



**Second Meeting of the ITU-T Focus Group on Costing Models for affordable data services (FG-CD) and its associated Workshop and Regional Group for Africa
ITU-T Study Group 3 Meeting
(8-12 April 2024)
Lilongwe, Malawi**



INFORMATION FOR PARTICIPANTS

Event Venue

The events will be held at the address below:

**Bingu International Conference Centre (BICC)
Chilembwe Road City Center, Lilongwe
Tel: +265(0) 1 789 888**

Passport and Visa Requirements

All visitors require valid passports to travel to Malawi and visa regulations vary according to nationality and country of origin. Delegates will be informed to check for information on visas at their respective Malawi Embassy or High Commission before traveling. Visa applications for the country can be done online through the Malawi Immigration website www.immigration.gov.mw

Printed copies of the visas are required upon arrival.

An Immigration Desk Officer will however be available at the point of entry to assist participants who may need to process visas on arrival in a case where participants arrive without such.

A visa supporting letter/invitation can be issued upon request to assist the delegates in obtaining necessary visas from their respective countries and on-arrival visas (if applicable). Please refer to Annex 1.

Request for letters of invitation for visa should be received by 7th March 2024.

DELEGATES ARE ENCOURAGED TO FLY DIRECT TO KAMUZU INTERNATIONAL AIRPORT (ALSO CALLED LILONGWE INTERNATIONAL AIRPORT).

Hotel Accommodation

Delegates are kindly requested to choose their own accommodation bookings and the list of recommended hotels located near the meeting venue. **See Annex 2 for the list of recommended hotels.**

GUIDELINES FOR INCOMING INTERNATIONAL PARTICIPANTS.

SECURITY

Malawians are known for their big warm hearts and friendliness towards each other and visitors alike. Although all Malawians are generally very helpful it is always advisable to be cautious when dealing with strangers. Police officers are very helpful and are easily identified by their uniforms although some may be plain-clothed police. Like everywhere in the world, valuables should always be safeguarded or left in the hotel's safe box.

TRANSPORT

Transport will be availed to delegates as follows:

- On arrival and departure from and to Lilongwe International Airport
- Every day from the designated hotels to the meeting venue
- During the various social events organized for the delegates

Please send us your travel itinerary for transport logistics facilitation. Requests for airport pick up should be sent by email to Ms Sandra Mangulama, MACRA: sandra.mangulama@macra.mw

HEALTH REQUIREMENTS

ITU requests all participants to ensure medical and travel insurance covering the whole period of the event during their stay in Malawi. Neither ITU nor the host MACRA will be able to meet any expenses relating to injury, accident, or medical treatment of the participant.

The city is served by several prominent hospitals using mostly the Medical Aid Society insurance.

OTHER INFORMATION

MALAWI: A BRIEF COUNTRY PROFILE

Malawi, often referred to as the "Warm Heart of Africa," is a landlocked country located in southeastern Africa. Bordered by Tanzania to the northeast, Mozambique to the east, south, and west, and Zambia to the northwest, Malawi is known for its diverse landscapes, vibrant culture, and welcoming communities.

WEATHER

Malawi has a sub-tropical climate characterized by two main seasons: a cold-dry season from May to August and a hot-wet season. April marks the transition from the rainy season to the dry season, with occasional showers. By May, the dry season sets in. While the cold-dry season may require warmer clothing, April and May generally provide pleasant weather for travel and conferences.

Communication

The access code for Malawi is +265 and it operates under the Central African Time zone. The country has one fixed landline operator and 3 mobile cellular network service providers namely, MTL, Airtel, and TNM. Sim packs are readily available and can be obtained at the post office and the conference. Internet access is on page 3 also available from internet cafes in and around the major cities and hotspots at all major Hotels and International Airports.

Local Transportation:

Transport will be availed to delegates as follows:

- On arrival and departure from and to Lilongwe International Airport
- Every day from the designated hotels to the meeting venue
- During the various social events organized for the delegates

LANGUAGE

English is the official language and the other widely spoken language is Chichewa.

TIME ZONE

Malawi operates on Central Africa Time (CAT), which is UTC+2. Please adjust your schedules and travel plans according to the local time zone

BANKS & CURRENCY

The official currency of Malawi is the Malawian Kwacha (MWK). The current exchange rate as of December 2023 is MWK1,700 for 1 USD

Banks in Malawi are open from 8 am to 3 pm from Monday to Friday and up to 11 am on Saturdays. Money transfer agencies will also be available at the conference place throughout the meeting days. When converting foreign currency, proof of identity in the form of a passport is required.

