



## **ADMINISTRATIVE ARRANGEMENTS**

### **FORTY-NINTH ANNUAL SESSION OF THE ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO) AT DAR ES SALAAM, UNITED REPUBLIC OF TANZANIA (5 - 8 AUGUST 2010)**

**NOTE:** FOR UPDATES ON THE ANNUAL SESSION, PLEASE REFER TO THE WEBPAGE OF THE FORTY-NINTH AALCO ANNUAL SESSION AT [Ministry of Constitutional Affairs and Justice, Government of Tanzania Website: <http://www.sheria.go.tz> and AALCO's website at <http://www.aalco.int>]

#### **A. VENUE OF THE MEETING**

The Forty-Ninth Annual Session of the Asian-Africa Legal Consultative Organization Session ("49<sup>th</sup> AALCO Annual Session") will be held in Dar-es Salaam, United Republic of Tanzania. The venue for the 49<sup>th</sup> AALCO Annual Session is as follows:

Address: Kilimanjaro Hotel Kempinski  
P.O. Box 9574,  
DAR-ES SALAAM, TANZANIA  
Telephone No. +255-22-764 704 704  
Facsimile No: +255-22 212 0777  
E-mail: [sales.kilimanjaro@kempinski.com](mailto:sales.kilimanjaro@kempinski.com)  
[reservations.tanzania@kempinski.com](mailto:reservations.tanzania@kempinski.com)  
Website: [www.kempinski.com/daressalaam](http://www.kempinski.com/daressalaam)

#### **B. FOCAL POINT**

Head of the National Organizing Committee (NOC)

Name:	Oliver P.J. Mhaiki	and	George M. Masaju
Designation:	Permanent Secretary		Deputy Attorney General
	P.O. Box 70069,		P.o. Box 9050,
	DAR-ES SALAAM		DAR-ES SALAAM
Tel No:	+255 22 2137823		Tel No.+255 22 2123803
Mobile:	+255 788-012345		Mobile:+255 787751231
E-mail:	<a href="mailto:opmhaiki@yahoo.com">opmhaiki@yahoo.com</a>		

Ministry of Constitutional Affairs and Justice,  
Oliver P.J. Mhaiki  
Permanent Secretary  
P.O. Box. 70069  
DAR-ES SALAAM, TANZANIA  
Tel No.: +255 22 2137823  
Mobile: +255 788-012345  
E-mail: [opmhaiki@yahoo.co.uk](mailto:opmhaiki@yahoo.co.uk)

Ministry of Constitutional Affairs and Justice,  
Anselm Daniel Mwampoma  
Principal State Attorney,  
P.O.Box 9050,  
DAR-ES SALAAM, TANZANIA  
Tel No.:+255 22 2133 315  
Fax: +255 22 2113 626  
Mobile: +255 784 46 3316  
+255 784 46 3315  
Email: [amwampoma@yahoo.com](mailto:amwampoma@yahoo.com)

Ministry of Constitutional Affairs and Justice,  
Eliezer Mbuki Feleshi  
Director of Public Prosecutions  
P.O. Box 71069  
DAR-ES SALAAM, TANZANIA  
Tel. +255 22 2133 315  
Fax +255 22 2113 626  
Mobile:+255 784 317 807  
+255 755 542 218  
Email: [feleshi1964@yahoo.com](mailto:feleshi1964@yahoo.com)

Ministry of Constitutional Affairs and Justice,  
Mathew Mwaimu  
Director of Constitutional Affairs and Human Rights  
P.O.Box. 9050  
DAR ES SALAAM, TANZANIA  
Tel: +255 22 2123828  
Fax +255 22 2113236  
Mobile: +255 754 377 161  
+ 255 774 377 161  
Email: [mathew\\_mwaimu@yahoo.co.uk](mailto:mathew_mwaimu@yahoo.co.uk)

Ministry of Constitutional Affairs and Justice,  
Dr. Gerald A.M.Ndika  
Acting Principal  
Tanzania Law School

P.O.Box 9422,  
DAR-ES SALAAM, TANZANIA  
Tel No: +255 22 2461 318  
Fax: +255 22 2461317  
Mobile: +255 784 607968  
+255 754 973584  
E-mail: [gndika@yahoo.com](mailto:gndika@yahoo.com)

