



Promoting cotton by-products in Eastern and Southern Africa

UN Development Account Project 1617K

Implemented by UNCTAD

In partnership with COMESA and UNECA

DRAFT LOGISTICS NOTE

National capacity-building workshop

25-29 September 2017, Harare, Zimbabwe

This note provides logistical information for the national capacity-building workshop in Harare, as part of the technical cooperation project “Promoting cotton by-products in Eastern and Southern Africa.” For substantive information about the workshop, please consult its concept note and programme, available on the project site (see Contacts below).

1. Venue

UNCTAD will confirm the venue with the Ministry of Industry and Commerce, the project’s government focal point. Participants are responsible for arranging their own local transportation to the venue.

2. Participation

UNCTAD will identify participants in collaboration with its government focal point, the Ministry of Commerce and Industry. The Ministry will issue official invitations by post and email. Participants will receive a personal badge and will be required to sign a daily attendance list.

Invitees are required to confirm their participation by the following dates:

- Participants from Harare: 15 September 2017
- Participants from other regions: 25 August 2017

To confirm their participation, invitees should email a copy of their identification document (e.g. passport) and travel itinerary, if travelling from outside of Harare.

3. Visas

Non-resident participants are responsible for contacting the nearest embassy or consulate of Zimbabwe to arrange a visa for travel to the country.

4. Accommodation

Participants may contact the following recommended hotels in Harare:

Bronte Hotel

121 Baines Avenue
Tel: +263(4) 707522-7; 7963311-7
Email: bronte@mweb.co.zw
Web: <http://brontehotel.com/>

Monomotapa Hotel

54 Park Lane
Tel: +263 (4) 704516
Email: hotels@legacyhotels.co.za
Web: <https://www.legacyhotels.co.za>

Cresta Lodge

Samora Machel Ave and Robert Mugabe Rd
Tel: +263 (4) 486 870 / 487 006
Email: reservations@lodge.cresta.co.zw
Web: <http://www.crestalodgeharare.com/>

Meikles Hotel

3rd Street and Jason Moyo Avenue
Tel: +263 (4) 707721-9
Email: reservations@meikles.com
Web: <http://www.meikles.com/>

Holiday Inn

Samora Machel Avenue and Fifth St
Tel: +263 (4) 251204
Email: gm@hih.africansun.co.zw
Web: <https://www.ihg.com/>

Rainbow Towers

1 Penne father Avenue
Tel (4) 772633-9
Email: reservations@rtg.co.zw
Web: <https://www.therainbowtowers.com/>

5. Documentation

Participants will receive copies of the following documents and are strongly encouraged to review them before the workshop:

- Programme and descriptions of sessions;
- UNCTAD, 2017. Cotton and its by-products sector in Zimbabwe. Available at: http://unctad.org/en/PublicationsLibrary/websuc2017d3_en.pdf; and
- Final report of the survey on cotton by-products in Zimbabwe (in progress).

After the workshop, electronic copies of all presentations, statements and deliverables, including the final report, will be published on the project site (see below).

6. Contacts

General information on the project, including the project document, background materials and activity reports, can be found at the project site:

<http://unctad.org/en/Pages/SUC/Commodities/SUC-Project-1617K.aspx>

Please address specific inquiries to the following UNCTAD staff members:

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