

**WORKSHOP ON THE PRODUCTION OF STATISTICS ON INFORMAL
SECTOR EMPLOYMENT AND INFORMAL EMPLOYMENT
28 SEPTEMBER – 02 OCTOBER, 2009
Dar es salaam, Tanzania**

PRACTICAL INFORMATION FOR PARTICIPANTS

I. Meeting information

Workshop organization and objectives

1. The Workshop on the production of statistics on informal sector employment and informal employment is organized by the United Nations Statistics Division (UNSD) in collaboration with the Department of Statistics of the International Labour Organization (ILO), and is hosted by the National Bureau of Statistics (NBS) of Tanzania.
2. The objective of the Workshop is to share knowledge, experiences and lessons learned on the collection of data on informal sector employment and informal employment, with a view to promote the development of a model set of LFS questions on the topic to improve the overall quality and comparability of the information collected in the region. The Workshop will also provide training on tabulation, analysis and presentation of statistics on women and men in the informal sector and in informal employment.

Venue and general information

3. The Workshop will be held at the **PROTEA COURTYARD HOTEL** in Dar es Salaam, Tanzania from 28 September to 02 October 2009. Protea Courtyard Hotel is located on Seaview Ocean Road.
4. The agenda and meeting documents can be found at the following website: http://unstats.un.org/unsd/Demographic/meetings/wshops/Tanzania_28%20Sep09/default.htm.

Registration and opening

5. Participants are requested to register between 08:15 and 08:45 a.m. on the opening day. Participants who are not able to register on the opening day are requested to do so as soon as possible, to ensure that their names will appear on the list of participants.

6. The opening session of the workshop on the production of statistics on informal sector employment and informal employment will commence at 09:00 a.m. on Monday, 28 September 2009.

Working language of the workshop

7. The workshop will be conducted in English. Most documents will be available in English only.

Internet and e-mail services

8. Internet, e-mail and fax services are available at the Hotel. Internet cafés and computer shops offering Internet, e-mail and web-based services are common.

Meals

9. Meals will be provided throughout the meeting as follows:
a) Coffee during morning and afternoon breaks
b) Lunch

Social activities

10. The National Bureau of Statistics (NBS) is arranging a Cocktail party the closing day of workshop. More information on this activity will be provided to the participants upon registration.

Contact information

11. Contacts for the workshop on the production of statistics on informal sector employment and informal employment are given below:

<p>For local arrangements:</p> <p>Mr. Massawe Justine Telephone: +255 (22) 2122722/3 Fax: +255 (22) 2130852 Mobile phone: +255 784 393741 E-mail: jmassawe@nbs.go.tz</p> <p>and</p> <p>Mrs. Ruth Minja National Bureau of Statistics</p>	<p>For air ticket and administrative issues:</p> <p>Ms Jennifer Tungol Statistics Division United Nations New York, NY 10017, USA Tel: +1 (212) 963 4507 Fax: +1 (212) 963 1940 E-mail: tungol@un.org</p> <p>For meeting content:</p> <p>Ms Erlinda Go</p>
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<p>Telephone: +255 (22) 2122722/3 Mobile phone: +255 712 680975 E-mail: ruth.minja@nbs.go.tz</p> <p>ADDRESS National Bureau of Statistics Kivukoni Front P.O. Box 796 Tel: +255 (22) 2122722/3/4 Dar es Salaam, Tanzania</p> <p>Website: www.nbs.go.tz</p>	<p>Statistics Division United Nations New York, NY 10017, USA Tel: +1 (212) 963 4507 Fax: +1 (212) 963 1940 E-mail: go@un.org</p> <p>Ms Elisa Benes Department of Statistics International Labour Office Geneva, Switzerland Tel: +41 (22) 799-8087 Fax: +41 (22) 799-6957 Email: benes@ilo.org</p>
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II. Travel and accommodation

Visa requirements

12. All foreigners travelling to Tanzania must have a Passport valid for six months from the date of entry. Participants can get a visa upon arrival at Airport at a cost of US\$ 50. The National Bureau of Statistics will make arrangement for Visas for participants who need them.

