FOURTH MEETING OF STATES PARTIES TO THE
CONVENTION ON CLUSTER MUNITIONS

9-13 September 2013, Lusaka, Zambia

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I. Provisional Schedule

Recommended dates are arrival in Lusaka on Sunday 8 September 2013 and departure on Saturday 14 September 2013 in the evening at the earliest.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sunday 8 September</td>
<td>Arrival of participants</td>
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<tr>
<td>Monday 9 September</td>
<td>CMC Campaign Orientation Meeting</td>
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<td>(morning):</td>
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<td>Monday 9 September</td>
<td>Opening Ceremony</td>
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<td>(3 pm)</td>
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<td>Tuesday 10 to Friday</td>
<td>Official conference, 4MSP</td>
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<td>13 September:</td>
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<td>Saturday 14 September</td>
<td>CMC Debrief Meeting and Afternoon Event</td>
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<td>Saturday 14 (evening)</td>
<td>Departure of participants</td>
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<td>and 15 September:</td>
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II. Official Website and Registration

Registration and official documents are available on the official website of the conference: http://4msp.clusterconvention.org/

All participants attending the conference are kindly asked to register on the official website before 23 August 2013. Participants requiring sponsorship shall wait for the CMC confirmation before registering.

REGISTRATION PROCESS FOR CMC MEMBERS
1. Select “Registration”, “Register Online” and then click on the registration link on the official homepage of the conference;
2. Select “Organization” as a category;
3. Select “Cluster Munition Coalition” under “Organization Registration”;
4. Type the name of your organization under ”Other: Please enter your organization here:”
5. Fill in all other information requested and upload a scan of your passport;
6. Click “Submit”;
7. You will then receive an email confirming your registration has been submitted for logistical purposes;
8. Once the CMC has notified your participation under the CMC delegation to the United Nations Office for Disarmament Affairs (UNODA) and host government, you will receive a confirmation letter by email that can be used for visa application purposes.

Please note that CMC members do not need to send an individual notification to UNODA. The formal notification of member organizations of the CMC is done by the CMC on the basis of the information provided in the online registration. Please contact us at 4msp@icblcmc.org for any question on this matter.

III. Sponsorship Programme

The CMC is running a sponsorship programme to support the participation of active campaigners, particularly from affected and low-income countries, in the Fourth Meeting of States Parties to the Convention on Cluster Munitions (4MSP).

In order to request sponsorship for the conference, campaigners need to complete the online sponsorship application form.
Click here (www.stopclustermunitions.org/4msp/applyforsponsorship) to complete the online sponsorship application form.

The deadline to submit the sponsorship requests is 25 June 2013. All applicants will be notified by email of the result of their application by 15 July 2013 at the latest.

The CMC aims to bring a diverse group of campaigners but regretfully we will not be able to fund everyone who applies. Campaigners will be selected using the following criteria.

**PRIORITIES AND LIST OF CRITERIA FOR THE SPONSORSHIP SELECTION**

1) **Priorities**

**Universalization targets:** Priority countries will be identified based on the following criteria:
- The country is a non-signatory country that announced its intention to accede or could realistically make positive steps towards the CCM in 2013/14, or;
- The country is an affected and/or stockpiling country that could realistically accede or ratify in 2013/14, and;
- There is a strong reason to understand that the country will be participating in the meeting, and;
- There is demonstrated value in conducting advocacy activity with this country during the intersessionals that cannot as easily be achieved in-country.

**Implementation targets:** Priority countries will be identified based on the following criteria:
- The country is significantly affected by cluster munitions, and/or;
- The country has a significant number of survivors and large victim assistance needs, and/or;
- The country has stockpiles of cluster munitions, and;
- There are significant concerns about the country’s ability to meet CCM obligations, and;
- There is demonstrated value in conducting advocacy activity with this country during the intersessionals that cannot as easily be achieved in-country.

2) **Other criteria considered for the selection**

- CMC will prioritize sponsoring members who are actively involved in national or regional campaigning activities to urge countries to accede, ratify and/or implement the Convention on Cluster Munitions;
- ICBL-CMC membership or willingness to join as a member shortly is a prerequisite for sponsorship;
- Gender and regional balance as well as linguistic diversity will also be taken into consideration to ensure a balanced delegation;
- Total travel costs of each campaigner to attend the meeting will be considered within the limits for the budget available.
- The campaigner is from a low income country.

Participants applying for sponsorship are kindly asked to WAIT for confirmation from CMC before making any final travel arrangements. CMC does not assume liability for any change and cancellation fees before sponsorship has been confirmed.

**SPONSORSHIP RULES AND LIST OF COSTS COVERED**

Travel costs will be reimbursed in US dollars and participants are kindly asked to specify whether reimbursements shall be made in cash in Lusaka or by wire transfer after the meetings. When collecting the per diem, sponsored participants must bring their original travel receipts and their boarding passes.
The location and schedule for per diem and reimbursements will be available in the participant handbook circulated in advance of the meetings and distributed during the campaign orientation meetings.

