

**Pan African Indigenous Peoples Dialogue with the Forest Carbon Partnership Facility
(FCPF)**

Arusha, Tanzania

April 19-24, 2012

LOGISTICS INFORMATION

1. VISA INFORMATION

Tanzanian immigration procedures:

Please check whether you are required to obtain a visa for Tanzania at the website of the Ministry of Home Affairs Tanzania on;

http://www.moha.go.tz/index.php?option=com_content&view=article&id=42&Itemid=100

Please note that the following countries do not need visa to Tanzania: Ghana, Kenya, Uganda and Zambia. The following countries need a referred visa from Tanzania which means they have to send copies of their passports to the secretariat to arrange for their visas or if they have a Tanzanian Consulate in their country to go and have their visas issued there: Ethiopia and Chad. All other participating countries for this event will require visas and will be issued upon arrival at the Kilimanjaro International Airport in Arusha, Tanzania. In addition, we have sent names of those who need visas on arrival to the Tanzanian immigration for approval. Once we receive the approved list we will send it to you immediately.

However, those with a Tanzanian Embassy/consulate nearby kindly obtain your visa before hand to save you some time at the airport. Please note that the Secretariat has done its utmost to secure a positive outcome, but we cannot guarantee that the Tanzanian authorities will grant the request.

2. INTERNATIONAL TRAVEL TO/FROM TANZANIA

For Indigenous Peoples representatives, Mainyoito Pastoralist Integrated Development Organization (MPIDO), through its travel agency, has booked air tickets for their international travels. You will receive an itinerary from the travel agent, in economy fare, restricted and non-refundable. **You are requested to carefully read and confirm your itinerary** and let us know immediately in case if there is any mistake or if any change is necessary. After you confirm that your itinerary is ok, the travel agent will issue an electronic ticket.

3. AIRPORT – HOTEL TRANSFER IN ARUSHA CITY (upon arrival)

For ALL delegates, MPIDO and NGURDOTO MOUNTAIN LODGE will arrange a hotel shuttle pick up at Kilimanjaro International Airport in accordance with their travel itineraries. Please look out for your name printed on a placard.

Depending on the time of day, the trip between the Airport and the Ngurdoto Mountain Lodge takes approximately 30-40 minutes. Taxi fares between Kilimanjaro International airport and the

recommended hotel are around US\$ 50 but we highly recommend that we all take the hotel shuttle to reduce on costs.

4. HOTEL IN ARUSHA CITY (upon arrival and before returning)

Except for day participants from Arusha, Tanzania ALL other delegates hotel reservations have been made at the NGURDOTO MOUNTAIN LODGE from April 19, 2012 to April 24, 2012 the expected day of departure/ in accordance with their travel itineraries (For more information see <http://www.thengurdotomountainlodge.com>).

For the FCPF-funded participants, accommodation and breakfast will be paid directly by the World Bank through MPIDO. Therefore you do not need to pay at check-out. However, you will need to cover any incidentals (such as room service, phone calls, etc). MPIDO will only pay for Indigenous Peoples representatives, facilitators, some CSO reps and translators.

For other participants whose travel costs will not be covered by the MPIDO, a booking of a number of rooms at the same hotel on the same dates mentioned above has been made. We recommend all participants to stay at this hotel for easy access to the meeting and coordination.

5. INTERNET ACCESS IN ARUSHA

Access to internet will be available in the Hotel through WiFi. However, we cannot guarantee the speeds and connection but do not expect to be as effective as you are at home or in the office with your emails.

6. REIMBURSEMENT OF TRAVEL COSTS AND PER DIEM FOR INDIGENOUS PEOPLES REPRESENTATIVES

Travel costs and per diem for preliminary travels and travels to/from Arusha:

MPIDO will pay travel costs and per diem to the Indigenous Peoples representatives for preliminary travels (to obtain visas) and travels to/from Arusha at the meeting venue in US dollars in accordance with the Instructions on How to Claim Advance Payment/ Reimbursement of Travel Costs and Per Diem that the MPIDO will send to the indigenous peoples via email on April 10, 2012.

In accordance with these instructions, the Indigenous Peoples representatives can submit to MPIDO a request form for reimbursement of the travel costs (transport, hotels, and visa fees) and per diem for their domestic and international travels to and from Arusha.

Please note that per diem includes the costs for meals.

Per Diem during the stay in Tanzania:

MPIDO will pay per diem to the Indigenous Peoples representatives per diem for the days of their stay in Arusha at the meeting venue in accordance with the World Bank per diem rates in US dollars. Please bring your passport or identification document to receive it.

Please note that amount of per diem will be deducted when the hotel and/or MPIDO arranges meals or other services for the participants (deducting by 20% for breakfast, 30% for lunch, 40% for dinner, and 10 % for miscellaneous).

During the 5 days in Arusha, the hotel will serve the guests breakfast; lunch and tea at breaks will be covered in the Conference package. Therefore, the per diem for a day in Arusha will be for dinner and miscellaneous only.

7. TRANSPORTATION FROM NGURUDOTO MOUNTAIN LODGE TO ARUSHA CITY

Ngurdoto Mountain Lodge is situated a number of Kms from Arusha town. Participants who would like to be going to town are requested to arrange their own transportation from the Hotel to Arusha town. The cost for a taxi is maximum USD 50.

8. HOTEL - AIRPORT TRANSFER IN ARUSHA CITY (for departure)

For the Indigenous Peoples representatives funded by the FCPF, MPIDO will arrange a hotel/ airport shuttle from the NGURUDOTO MOUNTAIN LODGE to Kilimanjaro International Airport in accordance with their travel itineraries.

9. WHAT TO BRING WITH YOU

Arusha lies in the foothills of Mount Meru, Tanzania's second highest mountain. Arusha's elevation, at 1400m means the temperatures remain relatively cool year round and chilly at night. April is a rainy season in Arusha. The temperature generally ranges between 13 and 30 degrees Celsius with an average around 25 degrees. Arusha is the starting off point for safaris in Northern Tanzania (Serengeti, Ngorongoro) as well as those attempting to climb Mount Kilimanjaro and Mount Meru.

Clothing:

We suggest that since it will be a rainy season that you bring warm clothes and boots. Ngurdoto Hotel has a vast sporting area and other amenities like swimming pool and golf. For those interested in these facilities can appropriate sporting gear and/clothing.

Other things to bring:

We will have medical assistance 24 hours a day and a standby vehicle in case of emergency. However, we urge you to bring medicines if you have a condition that requires regular medication.

10. OTHER IMPORTANT NOTICE AND REQUESTS

Food restrictions and preference:

During your stay in Arusha, breakfast and lunch will be served in the hotel, **please inform the MPIDO Secretariat (mpido@mpido.org) if you have allergies, special diet, and/or preference on vegetarian food by April 12, 2012.**

11. CONTACT INFORMATION

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