



## Protocol and Logistical Note

3<sup>rd</sup> G25 African Coffee  
Summit 2025

21<sup>st</sup> - 22<sup>nd</sup> February 2025

Dar es Salaam  
United Republic of Tanzania

1. INTRODUCTION .....	2
2. ACCREDITATION AND REGISTRATION .....	2
3. VISA AND IMMIGRATION REQUIREMENTS .....	2
4. AIRPORT .....	5
5. OVER FLIGHT AND LANDING PERMITS .....	6
6. VACCINATION AND HEALTH REQUIREMENTS .....	6
7. HEALTH SERVICES .....	6
8. GROUND TRANSPORT .....	7
9. ACCOMMODATION .....	7
10. LIASON OFFICERS .....	8
11. ELECTRIC SUPPLY .....	8
12. LANGUAGE AND SIMULTANEOUS INTERPRETATION .....	8
13. CURRENCY AND BANKING SERVICES .....	8
14. SECURITY .....	8
15. SAFETY .....	9
16. FIREARMS PERMITS .....	9
17. RADIO FREQUENCY AND COMMUNICATION EQUIPMENTS PERMITS .....	9
18. MEDIA PERMITS .....	9
19. WEATHER AND TIME .....	10
20. TELECOMMUNICATION COMPANIES .....	10
21. BUSINESS AND SHOPPING HOURS .....	10
22. TOURISM .....	11
23. SUMMIT CONTACT PERSONS .....	17

## 1.0 INTRODUCTION

The 3<sup>rd</sup> G25 African Coffee Summit, hosted by H.E. Dr. Samia Suluhu Hassan,

President of the United Republic of Tanzania is scheduled to take place on 22<sup>nd</sup> February 2025. The Summit will be preceded by the Ministerial conference slated for 21<sup>st</sup> February 2025. The Summit will be held at Julius Nyerere International Convention Centre (JNICC), Dar es Salaam, Tanzania.

The Summit is jointly organized by the Government of the United Republic of Tanzania, and Inter-African Coffee Organization (IOCA). The Government of the United Republic of Tanzania welcomes all delegates and looks forward to providing smooth facilitation on arrival, departure and safe stay in Tanzania.

The final program of the Summit can be retrieved through the following website: <https://www.q25coffeesummit.or.tz/>

## 2.0 ACCREDITATION

### 2.1 Accreditation system

Participants are informed to register online via <https://forms.gle/Skdr2JP1KpYyvpGD6> . For any inquiries related to registration kindly contact: **Mr. Harith Ahmada** +255 773 595 758 or **Mr. Godfrey Mboje** via Mobile +255 717 274 262. The code in the confirmation letter will be used to verify registration and issue of access badge.

Accreditation centre and issuance of badges will begin from 18<sup>th</sup> – 20<sup>th</sup> February 2025 at the JNICC. Liaison Officer will be responsible for the collection of respective delegation badges. Delegates will only be allowed to access specific zones according to their Accreditation Category.

All invited countries are urged to submit official portraits of the respective Heads of State, Government and Heads of Delegation preferably before 18<sup>th</sup> February 2025 through: [ally.pongwa@nje.go.tz](mailto:ally.pongwa@nje.go.tz) copy to [mtumwa.bakari@nje.go.tz](mailto:mtumwa.bakari@nje.go.tz).

## 3.0 VISA AND IMMIGRATION REQUIREMENTS

Visas will be issued in accordance with the laws and regulations of the United Republic of Tanzania. Further information on Visa application is available at <https://visa.immigration.go.tz/> .

**Please note:** All inquiries related to Visa on arrival and Visa exemption can be channeled through [ally.pongwa@nje.go.tz](mailto:ally.pongwa@nje.go.tz) copy to [mtumwa.bakari@nje.go.tz](mailto:mtumwa.bakari@nje.go.tz).

## 4.0 AIRPORT

Entry point to the United Republic of Tanzania is through Julius Nyerere International Airport (JNIA). All delegates are advised to land and takeoff through this Airport. In the event that delegates wish to use other international airports in Tanzania, they will be required to use domestic flights to connect to Dar es Salaam.

## 4.1 Julius Nyerere International Airport (JNIA) – Terminals

### Terminal I

- VVIP Aircraft

### Terminal II

- VVIP (Commercial Flight)

### Terminal III

- Delegates

Only five (05) Officials will be allowed to access the receiving and sending off line area at JNIA Terminal I. Names of the five (05) Officials should be submitted preferably 72 hours before arrival through [ally.pongwa@nje.go.tz](mailto:ally.pongwa@nje.go.tz) copy to [mtumwa.bakari@nje.go.tz](mailto:mtumwa.bakari@nje.go.tz).