Ministry of Constitutional Affairs and Justice,  
Joseph J.K. Ndunguru  
Director of Public Legal Services,  
P.O.Box. 70069  
DAR-ES SALAAM, TANZANIA  
Tel No. +255 22 2137983  
Fax: +255 22 2137832  
Mobile: +255 754 434 314,  
Email: [jokindu3@yahoo.com](mailto:jokindu3@yahoo.com)

For further information please contact any of the following members of the Secretariat of the 49<sup>th</sup> AALCO Annual Session:

#### **Contact Points at the AALCO Secretariat**

H. E. Prof. Dr. Rahmat Mohamad  
Secretary-General  
AALCO  
29-C, Rizal Marg,  
Diplomatic Enclave, Chanakyapuri,  
New Delhi-110021, INDIA  
Tel: +91-11-26117641/26117642  
Fax +91-11- 26117640  
Email: [mail@aalco.int](mailto:mail@aalco.int)

Dr. Xu Jie  
Deputy Secretary-General  
AALCO  
29-C, Rizal Marg,  
Diplomatic Enclave, Chanakyapuri,  
New Delhi-110021, INDIA  
Tel:+91-11-26117641/26117642  
Fax +91-11- 26117640  
Email: [mail@aalco.int](mailto:mail@aalco.int)

Dr. Yuichi Inouye  
Deputy Secretary-General  
AALCO  
29-C, Rizal Marg,  
Diplomatic Enclave, Chanakyapuri,  
New Delhi-110021, INDIA  
Tel: +91-11-26117641/26117642  
Fax: +91-11- 26117640  
Email: [mail@aalco.int](mailto:mail@aalco.int)

**C. REGISTRATION FORM**

The registration form is as attached to this document. Alternatively, the form will be available at [www.sheria.go.tz](http://www.sheria.go.tz). and [www.aalco.int](http://www.aalco.int). All forms should be completed and returned by facsimile or email to the Secretariat of the 49<sup>th</sup> AALCO Annual Session by 31<sup>st</sup> July 2010 at the following address.

Secretariat of the 49<sup>th</sup> AALCO Annual Session  
C/o. Ministry of Constitutional Affairs and Justice,  
P.O. Box 70069,  
Mkwepu Street/Sokoine Drive  
DAR-ES SALAAM, TANZANIA  
Fax No. +255 22 2137831  
Fax.No. +255 22 2137821  
Email: [mail@aalco.int](mailto:mail@aalco.int)

**D. GUESTS OF THE GOVERNMENT OF TANZANIA**

Guest status will be accorded by the Government of the United Republic of Tanzania to the Heads of Delegation and Special Invitees (“Guests of the Government of Tanzania”). The Guest status by the Host Government is accorded only to the Heads of Delegation having the rank of Minister or Minister of State or Attorney-General in the respective Governments and the Secretary General of AALCO.

**E. PERSONAL SECURITY OFFICERS**

Guests of the Government of Tanzania will be provided with a Personal Security Officer (“PSO”) from the Tanzanian Police Force.

**F. ACCOMMODATION**

For delegates attending the 49<sup>th</sup> AALCO Annual Session whose accommodation is not being borne by the Government of Tanzania, a special conference package has been arranged at the following hotels at the rates specified net per room (single)/night inclusive of breakfast.

The address of the hotels is as follows:

**Protea Hotel Courtyard**

Dar es Salaam, Tanzania  
Tel: No.+255 22 2130130  
Fax. No +255 22 2130100  
Mobile: +255 754 300243  
+ 255 715300243  
Email: residentmanager@phcourtyard.com.  
Standard Single room B&B US\$ 95 all taxes inclusive

**Peacock Hotel City Centre**

Dar es Salaam, Tanzania  
Tel: No.+255 22 2114071  
Fax. No+255 22 2117962  
Mobile: +255 784 969848  
Email:info@peacock-hotel.co.tz.  
Standard Single Room, B&B US\$ 85 all taxes inclusive

**Paradise City Hotel**

Dar es Salaam, Tanzania  
Tel: No.+255 22 2200060/1/2  
Fax. No. +255 22 2200059  
Email:reservations@paradisecityhotel.com  
Junior and Executive Suites B&B US\$ 100 all taxes inclusive

**Holiday Inn**

Dar es Salaam, Tanzania  
Tel. No: +255 22 2139250  
Fax. No: +255 22 22139260  
Email: reservations@holidayinn.co.tz.  
Standard Room B&B US\$ 141.75 all taxes inclusive