To facilitate the visa application process, participants must complete the Attendance Information Sheet found on the last page of this document and transmit it to the local contact persons listed above (NBS Tanzania) as soon as possible and not later than **18 September 2009**. For your convenience, the form can be downloaded from the website for on-screen completion.

NB: Participants are advised to ensure that they have at least two blank (unstamped) visa pages in their passports as some visitors with insufficient blank visa pages in their passports have been turned away.

Airport facilities

13. Airport information desks are open for all flights.

14. The international airport has adequate traveler facilities: tourist information and assistance counters, ATMs, and telephone booths. Baggage carts and porter services are available for free. Passengers requiring any special assistance should inform their airline prior to travel.

Transport from Julius Nyerere International Airport (JNIA)

15. NBS will provide for the transport of delegates from the airport to their hotel. To facilitate the arrangements, NBS requests all delegates to transmit their flight details through a form designed for this purpose found on the last page of this document, labeled Attendance Information Sheet, as soon as possible and not later than **18 September 2009**. For your convenience, the form can be downloaded from the website for on-screen completion.
16. Taxi service is available from JNIA to all points of Dar es Salaam. Designated airport taxis are stationed at the lower level of the arrival area of the airport. A taxi desk is also available at the left hand side of arrival exit gate. For those who prefer to use private transport (taxi) they can do so upon informing us on the matter. The taxi charges from the Airport to the hotels range from USD 50 to 100.

Hotel accommodation

17. Participants are responsible for booking their hotel accommodation and are advised to do so as early as possible. The list of hotels located near the meeting venue is provided in the Annex.
18. NBS is suggesting participants to stay at Durban Hotel (US \$ 50) or Heritage Hotel (US \$ 66). These two hotels are near to the workshop venue and will save time due to high traffic jam we are experiencing in Dar es Salaam. We have enough experience for similar workshops on security and services offered to participants as compared to other hotels with affordable accommodation rates like Sleep In Hotel (US \$ 40).
19. NBS will provide shuttle service between hotel and meeting venue. However, please note that if you choose your own accommodation other than what is provided in the list of hotels, you will have to make your own transport arrangement to and from the workshop venue.

III. Other information

Weather

20. On average Temperature is about 30⁰c (86 degrees Fahrenheit) day and at night 25⁰c (77 degrees Fahrenheit).

Foreign exchange

21. Local currency is Tanzania Shillings (Shs.). There are plenty of currency exchange bureaus where the more popular currencies such as United States Dollar, British Pound, European Euro, South African Rand etc. can be exchanged into the local currency. Travellers' cheques and credit cards such as MasterCard, Visa international and American Express are accepted at most banks in the city.

Currency exchange rates are as follows

American Dollar to Shilling:	1 = 1,300
British Pound to Shilling:	1 = 2,457
South African Rand to Shilling:	1 = 161
European Euro to Shilling:	1 = 1951

(Source: Central Bank of Tanzania, 29th April 2009)

View latest exchange rate on the website of the Tanzania Central Bank (www.tcb.tz.go)

Language

22. Kiswahili is the national language. While English is the business language, it is spoken rarely.

Timezone

23. Local time: Greenwich Mean Time (GMT) + 3 hours

Electrical system in Tanzania

24. The standard voltage in Dar es Salaam is 240 V at 50 - 60Hz. 110-volt outlets are also available in most hotels. Plugs are Type A (flat blade attachment plug) and some establishments also provide Type C (round pin attachment plug).

In case of emergency

25. In case of any emergency (police) assistance, the participant may dial **112** from any landline phone, payphone, or mobile phone.

For further information regarding the workshop please contact:

