



**PARLIAMENT OF MALAWI**



**51<sup>ST</sup> PLENARY ASSEMBLY SESSION OF THE SADC PARLIAMENTARY FORUM**

**7<sup>TH</sup> TO 16<sup>TH</sup> JULY, 2022, LILONGWE, MALAWI**

**THEME: “Towards Energy Efficiency, Sustainability and Self Sufficiency in the SADC Region”**

**GENERAL INFORMATION CIRCULAR**

**1. Introduction**

The information contained in this document is meant to guide delegates to 51<sup>st</sup> SADC Parliamentary Forum (SADC PF) Plenary Assembly which will be held physically in Lilongwe, Malawi from 7<sup>th</sup> to 16<sup>th</sup> May, 2022.

The Parliament of Malawi is honoured to host the meeting and would like, therefore, to extend its warm welcome to all the delegates Malawi.

**2. Venue and Format of the meetings**

The 51<sup>st</sup> Plenary Assembly Session will be held physically at Bingu International Convention Center (BICC) which is located at the City Centre in the Capital City of Lilongwe, about 30 minutes-drive from Kamuzu International Airport. However, the delegates who are not able to travel to Lilongwe may also join the meeting on line through Zoom Platform which will be created.

### **3. Programme**

- i. 7<sup>th</sup> July – Arrival of the SADC PF Secretariat
- ii. 8<sup>th</sup> July – Meeting between SADC PF Secretariat and the Host Secretariat
- iii. 9<sup>th</sup> July – Arrival of the SADC PF President
- iv. 10<sup>th</sup> July – Arrival of all other Delegates
- v. 11<sup>th</sup> July – Official Opening Ceremony (Morning) and Plenary Symposium (Afternoon)
- vi. 12<sup>th</sup> to 14<sup>th</sup> July – Plenary Assembly Session
- vii. 15<sup>th</sup> July – Excursions
- viii. 16<sup>th</sup> July – Departure for all Delegates

### **4. Documentation**

All documents for the meeting will be circulated in electronic form on a portal to be set up. No hard copies will be provided at the venue of the meetings. In this regard, the delegates are being advised to bring their laptops in order to be able to access the documents electronically.

### **5. Immigration**

Each delegate must be in possession of a valid passport and those that require a visa should make the necessary arrangements upon entry into Malawi. For most SADC countries, visas can be issued on arrival.

### **6. Reception on Arrival**

Delegates will be met on arrival at Kamuzu International Airport by Protocol Officers from the Host Secretariat who will assist and accompany the delegates to their respective hotels.

Parliaments are, therefore, being advised to submit the travel itineraries for their delegates to the Malawi Parliament at least by 20<sup>th</sup> June, 2022, with copies to the SADC Parliamentary Forum.

### **7. Registration**

Registration of delegates will be done on arrival at the Information Desk which will be located at the venue of the meeting. In order to speed up the registration process, the delegates are being requested to submit in advance details of their information including passport size photos.

### **8. Transport Arrangement**

The Malawi Parliament will be responsible for local transport arrangements for the delegates during arrival, departure and to and from the meeting venue

and the recommended hotels listed under Paragraph 12 of this Information Circular.

Any transport requirement outside the Meeting Programme will be regarded as private and delegates will be expected to meet the cost of such services.

## **9. Security Arrangement**

The Malawi Government, through its security agencies, will provide security to the delegates based on international practice throughout the duration of the meeting.

The delegates will be given identity badges upon registration. These are expected to be worn throughout the period of the meeting for purposes of security, ease of identification and to facilitate access into the meeting venue.

## **10. Medical Services**

Clinical Services will be available at the venue of the meeting throughout the period for minor ailments. However, illness requiring serious attention may be referred to the nearest Government Hospital. Delegates who opt to go to a private hospital, will be responsible for their own medical bills. In this regard, delegates are encouraged to have a Health Insurance.

## **11. COVID-19 Preventive Guidelines**

11.1 Delegates should take note that, with effect from 1<sup>st</sup> June, 2022, the following COVID-19 Preventive Guidelines will come into force in Malawi:

- a. All arriving delegates that are fully vaccinated will be required to show a valid electronically verifiable COVID-19 full vaccination certificate at point of entry;
- b. Delegates that are not fully vaccinated or don't have a valid electronically verifiable COVID-19 full vaccination certificate, will be required to produce a negative PCR based COVID-19 certificate that is not older than 72 hours at the time of arrival in Malawi; and
- c. For the delegates that are returning to their respective countries, the COVID-19 PCR certificate and or COVID-19 full vaccination certificate requirement will depend on the their destination country's requirements.

