

FOR PARTICIPANTS ONLY  
11 November 2008

United Nations Statistics Division  
Southern African Development Community

**Strengthening statistical capacity-building in support of progress towards the  
Internationally Agreed Development Goals in the Southern African Development  
Community (SADC) region**

**United Nations Workshop on the Improvement of Civil Registration and Vital Statistics in  
SADC Region**  
Blantyre, Malawi  
1-5 December 2008

**INFORMATION NOTE FOR PARTICIPANTS**

Workshop organization and coordination

The workshop is organized by the United Nations Statistics Division, in collaboration with the Southern African Development Community (SADC).

The workshop is hosted by the National Statistical Office of Malawi.

Venue and Opening Session

The Workshop on the Improvement of Civil Registration and Vital Statistics is scheduled to be held 1-5 December 2008 at The Dorvic Hotel in Blantyre, Malawi. The address for The Dorvic Hotel is M1 Zalewa Road, Blantyre, Malawi, and the ride from the airport lasts approximately 15-20 min.

The inaugural session will be convened at **8:00** on Monday, 1 December 2008.

Working language of the meeting

The meeting will be conducted in English.

Meeting documents

Participants are requested to bring with them to Blantyre all documents that have been distributed to them in advance.

Papers / literature for distribution

Participants wishing to circulate any papers or literature at the meeting are requested to bring sufficient copies for distribution at the meeting.

### Working hours

0800 to 1630 on Monday, 0830 to 1630 Tuesday through Thursday and 0830 to 1200 on Friday (5 December 2008). Two coffee breaks of 30 minutes are offered every day, except for Friday.

### Addresses and telephone numbers of the secretariats of UNSD, SADC and NSO Malawi

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#### **Southern African Development Community**

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#### **National Statistical Office of Malawi**

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### Visa requirements

Citizens from a number of SADC countries do not require a visa to enter Malawi: Botswana, Madagascar, Mauritius, Mozambique, Namibia, South Africa, Swaziland, United Republic of Tanzania, Zambia and Zimbabwe. Everybody else requires a visa.

Non-Malawian visitors arriving in Malawi are required to be in possession of a valid passport. Entry visas may be obtained from Malawian Diplomatic and Consular Missions Abroad. Please check with your nearest Malawian Consular mission for more details concerning visa regulations applying to your citizenship.

### Weather

The weather in Blantyre in early December is warm and rainy (26°C high and 18°C low on average).

### Foreign exchange

The currency used in Malawi is the Kwacha. Credit cards are not widely accepted in Malawi and there are few ATM machines, although you can use credit cards at most hotels, restaurants, and larger shops - provided that they are either Visa or MasterCard. Travelers Cheques or foreign (hard) currency notes are widely accepted. The exchange rate in November 2008 was around 145 Malawian Kwachas to 1 US Dollar.

Participants may be required to declare the amount of travelers' cheques or currency in their possession on arrival at Blantyre-Chileka International Airport.

Money can be changed at the airport, banks or commercial bureaux de change. Banks in the towns are open weekdays from 0800 to 1300.

### Travel and other arrangements

The Secretariat of the meeting will not assume responsibility for any other expenditures, such as:

- a. Expenses in the home country incidental to travel abroad, including expenditure of visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country,
- b. Salary and related allowances for the participants during the period of the meeting,
- c. Costs incurred by participants in respect to travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting,
- d. Compensation in the event of death or disability of participants in connection with attending the meeting,
- e. Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants, and
- f. Any other expenses of a personal nature, not directly related to the purpose of the meeting.

Accommodation may be reserved at the request of participants at the hotels listed below which include the venue to the Workshop. Please contact Ms. Mary Kheza (e-mail: [reservations@dorvichotelmw.com](mailto:reservations@dorvichotelmw.com), phone number +265 08 724 348 for the below rates) for in-situ reservations. In addition, there are a number of five-star hotels in the city.

**DORVIC Hotel 5 \* (from Sunday, 30 November to Saturday, 6 December 2008 [6 nights]. Please note official day of arrival is Sunday, 30 November and official day of departure is Saturday, 6 December 2008.**

<b>Room type</b>	<b>Conference rate (per room per night) USD</b>
Single Room (B.B)	80.00

**Protea Hotel Ryalls 5\***

<b>Room type</b>	<b>Corporate Rate USD</b>
Single Room	135.00

**Hotel Victoria 5\***

<b>Room type</b>	<b>Corporate Rate USD</b>
Single Room	110.00

The rates quoted above represent group room rates, inclusive service charge and taxes. The hotel room rates are subject to alteration without prior notice.

Arrival at Blantyre airport

Participants should make their own transportation arrangements from the airport to their respective hotels. Taxi and shuttle bus services are available at the airport. The ride from the airport to the Workshop venue lasts approximately 15-20 min. (a pick-up service is available for \$15 USD). Further detailed information about the airport can be found at <http://www.wordtravels.com/Airports/Malawi/Blantyre-Chileka+International>.

It is strongly recommended that participants contact only official taxis and shuttles who are authorized.

Electrical System in Malawi

The standard voltage in Malawi is 230 volts, 50Hz. and the wall plugs are the two parallel flat pins with ground pin, British type adapters. For American and European-made appliances and electronics, electrical transformers will be needed.