## 4.2 Arrival and Departure

### i. Arrival of the Heads of State and Government

Upon arrival, Heads of State and Government will be received by designated Senior Government Officials alongside a Silent Guards Salutation and traditional dance during arrival and departure.

### ii. Arrival of Summit Participants

Protocol Officers will be deployed at both VIP and normal lounges to assist delegates in expediting immigration clearance, baggage collection, organize transport and transfers to the hotels. Delegates are kindly requested to communicate their specific arrival and departure details as early as possible.

iii. Invited countries, institutions and agencies are urged to submit delegation lists preferably 72 hours before arrival through [ally.pongwa@nje.go.tz](mailto:ally.pongwa@nje.go.tz) copy to [mtumwa.bakari@nje.go.tz](mailto:mtumwa.bakari@nje.go.tz), with the following format:

SN	TITLE	NAME	POSITION	COUNTRY	INSTITUTION/ AGENCY	NATIONALITY	PASSPORT NUMBER
1.	His/Her Excellency Honourable Prof./Dr./Eng. Mr./Mrs./Ms.						
2.							

## 5.0 OVERFLIGHT AND LANDING PERMITS

Requests for overflight and landing permits should be submitted to the Ministry of Foreign Affairs and East African Cooperation at least 72 hours before arrival of the aircraft in Tanzania through the following email: [mtumwa.bakari@nje.go.tz](mailto:mtumwa.bakari@nje.go.tz) copy to [ally.pongwa@nje.go.tz](mailto:ally.pongwa@nje.go.tz).

## 6.0 VACCINATION AND HEALTH REQUIREMENTS

For all travelers from yellow fever endemic countries entering the United Republic of Tanzania, International Health Certificate showing yellow fever immunization is required. On site yellow fever vaccination will be available at cost of USD 50. For further details on yellow fever entry requirements and information please visit: <https://afyamsafiri.moh.go.tz/>.

## 7.0 HEALTH SERVICES

First aid emergency services, including ambulances and specialized medical teams, will be available and standby at the JNICC. For further medical attention, delegates are advised to seek assistance at one of the following hospitals:

- **Name of Hospital** : Muhimbili National Hospital
- **Focal person** : Dr. Juma Mfinanga,
- **Mobile Number** : +255 715 517 580 or +255 754 517 580.
  
- **Name of Hospital** : Muhimbili Orthopaedic Institute
- **Focal person** : Dr. Asha Abdullah
- **Mobile Number** : +255 624 408 493
  
- **Name of Hospital** : Jakaya Kikwete Cardiac Institute
- **Focal person** : Dr. Peter Kisenge
- **Mobile Number** : +255 713 236 502
  
- **Name of Hospital** : Agha Khan Hospital
- **Focal person** : Dr. Hussein Kanji Manji
- **Mobile Number** : +255 685 679 123
- **Emergency Hotline** : +255 782 004 001

In case of emergency or any medical incident, delegates are advised to reach out to our emergency medical personnel through +255 718 319 373. Any delegate on medication is kindly advised to carry enough medics for the duration of his/her stay.

## 8.0 GROUND TRANSPORT

Heads of State, Governments and Ministers as Representative will be provided with transport throughout the conference:

### a) Heads of State and Government

- i. Police sweep motorbike
- ii. Police pilot car
- iii. Protocol car
- iv. VVIP (VIP Car; Two Escorts, Spare Car and Police Rear Guard)

- v. Minister of Foreign Affairs car
- vi. Luggage Car
- vii. Ambulance

#### b) Vice President and Prime Minister

- i. Police sweep motorbike
- ii. Protocol car
- iii. VIP (VIP Car; One Escort, and Police Rear Guard)
- iv. Minister of Foreign Affairs car
- v. Luggage Car

#### c) Minister as Representative

- i. Police sweep motorbike
- ii. Protocol Car
- iii. VIP Car

## 9.0 ACCOMMODATION

Courtesy for accommodation will be 1+1 for the Heads of State and Government, former Heads of State and Government, whereas the Heads of Delegations (as the Country Representative) will be 1+0. The courtesy for accommodation will commence on **20<sup>th</sup> and end on 23<sup>rd</sup> of February, 2025**. Recommended hotels with contact details for reservations for delegates are available at <https://www.g25coffeesummit.or.tz/>

**Please note**, courtesy from the Government of the United Republic of Tanzania will not apply to resident and non-resident Heads of Mission representing Heads of State and Government. However, Heads of Mission are advised to make necessary transport and accommodation arrangements for their smooth participation in the Summit.