- **Economy round-trip plane ticket to Lusaka and transportation to and from the airport in the home country (see practical information for transportation in Lusaka)**

IMPORTANT: Applicants are kindly asked to indicate their preferred itinerary and a cost estimation including the transit airport in the application form. Upon confirmation of sponsorship, participants will receive flight options directly from Diversity travel agency. If you wish to book your flight locally, please send your booking and quotation to Elsa Berseth at elsa@icblcmc.org after having received the flight options from the agency. Please take note that the ICBL-CMC will only reimburse up to the rate offered by the agency unless agreed otherwise. If you choose an option sent by the agency, you will receive your electronic ticket by email.

- **Hotel accommodation during your stay in Lusaka**

The CMC will book rooms for sponsored participants at the Hotel Stay Easy Lusaka. Accessible rooms will be booked at the Pamodzi Hotel, Intercontinental Lusaka Hotel and Stay Easy Hotel. Due to budget constraints, and in order to offer as many campaigners as possible the opportunity to participate in the meetings, sponsored participants may be asked to share a room with another campaigner of the same gender. If you would prefer to stay in a single room, the ICBL-CMC will cover the cost of a shared standard double room, and you will be responsible for covering the additional charges. *The ICBL-CMC will NOT cover extended stays and additional expenses in hotel rooms such as laundry, mini bar service, internet, telephone calls, faxes, taxi fares, etc. Participants are kindly asked to settle their bills for the extra costs at the hotel upon departure.*

- **Per diem during your stay in Lusaka and during transit**

Per diem will be paid in kwacha (ZMW). Please note that per diem will only cover the period recommended and it is subject to flight availability. Participants will have to arrange and cover hotel and incidental costs for additional days.

- **Visa and transit visa costs**
- **Airport taxes and fees**
- **Overnight costs if necessary**

If no direct flight is available, transit accommodation can be booked with Diversity agency or will be reimbursed if the participant has booked it. Transit hotel bookings must be approved by ICBL-CMC before confirmation. Please send your booking and quotation to Elsa Berseth at elsa@icblcmc.org.

**IV. Visa Information**

The Government of the Republic of Zambia immigration regulations requires that all foreign visitors to Zambia be in possession of a valid passport or an authentic travel document.
All delegates that require entry visas for Zambia will be able to collect one free of charge upon their arrival at the Lusaka International Airport or through Zambian Missions abroad (Document required: Visa Form for Zambia). The list of Zambian diplomatic representations in the world is available here: http://www.embassypages.com/zambia

We encourage participants to collect the visa at the Zambian diplomatic representations if available in the country.

Please note that there are countries that do not require visas to enter Zambia. The list of these countries is available here: http://www.zambiaimmigration.gov.zm/index.php?option=com_content&view=article&id=92&Itemid=117

Participants who travel to Zambia via a third country are encouraged to check with the authorities of that country whether they require a transit visa.

Once you have completed the registration process, you will receive a confirmation letter by email that can be used for visa application purposes as well as a visa waiver letter. The CMC will send an invitation letter to all selected sponsored participants and upon request to non-sponsored participants. If you have any issues with your visa application, please immediately contact Audrey Brasier at audrey@icblcmc.org

V. Accommodation in Lusaka

SPONSORED PARTICIPANTS

The CMC will book the hotel rooms for sponsored members at the following hotel:

**Stay Easy Lusaka**
Levy Business Park
Cnr of Church & Kabelenga Road
Lusaka 10101
Zambia

Sponsored participants will be asked to share rooms and the CMC will try whenever possible to take into consideration roommate preferences in the registration form.

ACCESSIBLE HOTELS

Please indicate any accessibility needs in the sponsorship application form or contact us at 4msp@icblcmc.org in order to make sure we can best assist you.

In addition to Stay Easy Lusaka, further wheelchair accessible rooms will be booked at the following hotels:

**Taj Pamodzi**
Church Road,
P.O. Box 35450,
Lusaka - 10101,
Zambia
Non-sponsored participants are responsible for booking their own rooms by directly contacting the hotels and lodges pre-booked by the Government of Zambia and available on the official website: http://4msp.clusterconvention.org/files/2012/03/Contacts-hotels_05062013.pdf

Please refer to the group name “CCM 4MSP” when making booking. The deadline for making reservations at the listed hotels and lodges is 31 July 2013, after which the rooms may not be available and the negotiated rate will not apply.

The CMC recommends the Courtyard Hotel (not accessible) among the list of official hotels which offers a good standard and a reasonable rate. If you have any questions on hotels, please contact 4msp@icblcmc.org.

VI. Venues

OFFICIAL VENUE

The 4MSP and side events will take place at Lusaka Government Complex located in Lusaka Central. All areas in the venue are accessible to wheelchair users.

A map is available here: http://4msp.clusterconvention.org/files/2012/03/Map_Lusaka.pdf

The Campaign Orientation Meeting and Morning Briefings will take place at the official venue.

