

## Logistics note

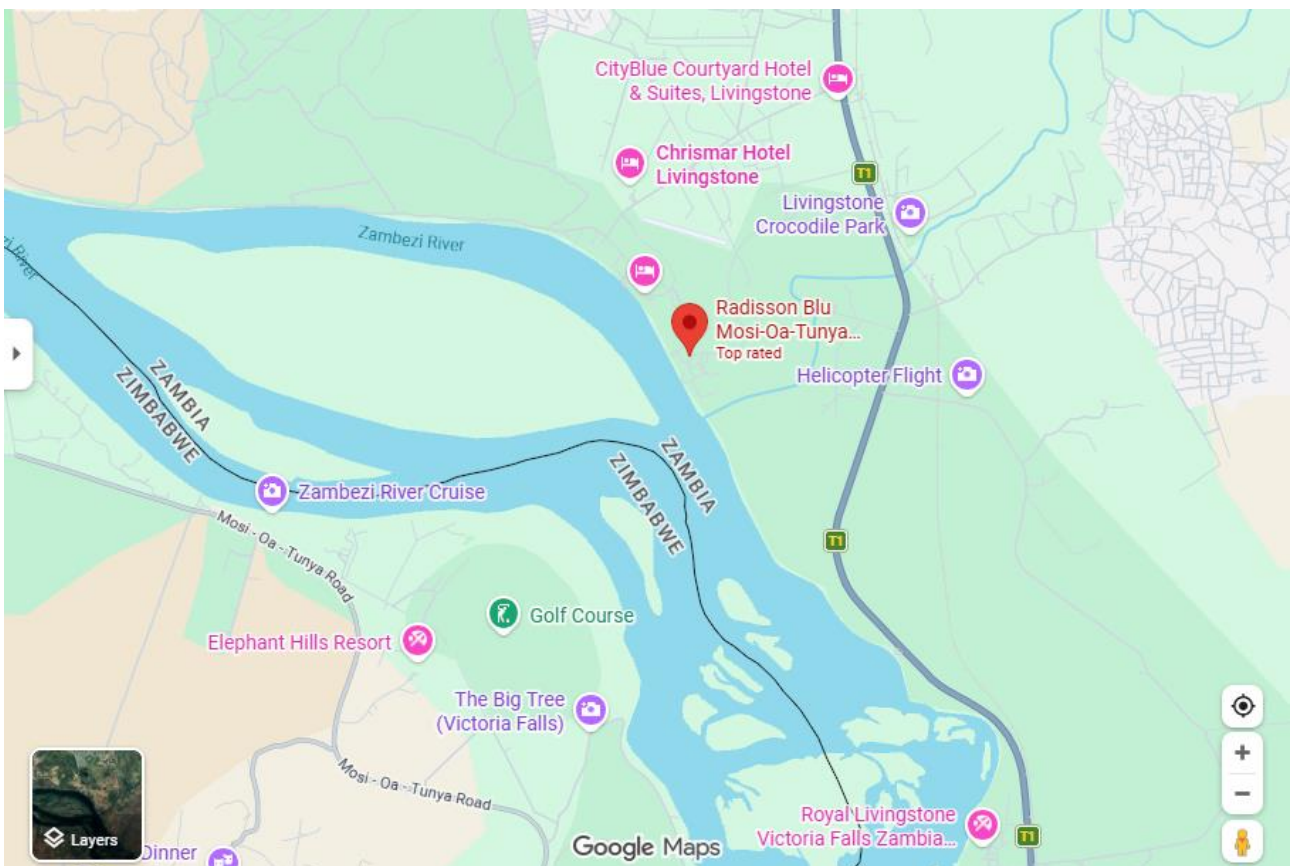
Eighth meeting of the Board  
22–24 April 2026, Livingstone, Zambia



## Eighth meeting of the Board: 22–24 April 2026

### Venue

The eighth meeting of the Board of the Fund for responding to Loss and Damage (FRLD) will be held in Livingstone, Zambia, at Radisson Blu Mosi-Oa-Tunya, Livingstone Resort. The meeting will convene from 22 to 24 April 2026.



