



FIFTY-EIGHTH ANNUAL SESSION OF THE ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO)

HOSTED BY THE GOVERNMENT OF THE UNITED REPUBLIC OF TANZANIA

21 – 25 OCTOBER 2019 – DAR ES SALAAM, TANZANIA

NOTE: For latest updates please refer to <http://www.aalco.int>

ADMINISTRATIVE ARRANGEMENTS

1. The Fifty-Eighth Annual Session of AALCO will be hosted by the Government of the United Republic of Tanzania from 21-25 October 2019 in Dar es Salaam,, Tanzania.

The Venue for the Fifty-Eighth Annual Session would be:

Julius Nyerere International Conference Centre (JNICC)

Address: Shaaban Robert St, Dar es Salaam, Tanzania.

Phone: +255 688 281 099

2. **CONTACT INFORMATION OF THE GOVERNMENT OF THE UNITED REPUBLIC OF TANZANIA**

Address: Permanent Secretary, Ministry of Constitutional and Legal Affairs, Government City, Mtumba
P.O. Box 315 Dodoma.

Telephone: +255262310021, Fax: +255262321679

Email: km@sheria.go.tz

3. **CONTACT INFORMATION AT THE AALCO SECRETARIAT IN NEW DELHI**

AALCO Secretariat

29-C, Rizal Marg, Diplomatic Enclave, Chanakyapuri, New Delhi.

Tel: 00 91 11 26117641/42

Fax: 00 91 11 26117640

Email: as58@aalco.int

4. INVITATIONS

- (a) The Government of the United Republic of Tanzania shall send the invitations to the Ministers of Justice/Ministers of Foreign Affairs/Attorneys General of Member States.

Invitations shall also be sent by the Secretary General of AALCO to the Heads of Diplomatic Missions of Member States in New Delhi.

5. REGISTRATION

An online registration system is in operation at www.aalco.int . All the delegates are requested to fill out the registration form.

ALTERNATIVELY: If one encounters technical problems in accessing the registration system, delegates may also fill out the registration form which can be downloaded from the above mentioned website, and send the form to <as58@aalco.int>.

All registrations are required to be submitted by 30 September 2019..

6. INAUGURAL SESSION

The Inaugural Session will be held on Monday, 21 October 2019 at 9:00 am. All delegates are requested to be present and seated at 08:50 am.

The Chief Guest for the inaugural session will be a high level dignitary from the host government.

After the completion of the Inaugural Session, there will be a “Group Photo Session” of all Heads of Delegations together with the Chief Guest for the session.

7. VIP DELEGATES

“VIP Delegates” status will be accorded by the Government of the United Republic of Tanzania to those bearing the position of Ministers and Solicitor/Attorneys General. The same status is accorded to the Secretary-General of AALCO.

8. TRANSPORTATION AND PROTOCOL

(a) Arrival and Departure –the Host Government of the United Republic of Tanzania will provide transportation from and to Julius Nyerere International Airport (Dar es Salaam) for all the Delegates on 19th and 20th October 2019, provided the details of their arrival are duly registered before the deadline.

(b) Local Transportation

The Host Government of the United Republic of Tanzania will provide transportation from and to designated hotels to the conference venue. Delegates who stay at hotels other than those in the designated list will be responsible to arrange transportation between their hotels and the Conference venue.

(c) Return bookings/confirmation - Delegates are responsible for their return air-travel bookings confirmation.

9. ACCOMMODATION

- (a) The host government has partnered with several hotels to offer discounted rates to the conference delegates. The delegates are requested to **make their hotel accommodation booking directly with the Hotel** and pay for their own accommodation.

Annex A below, provides the details of the designated hotels to make reservations. However, the participants may book other hotels of their choice through their Embassy/Missions in Tanzania.

10. MEETING ARRANGEMENTS

(a) Registration upon Arrival and Venue facilities

- Registration desk will be opened at the Venue on Sunday, 20 October (12:00 noon - 06:00 pm) and Monday, 21 October (8:00 am – 9:00 am).
- Delegates should register their arrival and pick up the Meeting Badges and materials.
- Delegates who fail to collect their badges in time, they will have to contact the Organizing Committee's Focal Points in order to get access to the Conference Venue.
- Nameplates for the delegations will mention only name of the countries or organizations with no individual delegate name.
- A prayer room for Muslim delegates will be available.

(b) Working Language

The working language will be in English and Arabic and all key documentation will also be in English and Arabic.

The Secretariat reports on the deliberated agenda items shall be translated to Arabic as well.

(c) Dress Code

Business attire or national Dresses will be required for the meetings and official dinners.

