

77TH ORDINARY SESSION
INFORMATION NOTE TO
PARTICIPANTS

INFORMATION FOR PARTICIPANTS

1. General

The 77th 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 30th 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 or 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. 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. 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 30th 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:

[77th 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
Web: 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

Side Meetings: Claude-Annia Kouadio
achpr.session@africa-union.org

Registration: Cecilia Richards
RichardsC@africa-union.org

Protocol: Reginald Mere
MereR@africa-union.org

LIST OF HOTELS VETTED BY THE GOVT OF TANZANIA AND ACHPR JOINTLY

s/n	Name of the Hotel /Apartment	Agreed Price per night	Booking cut off date	Contact person	contacts details	Payment Policy	Distance from AICC/Venue
1	Gran Melia Hotel/5* Hotel	Deluxe City View 180\$, Deluxe Mount view 235\$, Deluxe Mount Meru view 300\$,Junior Suite 485\$ Grand Suite 815\$	Three weeks before the event	Mr. Godlove Mlaki	godlove.mlaki@melia.com , T;+255746982400; Mob; +255746981888; +255754696205	Accept Agreement, Advance payment	1.6KM / 10Mins drive
2	Mount Meru Hotel/5* Hotel	Executive Room USD 150, Standard Room USD 131.5 and Suite 200 USD	Three weeks before arrival	Ms. Lucy Foya	Mob +255784715767, Email: lucy.foya@mountmeruhotel.co.tz purity.munge@mountmeruhotel.co.tz; Website www.mountmeruhotel.co.tz	Accept LPO, Agreement, Payment can be done after check in	1KM /5Mins drive
3	Four Points -Sheraton/5* Hotel	Standard /Traditional 145 USD, Deluxe King 165USD, Deluxe Premium 175 USD, Suites 195 to 385USD	Three weeks before arrival	Mr. Michael Kimario	Box 88, Arusha , Tell +255272 507 777, Mob, +255765428730 Email reservations@fourpointsthearushahotel.com	Accept LPO, Agreement, Payment in advance	1KM/ 5Mins drive
4	Kibo Palace Hotel/4* Hotel	Standard Room 143 USD, Delux Room 208USD, Executive Suite 312 USD	Two weeks before arrival	Ms. Amina Kapya	sales@kibopalacehotel.com ; +255678002624	Accept PO, Agreements, Advance payment, payment on arrival	1KM/5Mins drive
5	Palace Hotel /4* Hotel	100 USD per night BB, and internet for Executive Suite, Standard rooms, Superior Rooms and Deluxe Rooms	Two weeks before arrival	Ms. Bahati Shirima	Mob +255755706206, Tel.+255275545801, Box 372, marketing@palacehotelarusha.com ; delphine.bahati@gmail.com ;	Accept PO, Agreements, Advance payment, payment on arrival	400Meters /3Mins walking
6	Arusha Corridor Springs Hotel	Standard 60 USD	Three weeks before arrival	Ms. Patricia Moris Shitindi	Arusha Corridor Springs Hotel, P.O.Box Ingira Road, info@corridorspringshotel.com , Mob +255788666223, +255763553633	Accept PO, Agreements, Advance payment, payment on arrival	1.3 KM/ 5Mins drive
7	Premier Palace Hotel	Standard single, Double, Twin at Tsh.65,000	Three weeks before arrival	Mr Alex J,Mariwa	P.O.Box 674 Arusha, Mob. +255759333918, Email; reservations@premierpalace-hotel.com	Accept payment on arrival, Agreement, PO	2KM/10Mins drive
8	Briston Hotel	Tsh.50,000 per night BB and Tsh.45.000/=	Three weeks before arrival		255788252760, +255764890834,+255658886297, Email bristonhotel@yahoo.com	Accept payment on arrival, Agreement, PO	1KM/ 5Mins drive
9	Graceland Hotel	Standard Room single , Double and Twin all at Tsh. 50,000	Three weeks before arrival	Mr George Joseph Kingazi	info@gracelandhotel.co.tz ; reservations@gracelandhotel.co.tz ;+255768111334; +255788111334	Accept payment on arrival, Agreement, PO	1.3KM /7Mins drive
10	New Safari Hotel LTD	Standard Room 65 USD, Standard Double 95, Standard Tripple 130USD, Suite 190USD	Three weeks before arrival	Mr Johnson Shayo	255787326122, Email; reservation@newsafarhotel.com ; info@newsafarhotel.com	Accept payment on arrival, Agreement, PO	500Meters /5 Mins walk
11	Silver Palm Hotel	Standard Room Single 50\$ for none resident and Tsh.95,000/= for resident, Standard Double 60\$ for none resident and Tsh. 100,000/= for resident and Suite Room 100\$ for none resident and Tsh 170,000 for resident.	Three weeks before arrival	Ms Jakline Mzindakaya	P.O.Box 398,Arusha, Mob. +255767286630; Email info@silverpalmhotel.com	Accept payment on arrival, Agreement, PO	1.3KM/7Mins drive
12	City View Hotel		Three weeks before arrival				
13	Lush Garden Hotel	Standard Room USD 55	Three weeks before arrival	Ms Mary Joseph	P.O.Box 10255, Arusha, Mob. +255753222929; Email; reservation@lushgardenhotels.com	Accept payment on arrival, Agreement, PO	4KM /15Mins drive
14	The African Tulip Hotel	Standard Room USD 120	Three weeks before arrival		Box 15171, Arusha, Tel255272970717, Mob +255783714104;Email; info@theafricantulip.com	Accept payment on arrival, Agreement, PO	1KM/5mins drive
15	Peace Hotel	Tsh. 45,000/= to Tsh.60,000/= Standard Single and Double	Three weeks before arrival	Audaface	Whatsap number 255786511283 jsstrans_hotel@yahoo.com	Accept payment on arrival, Agreement, PO	2.5KM /10Mins drive
16	Royal Pearl Hotel	Tsh. 60,000 Standard Room single, Executive Room Tsh.100,000	Three weeks before arrival	Mr Audaface	Whatsap number 2556511283 Email jsstrans_hotel@yahoo.com	Accept payment on arrival, Agreement, PO	2.5KM/10Mins drive

