



**United Nations Regional Workshop on the 2020 World
Programme on Population and Housing Censuses:
International Standards and Contemporary Technologies**

Lusaka, Zambia

20-23 March 2017

INFORMATION NOTE FOR PARTICIPANTS

WORKSHOP ORGANISATION AND COORDINATION

The regional workshop is organized by the United Nations Statistics Division in collaboration with the Central Statistical Office of Zambia, United Nations Population Fund, the United Nations Economic Commission for Africa and the African Development Bank.

Contact Information:

United Nations Statistics Division (UNSD)
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In case of any emergency issue or question while in Lusaka, Zambia please contact our co-organizer, Central Statistical Office of Zambia:

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OBJECTIVE OF THE WORKSHOP

1. The main objective of the workshop is to introduce two recently revised international guidelines—the Principles and Recommendations for Population and Housing Censuses (Revision 3) and the Handbook on the Management of Population and Housing Censuses (Revision 2)—and the standards, concepts and methods contained therein in order to facilitate national planning and preparations for 2020 round censuses. The workshop will also provide a forum for reviewing national experience in, and document good practices on, the use of contemporary technologies including those for census mapping and data collection.

VENUE & DATE OF THE WORKSHOP

2. The venue of the workshop will be the Southern Sun Ridgeway Hotel in Lusaka (located at Cnr. Church Road and Independence Ave.; Tel +260 211 251 666; Web <https://www.tsogosun.com/southern-sun-ridgeway-lusaka>). The workshop will be conducted from 20 to 23 March 2017.

CONFERENCE PACKAGE

3. The conference package will include lunch and morning and afternoon coffee breaks.

LANGUAGE

4. The workshop will be conducted in English. Interpretation services will not be provided.

REGISTRATION AND IDENTIFICATION BADGES

5. Participants are requested to register and obtain their meeting badge between 8:00- 08:30 AM on Monday, 20 March 2017.
6. For identification and security reasons, all participants are requested to wear their meeting badges during the workshop sessions.

WEATHER

7. The month of March falls within the rainy season of Zambia. During this period, the weather is sometimes hot and dry; and sometimes wet and cool. The average temperatures range from 15 to 25 degrees Celsius. Participants are encouraged to carry rainy coats or umbrellas.

TRANSPORT FROM AND TO AIRPORT

8. The Participants will be provided with transport from Kenneth Kaunda International Airport to their respective hotels. You will need to send your itinerary to Mr Mukata/Ms Sandu whose details are given above for arrangements of Airport transfers. Alternatively, Taxi services are readily available at the airport. The airport is 15 to 20-minute ride to the city center and taxi charges range from ZMW 250 to 300 (equivalent to about US\$ 25-30).

TRANSPORT TO ATTEND WORKSHOP

9. Participants choosing to stay in hotels other than the one where the workshop will be held should have to make their own transport arrangements for attending the workshop.

HOTEL ACCOMMODATION

10. Arrangements for hotels need to be made by individual participants at a hotel of their own choice.
11. The Southern Sun Ridgeway Hotel where the workshop will be held offers participants a rate of US\$150 per night for single occupancy and US\$ 185 per night for double occupancy, both inclusive of English breakfast, taxes and WiFi charges. Participants can make a reservation at the Southern Sun Ridgeway Hotel by sending an e-mail message to Ms. Sharon Likwabila (Sharon.Likwabila@tsogosun.com) to benefit from this offer.
12. A list of hotels in the vicinity of the workshop venue is provided below. Participants can contact hotels directly and make reservations. Some of the popular web sites for booking hotel rooms include: www.expedia.com, www.hotels.com, www.orbitz.com, www.travelocity.com
13. Please note that a credit card maybe required to make a reservation and participants should plan accordingly.

HOTEL	Contact Person & Email Address	SINGLE Rate	DOUBLE Rate	Taxes & S.C.	Inclusions	Phone No.
Taj Pamodzi Lusaka	Sibingile Mukupa, sales Executive. Sibongile.mukupa@tajhotels.com	USD 130	USD 155	10% S.C, 16% VAT, 1.5% Tourism Levy	Breakfast WiFi Airport Transfer	Tel:+260211254455/ +260962022266
Intercontinental Lusaka	Sharon Hamalala Sales	ZMW 1100	ZMW 1400	16% VAT S.C	Breakfast WiFi Airport Transfer	
Protea Hotel by Arcades Road	reservations@phlusaka.co.zm	ZMW 1656		VAT	Breakfast WiFi	+260211254664
LODGES						
Nomads Court Lodge	accounts@nomadscourtzambia.com www.nomadscourtzambia.com	ZMW 500	ZMW 850		Breakfast WiFi	+260211258100-4
Golden Zambezi Lodge	Cecilia Phiri info@goldenzambezi.com	ZMW 650				+260211251369 +260976777776
Longacres Lodge	Victoria longacreslodge@gmail.com www.zambiahostels.com	ZMW 300		16% VAT 10% S.C		+260211254847

14. Please note that if you choose your own accommodations you will have to make your own transport arrangement to and from the workshop venue.

HEALTH REQUIREMENTS

15. Visitors to Zambia should be in possession of a valid health certificate for yellow fever.

FINANCIAL INFORMATION

16. **Exchange rate:** Zambian currency is denominated in Zambian Kwacha (ZMW) and Ngwees (1 Kwacha is 100 Ngwee -coins). The exchange rate fluctuates. The UN official exchange rate as of February 2017 is USD 1.00 = ZMW 9.8875.

17. **Money Exchange:** Almost all foreign currencies can be exchanged at banks, bureaux de change and airports & major hotels in Zambia, at the official exchange rates.

18. **Credit & Debit Cards:** American Express, Diners Club, MasterCard and Visa are accepted in Zambia. Speak with your credit or debit Card Company for details of merchant acceptability in Zambia. ATMs are widely available.

19. **Traveller Cheques:** International traveller's cheques in Stirling Pounds, Euro, US Dollars are widely accepted.