Mr. Massawe Justine

Telephone: +255 (22) 2122722/3

Fax: +255 (22) 2130852

Mobile phone: +255 784 393741

E-mail: jmassawe@nbs.go.tz

Mrs. Ruth Minja

National Bureau of Statistics

Telephone: +255 (22) 2122722/3

Mobile phone: +255 712 680975

E-mail: ruth.minja@nbs.go.tz

Annex. List of hotels located near the meeting venue

LODGE	PRICE OF ROOMS	FACILITIES	ADDRESS
MÖVENPICK ROYAL PALM HOTEL	US \$ 180	Swimming pool, Internet, business centre, satellite TV channel, etc.	Ohio Street, Dar es Salaam Tel. +255 (22) 211 3532 / 3981 Fax +255 (22) 2112416 hotel.daressalaam@moevenpick.com www.moevenpick-daressalaam.com
PROTEA COURTYARD HOTEL	US \$ 125	Swimming pool, Internet, business centre, satellite TV channel, etc.	Sea view Ocean Road, P.O. Box 542, Dar es Salaam Tel: +255 (22) 2130560 courtyard@raha.com
NEW AFRICA HOTEL	US \$ 190	Swimming pool, Internet, business centre, satellite TV channel, etc.	Samora Avenue P.O. Box 9314, Dar es Salaam, Tel: +255 (22) 2117050/51 reservations@newafricahotel.com
SLEEP IN HOTEL	US \$ 40	25 TV Channels, telephone facilities, Wi-Fi internet and all room are self contained and furnished with AC	Lumumba Road/Mahiwa Street, P.O. Box 88, Dar es Salaam Tel: +255 (22) 2183100 sleepinn@cats-net.com www.sleepinnhoteltz.com
DURBAN HOTELS	US \$ 50	Internet Services, cable television, all room are self contained and furnished with AC etc.	Uhuru Street, P. O. Box 67625, Dar es Salaam durbanhotel@gmail.com
HERITAGE MOTEL	US \$ 66	Internet, individual safe, cable television, business centre, etc.	Bridge/Kaluta Street P.O. Box 786, Dar es Salaam Tel: +255 (22) 2117471 heritagemotel@heritagemotel.co.z

SOUTHERN SUN	US \$ 284	Internet, individual safe, cable television, business centre, etc.	Garden Avenue P.O. Box 80022, Dar es Salaam Tel: +255 (22) 2137575 reservation@southernsun.co.tz
PEACOCK HOTEL	US \$ 100	Internet, individual safe, cable television, business centre, restaurant, etc.	Bibi Titi Mohamed Street P.O. Box 70270, Dar es Salaam Tel: +255 (22) 2120334/6/8/9 info@peacock-hotel.co.tz
SOPHIA HOUSE AND APARTMENT	US \$ 80	Internet, individual safe, cable television, business centre, restaurant, etc.	Ali Hassan Mwinyi Road P.O. Box 138, Dar es Salaam Tel: +255 (22) 2120700 info@sophiahouse.com
HABOUR VIEW SUITES HOTEL	US \$ 150	Internet, individual safe, cable television, business centre, restaurant, etc.	Samora Avenue Dar es Salaam P.O. Box 9163 Tel: +255 (22) 2124040 reservation@harbourview-suites.com
PALM BEACH HOTEL	US \$ 85	Internet, individual safe, cable television, business centre, bureau de change, restaurant, etc.	Ali Hassan Mwinyi Road P.O. Box 1520, Dar es Salaam Tel: +255 (22) 2130985 www.palmbeach.co.tz
KEMPINSKI KILIMANJARO HOTEL	EURO 320	Swimming pool, Internet, business centre, satellite TV channel, etc	Kivukoni front – Tanzania, P. O. Box 9574 Dar es Salaam Tel: +255 (22) 2131111 reservations.kilimanjaro@kempinski.com

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28 SEPTEMBER – 02 OCTOBER 2009
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ATTENDANCE INFORMATION SHEET
(Please type or print)

1. NAME (Last, first): _____ Mr /Ms
2. NAME ON PASSPORT (if different from above) _____
3. TITLE OR POSITION: _____
4. MAILING ADDRESS (OFFICE): _____

Phone: _____ Fax: _____
E-mail: _____
5. ARRIVAL IN DAR ES SALAAM:
Date: _____ Flight number: _____ Time of arrival: _____
6. ACCOMMODATION IN DAR ES SALAAM:
Name of hotel: _____
Check-in date: _____ Check-out date: _____
7. IF MAKING OTHER LIVING ARRANGEMENTS IN DAR ES SALAAM:
Address in Dar es Salaam: _____

Please send by fax or email on or before **18 September** to both addresses below:

Mr. Massawe Justine
Telephone: +255 (22) 2122722/3
Fax: +255 (22) 2130852
Mobile phone: +255 784 393741
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