



AfCFTA **DIGITAL TRADE FORUM** 2025

INFORMATION NOTE

8-10 MAY 2025

**Mulungushi International
Conference Centre**

Lusaka – Zambia

Theme:
**Boosting Digital
Trade to Accelerate
AfCFTA
Implementation**



Dear Distinguished Participant,

Welcome to the Republic of Zambia, where the Inaugural AfCFTA Digital Trade & Services Forum is scheduled to take place from **8 to 10 May 2025**, in a **hybrid (in-person and virtual)** format.

Kindly find below some general information on arrangements for the Forum, which you may find useful.

1. DATE AND VENUE

The Forum will occur from **8th to 10th May 2025**, at **9:00 AM (CAT)** daily at the **Mulungushi International Conference Centre** in **Lusaka, Zambia**.

The Forum will be preceded by daily masterclasses/ information sessions from **6 to 7 May 2025** at **9:00 AM (CAT)**.

2. REGISTRATION FOR PARTICIPANTS

The registration desk will be open daily from **7:00 AM (CAT)** during the Forum. Each participant will be given a badge for identification during the period of the meeting. Information for virtual participation will be shared in due course.

3. VISA, IMMIGRATION REQUIREMENTS & FLIGHTS

Participants can obtain entry visas from the Zambian Diplomatic Mission in their countries of abode, if available. However, the Government of the Republic of Zambia shall, through the Department of Immigration, facilitate the issuance of visas for participants who may require visas prior to travel.

Participants who wish to get visas on arrival at the Kenneth Kaunda International Airport must have an official letter indicating that they will be travelling to Lusaka to attend the AfCFTA Digital Trade & Services Forum. Kindly note that the requisite \$25 shall be charged for a single-entry visa at the port of entry. To facilitate obtaining the official letter for visa on arrival, participants are encouraged to share their passport details in time. Participants who wish to



apply for visas online can use the following link: <https://eservices.zambiaimmigration.gov.zm/> and must attach the official cover letter.

Nationals of the following countries of the African Union (AU), particularly those from the Common Market for Eastern and Southern Africa (COMESA) and the Southern African Development Community (SADC) do not require a visa to enter Zambia: Angola, Botswana, Comoros Eswatini, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Sao Tome and Principe, Seychelles, South Africa, Tanzania, Uganda and Zimbabwe. However, similar to other non-citizens and non-residents arriving in Zambia by air, they must possess valid return air tickets.

Only participants sponsored by the AfCFTA Secretariat will receive a roundtrip air ticket (economy class) by the most direct and economical route (per the AU Travel Policy). Amendments to flight tickets may be made at the **cost of the participant** where options are available. The cost of any flight changes will be borne by participants unless in emergencies or due to an error made by the organisers.

4. VACCINATION AND HEALTHCARE REQUIREMENTS

In addition to visa and passport requirements, an international health certificate showing current **yellow fever immunisation** is required to enter the Republic of Zambia if arriving from countries with a risk of yellow fever transmission. Countries with the risk of yellow fever transmission and countries requiring yellow fever vaccination are as follows: Angola, Tanzania, Benin, Nigeria, Central Africa Republic, Burkina Faso, Burundi, Chad, Congo, Democratic Republic of Congo, Ethiopia, Gabon, Gambia, Ghana, Guinea, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, Sudan, Togo, and Uganda.

Travellers to Zambia do not need to present proof of full COVID-19 vaccination to enter the country, as all COVID-19 travel-related restrictions have been lifted. However, incoming travellers eligible for COVID-19 vaccinations are encouraged to be fully vaccinated before their travel.



Kindly note that participants are responsible for arranging their health insurance coverage.

5. PER DIEM/ DAILY SUBSISTENCE ALLOWANCE (DSA)

Only participants sponsored by the AfCFTA Secretariat will be paid per diem to cover their accommodation, meals and incidental costs during the Forum according to the AU's Daily Subsistence Allowance (DSA) rate for May 2025. All AfCFTA Secretariat-sponsored participants are requested to submit their original boarding passes, tickets, and visa fee receipts during registration on the first day of the Forum.

Kindly note that other costs incidental to the travel for the Forum will be borne by the participants.

6. ACCOMMODATION

All participants, including sponsored ones, are responsible for making arrangements for accommodation and are advised to stay at the hotels listed below. Participants are kindly encouraged to book directly with the following recommended lodging establishments, which have offered discounted, highly competitive packages to participants of the AfCFTA Digital Trade & Services Forum.

