



ICAO

International Civil Aviation Organization
African Flight Procedure Programme

ELEVENTH MEETING OF THE AFPP STEERING COMMITTEE

Lusaka, Zambia, 21 - 23 May 2025

INFORMATION BULLETIN

1. Date and venue of the meeting

- 1.1. The Eleventh Meeting of the African Flight Procedure Programme (AFPP) Steering Committee will be held from 21 to 23 May 2025 at the Mulungushi International Conference Centre in Lusaka, Zambia.

2. Focal points

- 2.1. The meeting focal points:

Ms. Yacine Diop

Telephone : +221 78 825 59 27

Email : ydiop@icao.int

Web Site : <http://www.icao.int/wacaf>

Mr. Alexandre DAMIBA

Telephone :

Mobile : +221 77 646 95 83

Email : adamiba@icao.int

Web page : <http://www.icao.int/WACAF/African-FPP/pages/default.aspx>

- 2.2. The meeting focal points in Zambia:

Mr. Mukuka Besa

Telephone : +260 211 251 677

Mobile : +260 978 768 246

Email : mukuka.besa@caa.co.zm

Mrs. Sepiso Zimba

Telephone : +260 211 251 677

Mobile : +260 977 406 666

Email : sepiso.zimba@caa.co.zm

- 2.3. For technical assistance, please contact:

Mr. Fanfe Bamba

ICAO Regional Officer AIM / WACAF Office

Email : fbamba@icao.int

Téléphone : +221 33 869 24 05

Mobile : +221 77 319 92 86

Mr. Wycliffe OWUOR
ICT Associate / ESAF Regional Office
Telephone : +254 207 622 1558
Email : wowuor@icao.int

3. Registration and secretariat

- 3.1. The registration link for participants is provided in the invitation letter. The secretariat of the meeting will be provided by ICAO. A registration desk will also be open on Wednesday, 21 May 2025 from 08:00 to 08:45 local time at the International Conference Centre Mulungushi.

4. Documentation

- 4.1. The meeting will be paperless, and all related documentation will be made available online. Therefore, participants are informed to bring laptop computers.

5. Language

- 5.1. The meeting will be conducted in English and French languages with simultaneous interpretation.

6. Opening Session

- 6.1. The opening session of the meeting will take place on Wednesday 21 May 2025 at 09:00 am local time (UTC+2).

7. Working hours

- 7.1. The expected working hours of the meeting will be from 09:00 to 17:00 local time (UTC+2).

8. Weather

- 8.1. The month of May is cold in Zambia with the mean minimum of 11°C and a mean maximum temperature of 25°C.
- 8.2. The local time in Zambia is UTC+2.

9. Entry visas

- 9.1. While all travelers arriving in Zambia should have a valid passport, Zambia entry Visas are not required for nationals from some countries. Participants are therefore advised to ascertain whether they are exempt from the Zambian entry visa requirements at the respective Zambian Embassies / High Commission. In applying for the visa, it is advisable to produce the invitation letter from ICAO, together with other documents which may be required by the High Commission or Embassy. **It is important to apply for visas well in advance to avoid delays and inconveniences.** For more information visit the Zambia Immigration department via the following link www.zambiaimmigration.gov.zm.

10. Health

- 10.1. It is strongly recommended to participants to have travel insurance (including health) for the duration of their stay in Zambia. Participants should particularly ensure that their insurance is applicable in Zambia. Furthermore, they should carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise. Participants are also encouraged to provide information during registration, on their next of kin who may be contacted on behalf of the participant should the need arise.
- 10.2. All Covid-19 travel-related restrictions for entry into Zambia are lifted. All travelers to Zambia will no longer be required to show proof of vaccination, recovery or testing against Covid-19.
- 10.3. Presentation of a valid yellow fever certificate at the point of entry is required for persons who originate from or have travelled to States where yellow fever is described by the World Health Organization (WHO), as endemic, including the following States: Angola, Benin, Burkina Faso, Burundi, Comoros, Central African Republic, Chad, Congo, DRC, Ivory Coast, Ethiopia, Gabon, Gambia, Ghana, Guinea Bissau, Guinea Equatorial, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia, Congo, Rwanda, São Tomé and Príncipe, Senegal, Sierra Leone, Tanzania, Togo and Uganda. For more information participants may wish to visit the World Health Organization (WHO) website <http://www.who.int/ith/> for information on Zambia.

