



**TENTH EXECUTIVE COMMITTEE MEETING OF THE  
AFRICAN OMBUDSMAN AND MEDIATORS ASSOCIATION (AOMA)**

**LUSAKA, ZAMBIA**

**18<sup>TH</sup> – 20<sup>TH</sup> MAY 2016**

**LA 10<sup>E</sup> RÉUNION DU COMITÉ EXÉCUTIF DE L'ASSOCIATION DES  
OMBUDSMAN ET MEDIATEURS AFRICAINS (AOMA)**

**LUSAKA, ZAMBIA**

**DU 18 MAI AU 20 MAI 2016**

---

**WEDNESDAY: 18<sup>TH</sup> MAY, 2016**

**MERCREDI: LE 18 MAI 2016**

*Arrivée des Délégations (L'aéroport International de Kenneth Kaunda, Lusaka, Zambie)*

*Arrival of ExCom Members or nominated representatives and accompanying officials (Kenneth Kaunda International Airport Lusaka, Zambia)*

18: 30 Hours Diner de bienvenue à l'hôtel Radisson Blu

*Official Welcome Dinner  
(Venue Radisson Blu Hotel, Lusaka Zambia)*

**THURSDAY: 19<sup>TH</sup> MAY, 2016**

**JEUDI: LE 19 MAI 2016**

08: 30 Hours Arrival of delegates at Pamodzi Hotel

*Arrivée des Délégués à l'hôtel Pamodzi*

09:00 Hours Official Opening of the 10<sup>th</sup> Executive Committee Meeting of the

African Ombudsman and Mediators Association (AOMA)

Cérémonie d'ouverture de la 10<sup>e</sup> Réunion du Comité exécutif de l'Association des Ombudsman et Médiateurs africains

10:00 Hours	Commencement of ExCom Meeting Début de la réunion
13:00 Hours	Lunch Déjeuner
14:30 Hours	ExCom Meeting Continues Réunion du Comité exécutif continue
17:00 Hours	End of Meeting Fin de la réunion
19:00 hours	Informal Get together ( <i>Intercontinental Hotel, Zambian traditional Night</i> ) Nuit traditionnelle Zambienne à l'hôtel Intercontinental

**FRIDAY: 20<sup>TH</sup> MAY 2016**

**VENDREDI: LE 20 MAI 2016**

09: 00 Hours	Courtesy call on the Honourable Minister of Justice - <i>Hon Dr. Ngosa Simbyakula</i> Visite de courtoisie au Ministre de la Justice – <i>Hon. Dr. Ngosa Simbyakula</i>
--------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

14:00 Hours	Free Day Departures from Lusaka, Zambia Temps libre Départ de Lusaka, en Zambie
-------------	------------------------------------------------------------------------------------------

**SATURDAY: 21<sup>ST</sup> MAY 2016**

**SAMEDI LE 21 MAI 2016**

	Departures from Lusaka, Zambia Départ de Lusaka, en Zambie
--	---------------------------------------------------------------

## HOTEL AND ACCOMMODATION INFORMATION



A block of executive suites and superior rooms have been reserved at the Radisson Blu Hotel in Lusaka. This upscale hotel accommodation facility is located 5 kilometres from the city centre. In addition the hotel's position is a convenient distance from Kenneth Kaunda International Airport, just 18 kilometres away and is within a walking distance to the thriving malls and entertainment centres. The hotel's unique combination of exceptional service and tranquil setting has ensured that it remains the best in comfort in Lusaka.

For the delegates accompanying the Ombudsmen a block of standard double rooms have been reserved at Mika Lodge in Jesmondine located 15 kilometres away from Kenneth Kaunda International Airport in Lusaka .It is an ideal location and newly renovated structures make it a great accommodation facility as you are guaranteed to have top class and personalised service.

Web: <https://www.radissonblu.com/en/hotel-lusaka>

<http://mikahotels.com/>

Our host, the Office of the Public Protector Zambia, has made reservations for accommodation for delegates under the following conditions:

### 1. Radisson Blu Hotel

- **One Bedroomed Executive Suite**      **US \$ 250=00 per Night**
- **Superior Business Class Suite**      **US \$ 350=00 per Night**

Rate includes:

*Bed and super buffet breakfast*  
*Free access to the fitment centre*  
*Free High speed wireless internet*

## 2. MIKA LODGE

- **Double Standard Rooms** **ZMK515=00 per night (52US\$)**

Delegates are requested to make their own confirmed bookings and payments **directly with the hotel**. When making confirmations or payments, please refer to the booking Name “**COMMISSION FOR INVESTIGATIONS**” (See details below) and indicate the category of the room that you want to book.