(d) Distribution of Documents

- The documents of the session will be available on AALCO website: www.aalco.int.
- The Secretariat of AALCO will be distributing an official set of the meeting documents to all Member States during the registration upon arrival (only one set per delegation).
- Delegates are reminded to bring their downloaded meeting documents with them as no additional copies will be distributed during the Annual Session.
- One set of the documents in Arabic would also be distributed at the Session.
- Observer delegations will also receive one set of documents at the time of registration upon arrival.

(e) Matters for consideration

The themes for the Fifty-Eighth Annual Session:

- (i) Organisational, Administrative, Financial Matters and Reports
- (ii) Topic of the agenda of the International Law Commission
- (iii) Law of the Sea (BBNJ)
- (iv) Violation of International Law in Palestine and other Occupied Territories by Israel and other International Legal Issues related to the Question of Palestine
- (v) International Law in Cyberspace
- (vi) Peaceful Settlement of Disputes
- (vii) International Trade and Investments
- (viii) Extraterritorial Application of National Legislation: Sanctions against Third Parties.

(f) Secretariat and Help Desk

- (i) There will be a Secretary General's Office located at the Venue for bilateral consultations and other administrative issues.
- (ii) The AALCO Secretariat will be located at the Conference Venue.
- (iii) At the end of every working day a summary report of all activities and outcomes will be prepared by the Secretariat.
- (iv) A help desk for all delegates will be made available by the Organizing Committee at the Conference Venue from 08:00 am to 18:00 pm from 21st -25th October 2019 (Monday to Friday).
- (v) First Aid facility to be available at the help desk for the duration of the session.

11. WORKING LUNCH AND REFRESHMENTS

Working lunch, soft drinks and refreshments will be provided for all delegates at the Conference Venue from 21st to 25th October 2019.

12. QUARANTINE

All visitors from the Yellow Fever Endemic countries must have a proof of yellow fever vaccination before travelling to Tanzania.

This includes travellers who transit in Yellow Fever Endemic areas, if the transit period in those areas is 12 hours or more.

13. PASSPORT AND VISA

- To gain entry into the United Republic of Tanzania, foreign nationals need to have in their possession passports with at least 6 months of validity and appropriate visas.
- Delegates from all countries are requested to obtain necessary advice from the Embassy of the United Republic of Tanzania at their respective countries for all information and applications relating to their travel visa to Tanzania.

- Information regarding the AALCO’s Annual Session will be notified to all the Tanzanian Missions in the AALCO Member States.
- Delegates from countries that have no Tanzanian Embassy in their respective countries are suggested to obtain necessary advice from the Organizing Committee's Focal Points.
- The Government of the United Republic of Tanzania shall arrange a visa fees’ waiver to all delegates of the Annual Session.
- For those who require a “referred visa”, must apply their respective visas online at the website of the nearest missions abroad or should inform the local Organising Committee of the Host Country and or the Secretariat (as the host) to apply on their behalf through designated offices. This applies to the nationals of: Lebanon, Nigeria, Palestine, Pakistan, Senegal, Sierra Leone, Sri Lanka, Somalia, Syria and Yemen (source: <https://www.immigration.go.tz>) (as of 07 September 2019).

14. OTHER USEFUL INFORMATION

- (a) **Climate:** Mostly sunny
- (b) **Temperature:** The average high temperature is 29°C,
- (c) **Banking Services and Currency:** The official currency is Tanzanian shilling. Foreign exchange bureaus in the airport, in the city, hotels, and banks usually offer exchange service.
- (d) **Exchange Rate:** The exchange rate of 1 USD is 2,298.94 Tanzanian shilling. Transactions are subject to real-time rate.
- (e) **Time Difference:** GMT +03:00 hours
- (f) **Electricity Supply:** Tanzania operates on a 230V supply voltage and 50Hz. For Tanzania there are two associated plug types, types D and G. Plug type D is the plug which has three round pins in a triangular pattern and plug type G is the plug which has two flat parallel pins and a grounding pin.
- (g) **Car Hires and Taxi:** Car hires can be arranged by most hotels. It is advisable to use the licensed taxis only. It is also advised to negotiate the fare before you begin travelling.
- (h) **Visitors to Tanzania are advised to avoid carrying plastic carrier bags or packing plastic carrier bags or items in plastic carrier bags in suitcase or hand luggage.** Plastic carrier bags, regardless of their thickness are prohibited from being imported or being used in Tanzania. However, plastic or plastic packaging for medical service, food stuff, sanitary, industrial and agriculture products and waste management are not prohibited as well as plastic carrier items such as “Ziploc bags” used for carrying toiletries are also permitted.

15. SOCIAL EVENTS

A number of social events would take place during the Annual Session.