6.1 Recommended Hotels

Southern Sun Hotel

Room Category	Room Rate (USD)
	Single Occupancy
Single Room	\$115
Double Room	\$150

Email Address: ssridgeway.reservations@southernsun.com

Telephone Number: +260 211 251 666

Grand Palace Hotel



Room Category	Room Rate (USD)		
	Single Occupancy	Double Occupancy	Twin Occupancy
Standard Room	\$130	\$150	\$150
Deluxe Suite	\$160	\$170	

Email Address: reservations@grandpalace.co.zm

Telephone Number: +260 971 257 676

Radisson Blu Hotel

Room Category	Room Rate (USD)
	Single Occupancy
Superior Room	\$160
Executive Room	\$220

Email Address: reservation.lusaka@radissonblu.com

Telephone Number: +260 967 924 39

Golden Peacock Hotel

Room Category	Room Rate (USD)
	Single Occupancy
Standard Room	\$68

Email Address: zamgph@gmail.com

Telephone Number: +260 975 645 229

Protea Hotel by Marriott Lusaka Tower

Room Category	Room Rate (USD)	
	Single Occupancy	Twin Double Occupancy
Standard Room	\$210	\$230

Email Address: reservations@phlusakatower.co.zm

Telephone Number: +260 211 375 800

6.2 Recommended Fully-Furnished Apartments

Agora Village



Room Category (Apartments)	Room Rate (USD)	
	One Bedroom	Two Bedroom
Standard Room	\$144	\$184

N.B. Airport transfers are at an extra cost of \$30 for small cars and \$80

Email Address: reservations@theagoravillage.com

Telephone Number: +260 211 311 123

The Lofts Apartments

Room Category (Apartments)	Room Rate (USD)
Two Bedroom	\$190

Email Address: loftsconcierge@gmail.com

Telephone Number: +260 777 737 433

BKS Apartments

Room Category (Apartments)	Room Rate (USD)		
	One Bedroom	Two Bedroom	Three Bedroom
Standard Room	\$50	\$56	\$75

N.B. Airport Transfers: 7-seater airport shuttle – \$60 and \$23 for small cars

Email Address: booking@bkstours.com

Telephone Number: +260 211 355 373 | +260 960 709 695

6.3 Recommended Lodges

Blue Nile Inn

Room Category	Room Rate (USD)	
	Double Self Contained	Twin Room
Standard Room	\$17.60	\$20.50

Email Address: nets@bcs-ea.com

Telephone Number: +260 211 256001 | +260 969 662247



MIKA Lodge

Room Category	Room Rate (USD)			
	Single Occupancy	Double Occupancy	Twin Rooms	Executive Suites
Standard Room	\$32	\$34	\$42	\$43

Email Address: fomikalodge@mikahotels.com

Telephone Number: +260 976 335 891

7. LUNCH AND OTHER REFRESHMENTS

Snacks and lunch will be provided during the Forum.

8. MEDICAL SERVICE

First Aid and Medical Services will be available on-site at the Forum Venue. The following hospitals have been selected, should there be a need for medical evacuation:

- University Teaching Hospital, Nationalist Rd., Lusaka: (+260 211 251 451)
- Pearl of Health Hospital, Bwinjimfumu Rd., Lusaka: (+260 211 237 782)

9. INFORMATION AND PROTOCOL DESK

The AfCFTA Secretariat, in collaboration with the host country Coordination Team, will have an information and protocol desk onsite to provide any information required by Forum participants.

10. LOCAL TRANSPORT

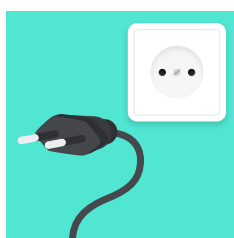
The Secretariat will provide transfers from and to Kenneth Kaunda International Airport. The Secretariat will also provide transportation services solely to and from the designated hotels of participants to the meeting venue in Lusaka. The Secretariat will **not** provide transport in



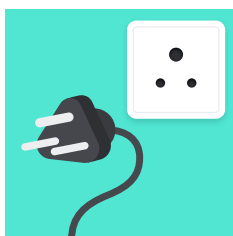
the respective home countries of participants.

11. ELECTRIC SUPPLY

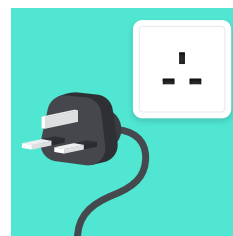
The standard electrical current used throughout Zambia is 230V with a frequency of 50 Hz. The electric plugs and sockets are of the C (two round pins in a linear pattern), D (three round pins in a triangular pattern) and G (three rectangular pins in a triangular pattern) type. It is recommended that participants bring their adaptors to comply with the electric current and plugs.