Booking Details are as follows:

### 1. Radisson Blu Hotel

Attention: Daisy Mushimbwa  
Email address: [daisy.mushimbwa@radissonblu.com](mailto:daisy.mushimbwa@radissonblu.com)  
Tel: (00260) 211-368900  
Mobile: (00260) 972057204  
Booking Name: **COMMISSION FOR INVESTIGATIONS**

### 2. MIKA LODGE

Attention: Fwema  
Tel: (00260) 211-291494  
Mobile: (00260) 976335891  
Booking Name: **COMMISSION FOR INVESTIGATIONS**

Contact person for accommodation logistics under the Office of the Public Protector Zambia is –

**Name:** Mervis Muyoba  
**Contact Number:** (00260)977320942  
**Email:** [merviskaziya@yahoo.com](mailto:merviskaziya@yahoo.com)  
[ombudsmanzambia@cfi.gov.zm](mailto:ombudsmanzambia@cfi.gov.zm)

### Kindly Note:

Please do not make your own reservations and confirmations online through the hotel website as this will not allow you to retain the discounted rates. **Deadline for confirmations is Saturday 14<sup>th</sup> May 2015.**

## PRACTICAL INFORMATION

---

### Visa Regulations

The Office of the Public Protector Zambia is making the necessary arrangements with the immigration authorities in Zambia to facilitate for entry into Zambia .All delegates are requested to forward scanned copies of their passports to [ombudsmanzambia@cfi.gov.zm](mailto:ombudsmanzambia@cfi.gov.zm) before Thursday 11<sup>th</sup> May 2016 or to the AOMA Secretariat so that a list of delegates may be forwarded to Zambian immigration authorities for clearance .We have taken note that there are some ExCom Members that are required to produce their visa prior to boarding their flights with certain airlines and we would implore them to explore the avenue of obtaining visas from the Zambian embassy in their jurisdiction. As you make your flight bookings also confirm with your travel agents if you may require transit visas en route to Zambia. If not sure about if and how you can obtain visas or if you need a letter of invitation from our host in order to submit your visa application please contact, Mr Kebby Hakalima ([ombudsmanzambia@cfi.gov.zm](mailto:ombudsmanzambia@cfi.gov.zm) ) and copy in the Commission Secretary, Office of the Public Protector Zambia, Mrs Chipili Katunasa-Magayane ([chipili.katunasa@cfi.gov.zm](mailto:chipili.katunasa@cfi.gov.zm)). Visa fees of USD 50 will be payable at the point of entry.

### Airport Transfer

Transport will be provided by the Office of the Public Protector, Zambia to ferry delegates from Kenneth Kaunda International Airport to the Hotel/Lodge and back if necessary. In order for the host to organise this transfer, we kindly ask you to provide AOMA Secretariat with your flight information as soon as possible and send a copy to [ombudsmanzambia@cfi.gov.zm](mailto:ombudsmanzambia@cfi.gov.zm) for the attention of Mr. Cosmas Tembo.  
**Deadline: Monday 16<sup>th</sup> May 2016.**

### Vaccinations / Medical Requirements

According to the Office of the Public Protector Zambia, no vaccinations are required when travelling to Zambia. Your travel agent should also be able to advice on vaccinations and/or other medical requirements for your journey.

### Official Dinner for AOMA

The Office of the Public Protector of Zambia has arranged for an official welcome dinner on Wednesday 18<sup>th</sup> May 2016 which will be catered for the host country. In order to facilitate preparations, we kindly ask you to indicate your participation to the AOMA Secretariat or to Mrs. Mervis Muyoba ([ombudsmanzambia@cfi.gov.zm](mailto:ombudsmanzambia@cfi.gov.zm)) **by Monday 16<sup>th</sup> May 2016.**

## **Excursion /Farewell Get together**

The Office of the Public Protector Zambia will arrange an excursion on Friday 20<sup>th</sup> May 2016. Details of the excursion will be communicated to delegates in due course. Those interested in joining the event are requested to indicate their participation to the AOMA Secretariat or to Ms Chileshe Chilambwe on ([chileshe.chilambwe@cfi.gov.zm](mailto:chileshe.chilambwe@cfi.gov.zm)) or ([ombudsmanzambia@cfi.gov.zm](mailto:ombudsmanzambia@cfi.gov.zm)) **by Monday 16<sup>th</sup> May 2016.**

### **NOTE:**

*In the event that you have not confirmed your participation at the Executive Committee Meeting of the African Ombudsman and Mediators Association (AOMA), kindly do so by submitting your confirmation to the AOMA Secretariat as soon as possible but no later than Thursday 12<sup>th</sup> May 2016. In order to further facilitate for the preparatory work by the Office of the Public Protector, Zambia. We also ask you to kindly indicate your participation at evening dinners and the excursion.*