

GUIDE TO HOSTING TJNA MEETINGS

EXPLORE THE ESSENTIAL CONSIDERATIONS AND BENEFITS
OF BRINGING A TJNA MEETING TO YOUR ORGANISATION



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Introduction

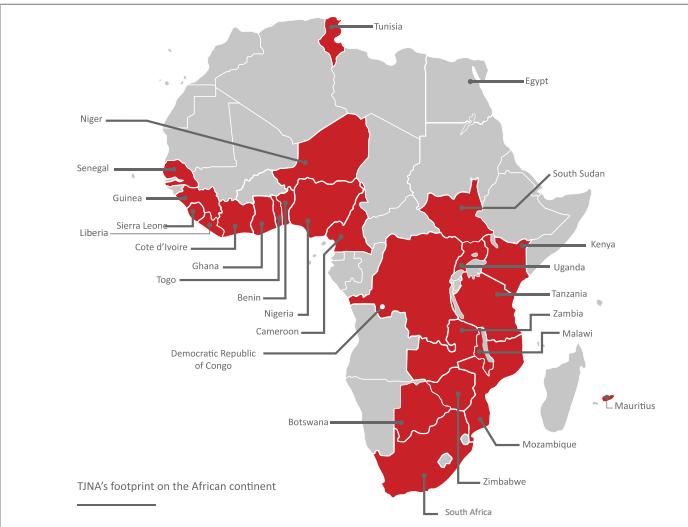
Tax Justice Network Africa enjoys a pan-African network presence spread across the continent with over 48 member organisations spread across 26 African countries. TJNA's founding mandate is built on the firm belief that achieving tax justice and the structural transformation of the African continent can only be realised through strategic collaborations and partnerships at national, regional, and global levels.

At the heart of this is our convening power that drives and fosters collective action by tax justice stakeholders around various global and regional issues critical to our mission.

Every year, TJNA organises public policy meetings rotating in African countries. The meetings bring together civil society organisations, pan-African organisations, tax administrations, governments and academicians to explore ways Africa can take the lead on international conversations that are beginning to have direct

implications on issues relating to domestic resource mobilisation and illicit financial flows that affect the continent. The first annual meeting is the Pan-African Conference on Illicit Financial Flows and Taxation (PAC), typically held in the third quarter of each year. PAC is organised by TJNA in collaboration with the African Union (AU) and the African Tax Administration Forum Africa (ATAF) and seeks to convene all tax justice stakeholders to explore how Africa can sustainably reap socio-economic dividends from its domestic resources.

The second meeting is the African Parliamentary Network on Illicit Financial Flows and Taxation Continental Conference which is held biannually. The APNIFFT Continental Conference brings together parliamentarians and tax justice stakeholders to deliberate on how parliamentarians play in the fight against illicit financial flows and their detrimental impact on Africa's development and poverty reduction efforts.



Audience

TJNA's annual meetings normally attract over 400 delegates from over 30 countries. The audience comprises mainly pan-African organisations, civil society organisations, tax administrations, government ministries, parliamentarians, academicians and researchers and are open to all.

Location

TJNA is always looking for local partners to co-host our annual meetings in countries and subregions on a rotating basis. By geographically rotating locations, TJNA seeks to promote inclusion and engagement of and with diverse African participants and audiences as we

mobilise African citizens and challenge public institutions to influence and change policy to enable tax justice to prevail in Africa.

Why Host a TJNA meeting?

By hosting a TJNA meeting, local hosts benefit from a continental platform to lead and influence global debates on vital matters such as domestic resource mobilisation, investments, debt, climate change, and equity, among other topical issues that make TJNA meetings a must-attend.

Local hosts benefit from widespread exposure to local, regional and global audiences, which comes with a unique opportunity to meet new partners, build a network of stakeholders, and deliver key organisational messages to large audiences.



Key benefits

- Official recognition as the local host in all meeting communication and publicity material.
- Opportunity to contribute to the event programme, agenda and concept.
- Opportunity to network and create first-hand contacts with meeting delegates.
- Speaking opportunities to advance organisational agendas and interests.
- Opportunity for local host to benefit from capacity building on various operational and strategic aspects of high-profile events.



What do we look for in a TJNA meeting city?

- The presence of an international airport operating daily flights by major airlines to/from the main cities of the African region.
Reasonable distance from the airport to the venue (not more than one hour), and public transport (shuttles, taxis, trains, etc.).
- A meeting hotel or convention centre located in an area with good public services, other hotels, restaurants, banks, public transport, shopping centres, health facilities, etc.

What do we look for in a TJNA meeting city?

- We prefer four or five-star hotels with at least 150 accommodation rooms.
- The meeting venue should be fully equipped with modern conferencing facilities with at least five (5) meeting rooms, with one plenary room that can accommodate over 200 people in a theatre setting.
- A spacious foyer or corridor for exhibition and between-session networking.
- Strong and reliable internet connectivity.



Security

TJNA cares about the safety, security and well-being of meeting delegates. Security considerations are key to the selection of meeting locations. TJNA recommends that the local host include advice on domestic security situations and city or area in their proposal. TJNA may also rely on news, advisories as well as independently commissioned assessments of security in any proposed venue.

Accommodation

Most delegates prefer hotel or accommodation facilities within the meeting venue. Alternative accommodation should always be available in close proximity to the meeting venue. Alternative hotels in the range cost of 80-175 USD (including taxes) should be at least three-star with bed and breakfast and excellent Wi-Fi facilities.

The meeting venue and the alternative accommodation hotels should always provide group discounts for block bookings. TJNA often makes block bookings and reserves rooms for which delegates pay for. All accommodation rates and contact details of hotels will be published on meeting websites.



Social events

TJNA meetings also include social events. This is aimed at providing an interesting, enjoyable and relaxing environment for delegates to network. The social events are always open to local sponsorship and should include at least:

- ▲ An executive welcome reception for up to 250 people
- ▲ An executive gala dinner for up to 250 people.





Financial support

Attendance of TJNA meetings usually is free of charge, and TJNA relies on sponsorships to offset conference-related costs. TJNA welcomes and receives sponsorships from like-minded organisations that support our work. Local hosts are welcome to propose contacts to support the meetings financially. The local hosts may also make financial contributions to support the meetings.

Meeting logistics and event management

TJNA relies on local hosts for logistical support and event management. The support includes the provision of appropriate human resources necessary to organise high-profile meetings. Other support areas include, but are not limited to site visits, visa processing assistance, airport welcome desk, publicity, local travel, procurement, as well as import and re-export procedures. These requirements, including specific obligations, will be in a Memorandum of Understanding to be signed after the parties agree on hosting modalities.

Support proposals

Parties interested in hosting TJNA meetings are encouraged to submit their interest as soon as possible by email to: [communications\[@\]taxjusticeafrica.net](mailto:communications[@]taxjusticeafrica.net)

The next meetings are:

- 👉 African Parliamentary Network on Illicit Financial Flows and Taxation Continental Conference 2025, July 2025.
- 👉 13th Pan-African Conference on Illicit Financial Flows and Taxation (PAC 2025), October 2025.



-  Jaflo Limited, Block 3 - 106 Brookside Drive, Westlands
-  P.O. Box 25112-00100 Nairobi - Kenya
-  (+254) 20 24 73373 | (+254) 20 24 73373
-  info@taxjusticeafrica.net
www.taxjusticeafrica.net