must therefore apply for visas online before travel; and list of countries whose nationals do not require visas, can be found on the website [www.immigration.go.tz](http://www.immigration.go.tz). Holders of ordinary Passports can use the generic letters of invitation from the ACHPR sent to their Organisations, to support their visa application.

Holders of diplomatic, service or official passports, or travel documents of recognized International Organizations will be issued visas on arrival upon presentation of their Letters of Invitation to the Session. Personalized Letters of Invitation to the Session may be issued upon request to such participants on the condition that they submitted their pre-registration forms to the Secretariat before the deadline of 30<sup>th</sup> September 2023.

Special desks will be set up at the Kilimanjaro and Arusha Airports for processing the entry documents of session participants whose names, as obtained from the pre-registration forms, would have been submitted to the Immigration Authorities.

#### **7. Health Requirements**

Participants are kindly advised to obtain or possess International Health Insurance valid to cover any medical emergency, from the time of departure until the time of their return to their final destinations.

Participants should ensure that they have taken the necessary vaccinations and that they travel with their Vaccination Cards. Presentation of valid yellow fever vaccination certificate is required for admission into the country, especially for those coming from high-risk countries, or who had travelled to such countries not long before arriving in Tanzania.

## **8. Transport**

The Kilimanjaro International Airport (KIA) is located about 52km from Arusha. The following international airlines operate at the KIA: Ethiopian Airlines, Qatar Airways, Turkish Airline, KLM, Edelweiss, Eurowings Discover, Kenya Airways, Rwanda Air, Uganda Air, and Kenya Airways.

The Arusha Airport is located about 10km from the city center, and handles only domestic flights mainly from Dar es Salaam and Zanzibar. Airlines that operate at the Arusha Airport include Air Tanzania, Precision Air, Flight Link, Auric Air and Regional Air. Participants are advised to make their own arrangements for airport transfer to their hotels.

## **9. Weather**

Participants are advised to obtain weather updates on Tanzania, especially on Arusha and travel with appropriate clothing.

## **10. Foreign Exchange Transactions**

Most major convertible currencies and Travellers' Cheques can be exchanged in Tanzania. The local currency is the **Tanzanian Shillings**.

There are a number of ATMs (with 24-hour access) that accept Visa and other credit/debit cards in Tanzania.

Exchange operations can be done at the airport, bureau de change, banks or in some hotels. Most banks are open to the public from Mondays to Fridays, from 8:00hrs to 16:00hrs (EAT).

Please note that you will be required to present your passport/identity documents during exchange operations.

Travelers cheques are usually cashed in Tanzanian Shillings.

## **11. Courier**

Participants are advised to submit to the Secretariat, for onward transmission to the Tanzanian authorities, a list of items they are bringing along ahead of time to facilitate expeditious passage of such items through customs upon arrival. A similar list is required from partners or members of the media who intend to come in with large volumes of printed material and media equipment to forestall the need for rigorous inspections.

## **12. Some Mobile-phone Sim Card Providers currently available in Tanzania are:**

- i. Vodacom Tanzania
- ii. Tigo Tanzania
- iii. Airtel Tanzania
- iv. Halotel
- v. Zantel

Participants who wish to, may obtain SIM card from any of the service providers after immigration clearance formalities at the Airport. Kindly note that you will be required to present a valid identification document to obtain a SIM card in town or at the Airport.

### **13. Electricity**

The voltage in the United Republic of Tanzania is 230V supply voltage and 50Hz, accessible with Plug type D which has three round pins in a triangular pattern or Plug type G which has two flat parallel pins and a grounding pin.

### **14. Side Meetings**

Participants planning to organize side events or meetings at the Session venue during the days of the Public Session, should inform the Secretariat, which will advise on the availability of space, and prepare the list of such events for wider dissemination. Kindly note that organizers of such events will bear the related costs of venue, interpretation and translation.

### **15. Session Working Documents**

The Public Session Documents will be available electronically and may be downloaded using the following link:

[77<sup>th</sup> Ordinary Session Public Documents](#)

### **16. Other Documents**

Participants are advised to seek **written authorization from the Ag. Secretary to the Commission, for the distribution of their documents at the conference area.** Kindly note that no documents will be circulated without the written authorization of the Ag. Secretary to the Commission.

You may contact the Secretariat at the following address:

31 Bijilo Annex Layout, Kombo North District, Western Region,  
P. O. Box 673, Banjul, The Gambia  
Tel: (220) 4410505 / 4410506; Fax: (220) 4410504  
**E-mail: [au-banjul@africa-union.org](mailto:au-banjul@africa-union.org)**  
**Web: [www.achpr.au.int](http://www.achpr.au.int)**

### **17. Accommodation**

A list of hotels and guest houses which might serve as accommodation for delegates will be uploaded in due course on the web page announcing the Session.

For reservations, participants may contact the hotels on the list to be provided, directly. Please kindly note that the list is not exhaustive. Participants may also consult the website of The Tanzanian Tourism Authority for other options.

Special invitees who are funded by the Commission will be informed in due course on the arrangements for their lodging and airport transfer upon arrival at the KIA or Arusha Airport.

## **18. Contact Persons:**

For further information, participants may contact the following persons:

**Documentation:** Coumba Sonko  
[Sonkoc@africa-union.org](mailto:Sonkoc@africa-union.org)

**Side Meetings:** Claude-Annia Kouadio  
[achpr.session@africa-union.org](mailto:achpr.session@africa-union.org)

**Registration:** Cecilia Richards  
[RichardsC@africa-union.org](mailto:RichardsC@africa-union.org)

**Protocol:** Reginald Mere  
[MereR@africa-union.org](mailto:MereR@africa-union.org)