**Southern Sun**

Dar es Salaam, Tanzania  
Tel: No: +255 22 2137575  
Fax. No: +255 22 2139070  
Email:dar@southernsun.co.tz  
Standard Room B&B US\$ 170 all taxes inclusive

**New Africa Hotel (1993) Limited**

Dar es Salaam, Tanzania  
P.O Box 9314,  
Tel: No. +255 22 2117050  
Fax. No +255 22 2113558/2116731  
Email: reservations@newafricanhotel.com

Harbour view rooms single USD 145 B&B all taxes inclusive

**Kilimanjaro Hotel Kempinski**

Dar es Salaam, Tanzania

Tel. No: +255 22 2132222

Fax No: +255 22 2120777

Email: [sales.kilimanjaro@kempinski.com](mailto:sales.kilimanjaro@kempinski.com).

Deluxe room City View B&B USD 290 all taxes inclusive

Deluxe room, sea view B&B USD 325

***All room reservations should be made by direct contact with the Hotel. They have necessary instructions in this regard.***

The Government of Tanzania will only pay for the accommodation of those accorded with the Guest status. Please be informed that the Government of Tanzania will not pay for any alcoholic beverages or miscellaneous service charges for those accorded with Guest status.

**Delegates other than Guests of the Government of Tanzania.**

All other delegates are responsible for the settlement of their personal hotel accounts and any other charges incurred upon departure and are kindly requested to settle their accounts directly with the hotel.

**G. MEETING ARRANGEMENTS**

**(i) Registration**

A registration Desk will be opened at the Kilimanjaro Kempinski Hotel.

Registration will commence from 4<sup>th</sup> August 2010 (Wednesday) from 1400 hrs to 1800 hrs. Thereafter, registration will continue on 5<sup>th</sup> August 2010 (Thursday) from 0800 hrs to 0930 hrs at the Conference Venue. All delegates and observers are advised to register their names before the Inaugural Session and to obtain their Meeting Badges. Delegates will not be permitted into the meeting hall without Meeting Badges.

**(ii) Meeting Badges**

Meeting Badges for all speakers and delegates will be issued upon Registration. Different colour scheme would be followed for different category of delegates.

**Red** Colour for the Heads of Delegations of AALCO Member States

**Brown** Colour for the Delegates from Member States

**Orange** Colour for the Delegates for the Observers (Non-Member States and International Organizations)

**Green** Colour for the Members of the National Organizing Committee (NOC)

**Blue** Colour for the AALCO Secretariat

**(iii) Working Language**

The working language of the 49<sup>th</sup> AALCO Annual Session will be English and all documentation will be in the English language. There will be simultaneous translation during the session, from English into Arabic and Arabic into English at the plenary session. The Secretariat Reports on the deliberated agenda items shall be translated into Arabic as well.

**(iv) Dress Code**

Business attire will be required for the meeting and the Official Dinners.

**(v) Distribution of Documents**

Documents of the 49<sup>th</sup> AALCO Annual Session are available and can be downloaded from the AALCO's website ([www.aalco.int](http://www.aalco.int)). One CD of the entire documentation for the Session would be sent to all the Member States before the Session. In addition, the Secretariat of the AALCO will be distributing **an official set (only one set per delegation)** of the meeting documents to all Member States during the registration at the Session. Delegations 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.

**(vi) Matters for Consideration**

Certain topics on the work programme of AALCO would be deliberated during the 49<sup>th</sup> Annual Session namely: (1) Thematic Debate: Making AALCO's Participation in the Work of the International Law Commission (ILC) more Effective and Meaningful; (2) Deportation of Palestinians and other Israeli Practices Among Them the Massive Immigration and Settlement of Jews in All Occupied Territories in Violation of International Law Particularly the Fourth Geneva Convention of 1949; (3) Challenges in Combating Corruption: The Role

of the United Nations Convention Against Corruption; (4) WTO as a Framework Agreement and Code of Conduct for World Trade; and (5) Expressions of Folklore and its International Protection, in addition to the organizational matters.