## 10.0 LIAISON OFFICERS

Liaison Officers shall be assigned to all Heads of State and Government and Heads of Delegations. Liaison Officers shall act as a link between the delegation and the Host Country on all pertinent issues.

## 11.0 ELECTRIC SUPPLY

The standard electrical current used throughout the United Republic of Tanzania is 240 volts with a frequency of 50Hz. The electric plugs and sockets are of the G type. It is recommended that delegates should carry their own adaptors to comply with the electric current and plugs.

Type G



## 12.0 LANGUAGE AND SIMULTANEOUS INTERPRETATION

The Summit language will be English, Portuguese and French. However, simultaneous interpretation will be provided in Swahili. Details of the full language regimen and relevant channels will be provided during the Summit.

**Please note**, Swahili is the official national language of the United Republic of Tanzania.

## 13.0 CURRENCY AND BANKING SERVICES

The official currency of Tanzania is the Tanzanian Shilling (TZS). Currency exchange services are available at the airports, banks and bureau de change.

Banking services from Monday - Friday, commence from 08:00 to 16:30 and on Saturday from 09:00 to 13:00 but some banks have branches that open on Sunday at Mlimani City Mall. Most banks have cash dispensing machines across the city that accept Visa, Master Card and Cirrus. Similarly, ATMs are available in airports, banks, shopping malls and other buildings/offices in the city.

## 14.0 SECURITY

The Government of the United Republic of Tanzania is dedicated to ensuring maximum safety and security for all delegates throughout the Summit. Delegates are advised to understand and comply with various security measures that will be in place during the Summit. Further, delegates are advised to be prepared to pass through security checks when accessing the hotels, summit venue and other important places and this includes scanning their badges QR code when entering/exiting the venue.

## 15.0 SAFETY

The Summit is convened at Dar es Salaam, one of the safest cities in the country. Despite the Government's undertaking to enhance security surveillance during the period of the Summit, delegates are encouraged to use their leisure time around restaurants, bars, and hotels and enjoy nightlife in the city whilst observing necessary safety precautions. However, in case of any security emergency, please contact:

Dar es Salaam Central Police Station: +255 737 931 380

## 16.0 FIREARMS PERMITS

The Ministry of Foreign Affairs and East African Cooperation requests delegations to submit firearms requests through a Note Verbale and e-mailed to [ally.pongwa@nje.go.tz](mailto:ally.pongwa@nje.go.tz) copy to [mtumwa.bakari@nje.go.tz](mailto:mtumwa.bakari@nje.go.tz) preferably 72 hours before arrivals. The submitted request should include: full names of bearers, nationality, date of birth, copy of passport, caliber of weapons, serial numbers and rounds of ammunition.

### **Please note:**

- No uncleared weapons will be permitted in the United Republic of Tanzania.
- Security officers from the invited country may carry along a maximum of three (03) pistols with the largest caliber allowed 9 mm.
- Firearms are not permitted at the State House.
- Only one (01) firearm will be permitted at JNICC.
- The United Republic of Tanzania takes responsibility for the safeguarding of all VVIP aircraft. No foreign security will be permitted to safeguard their aircraft.
- Jamming devices are strictly prohibited at all venues.

## **17.0 RADIO FREQUENCY AND COMMUNICATIONS EQUIPMENT PERMITS**

The Ministry of Foreign Affairs and East African Cooperation requests delegations to submit radio frequency and communication equipment permit requests through a Note Verbale and e-mailed to [ally.pongwa@nje.go.tz](mailto:ally.pongwa@nje.go.tz) copy to [mtumwa.bakari@nje.go.tz](mailto:mtumwa.bakari@nje.go.tz) preferably 72 hours before arrivals. The request should include details of bandwidth, frequency range (spectrum), preferred frequency make (brand) and power output.

## **18.0 MEDIA PERMITS**

The Ministry of Foreign Affairs and East African Cooperation requests delegations to submit media equipment permit requests through a Note Verbale and e-mailed to [ally.pongwa@nje.go.tz](mailto:ally.pongwa@nje.go.tz) copy to [mtumwa.bakari@nje.go.tz](mailto:mtumwa.bakari@nje.go.tz) preferably 72 hours before arrivals. The submitted request should include: full names of videographer (01) and photographer (01), copy of passport, make and serial number of media equipment.