11.2 Delegates are further advised that, in line with the resolution of the 50<sup>th</sup> Plenary Assembly, in the event that a delegate to a Forum activity tests COVID-19 positive, the costs of quarantine will be borne by his or her National Parliament.

11.3 During meetings, the following COVID-19 preventive measures will strictly be followed:

- i. Regular temperature checks;
- ii. Wearing of face masks by all delegates at all times;
- iii. Seating arrangement of at least 1.5 meters social distance;
- iv. Washing hands with soap regularly or sanitization; and
- v. Any delegate experiencing COVID-19 symptoms will be required to isolate and inform the Secretariat.

## 12. Hotel Accommodation

Each delegate will be responsible for his or her accommodation expenses. Below is the list of recommended hotels. Delegates are supposed to make the bookings directly with the hotels by quoting “*The Malawi Parliament*”. Delegates are advised to settle their hotel bills before departure.

### List of Recommended Hotels

No .	Hotel/Lodge name	Type of Room	Rate (USD) (Bed & Breakfast)	Distance to BICC	Contact Details
1	President Walmont Hotel - (BICC)	Classic King	145	0 km	Cell: +265 993915550/+265997645 000 Tel: +2651789888 <a href="mailto:resservations@u.odzipark.co.mw">resservations@u.odzipark.co.mw</a>
2	Sunbird Capital Hotel	Superior  Deluxe  Executive Deluxe	125  135  166	1.0 km (3 minutes walk)	+265888965877 +2651773388 <a href="mailto:capital@sunbirdmalawi.com">capital@sunbirdmalawi.com</a> <a href="http://www.sunbirdmalawi.com">www.sunbirdmalawi.com</a>
3	Golden Peacock Hotel	Deluxe	77	1.5 km (5 minutes-drive)	+265991431030 <a href="mailto:Goldenpeacockhotelmw@">Goldenpeacockhotelmw@</a>

					<a href="mailto:gmail.com">gmail.com</a>
4	Wamkulu Palace	Deluxe (single)	90	2.1 km (4 minutes' drive)	Cell: +265994620860 Tel: +2651776764/762/776 wamkulupalace@gmail.com
5	Ufulu Gardens	Deluxe (single)	100 (on Friday and Saturdays = 70 USD)	4.5 km (8 minutes)	Tel: +2651794060/079 Cell: 265888994/ +265996945277 <a href="mailto:reservations@ufulugardens.mw">reservations@ufulugardens.mw</a>

### 13. Excursions

Programme for the excursion will be circulated to the delegates during the course of the meeting.

### 14. Local Currency

Foreign exchange facilities are available through bureau de exchange facilities on weekdays and weekends. Most internationally recognized currencies and travellers cheques can be exchanged at commercial banks, hotels and international airports.

As at April 2022, the local currency (Malawi Kwacha/MK) is as follows:

1 US Dollar = MK1,020  
1 Pound = MK1,400  
1 Euro = MK861.62  
1 Rand = MK51.22

### 15. Credit Cards

The following credit cards are acceptable in Malawi banks and in all hotels and restaurants: American Express, Master Card and Visa Card.

### 16. Business and Shopping Hours

Office and businesses are generally open from 07:30 to 17:00, Monday to Friday. Shopping hours vary but most shops are open from 08:00 to 17:00 Monday to Friday and from 08:30 to 14:00 on Saturdays.

## 17. Temperature

The climate between May and August in Malawi is winter period, usually cold dry season. It is expected that during the period of the meeting, temperatures will range between 11.1 degrees and 20.5 degrees Celsius.

## 18. Language

English is the official language in Malawi.

## 19. Electricity

The mains electricity supply in Malawi operates at 220 – 230V, 50-60Hz, square pin plugs.

## 20. Time Difference

Malawi is 2 hours ahead of GMT.

## 21. Emergency Services (Tel Numbers):

- Hospitals: 118
- International Airport: +265 1 700 899
- VIP Airport: +265 1 700 256

## 25. Contact Persons

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