



INTERNATIONAL CIVIL AVIATION ORGANIZATION

**Fourth Meeting of the AFI Region Directors General of Civil Aviation (DGCA/4)
(8 to 9 November 2010) and
Workshop on High Level Management Responsibility and Accountability
for the Certification of Air Operations (10 November 2010)
(Matsapha, Manzini, Swaziland)**

Safe, Secure and Sustainable Aviation for our Planet

INFORMATION BULLETIN

Revised (3)

Meeting host: The Royal Government of Swaziland
Swaziland Civil Aviation Authority (SWACAA)
Tél: Address: D361, Gables, Ezulwini-Swaziland
Tél: +268 404 6711
Fax: +268 404 6694
E-mail: bonib@swacaa.co.sz

1. Venue of the Meeting

The plenary sessions of the meeting will take place at the Esibayeni Lodge & Conference Centre, Matsapha International Airport, Matsapha, whose address is given below:

Esibayeni Lodge & Conference Centre
Tel: +268 518 4848
Fax: +268 518 4849
Cell: +268 605 1650
E-mail: esibayenilodge@swazi.net

2. Languages

The meeting proceedings will be conducted in English and French and simultaneous interpretation will be provided.

3. Opening Session

The opening session of the meeting will take place at the Esibayeni Lodge & Conference Centre at 09h00 on Monday 8 November 2010 and all the subsequent sessions will also be held at the same venue. The provisional Agenda was attached to the letter of invitation.

4. Registration

Delegates are advised to pre-register by providing the following details to the ICAO Regional Offices of Nairobi, Kenya Email: icao@icao.unon.org Fax +254 20 7621092 or Dakar, Senegal icaowacaf@dakar.icao.int, Fax: +221 33 8236926; with copy to **Mr. Sabelo Dlamini**, Tel: +268 4046755, Fax: +268 4046694, Mobile: +268 76064276 E-Mail: sabelo@swacaa.co.sz; cc: wendy@swacaa.co.sz and bonib@swacaa.co.sz and nelisalawton@yahoo.com indicating:

- ❖ Name;
- ❖ Nationality;
- ❖ Passport number;
- ❖ Date and place of birth;
- ❖ Proposed date of arrival; and
- ❖ Proposed point of entry (Matsapha Airport).

Delegates can also pre-register on-line at:

http://www.icao.int/esaf/meetings/2010/ESAF_DGCA4/registration.htm

Delegates will also be able to register at the registration desk on the main floor of the Conference centre to be opened from 08h00 to 09h00 on Monday, 8 November 2010. Advance registration will be available on Sunday, 7 November 2010 from 18h30 to 20h30.

For security reasons, participants are requested to wear their identification badges at all proceedings and social functions.

5. Officers and Secretariat

The Secretary of the meeting is Mr. Geoffrey Moshabesha, ICAO Regional Director, ESAF Office. He will be assisted by, Mr. Amadou O. Guittaye, ICAO Regional Director, WACAF Office.

6. Hotels reservations

Accommodation in these three hotels is limited, and delegates are requested to make their own hotel reservations directly with the hotels as soon as possible before the commencement of the meeting and ensure to mention the name of the meeting. The list of Hotels is attached hereto. It is also requested that reservation and itinerary of delegates be copied to sabelo@swacaa.co.sz, copy: wendy@swacaa.co.sz, bonib@swacaa.co.sz and nelisalawton@yahoo.com.

7. Exhibition

A reserved space has been made available for those requiring exhibition.

8. Transportation

Arrangements are being made to ensure that ALL delegates are met on arrival at the Mastapha International Airport.

9. Exchange rate (as at October 2010)

USD 1 = EMALANGENI 7.10 (equivalent to SA Rand.)

10. Medicare

Medical doctor services will be available at the venue throughout the meeting as follows:

1. Dr. Abdissa (SCAA Doctor) contact : Cellphone: +268 76409336
2. Dr. Ibrahim contact : Cellphone: +268 76059954

11. Electricity (at the Hotels)

240V / 50 Hz

12. Visa

Delegates should ascertain that the entry requirement for Swaziland as it applies to their respective member States is met, and where necessary, obtain a visa from the nearest Embassy or Consulate of Swaziland. Visa can also be obtained upon arrival at Matsapha Airport.

13. Weather conditions

The month of November is the start of the rainy season with an average of 13 rain days. The mean maximum temperature is 26.4°C and the mean minimum is 17°C. Extreme maximum temperature can rise as high as 38.4°C, and the extreme minimum can fall as low as 8.4°C. The winds are light, coming from the north or north-east.

14. Banking services

Travellers' cheques and currencies of most countries can be cashed at the commercial banks. International credit cards (Visa, Diners Club, MasterCard, and American Express) are accepted at the selected hotels for the conference.

15. Documentation

The meeting documents - Working Papers (WPs) and Information Papers (IPs) – will be posted on ICAO web sites: <http://www.icao.int/esaf> and <http://www.icao.int/wacaf>. Delegates are requested to bring along their laptops as this will be a paperless meeting.

Participants desiring to circulate any papers or literature are kindly requested to coordinate with the Secretary of the meeting.

16. WELCOME COCKTAIL

The Welcome Cocktail will be held at the Esibayeni Lodge

Date: 8 November 2010

Time: 17:30

Dress code: Smart Casual

17. FAREWELL DINNER

The Farewell Gala Dinner will be held at the Esibayeni Lodge

Date: 10 November 2010

Time: 19:00

Dress Code: Black Tie

List of Hotels

HOTEL	ROOM PRICE	STAR RATING	ADDRESS	FAX	PHONE	EMAIL	DISTANCE FROM VENUE	CONTACT PERSON
Esibayeni Lodge	E500	3	P.O. Box 1451, Manzini	+268 518 4849	+268 518 4848	esibayenilodge@swazi.net	0 km	Zandile
Tum's George Hotel	E725	3	P.O. Box 6534, Manzini	+268 505 2268	+268 505 2260	reservations@tgh.sz	13 km	Xolile
Happy Valley Resort	E845	4	P.O. Box 5, Ezulwini	+268 416 1050	+268 416 1061	reservation@statushotelezulwini.com	18 km	Phumi

Accommodation in these three hotels is limited and delegates are kindly requested to make reservations directly with the hotels at the earliest opportunity.

- E N D -