## **19.0 WEATHER AND TIME**

The City of Dar es Salaam is located on the eastern coast of the United Republic of Tanzania and its time zone is East Africa Time (GMT+3). The average temperature in February 2025 is expected to be between 24°C and 32°C. Further, information on weather forecasts is available at <https://www.meteo.go.tz>.

## **20.0 TELECOMMUNICATION COMPANIES**

Tanzania has a number of telecommunication service providers operating in the country. These are:

- i. Tanzania Telecommunication Company Limited (TTCL);
- ii. Vodacom Tanzania (Vodacom);
- iii. Airtel Tanzania (Airtel);
- iv. Yas Tanzania (Yas formerly known as Tigo); and
- v. Halotel

The outlined companies provide mobile network coverage, data communication and payment services. They provide a gateway to the internet using GPRS, 5G,



4G and 3G through SIM cards which are widely available and easily registrable at the purchasing points in the city. However, every SIM card user/buyer is legally required to do fingerprint registration prior to its activation.

## 21.0 BUSINESS AND SHOPPING HOURS

All public offices open from 0730 to 1530 Monday to Friday, whereas most private offices open from 0800 to 1700. Similarly, most of the business shops are around Kariakoo and operate 24 hrs.

## 22.0 TOURISM: (Tanzania – the Award-Winning Destination)

Dear Delegates,

It is with great pleasure and enthusiasm that we extend our heartfelt welcome to Tanzania the World's Leading Safari Destination and Africa's Premier Destination. Renowned for its natural beauty, rich culture, and thriving tourism industry, Tanzania offers a perfect backdrop for our global gathering.

As coffee enthusiasts, while preparing to attend the upcoming Coffee Summit this February, we invite you to experience Tanzania's coffee culture firsthand. The fertile volcanic soil surrounding Mount Kilimanjaro and Mount Meru creates an ideal environment for coffee cultivation, and the region is home to some of the finest beans in the world. From local farm tours to vibrant coffee houses, Tanzania offers unique opportunities to immerse yourself in the rich flavors and history of coffee.

For an in-depth insight into Tanzania's coffee industry, a comprehensive understanding of the product and the themes of the 3<sup>rd</sup> African Coffee Summit, kindly contact **Mr. Kajiru Kisenge**, Director of Coffee Development and Coordination from Tanzania Coffee Board at **+255 757 165 203**.



Tanzania is also blessed with a vast array of tourist attractions, which are categorized

into natural, cultural, and man-made resources. Over 32 percent of the land is dedicated to conservation, encompassing 21 National Parks, One Conservation Area, 28 Game Reserves, 43 Game Controlled Areas, 38 Wildlife Management Areas, 19 Nature Reserves, 3 Ramsar Sites, 125 Archeological Sites, 18 Marine Parks and Reserves, and over 1,400 km of pristine coastline. It also boasts three Great Lakes and the iconic Spice Island of Zanzibar.

These natural treasures are complemented by a warm and diverse population, with over 120 ethnic groups united by the Swahili language. In addition, Tanzania is home to 7 UNESCO World Heritage Sites, including the Serengeti National Park, Ngorongoro Crater, Mount Kilimanjaro, and the Stone Town of Zanzibar.

### Highlights of Tanzania's Iconic Attractions:

#### Serengeti National Park

Tanzania's oldest and most famous National Park, Serengeti, is recognized by UNESCO as a World Heritage Site. Renowned for its vast plains and extraordinary wildlife, the Serengeti is home to over two million wildebeest, half a million Thomson's gazelles, and a quarter of a million zebra. The park is also the stage for the world-famous Serengeti migration—a spectacle unlike any other in the natural world.



## Mount Kilimanjaro:

Rising abruptly from the open plains, capped by snow and frequently fringed by clouds, it is one of Africa's classic images famously known as the "Roof of Africa" and has been recognized as Africa's leading tourist attraction. At elevation of 5,895m, it is the highest free-standing mountain and the highest summit in the World that can be reached by walking, without hand-over climbing.

Mount Kilimanjaro is also listed by UNESCO as a World Heritage Site. Although just three degrees south of the Equator, the peaks of the mountain have caps of snow and ice all year around. Kilimanjaro climbers pass from a tropical to an arctic environment in just a few days. There is an almost lunar-like landscape on the saddle that stretches between the two peaks of Kibo and Mawenzi. The highest point of Kibo, and indeed the whole of Africa, is Uhuru Peak, with spectacular glaciers and stupendous views of the plains, five kilometers below.