11. Banks and Currency

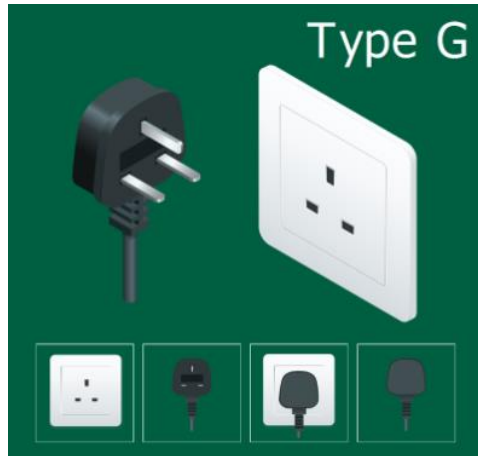
- 11.1. The basic unit of currency is the Zambian Kwacha (K) and Ngwee (where 100 Ngwee is equal to K1). Zambia currently has six banknotes and four coins in circulation. These are: K500, K200, K100, K50, K20, K10, K5, K2 banknotes K1, 50N, 10N, and 5N coins.
- 11.2. The Zambian Kwacha exchange rates are determined by the interbank trade which varies daily. Participants may wish to obtain current information from the internet or from the Bank of Zambia at <https://www.boz.zm/>.
- 11.3. Debit Cards, Master Cards and Credit cards are normally accepted by banks and most hotels, restaurants and tourist shops. Commercial banks and forex bureaux provide exchange facilities. Most banks are open between 9.00 to 14:00 from Monday to Friday and between 09:00 to 12:00 on the first and last Saturday of the month. Some forex bureaux may be open outside these hours. Hotels also offer exchange facilities but at an extra fee and/or less favourable rates. On arrival at Kenneth Kaunda International Airport (KKIA), forex services are available within the Airport premises. Please change money only from these official places.

12. Accommodation and transport

- 12.1. Participants are requested to make their own hotel reservations and a list of recommended hotels, lodges and guest houses near the venue is attached.
- 12.2. Participants are informed that transport is provided from airport to hotels on Tuesday 20 May 2025 and from hotels to airport on Saturday 24 May. In this regard all the delegates are requested to submit the copies of their itinerary via email to mukuka.besa@caa.co.zm and/or sepiso.zimba@caa.co.zm.
- 12.3. Participants will make their own transport arrangement from hotels to meeting venue and back.

13. Electricity

- 13.1. The sockets and plugs used in Zambia are type G. The voltage is 230 volts, and the frequency is 50 Hz. It is therefore necessary to provide adapters when your equipment uses different electrical outlets.



14. Telephone

- 14.1. Worldwide direct connections are available, using the international code or telephone operator as necessary. From outside Zambia, dial 260 followed by the area code (for landline numbers) and the required number.
- 14.2. There are three (03) cellular phone (mobile) operators in Zambia: MTN, Airtel and Zamtel.

15. Security

- 15.1. Zambia is considered as a very safe destination, but nevertheless, visitors are advised to take the following general precautions:
- Do not leave your personal belongings unattended in public places.
 - Avoid carrying large sums of money with you.
 - Avoid displaying expensive jewelry and valuables whilst sightseeing.
 - At night, avoid deserted or poorly lit places.
- 15.2. It is advisable to check with the hotel reception regarding security within the surrounding areas and use taxis or transport arranged by the hotel reception.

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