VII. Campaign Meetings and Events

CMC CAMPAIGN ORIENTATION MEETING, MONDAY 9 SEPTEMBER

The CMC will organize a campaign orientation meeting on the morning of 9 September 2013.

CMC CAMPAIGN DEBRIEF MEETING AND SAFARI, SATURDAY 14 SEPTEMBER

The CMC will organize a campaign debrief meeting in the morning of 14 September 2013. A social event for all campaigners will be organized in the outskirts of Lusaka in the afternoon. Further information will be provided in the participant handbook.

Further meetings and events organized during the week will be available in the participant handbook.
VIII. Side Events and Materials

**SIDE EVENTS**

The official venue offers space for side events during lunchtime. Therefore, we will need to ensure coordination among campaigners who are planning to organize side events and encourage joint side events on the same topic.

*If you wish to organize a side event, please fill in the Side Event Request Form and return it to 4msp@icblcmc.org no later than 31 July 2013.*

**MATERIALS**

Campaign and lobbying materials will be available at the conference and distributed in advance.

If you wish to send materials to the conference in advance of the meeting, display materials at the conference or have printing requests or needs, we kindly ask you to contact Lucy Pinches at lucy@icblcmc.org.

IX. Transportation and Practical Information

**ARRIVAL AND GETTING AROUND**

Transportation from/to airport and between venues will be organized during the conference. Detailed information will be available at a later stage.

**ACCESSIBILITY**

Accessible transportation between venues will be organized during the meetings. If you have specific requirements for accessible transportation on arrival and during your stay, please indicate them clearly in the sponsorship application form or inform us at 4msp@icblcmc.org.

**LANGUAGE**

There are over 73 tribes in Zambia, but the official language is English. All media and business is in English and most Zambians speak it fairly well. Bemba is the next most commonly understood language, followed by Nyanja Tonga, Luvale, Lozi, Lunda and Kaonde.

**HEALTH**

Visitors from or passing through a *yellow fever and cholera zone* (most of tropical Africa and South America) must be able to produce a valid International Certificate of Vaccination. Air travellers who only pass through the airports of such a zone are exempt from the requirement.

*Malaria* cases in Zambia have gone down considerably in the last few years. Delegates are however still encouraged to take anti-malaria two weeks before arrival and continue two weeks after leaving. For more information delegates should consult their pharmacists or doctors before departure.
Chemists / Pharmacies:
Chemists/pharmacies in the town centre and shopping malls stock a wide range of medicines and first aid accessories. However delegates should carry adequate supply of their prescribed medicines with them. There are some emergency chemists/pharmacies that open after hours and on Sundays in Lusaka.

Hospitals and Clinics in Lusaka:
Lusaka has a number of public and private hospitals and clinics which are well equipped to attend to medical emergencies and other illnesses. Most of these hospitals and clinics accept most international medical insurance schemes. Delegates should contact their insurance companies before departure for information on clinics and hospitals in Lusaka that accept their medical insurance policies. Please note the University Teaching Hospital is the biggest public hospital in Zambia and is well equipped to handle all medical cases.

The list of hospitals is available here: http://4msp.clusterconvention.org/files/2013/04/List-of-hospitals-for-conference_05062013.pdf

Tap water in the City of Lusaka is quite safe. However, bottled mineral water is readily available and recommended.

**Currency and Tip**

The currency in Zambia is a Zambian Kwacha (ZMW). The exchange rate is 1 US$ = 5.4 Kwacha. Most currencies are accepted (Euros, UK pound, US dollar) as well as all major international credit cards and master cards. There are bank machines and bureau de change within Lusaka.

Usually 10-15% is the accepted norm for the tip unless included.

**Weather and Time**

September in Lusaka is dry and fairly hot. The temperatures fluctuate 18°C and 30°C. Humidity is usually below 40%. For more information about the weather forecast, please consult: http://www.zmd.gov.zm/

Zambia is two hours ahead of Greenwich Mean Time or Greenwich Meridian Time, one hour ahead of Central European Time, seven hours ahead of Eastern USA time and ten hours ahead of Western USA time.

**Voltage**

The Voltage in Zambia is 220 -240 volts, AC (50HZ) and Zambia uses the British standard socket (rectangular 3 pins). Delegates are advised to check the voltage before using their electrical appliances.
X. CONTACTS

Campaign coordination
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Interventions and statements
Tamar Gabelnick, Policy Director tamar@icblcmc.org

Advocacy and lobbying
Amy Little, CMC Campaign Manager amy@icblcmc.org

Media and communications
Jared Bloch, Media and Communications Manager jared@icblcmc.org

Campaign materials
Lucy Pinches, Communications and Campaigns Officer, lucy@icblcmc.org

Sponsorship programme
Elsa Berseth, Operations Manager, elsa@icblcmc.org

Hotel, registration and visa
Audrey Brasier, Administrative Officer, audrey@icblcmc.org

Finance
Patrick Teil, Finance Director, patrick@icblcmc.org

IN LUSAKA

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