ANNEX A – DESIGNATED HOTELS IN DAR ES SALAAM FOR AALCO DELEGATES 20-25 OCTOBER, 2019

SN	NAME OF THE FACILITY	CONTACTS	DISTANCE FROM THE AIRPORT (JNIA)	DISTANCE FROM THE VENUE (JNICC)	NO. OF ROOMS	PRICE RANGE US DOLLAR (\$)	CONTACT PERSON
1.	HYATT REGENCY DAR ES SALAAM, THE KILIMANJARO	Box 9574, DSM 24 Kivukoni Front/ Mirambo Tel: +255 22 212 0777 +255 764 701 234 www.hyatt.com/en-us/hotel/tanzania	12 KM	900 M	182	205 – 2,000	Mr. Timothy Mlay Mob: +255 764 701 234 timothy.mlay@hyatt.com
2.	DAR ES SALAAM SERENA HOTEL	Box 791, DSM Ohio St. Tel: +255 22 221 2500 www.serenahotels.com	12 KM	800 M	230	206-1,800	Mr. Ceraphine Mob: +255 786 303 038 daressalaam@serena.co.tz
3.	DOUBLE TREE BY HILTON	Box 105342, DSM Slipway Rd, Msasani Peninsula Tel: +255 22 221 0000 Fax: +255 22 260 2357 www.doubletree3.hilton.com	26 KM	7.7 KM	152	185-2,000	Ms. Jacqueline Mob: +255 788 819 999 dardt_info@hilton.com
4.	SOUTHERN SUN HOTELS (T) LTD	Box 80022, DSM Garden Avenue St. Tel.+255 22 213 7575 www.tsogsun.com	12.9 KM	100 M	152	143 - 920	Mob: +255 757 700 000 mail.ssdar.reservations@tsogsun.com
5.	HOTEL SEA CLIFF LTD	Box 3030, DSM Toure Drive, Msasani Peninsula www.hotelseacliff.com	20.5 KM	7 KM	103	110 - 220	Ms. Nadeen Mob: +255 752 270 777 +255 764 700 600 information@hotelseacliff.com

6.	NEW AFRICA HOTEL (Four Points Dar es Salaam by Sheraton)	Box 9314, DSM Azikiwe St./ Sokoine Drive Tel: +255 22 211 7050 Fax: +255 22 211 2495 Web: www.newafricahotel.com	12 KM	2 KM	138		Mr. Siddharth Mob +255 787 974 427 +255 784 222 222
7.	HOLIDAY INN	Box 3222, DSM Azikiwe St. /Upanga Rd. Junction Tel: +255 213 9250 Website: www.holidayinn.co.tz	12 KM	1 KM	124	99 - 129	Ms. Martha Lukololo Mob: +255 717 380 974 +255 786 800 955
8.	RAMADA ENCORE	Box 10183, DSM Ghana Avenue Tel: +255 22 234 3434 www.ramadaencoredar.co.tz	11 KM	1 KM		126 - 263	Ms. Susan Mob: +255 752 363 003 sales1@ramadaencoredar.co.tz
9.	CITY PLAZA LTD/ A GOLDEN TULIP DAR ES SALAAM CITY CENTER	Jamhuri St. Tell: +255 22 212 9351 www.goldentulipdarcitycenter.com	11 KM	1.2 KM	56	96 -163	info@goldentulipdarcitycenter.com
10.	TANZANITE EXECUTIVE SUITES HOTEL	Morogoro Rd / Mali St. DSM Tel: +255 22 2127277 www.tanzaniteexecutivesuites.com	10 KM	2.2 KM	26	80 - 250	Mr. Mohammed Mob : +255 788 686 779 reservations@tanzaniaexecutivesuites.com
11.	TIFFANY DIAMOND HOTEL	Box 1239, DSM Tel: +255 2121201/2/4 Fax: +255 212 3800	12 KM	2.8 KM	134	65- 200	Ms. Jane Mob: +255 785 333 355 marketing@tiffanydiamondhotels.com jane@tiffanydiamondhotelst