### Address:

Radisson Blu Mosi-Oa-Tunya, Livingstone, 10101, Zambia

### Venue website:

<https://www.radissonhotels.com/en-us/hotels/radisson-blu-resort-mosi-oa-tunya>

## Meeting information

### Meeting documents

The provisional agenda and meeting documents will be made available on the [FRLD website](#) in due course.

### Venue access/On-site registration

- The registration desk on-site will be open from 19 April 2026.
- For registration, please bring a valid personal ID to receive your badge. Please note that access to the meeting area is restricted to registered participants only.
- To comply with the security requirements of the Secretariat, **participants are expected to wear their badges visibly at all times and in all areas.**
- If you lose your badge, please report this to the FRLD Board Affairs and Governance team at [boardaffairs@frld.org](mailto:boardaffairs@frld.org) immediately.

### Dress code

- The dress code for the meeting is smart casual. Please refer to the note on page 12 regarding weather conditions.

### Webcast

The Board meeting can be followed through webcast via the dedicated YouTube channel indicated on the FRLD website.

### Meals and refreshments

All participants will be offered lunch and refreshments at the venue from 20 to 24 April 2026.

### Working language

The working language of the Board meeting is English.

## Travel

All travellers must have a passport valid at least six (6) months beyond their contemplated period of stay in Zambia and a return ticket to their country of origin or a ticket and/or visa to their next destination. See <https://www.zambiaimmigration.gov.zm/arriving-departing-zambia/>

## Insurance

The organizers cannot accept liability for personal accident, including health-related concerns, travel inconveniences, or loss or damage to private property that may be incurred as a result of participation in the events.

- Participants are advised to arrange appropriate insurance coverage prior to their travel.

## Boarding passes

Travellers are advised to retain their boarding passes for future reference.

## Visas

### Applying for a visa for Zambia

Some delegates may require an entry visa to Zambia unless from a visa-exempt country. Zambia offers free visa entry to nationals of many countries.

- A full list of nationals who DO NOT require visas to enter Zambia is provided on the following web page: <https://www.zambiaimmigration.gov.zm/nationals-who-dont-require-visa/>
- A full list of nationals who DO REQUIRE a visa *prior to travel* is provided on this web page: <https://www.zambiaimmigration.gov.zm/nationals-requiring-visa-prior-to-travel/>
- A list of nationals who can obtain the Zambian visa upon arrival is provided here: <https://www.zambiaimmigration.gov.zm/nationals-who-require-visa/>

## Information for participants who require a visa

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.

- **All participants who require a visa** will need an official covering letter provided by the Secretariat. *Those participants are requested to send their passport details* to the Secretariat ([boardaffairs@frld.org](mailto:boardaffairs@frld.org)) as soon as possible.
- Participants who wish to **apply for visas online** may use the following link <https://eservices.zambiaimmigration.gov.zm/> and must attach the official covering letter provided by the Secretariat.
- Participants who wish to **obtain a visa upon arrival** at the Harry Mwaanga Nkumbula International Airport (HMNIA) or Kenneth Kaunda International Airport (KKIA) must show the official letter (see above) indicating that they will be travelling to Lusaka to attend the FRLD Board meeting.

Zambia will provide gratis visas only to members and alternate members of the Board and advisers. In addition, participants with diplomatic passports will be issued with gratis visas. All other delegates can obtain visas on arrival.

- A **USD 50** fee will be charged for a single-entry visa.

## Arrival in Zambia

### Arrival and departure

Harry Mwaanga Nkumbula International Airport (HMNIA) is located about 12 km from the Radisson Blu hotel. Travel time from the airport to the hotel is about 30 minutes but may take longer during peak traffic hours.

It is strongly recommended that participants book flights directly to HMNIA.

Designated staff from the Zambian Ministry of Foreign Affairs will be stationed at HMNIA and KKIA to assist participants.

### Ground transportation upon arrival

The Government of the Zambia will provide transportation for the FRLD Executive Director, Deputy Executive Director, Board Co-Chairs, Board members, alternate Board members, advisers and staff of the Secretariat upon arrival at HMNIA. More information will be circulated in due course.

Other participants are advised to make their own transportation arrangements from HMNIA to their respective hotels. Please coordinate with your chosen hotel for airport transfer services.