Please note that changing money on the streets is illegal and unsafe.

ELECTRICITY

In main centers and main tourist resorts, all appliances run on 220 volts. Outlets are of the 3-pin, 13amp type.

The Malawi power grid uses 220/240 volts AC 50 Hertz. Wall sockets (square 3 pins) are rated to carry a maximum of 15 amps. It is important to carry a 3-pin square adapter.



CONTACT POINT

For any further information you may require or if you need a personal invitation letter or official document for your travel clearances, please contact:

<u>ITU Focal Point:</u>	<u>MACRA Coordinator:</u>
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Name: Vijay Mauree
Job Title: Programme Coordinator, TSB
Email: tsbfgcd@itu.int

Name: Sandra Mangulama
Job Title: Executive Assistant
Organization: MACRA
Address: Area 13, Green Heritage House,
P.O. Box 30214, Postcode: 207213, Capital
City, Lilongwe 3
Email: sandra.mangulama@macra.mw
Mobile: +265 (0) 999 955 288

**(For Attendance, participation, visa
support letter, request for airport pick
ups etc.)**

Annex 1

Letter of Invitation for Visa request

For the Second Meeting of the ITU-T Focus Group on Costing Models for affordable data services (FG-CD) and its associated Workshop and Regional Group for Africa ITU-T Study Group 3 Meeting. Visa approval may take time. Please send your request as soon as possible. The deadline for sending is 7th March 2024

Please use CAPITAL letters

Surname:	
First Name:	
Gender:	
Position:	
Organization:	
Address:	
Telephone:	
Fax:	
Nationality:	
Passport number:	
Date of issue:	
Place of issue:	
Date of expiry:	
Country & city where you will obtain the visa:	
Date of birth:	
Place of birth:	
Date of arrival:	
Date of departure:	

All requests for a letter of invitation for visa purposes must be addressed to MS. Mangulama (e-mail: Sandra.mangulama@macra.mw), bearing the words **"Letter of visa support"** as subject and should be sent by 7th March 2024.

Note: the email should also include as attachments the present form duly completed specifying the name as written in the passport, date of birth, passport number, dates of issue, and expiry of the passport of the individual(s) for whom the visa(s) is/are requested, scanned copy of the passport.

Annex 2: List of Recommended Hotels

No	Name of Hotel	Grading	Distance from Venue	Website	Email	Contact Person	Contact No	Type of Room	Cost per night (USD)
1	BICC	5 Star	Within the Venue	https://www.facebook.com/Umodzipark OR https://www.umodzipark.com	enamacha@umodzipark.co.mw	Ester Namacha	+265 993 915 550	Classic	150
2	Sunbird Capital Hotel	4 Star	200m	https://www.sunbirdmalawi.com/hotels/sunbird-capital	centralres@sunbirdmalawi.com	Matthews	+265 888 965 877	Deluxe/Superior	135
3	Sunbird Lilongwe	3 Star	4km	https://www.sunbirdmalawi.com/hotels/sunbird-lilongwe	sllreception@sunbirdmalawi.com	Jane, Linda, Grace	+265 88 8352 135/88 4312 787	Deluxe	146/135
4	Crossroads Hotel	4star	6km	https://www.crossroadshotel.net/	reservations@crossroadshotel.net	Potential / Cecilia	+265 884 813 115	Deluxe	100
5	Golden Peacock	3 Star	800m	https://www.facebook.com/goldenpeacockhotel.sogecoa	goldenpeacockhotelmw@gmail.com	Faith Phiri	+265 99 5755 576	Deluxe Queen	90/80
6	Sigelele Boutique Hotel		5km	https://www.facebook.com/sigelelegesuites/	sales@sigelele.com	Rachel Banda	+265 999 424 141		150
7	Bamboo Boutique Hotel		5km	https://www.facebook.com/p/Bamboo-Boutique-Hotel-100068563353837/?locale=ar_AR	serendibbt@serendibhotel.com/		+265 996 999 922	Deluxe	85
8	Ufulu Gardens Lodge	4 Star	3.5km	http://www.ufulugardens.mw/	reservations@ufulugardens.mw	Lyness	+(265)888 994 060/99 6945 277	Executive	100
9	Hotel 44	N/A	5km	https://www.facebook.com/FortyfourHotelmw/	info@thefortyfourmw.com	Andrew Kumbatira	+265 888 877 920	Executive	50