Type C



Type D



Type G

12. SIMULTANEOUS INTERPRETATION

Simultaneous interpretation will be provided in the following AU languages: English and French. Details of the full language regimen and the relevant channels will be available during the Forum.

13. DOCUMENTS

The AfCFTA Secretariat will be responsible for producing and disseminating all working documents, in line with African Union Commission (AUC) practices and procedures.

14. FORMAT OF THE FORUM

The inaugural AfCFTA Digital Trade & Services Forum will be held in a hybrid format (in-person and virtual). The AfCFTA Secretariat will live-stream the Forum to ensure online participation.



15. CURRENCY

The official currency of Zambia is the Zambian Kwacha (ZMW). All payments on the territory of Zambia must be made in the Zambian Kwacha. Currency exchange points are available at the airport and hotels. Similarly, ATMs are also available in banks, hotels, and large shopping centres.

16. GUIDANCE ON THE CUSTOMS ARRANGEMENTS FOR THE CLEARANCE OF GOODS, TOOLS AND SERVICE ITEMS INTENDED FOR EXHIBITION

Section 89 of the Customs and Excise Act, Cap 322 of the Laws of Zambia and Regulation 78 of the Customs and Excise (General) Regulations (S.I. 54 of 2000) provides the legal framework for the remission of duty on goods temporarily imported into Zambia for the purposes of exhibition, on condition that reciprocal treatment is accorded to goods exported from Zambia for purposes of exhibition in the importer's Country of origin.

Please note that goods imported under this provision remain under Customs control until after their re-export to the Country of origin. Further, note that if, for any reason, the goods are permanently imported or disposed of in Zambia, full duties shall be paid on the goods.

In addition, subject to the fulfilment of the provisions of Article 29 of the AfCFTA Protocol that covers Fairs and Exhibitions, exhibitors from AfCFTA State Parties may submit advance written requests for temporary importation of the subject goods, tools and service items through the Office of the Station Manager at the intended port of entry in a State Party. The submission should include the following:

- i. **Completed TIP Form prescribed (attached);**
 - ii. Copies of invoices and packing lists for the goods;
 - iii. Temporary exportation documents from the Country of export; and
 - iv. Permits (where applicable).
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Please note that for goods to be imported through Kenneth Kaunda International Airport, applications may be submitted by email to the Office of the Assistant Commissioner and Station Manager using the email addresses below:

- i. HAMALAMM@zra.org.zm
- ii. sichulam@zra.org.zm
- iii. MWALENL@zra.org.zm
- iv. silungwm@zra.org.zm

Please note that the Zambia Revenue Authority will assist in facilitating the clearance of goods that will be imported for the purposes of exhibition, provided that the authorisation is granted by Customs for the temporary importation of the goods prior to their arrival.

17. REQUIREMENTS FOR A TEMPORARY IMPORTATION LETTER

A list of equipment that the journalist/crew intends to bring to Zambia. This should indicate the following:

- Serial numbers, values for each piece of equipment, and the total value.

An official letter from the organisation the journalist/crew is coming from, stating their mission to Zambia, the date and port of entry, and the date and port of exit.

A temporal importation permit letter will be issued by Zambia News and Information Services (ZANIS) upon submitting the first two requirements to be submitted to the Customs Desk at the Port of Entry (KKIA).

N.B.: For any clarifications, you can get in touch with:

1. Name: Ms. Yvonne Jere Kunda
Email: yvonnejere61@gmail.com
Phone: +260977378590 / +260955692102
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2. Name: Ms. Adarlia Hara Hara Mainga
Email: adarliahara@gmail.com
Phone: +260976152816

18. WEATHER AND TIME

Lusaka, the venue for the meeting, is located on the plateau in south-central Zambia. It has a humid subtropical climate, with hot summers and cool winters, with cold conditions mainly restricted to nights in June and July. Lusaka has three main seasons: a warm monsoon season between November and March, a dry winter between April and August, and a hot summer from September to October. In May, Lusaka has a typical daily temperature range between 13°C and 25°C.

The time zone in Lusaka, Zambia, is **Central Africa Time (CAT)**, i.e. **GMT +2**.

19. CONTACTS FOR INFORMATION

To confirm your participation and to request further information, please contact:

AFCFTA SECRETARIAT ORGANISING TEAM	
AfCFTA Website	https://au-afcfta.org
AfCFTA Communications	Email: AfCFTACommunications@au-afcfta.org
Genet Tekle	Genet.Tekle@au-afcfta.org
Prisca Anguezomo Mba	Prisca.Anguezomo@au-afcfta.org