### Ground transportation to and from the meeting venue

A complimentary shuttle service will be provided for pre-identified hotels to and from the meeting venue.

- The trip schedule, shuttle boarding location and routes will be provided in due course.
- Participants will be required to present their badges for verification when boarding the shuttle vehicle.

Participants who opt to make their own transportation arrangements from their hotel to the meeting venue are recommended to use local taxis or Yango, a ride-hailing application which can be downloaded from Google Play Store or Apple Store. Local transportation **only** accepts Kwacha or mobile money (Airtel or MTN).

## **Planning your stay**

### **Hotels**

All participants are responsible for arranging their own hotel bookings and are advised to contact the hotel of their choice directly. A list of hotels is provided in the annex to this document.

For convenience and efficiency of the meetings, participants are encouraged to book and stay at the venue of the meeting, Radisson Blu hotel.

### **Daily subsistence allowance**

Where applicable, daily subsistence allowance (DSA) is provided to cover expenses related to official travel, including meals, lodging and other incidental costs.

DSA will be provided to members and alternate members of the Board from developing countries, as well as to one designated adviser for each, subject to verification of eligibility and presentation of a valid passport. DSA calculation will follow the Board approved travel policy for Board. Further details regarding the timing and procedures for DSA distribution will be communicated ahead of the meeting.

### **Site visits**

An optional site visit for all B.8 participants will be scheduled on 25 April 2026 for interested participants. The total cost will be USD 30 that should be paid to the Secretariat representative at the registration desk by 21 April 2026.

The local organizing committee will facilitate arrangements to go to the Mosi-oa-Tunya National Park and the Victoria Falls.

Sample itinerary:

7:00 am: Pick up at Radisson Blu

7:15 am: Arrive at the National Park

9:30 am: Leave the National Park

10:00 am: Arrive at Victoria Falls

12:30 pm: Drop off at Radisson Blu

**More information:**

- The **Victoria Falls** known as Mosi-oa-Tunya, the falls are located on the border between Zambia and Zimbabwe. This is one of the largest and most spectacular waterfalls in the world, known for its beauty and cultural significance. Visitors will get to see an area that plays a key role in Zambia's economy through the tourism sector, which has been heavily impacted by the recent and projected droughts. Another compounding effect is the area's loss of biodiversity, which would also be highlighted in the visit.
- **Mosi-oa-Tunya National Park:** one of Zambia's smaller national parks, it is a unique sanctuary for a wide variety of wildlife, including the country's only population of white rhinos, which are monitored and protected by dedicated wildlife rangers. The park is a paradise for birdwatchers and walking safaris.

**Tourism options**

The following sites are well-known tourist destinations that participants can attend in their own time and at their own expense:

- **Chief Mukuni's village and the Big 5 Mukuni:** founded during the 13th century, this royal village is a working village that offers a glimpse into the daily life of the Leya people. Visitors can experience local crafts, traditional food, live performances of Zambian music and storytelling dances, showcasing the deep roots of Zambian culture as well as interact with lions, leopards and other animals. More information can be found here: <https://www.mkunibig5.co.zm/>
- The Livingstone Museum: the largest and oldest museum in Zambia was established in 1934 and is in the heart of Livingstone. It showcases significant collections related to Zambian archaeology, history, culture and natural history, along with memorabilia of David Livingstone. More information can be found here: <https://livingstonemuseum.org/>

## Health, safety and security

### Health

Participants are responsible for ensuring that they meet all health and vaccination requirements for entry into Zambia. Participants are encouraged to consult their healthcare provider and refer to official sources for the most up-to-date health and vaccination guidance before travelling. Participants are also encouraged to take any recommended prescription medicine to prevent any diseases prevalent in Zambia.

A **Yellow Fever** vaccination certificate may be required for travellers arriving from, or transiting through, countries with a risk of Yellow Fever transmission. Participants are advised to check the applicable requirements based on their travel itinerary prior to departure.

### Medical support at Radisson Blu

An on-site clinic from the Zambia Ministry of Health will be available to provide Basic Healthcare Services and respond to any emergencies throughout the conference.