17	Senator Hotel	Standard room Tsh.60,000, Double Room Tsh 80,000, and Twin Room Tsh.100,000	Three weeks before arrival	Mr George Kingazi	Whatsap number 255767606204 Email georgekingazi52@gmail.com	Accept payment on arrival, Agreement, PO	2.5KM/10Mins drive
18	Get away Hotel	Tsh. 45,000/= to Tsh.60,000/= Standard Single and Double	Three weeks before arrival	Ms. Doris Nestory	Whatsap number +255688486614 Email; dorisbwahama32@gmail.com	Accept payment on arrival, Agreement, PO	3KM 15Mins drive
19	Summit Hotel	Standard Room Tsh.60,000, Double Room Tsh 70,000, and Twin Room Tsh.100,000	Three weeks before arrival	Hotel Manager Daniel Felix	Whatsap number +255752493645 email; hr@summitlodge.co.tz	Accept payment on arrival, Agreement, PO	2.5KM 10Mins drive
20	Masailand Safari Lodge	Standard Room USD 40	Three weeks before arrival	Ms Sarah Mmary	P.O.Box 1513,Arusha, Mob. +255624712020, +255624732020;Email info@masailandsafari.com	Accept payment on arrival, Agreement, PO	4.5KM/20Mins drive
21	Equitor Hotel	Standard Room USD 40	Three weeks before arrival	Mr Kuldeep Singh +255774130013, Mr Patrick Mutua +255754375501	P.O.Box 3002,Arusha,Boma Road, Tel.+255272545982, Mob.+255685130013,Emailmanager@equator-hotel.com	Accept payment on arrival, Agreement, PO	500Meters /5 Mins walk
22	Machame Luxury Hotel	Tsh. 40,000 to Tsh. 50,000/=	Three weeks before arrival	Mr David Hotel Manager	Whatsap number +255754971145 Email; davidkileo@yahoo.co.uk	Accept payment on arrival, Agreement, PO	3KM 15Mins drive
23	Themi Suites Hotel	Standard Room USD 50	Three weeks before arrival	Ms Jackline	P.O.Box 11640,Arusha Njiro Road,Tel +255732979617/621; Email; info@themisuiteshotel.com; gm@themisuiteshotel.com	Accept payment on arrival, Agreement, PO	3KM/15Mins drive
24	Midway Hotel	Tsh.50,000 per night BB	Three weeks before arrival	Ms Happy Mkodo	Whatsap Number +255784480822 Email; info@premierpalace_hotel.com	Accept payment on arrival, Agreement, PO	2.5KM/10Mins
25	Meves Hotel	Standard single Tsh.50,000/, Standard double Tsh. 70,000/ and Executive Tsh.120,000	Three weeks before arrival	Mr Methew	Whatsap number +255756612084 Email; info@merveshotel.co.tz	Accept payment on arrival, Agreement, PO	3KM 15Mins drive
26	Joshmail Hotel	Standar Room Tsh,80000/=and Executive RoomTsh.100,000	Three weeks before arrival	Mr. Jonathan Lemma	Mob +255768498477; +255785101751; Email info@joshmalhotels.co.tz	accept payment on arrival, Agreement, PO	3KM 15Mins drive
27	Natron Palace Hotel	Tsh. 50,000 to Tsh.60,000/=	Three weeks before arrival	Mr Agrey	Whatsap Number +255767646569 Email info@natronpalacehotel.com	Accept payment on arrival, Agreement, PO	3KM 15Mins drive
29	Sabasaba Appartment	One bed room 1450USD per month, Two bed room 1800 USD per month, Three bed room 2100 USD per month. Allowed to share two can share two bedroom, three use three bed room	Four weeks before arrival	Samuel Onsoti +255748172014	Mob. +255754337899;+255748172014;info@arushahomes.com;77residence@arushahomes.com; web; www.arushahomes.com	Payment in advance for a full month, no daily no weekly	2KM/10Mins drive
30	Kibo Palace Appartment	45 USD Two bed room per Night full furnished appartment, 35USD one bedroom per night. Two people can share a two bedroom appartment	Three weeks before arrival	Ms. Dorcus Membi	Mob;255742167801/+255759352877; Email;administrativeassistant@kibopalacehotel.com	Prefer payment in advance, accept PO and agreement	2KM/10Mins drive
31	Stereo Hotel	20 USD per night	Three weeks before arrival	Mr. Emmanuel Mtei	Mob. +255759979795 Email; e_mtei@yahoo.com		3KM 15Mins drive
32	City Link	Tsh. 60,000 Standard Room, Executive Tsh.100,000	Three weeks before arrival	Alex Maliwa	P.O.Box 674 Arusha, Mob. +255759333918, Email; reservations@citylink-hotel.com	Accept payment on arrival, Agreement, PO	2KM/10Mins drive