**(vii) Two Special Meetings**

Two-half day special meetings would be jointly organized by the Government of the United Republic of Tanzania, the AALCO Secretariat, the International Committee of the Red Cross (ICRC) and International Council of Environmental Law (ICEL) respectively on Saturday, 7 August, 2010, on “International Criminal Court: Recent Developments” In view of the outcome of the Review Conference: Principle of Complementarity and Crime of Aggression” and “Environment and Sustainable Development”

**(viii) Secretariat**

The AALCO Secretariat will be located at a venue to be informed.

**(ix) Drafting Committee**

A Drafting Committee will be established which will be chaired by the host country with the assistance of the AALCO Secretariat.

**H. MEDICAL FACILITIES**

The Secretariat/National Organizing Committee (NOC) has arranged with the Ministry of Health of Tanzania for basic medical facilities for all delegates in cases of emergency.

**I. AIRFARE**

Delegations are required to make their own travel arrangements.

**J. MEALS**

Breakfast will be provided for all delegates at the hotel. Unless otherwise stated, lunch, dinners and tea breaks will also be provided for all delegates throughout the meeting dates.

**K. PROTOCOL, IMMIGRATION AND TRANSPORTATION**

**(i) Arrival and Departure**

At Mwalimu Julius Kambarage Nyerere International Airport

- The National Organizing Committee Personnel will be at the Mwalimu Julius Kambarage Nyerere International Airport, Dar es



Salaam to meet and assist the Ministers, Attorneys General, Solicitors General and other Guests of the Government of Tanzania, Secretary General of AALCO, and delegates on their arrival and departure.

- Immigration officers will also be on duty at the airport to assist on immigration matters.

#### **At Hotel**

- The National Organizing Committee Personnel will be at the hotel to meet and assist delegations.

#### **(ii) Return bookings/confirmation**

Delegates are responsible for their return air-travel bookings confirmation. Please contact the Hotel Reception counter or the Secretariat for assistance if required.

#### **(iii) Transportation**

##### **Airport-hotel-airport**

Heads of Delegation and invited guests who are accorded with the status of Guests of the Government of Tanzania will be provided with the appropriate means of transport at the airport for transportation to the hotel on their arrival and for transportation from the hotel to the airport on their departure.

The Organizing Secretariat personnel will also assist the other delegates at the airport for transportation to the hotel on their arrival and from the hotel to the airport on their departure.

#### **Transportation during the Annual Session**

Transportation will be provided for all delegates who are staying at the specified conference hotel to the Conference venue and to attend any official/social functions.

#### **L. HELP DESK**

A help desk for all delegates will be made available at the Secretariat Room from 08:00 hours to 18:00 hours daily from 4-9 August, 2010 (Wednesday – Monday).

**M. PASSPORT AND VISA**

To gain entry into Tanzania, foreign nationals need to have in their possession passports with at least six months of validity and appropriate visas. Guests and delegates from all countries are requested to obtain the necessary advice from the Tanzania High Commission at their respective countries or the Ministry of Foreign Affairs of their respective countries for all information and applications relating to their travel visa to Tanzania.

**N. HEALTH**

All passengers who arrive in Tanzania from regions where yellow fever vaccination is required if the disease is endemic in the country of departure need to strictly adhere to the WHO recommendations and will be required to carry their Yellow fever Card.

**O. OFFICE FACILITIES**

Office facilities and telephone/facsimile services are available at the business Center of the hotel and delegates are to be responsible for all costs incurred there. Services provide include computer rental with internet access, facsimile, telex and photocopying services.

Certain Computers with Internet and printing facilities would be made available at the Conference venue for the use of delegates.

**(i) Water**

Visitors are advised to drink bottled or sterilized water only as tap water is not very safe.

**(ii) Climate**

Dar es Salaam has a very humid climate and relatively stable temperatures, both in terms of night-to-day, and summer-to-winter. The driest and coolest season is June through early October. Short rains occur November through February (especially December), and long rains occur March through May, with monsoon season peaking in April. Temperatures are high November through May, highest in January.

Between December and February, in the dry season, temperatures can rise to the mid-30s (°C); due to the high humidity, discomfort can be very high. You should seek shelter from the sun during the midday heat and use copious amounts of sun block.

However, August is one of the best times to visit Dar es Salaam as the rainy season will be over, with milder temperatures and lower relative humidity.

### **(iii) Banking Services and Currency**

The official unit of currency is the Tanzanian shilling (TZS), divided into 100 cents. Bills range from 1 shilling to 10,000 shillings. The exchange rates fluctuate, but you can think of Tsh 1,500. The tourism industry prices everything in US Dollars and they are the preferred unit of currency. As a major town, Dar es Salaam has several currency exchange centres.