### Personal safety

Zambia is, for the most part, a very safe country. However, visitors are encouraged to be particularly vigilant in buses, markets and shopping areas and night clubs. During your movements within Livingstone keep your personal belongings, including your passport and other important documents, in a secure place, and avoid carrying large sums of cash or valuables unnecessarily. Also, it is not advisable to walk alone at night.

### Movement around the hotel

Participants are advised that walking in the immediate area surrounding the Radisson Blu Mosi-Oa-Tunya Resort is prohibited.

The hotel is located in proximity to wildlife areas and pedestrian movement outside designated hotel grounds is heavily restricted and strongly discouraged due to significant safety risks posed by wildlife.

Participants are requested to remain within the secured hotel premises at all times unless using organized transportation arranged by the Secretariat, the local organizing committee or approved hotel transport services.

Strict adherence to this guidance is required for the safety of all participants.

### **Public protest**

The Republic of Zambia *Public Order Act* places restrictions on:

- Certain types of assembly, public meeting or procession
- The wearing of any uniform or displaying any flag signifying association with certain political organizations during assemblies, public meetings or processions.

Permits are required for such gatherings, and these are subject to a notice period.

For further information:

<https://www.parliament.gov.zm/sites/default/files/documents/acts/Public%20Order%20Act.pdf>

## Contact information

For any queries regarding information not covered in this document, please contact the FRLD Secretariat: [firdsecretariat@fird.org](mailto:firdsecretariat@fird.org).

### In case of emergency

Zambia country telephone code: +260

Please note the following emergency phone numbers:

- Emergency: 999
- Police/ambulance: 991
- Fire service: 993
- Police: Livingstone +260 (0)213 332 3575/0116

## General information for visitors to Zambia

### Time zone

Central Africa Time (CAT) is 2 hours ahead of Coordinated Universal Time (UTC+2).

### Weather

Livingstone, Zambia, has a tropical wet and dry climate with three seasons:

- Warm wet season (December to April)
- Cool dry season (May to August)
- Hot dry season (September to October)

In April, temperatures range from 16°C to 30°C (approx. 61°F to 84°F). Rain is possible so participants are advised to pack an umbrella, a jacket or a raincoat.

Current weather conditions in Livingstone can be found at:

<https://weather.com/weather/tenday/l/Lusaka%2BLusaka%2BZambia?canonicalCityId=2487b40af9b4f16f00cfa6068eb0023c>.

### Language

Zambia's official language is English, but the country also has seven (7) major local languages, namely: Bemba, Nyanja, Tonga, Lozi, Lunda, Kaonde and Luvale.

### Currency

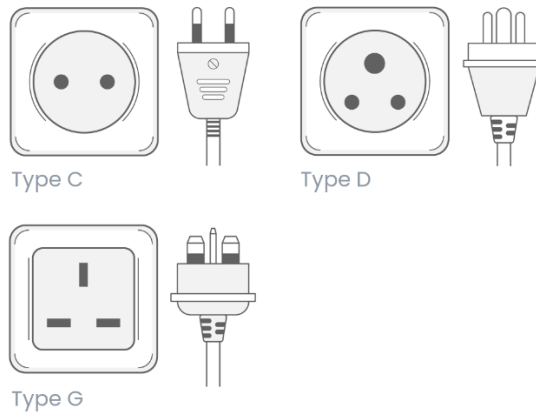
The Zambian currency (ZMW/K) is known as the Zambian Kwacha and Ngwee (where 100 Ngwee is equal to K1). Zambia currently has six banknotes and four coins in circulation. These are: K500, K200, K100, K50, K20 and K10 banknotes; and K5, K2, K1 and 50N coins. Most hotels, restaurants, travel agencies and supermarkets take mobile money (Airtel and MTN) and both debit and credit cards – Visa and Mastercard. Participants who wish to do some shopping are advised to carry cash in Kwacha, as some shops still operate on cash basis and will not accept United States dollars (USD) or credit cards.

One United States dollar is approximately equivalent to K18.55 (but changes often). Money may be exchanged at the Golden Coin Bureau de Change at KKIA, or at the Radisson Blu hotel.

Updated exchange rates may be viewed at: [the Bank of Zambia](#).