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12.	HARBOUR VIEW SUITES LTD	Box 9163, DSM Samora Avenue Tel: +255 22 2124040 Fax: +255 22 2120333	15 KM	2.5 KM		90 - 146	frontoffice@harbourview-suite.com
13.	BEST WESTERN CBD HOTEL	Nkurumah St, DSM, 2585 Tel: +255 22 211 0629 www.bestwesterncbdhotel.co.tz	11 KM	3 KM	90	91.50 - 103	Ms. Elina Henry Mob: +255 717604500 sales@bestwesterncbdhotel.co.tz
14.	HOTEL SAPPHIRE	Box 20009, DSM Mtendeni St. Tel.+255 22 213 5300 www.hotelsapphirez.com	12 KM	2.5 KM	63	90 - 150	info@hotelsapphirez.com
15.	PROTEA HOTEL BY MARRIOTT COURTYARD	Box 542, DSM Seaview Ocean Rd. Tel: +255 22 213 0130 Fax: +255 22 213 0130 www.marriott.com	13 KM	3 KM	51	130 -160	info@phcourtyardhotel.com
16.	GOLDEN TULIP DSM HOTEL	Box 6300, DSM Toure Drive, Msasani Peninsula Tel: +255 22 260 0288 +255 22 260 0286 www.dar-es-salaam.goldentulip.com	18 KM	7.5 KM	90	101 - 310	Mr. Mathias Mob: +255 752 104 524 fom@goldentuliptanzania.com salesexecutive@goldentuliptanzania.com
17.	BEST WESTERN	4 and 6 Haile Selassie Rd,			45	120 - 165	Mr. Mohammed

	PENINSULA PLUS	Oyster bay, DSM, 2585 Tel: +255 22 266 4591 Fax: + 255 22 266 4595 www.peninsula-tz.com	15 KM	5 KM			Mob +255 783595613 reserve@peninsula-tz.com
18.	SEA CLIFF COURT HOTEL AND LUXURY APARTMENTS	Box 3030, DSM Haile Selassie Rd Msasani Peninsula, Tel: +255 22 260 2528 Fax: +255 22 260 1967 www.seacliffcourt.com	18 KM	7 KM	60	110 - 280	info@seacliffcourt.com reservations@seacliffcourt.com
19.	CORAL BEACH BEST WESTERN HOTEL	Box 2585, DSM Coral Lane, Masaki, Msasani Peninsula Tel: +255 22 260 1547 Fax: +255 22 260 1547 www.coralbeach-tz.com	19 KM	9 KM	62	150 - 205	Ms. Clementine Mob: +255 745 531 240 +255 744 287 554 reserve@coralbeach-tz.com
20.	PROTEA HOTEL OYSTER BAY BY MARRIOTT	Corner of Haile Selassie and Oyster Bay Tel: +255 22 266 6665 Fax: +255 22 266 7760 www.marriott.com	14 KM	4 KM	48	145 - 155	info@thoysterbay.com
21.	COLOSSEUM HOTEL & FITNESS CLUB- MASAKI	79, Haile Selassie Rd. Oyster Bay, Masaki Tel: +255 22 266 6655 www.colosseumtz.com	16.2 KM	5.2 KM	54	100-150	Mr. Sweta Mob: +255 674 942 223 +255 674 942 223 sales@colosseumtz.com sweta@colosseumtz.com
22.	HOTEL SLIPWAY	Box 105653, DSM Slipway Rd. Msasani Peninsula Tel: +255 22 260 0893	18 KM	8 KM	71	120 flat rate (negotiable)	Mob: +255 713 888 301 reception@hotelslipway.com

		www.hotelslipway.com					
23.	FIG TREE RESIDENCES	Box 1520, DSM 13 Yatch Club Rd. Msasani Tel.+255 713 326 000/ +255 726 326 000 E-mail : reservations@figtree.co.tz www.figtree.co.tz	19 KM	9 KM			Ms. Judith Shoo Tel: +255 654 754 556 Email: judith@figtree.co.tz
24.	SEASHELLS MILLENNIUM TOWERS HOTELS	Box 2217, DSM Kijitonyama, Ali H. Mwinyi Rd. www.seachelleshoteltz.com	18 KM	6 KM	60	70 - 90	Mob: +255 699 888 433 operationmgr@seachelleshoteltz.com nfo@seashellstz.com
25.	REGENCY PARK HOTEL	Box 75788, DSM Mwai Kibaki Rd. Mikocheni Area Tel: +255 22 277 1184 Fax: +255 22 272 71831 www.regencyparkhotel.co.tz	19 KM	7.4 KM	72	80 -160	Mob: +255 753 019 955 info@regencyoarkhotel.co.tz
26.	THE AMARIAH HOTEL	Nnamdi Azikiwe Avenue (Nearby Askari Monument), DSM Tel: +255 022 212 9754 – 6	16 KM	1 KM	27	65 -100	Mr. Paul Mob: +255784680092 +255 684 330 882 +255 677 008 954 info@amariah.co.tz reservations@amariah.co.tz

27.	SPICE HOTEL	Lumumba/ Narung'ombe St. Tel: +255 22 218 5656 / +255 22 218 5658 www.spicehotel.co.tz	10 KM	2 KM		30 - 50	Mr. Dominick spicehotelltd@gmail.com
28.	BELLROSE HOTEL	Kaluta/Bridge Street P.O Box 78204 +255222126030	11 KM	2KM		50 - 100	Email: info@bellrosehotel.co.tz www.bellrosehotel.co.tz