Foreign exchange bureau in the city usually offer a better rate on travellers cheques than do the banks. ATMs are also available around the city. Major lodges, some hotels and travel agents in the city accept credit cards, but these should not be relied on and can incur surcharges.

While you get better rates at banks and foreign exchange bureaus for the larger bills, keeping a stack of small bills is handy for tips. Most of the high-end hotels accept US dollars but it can sometimes be a bit cheaper if you pay fees and accommodation in Tanzanian shillings

Never exchange money on the streets with the touts who offer you "best rates in town". Ask for safe joint to change your money at the hotel.

### **(iv) Local transport**

Car hires can be organized through most hotels. Tanzanians drive on the left. Like many developing countries, driving in Dar es Salaam can be stressful, difficult and dangerous. It is advised that you use a taxi. Taxi fares are not fixed. Taxi drivers consider almost all trips within the city center to be worth a minimum of 4,000 Tanzanian shillings (about 2.5 U\$D).

A price must be negotiated before you begin traveling, or the price will be considerably higher once you reach your destination. It is not customary to tip your driver. While there are many friendly and honest drivers, some will try their luck and quote an outrageous price to anyone who looks wealthy.

**To/from the airport to/from the city center** - the average price is 20,000 Tanzanian shilling (about 12.5 U\$D). This can sometimes be negotiated down, especially if you pay in USD.

For a small premium, you can reserve a taxi for the whole day. This can be convenient if you are visiting a number of places and doing some shopping. You should be able to get it for 40,000 Tanzanian shillings (about 25 U\$D).

**(v) Time Difference**

**Time:** GMT +3.

**(vi) Electricity Supply**

230 volts AC, 50Hz. Rectangular or round three-pin plugs are used.

**(vii) Tipping**

Waiters in the better restaurants should be tipped around 10%. Guides, porters and cooks in the wildlife parks and on safari trips expect tips. The amount is discretionary according to standard of service.

**P. SOCIAL EVENTS**

A number of social events will take place during the Forty-Ninth Annual Session.

**Wednesday, 4<sup>th</sup> August 2010:** Pre-annual Session Dinner Meeting of the Leaders of Delegations with the President of the Forty-Eighth Annual Session, Incoming President and the Secretary-General (hosted by the Secretary-General of AALCO).

**Thursday, 5<sup>th</sup> August 2010:** Reception/Dinner hosted by the President of the Forty-Ninth Annual Session of AALCO.

**Friday, 6<sup>th</sup> August 2010:** Reception/Dinner (hosted by the Government of Japan)

**Saturday, 7<sup>th</sup> August 2010:** Reception/Dinner (jointly hosted by the International Committee of the Red Cross (ICRC) & the International Council of Environmental Law (ICEL))

**Sunday, 8<sup>th</sup> August 2010:** Cultural Programme and Farewell Dinner hosted by the Government of The United Republic of Tanzania

**Q. SIGHTSEEING**

Sightseeing excursion to show the natural and scenic beauty of Tanzania may be organized by the Host Government.

Yellow Colour

MEMBER STATES

**ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO)  
FORTY-NINTH ANNUAL SESSION  
5<sup>TH</sup> TO 8<sup>TH</sup> AUGUST 2010  
DAR ES SALAAM (TANZANIA)**

**REGISTRATION FORM**

NAME: -----

Surname

First

Middle

PASSPORT NUMBER \_\_\_\_\_

COUNTRY \_\_\_\_\_

TITLE \_\_\_\_\_

STATUS HEAD OF DELEGATION \_\_\_\_\_

ALTERNATE MEMBER: \_\_\_\_\_

ADVISER/MEMBER \_\_\_\_\_

PERMANENT MAILING ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail : \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

SIGNATURE

Green Colour

OBSERVER STATES/  
INTERNATIONAL ORGANISATIONS

**ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO)  
FORTY-NINTH ANNUAL SESSION  
5<sup>TH</sup> TO 8<sup>TH</sup> AUGUST 2010  
DAR ES SALAAM (TANZANIA)**

**REGISTRATION FORM**

NAME: -----

Surname

First

Middle

PASSPORT NUMBER \_\_\_\_\_

COUNTRY \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

DESIGNATION \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

E-Mail: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

SIGNATURE