

THE  
CARTER CENTER



LOGISTICS INFORMATION  
For the International Election Observation Mission  
Mozambique  
December 1 and 2, 2004

*This memorandum outlines the logistical arrangements for your stay in Mozambique*

**Airline Tickets:** The Carter Center (TCC) is responsible for your flight schedule. TCC has made every effort to issue your tickets in accordance with your travel preferences. However, it is important to note that while TCC will work to accommodate your requests, grant guidelines apply. For example, any deviation from your ticketed flight schedule that ultimately affects the quoted fare will be your responsibility. Please check your airline ticket as soon as you receive it. If you have any questions or problems, please call **Ms. Nealin Parker** in Atlanta, Georgia at 404-420-5178 **immediately**.

**Arrival in Maputo/Local Transportation:** TCC will arrange for all your travel in Mozambique. A TCC staff member will greet you at the airport upon arrival in Maputo. In the event there is an unexpected change in your itinerary and no one is there to greet you, please take a taxi to Hotel Polana and TCC will reimburse you.

**Tourist Visas for International Observers:** Please remember you are responsible for obtaining your own visa. Most observers will be able to obtain a visa at the airport upon entry. The cost is 25 USD for US citizens and, you will be reimbursed for your costs.

**Vaccinations:** Yellow fever vaccinations are required for travelers. Hepatitis A and Typhoid shots are recommended. Please remember to carry your yellow WHO card. Anti-malarial medicine is also recommended for Mozambique.

**Medical Insurance:** TCC provides 24-hour coverage for delegates and advisors traveling on behalf of the organization to, from, and while attending TCC seminars or other activities sponsored by the organization, excluding those held in the United States and Canada. However, this coverage is supplemental to your insurance. It only provides for medical and security evacuation. Insurance coverage begins at the actual start of a trip whether the trip starts at your home, place of work, or other location. Coverage ends when you arrive at your home or place of work, whichever occurs first, or when you leave the trip plan described in your travel itinerary or the trip plan ends.

**Attire:** It is recommended that you bring comfortable lightweight clothing with you. Business/professional or “smart casual” attire is recommended for official meetings.

Sleeveless shirts are discouraged. In addition conservative clothing is recommended for women traveling to the outer provinces.

**Weather:** The temperature in Mozambique in December is hot and may reach temperatures as high as 40° C, or over 100° F.

**Currency:** The currency in Mozambique is the Metical. The average exchange rate is approximately 1US Dollar = 20,000 Mozambique Meticais, and fluctuates daily.

**Electricity:** The electric current in Mozambique is 220 V.

**Toiletries:** Do not forget to bring all standard toiletry items. Contact lens wearers should bring all supplies they need. We also recommend that you bring vitamins and any medication supplies you need (cold medication, antacid, aspirin, razors, tissues, and a small first aid kit).

**Expenses/Group Meals:** TCC will pay for some group meals and for your hotel room (and taxes) directly; you will be responsible for paying for any personal expenses such as meals, beverages, snacks, telephone, laundry, and room service. TCC will provide a meals and incidentals allowance for your personal expenses while in Mozambique. TCC will pay for all transportation and other program-related expenses. *TCC will not cover any expenses for alcoholic beverages.*

**Please Note:** For your travel to and from Mozambique, TCC reimburses actual expenses only, up to the per diem amount set by the US State Department. For this reason, it is very important to save all receipts where possible. For amounts greater than \$25.00, TCC will reimburse you only for those project-related expenses for which you have a receipt.

**Lodging:**

While in Maputo you will be staying at the:

*Hotel Polana*

Avenida Julius Nyere

Maputo, Mozambique

Tel: (258) 1 49 1001

Fax: (258) 1 49 1480

**Carter Center Maputo Office:**

The Carter Center has a Maputo field office located on:

Avenida Julius Nyerere 854

3 andar, flat 5

Maputo, Mozambique

Tel: +258 1 497949

Fax: +258 1 486879

The Field Office Director is Nicolas Bravo

Cell +258-82-308004

**Security:**

Please refer to the Security Memorandum included in the briefing book.

**Contact Information:**

If you have any questions concerning your logistics prior to your departure, please contact the TCC Atlanta Office:

**TCC Atlanta Office:**

Main Tel: 404-420-5100

Main Fax: 404-420-5196

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Ms. Nealin Parker, Logistics Officer (404) 420 5178 [mozambiqueelections@yahoo.com](mailto:mozambiqueelections@yahoo.com)