



**ADMINISTRATIVE ARRANGEMENTS ICAO REGIONAL
AWARENESS WORKSHOP ON ACR/PCR**

02 – 05 JUNE 2025

**HAPPY VALLEY HOTEL
EZULWINI
ESWATINI**

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1. INTRODUCTION

SADC Aviation Safety Organisation (SASO) in collaboration with Eswatini Civil Aviation Authority will host the ICAO Regional Awareness Workshop on Aircraft Classification Rating (ACR)/ Pavement Classification Rating (PCR) from the 02nd to 05th June 2026.

The information contained in this guide is intended for participants attending the Workshop.

2. VENUE OF THE MEETING

The meeting will be held at Happy Valley Hotel Ezulwini, Eswatini.

English is the preferred language for corporate business, including at most conference centres and also with tourists. The workshop will be conducted in English. Portuguese interpretation will be available. Meeting material will **ONLY** be provided in electronic format. Accordingly, participants are required to bring their own portable computers/laptops configured with Microsoft Windows operating system.

4. OPENING SESSION

The opening session of the meeting will take place at the Happy Valley Conference Room, at 09h00 on Tuesday 02nd June 2026, and all the subsequent sessions will also be held at the same venue

5. PROGRAMME

The final programme detailing all the sequence of meeting has been circulated together with the meeting documents and will be circulated to all participants on the day of the meeting.

6. REGISTRATION

All participants will require prior registration. Registration forms to be filled in and submitted to SASO meeting Coordinator at ginindzan@saso.int. On-site registration will be done on Monday 01st June 2026, from 0830hrs.

7. ENTRY REQUIREMENTS

All travellers arriving in Eswatini should have a valid passport. Participants who require visas to enter into Eswatini should fill in a visa application form and send to the meeting coordinators to assist with acquiring the necessary visas before departure.

Visa applications can be accessed online at www.gov.sz

8. TRAVEL AND AIRPORT TRANSFERS

Transport for participants is as follows:

Transport will be provided to participants to travel to/from the airport. Kindly note that only those who have provided their travel details will be provided with transport.

Taxis are available from the airport to the hotels Enquiries may be made at the airport information desks/counters upon arrival.

9. HOTEL ACCOMMODATION

Participants are responsible for making their own hotel reservations and meeting their accommodation costs. There is a wide choice of hotels to choose from and for ease of reference, the hotel list is attached hereto as **Annex 1**.

10. MEDICAL AND HEALTH SERVICES

Participants must ensure they take out travel insurance (including health) from their home country for the duration of their stay in Eswatini.

There are a number of medical and health services available around the meeting venue and recommended hotels. Meeting Coordinators will be available to assist if this service is required.

11. GENERAL INFORMATION

CURRENCY, BANKS AND CREDIT CARDS

The Swaziland Lilangeni (SZL) is the currency of Eswatini and is subdivided into 100 cents. The current exchange parity rate as at November 2024 is USD 1 = SZL 18.04 (subject to change on a daily basis)

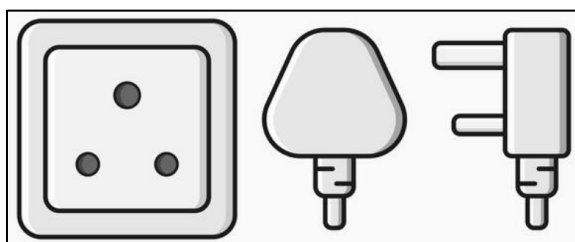
The use of credit cards like Visa, MasterCard and American Express is widely accepted and advisable.

BUREAU DE CHARGE SERVICES

Bureau de charge services are offered by all commercial banks in Eswatini. All banking and postal facilities are available in Mbabane during normal working hours, 0800 – 1600 hours.

ELECTRICITY (AT THE HOTELS)

In Eswatini, the standard voltage is 220/230 Volts and the standard frequency is 50 Hz. The plugs are three round pins (big), the earth being 28 mm (1 1/8 inches). These are used almost exclusively in ESwatini, South Africa and Lesotho.



12. TELEPHONES

World-wide direct connections are available, using the international code or telephone operator if necessary. From abroad dial +268 (country code) followed by required number.

There are 2 mobile operators in Eswatini: MTN, and Swazi Mobile. A sim card can be bought at a relatively small fee at various locations, such as cell phone shops and supermarkets. However, the sim card must be registered before it can be activated. A passport is required in order to register the sim card.

13. WEATHER AND LOCAL TIME INFORMATION

Temperatures are cold to mild , typically between 10°C in the morning and 26°C in the afternoon. The weather is warm with a gentle breeze. Eswatini local time is GMT+2 (UTC). It is fixed across the country.

14. WORKSHOP COORDINATORS

The following are the contact details of the meeting coordinating team:

Name	:	Mr Siphon Tsabedze
Designation	:	AGA Inspector
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Name	:	Mr. Edgar Dupont
Designation	:	Technical Coordinator Ops
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Mobile	:	+268 7670 1240
E-mail	:	duponte@saso.int

ANNEX 1

LIST OF RECOMMENDED HOTELS

Hotel	Physical Address	Telephone	Distance from Venue	Website
Sibane Sami Hotel, Ezulwini	J55C+724, MR103, Lobamba, Eswatini	+268 2416 1670	6km	http://www.sibanehotel.co.sz/ Email: reservations@sibanehotel.co.sz
Happy Valley Hotel, Ezulwini	H55Q+RGF, Lobamba, Eswatini	+268 2416 1898 +268 3469 0640	Venue	https://happyvalleyhotel.com/online/ Email: reservations@happyvalleyhotel.com
Bethel Court, Ezulwini	Plot 48, Farm 706, Tea Road, H106, Ezulwini	+268 2416 1977 +268 2416 2759	5.6km	Email: reception@bethelcourt.co.sz
Royal Villas Hotel, Ezulwini	Old Manzini Mbabane Rd, Ezulwini,	+268 24162042	4.1km	https://royalvillas.co.sz/royal-villas-eswatini-luxury-hotel-accommodation-contact-details/ Email: reservations@royalvillas.co.sz
Damicha Boutique Lodge	30 Goje Township, Mdzenga Close, Ezulwini, H107, Eswatini.	+268 7805 6440	3.3km	Email: damichalodge@gmail.com . Website: www.damichalodge.com .
Ezulwini Guest House	13 Majaha Close to Goje Township	+268 7602 0079	3.5km	info@ezulwiniguesthouse.com
Mantenga Lodge	5 Tivakashi St Ezulwini	+268 2416 1049	1.6km	reservations@mantengalodge.co.sz
Rohoboth Ezulwini Suite	8 Umvangatsi Rd, Umdzimba Township (near Kobe Academy)	+268 7668 7645	3.4km	rehobothezulwinisuites@gmail.com
The Haven Guest House Ezulwini	35 Mpumalanga Road Ezulwini	+268 7670 0632	3.9km	thehavenezulwini@gmail.com
Mantenga Hillview Guest House	Crn Sheba's Veil and Tivakashi Street	+268 7861 8139	1.4 km	mantengahill@gmail.com