### **Ngorongoro Crater:**

Ngorongoro Crater, found within the Ngorongoro Conservation Area Authority, is often described as “the African Garden of Eden”. It is the largest intact caldera in the World, sheltering a cross-section of wildlife that is diverse and dispersed amongst an amazing array of ecosystems within the Natural Amphitheatre. The crater is listed by UNESCO as a World Heritage Site.

Ngorongoro Crater is characterized by a dynamic and constantly changing ecosystem. The mixture of forests, canyons, grassland plains, lakes, and marshes provide habitats for a wide range of bird and animal life, estimated at

over 3,000 different species. Highlights include the endangered black rhinoceros, an abundance of elephants, cheetahs, lions, wildebeest, zebra, gazelle, buffalo, eland, hartebeest, warthog, waterbucks, reedbucks, bushbucks, baboons, vervet monkeys, jackals, leopards, ostrich, white storks, and flamingos. The Olduvai Gorge is also found within the Ngorongoro Conservation Area and is characterized by chronicles of human ancestry.



### **Zanzibar**

Zanzibar, an archipelago off the coast of Tanzania, is a captivating blend of natural beauty and rich cultural heritage. Its pristine beaches, crystal-clear waters, and lush greenery create a picture-perfect paradise. A destination with a wide variety of attractions that appeal to tourists. Nungwi Beach, Kendwa Beach and Paje Beach are among of the Pristine white sand and crystal-clear waters found in Zanzibar that are perfect for sunsets, lively beach activities, kitesurfing and relaxation.



### **Zanzibar Stone Town:**

The island's vibrant culture is evident in its historic Stone Town, a UNESCO World Heritage Site, where ancient architecture intertwines with bustling markets and local life. House of Wonders (Beit-al-Ajaib) a significant historical building, Old Fort – 17<sup>th</sup> century fort showcasing Zanzibar's history, and the Palace Museum – Former Sultan's residence displaying royal artifacts are among the island's heritage.



Chumbe Island Coral Park, a marine sanctuary with incredible snorkelling opportunities that stretches a splendid view from the Forodhani Park, a food market on the edge of Stone Town.

Zanzibar Island presents the Rock Restaurant, a world-famous restaurant perched on a rock in the sea that offers a blend of unique relaxation, adventure, history, and culture; making it a must-visit destination. It is breathtaking to note that, Zanzibar's Spice tours provide insight into the island's nickname, the "Spice Island," with a chance to see and smell cloves, nutmeg, cinnamon, and vanilla.

### **Dar es Salaam City:**

Dar es Salaam is Tanzania's commercial hub and the business centre for the East and Central African countries. It is also home to the Swahili culture which is a mixture of Bantu and Arab ways of life. Currently, Dar es Salaam is designated as a MICE Destination hosting several international meetings and conferences.

The city has a variety of places to visit located close to the Summit Venue. These include Museums such as the National Museum, Village Museum, Southern African Countries Liberation Museum, and Mwalimu Nyerere Museum; the Historic Port of Dar es Salaam; Old Boma; Mwenge Crafts Market; SGR Railway Station; and the Ferry Fish Market.

The city is characterized by several restaurants that offer local and international cuisine. In its suburbs, Dar es Salaam offers wildlife experience and nature-based activities at Pande Game Reserve and Pugu Nature Reserve respectively. Furthermore, the eastern part of the city is the coast of the Indian Ocean with pristine beaches and several areas for water sports. Dar es Salaam City is also close to the Mafia Island where the unforgettable experience of diving with whale sharks is offered.



With these highlights, we would be gracious to welcome all delegates to explore Destination Tanzania during your stay in the country. Aligned with that, you may also go through the country's tourism investment opportunities with a lot to offer in accommodation, transportation and sightseeing, conference and convention centres, food services, and recreational centres.

For more information, please visit <https://www.tanzaniatourism.go.tz>.

***Tanzania Unforgettable!***



## 23.0 SUMMIT CONTACT PERSONS

For further information on protocol and logistics, please contact the Department of Protocol Focal Persons of the Summit through contacts below:

<b>Mr. Ally Pongwa</b>	+255717456557	ally.pongwa@nje.go.tz
<b>Ms. Salma Othman</b>	+255779191663	Salma.othman@nje.go.tz



-----  
**Prepared by:**

Department of Protocol,  
Ministry of Foreign Affairs and East African Cooperation,  
P.O.BOX 2933,  
**DODOMA, United Republic of Tanzania.**