**Electricity**

The standard voltage in Zambia is 230V (as for Europe, UK and Australia). Participants are advised to bring suitable adapters if necessary. Plugs are mainly Type G (three square pins, British style), but Type C and Type D are also used.



## Annex

Note: As April to June is peak season for tourism activities in Livingstone, delegates are strongly encouraged to book early because rooms are fast running out and prices may go up with time.

HOTEL	DESCRIPTION
Meeting venue: offering discounted rates net of tax, including breakfast	
<p>Radisson Blu</p> 	<p>Website: <a href="https://www.radissonhotels.com/en-us/hotels/radisson-blu-resort-mosi-oa-tunya">https://www.radissonhotels.com/en-us/hotels/radisson-blu-resort-mosi-oa-tunya</a></p> <ul style="list-style-type: none"> <li>• Indicative cost per night: K4,000 – K4,500</li> <li>• <a href="#">Booking link for discounted rate</a> for FRLD B.8 participants</li> <li>• Note: this is the only hotel that has provided FRLD discounts</li> </ul>
Other hotels in Livingstone:	
<p>David Livingstone</p> 	<p>Website: <a href="https://www.thedavidlivingstone.com">https://www.thedavidlivingstone.com</a></p> <ul style="list-style-type: none"> <li>• Distance from the venue: 11 km</li> <li>• Indicative cost per night: K5,150 – K11,750</li> <li>• Direct email to book: <a href="mailto:res@anthology.co.za">res@anthology.co.za</a></li> </ul>
<p>Avani</p> 	<p>Website: <a href="https://www.avanihotels.com/en/victoria-falls">https://www.avanihotels.com/en/victoria-falls</a></p> <ul style="list-style-type: none"> <li>• Distance from the venue: 15 km</li> <li>• Indicative cost per night: K3,700</li> </ul>

HOTEL	DESCRIPTION
	<ul style="list-style-type: none"> <li>Direct email to book: <a href="mailto:victoriafalls@avanihotels.com">victoriafalls@avanihotels.com</a></li> </ul>
Chrismar Hotel	Website: <a href="https://www.chrismarhotel.com/livingstone">https://www.chrismarhotel.com/livingstone</a> <ul style="list-style-type: none"> <li>Distance from the venue: 3.3 km</li> <li>Indicative cost per night: K2,500 – K2,900</li> <li>Direct email to book: <a href="mailto:booklvn@chrismarhotels.com">booklvn@chrismarhotels.com</a></li> </ul>
Courtyard Hotel	Website: <a href="http://www.citybluehotels.com/cityblue-courtyard">www.citybluehotels.com/cityblue-courtyard</a> <ul style="list-style-type: none"> <li>Distance from the venue: 3 km</li> <li>Indicative cost per night: K1,200 – K1,500</li> <li>Direct email to book: <a href="mailto:reservations@citybluehotels.com">reservations@citybluehotels.com</a></li> </ul>
Fairmount Hotel	Website: <a href="https://www.newfairmounthotel.co.zm/">https://www.newfairmounthotel.co.zm/</a> <ul style="list-style-type: none"> <li>Distance from the venue: 7 km</li> <li>Indicative cost per night: K1,200 – K3,000</li> <li>Direct email to book: <a href="mailto:fairmount_reservations@yahoo.com">fairmount_reservations@yahoo.com</a></li> </ul>
Crescent Lodge	Website: see <a href="https://www.booking.com">Booking.com</a> <ul style="list-style-type: none"> <li>Distance from the venue: 4 km</li> <li>Indicative cost per night: K1,400 – K3,500</li> </ul>

HOTEL	DESCRIPTION
	<ul style="list-style-type: none"> <li>• Direct email to book: <a href="mailto:crescentlodgelivingstone@gmail.com">crescentlodgelivingstone@gmail.com</a></li> </ul>
Chapa Classic Lodge	<p>Website: see <a href="#">TripAdviser</a></p> <ul style="list-style-type: none"> <li>• Distance from the venue: 6 km</li> <li>• Indicative cost per night: K530 – K1,500</li> <li>• Direct email to book: <a href="mailto:chapaclassiclodge@zamnet.zm">chapaclassiclodge@zamnet.zm</a></li> </ul>