



ICAO

INTERNATIONAL CIVIL AVIATION ORGANIZATION EASTERN AND SOUTHERN AFRICAN (ESAF) REGIONAL OFFICE

ICAO SAFETY INTELLIGENCE AND SAFETY PERFORMANCE MANAGEMENT WORKSHOP

9 – 13 June 2025 | Gaborone, Botswana

INFORMATION BULLETIN ¹

1. Venue

1.1 The ICAO Safety Intelligence and Safety Performance Management Workshop will be held in Gaborone, Botswana at **Travelodge Gaborone** from **09 - 13th June 2025**.

1.2 Workshop Contacts

Mr. Thabo Mogale Principle Inspector Personnel Licensing Civil Aviation Authority of Botswana Fairscape Precinct Plot No: 70667, Unit Building 1 3rd Floor Fairgrounds P O Box 250 Gaborone Botswana	Phone: +267 3688200/334 Mobile: +267 73638747 Email: tmogale@caab.co.bw Website: www.caab.co.bw
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¹ The ESAF Regional Office makes its best effort to provide information to participants in order to facilitate their stay in Botswana and participation at the event(s) to which they are invited. However, ICAO or its employees shall not be liable for any consequences arising from the use of information or views expressed in this bulletin, including but not limited to any loss or damage resulting from decisions taken on the basis of the information and associated views; or for any inaccuracies, omissions or errors it may contain.

2. Registration

2.1 On-Line Registration

Participants are requested to register on-line via the link below:

<https://www.icao.int/ESAF/Pages/safety-intelligence-workshop-2025.aspx>

2.2 On-Site Registration of participants on arrival will take place on 09 June 2025 from 08:00hrs – 08:45hrs at Travelodge Gaborone.

3. Opening Session

3.1 The official opening of the workshop will take place on 09 June 2025 at approximately 09:00hrs.

4. Working Language

4.1 The workshop will be conducted in English. Participants are required to bring their own portable computers/ laptops for access.

5. Workshop Documentation

5.1 The workshop documentation, including the information bulletin will be made available on the meeting webpage: <https://www.icao.int/ESAF/Pages/safety-intelligence-workshop-2025.aspx>

6. Transport

6.1 From the Airport

Participants are requested to make arrangements for their own transport from the airport to the Hotel/Guest Houses. Participants can contact their hotel/guest house for shuttle services.

Alternatively, Taxis are available from Sir Seretse Khama International Airport (SSKIA) to the city centre and the fare normally is between P80 – P120. It is advisable to agree on the fare before getting into the vehicle. **Enquiries may be made at the airport information desks/counters upon arrival.**

6.2 Transport arrangements to the workshop venue and around the city

Participants should note that transport to the workshop venue will **NOT** be provided.

When looking for transport within the city, participants are advised to download the transport application InDrive <https://indrive.com/> from the Play Store (ensure it is the Botswana version). Transport within the city is charged between **P40- P50**.

6.3 Hotel Information

Participants are advised to make their own hotel reservations. A list of recommended

hotels is attached at the end of this bulletin. Please note that the Hotel Rates are **subject to change**.

7. Entry Visa

Participants are hereby advised that there are **no visas issued on arrival in Botswana**. In this regard participants should ascertain with the respective Botswana Embassies or High Commissions in their country of residence as to whether or not they are exempt from the Botswana entry visa requirements. It is also advisable to check the list of requirements, visa types and visa exempted countries from the website <https://www.gov.bw/immigration-civil-registration?txterm=114> . In applying for the visa, it is advisable to furnish the Botswana High Commission or Embassy with the letter of invitation from ICAO together with other documents which may be required by the High Commission or Embassy.

It is important to apply for visas in advance and at least three weeks before the start of the workshop to avoid delays and inconveniences.

8. Health

8.1 It is strongly recommended for participants to have travel insurance (including health) for the duration of their stay in Botswana. Participants should particularly ensure that their insurance is applicable in Botswana. Furthermore, they should carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise. Participants are also encouraged to provide information during registration, on their next of kin who may be contacted on behalf of the participant should the need arise.

8.2 Presentation of a valid **yellow fever certificate** at the point of entry is required for persons who originate from or have travelled to States where yellow fever is described by the World Health Organization (WHO), as endemic, including the following States:

Angola, Benin, Burkina Faso, Burundi, Comoros, Central African Republic, Chad, Congo, DRC, Ivory Coast, Ethiopia, Gabon, Gambia, Ghana, Guinea Bissau, Guinea Equatorial, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia, Congo, Rwanda, São Tomé and Príncipe, Senegal, Sierra Leone, Tanzania, Togo and Uganda.

8.3 World Health Organization (WHO) website <https://www.afro.who.int/countries/botswana> for information on Botswana.

9. Weather

In June, the country will be experiencing its winter season.

Participants can expect temperatures of at least 9 degrees in the early hours of the morning. During the Day temperatures may peak to 23 degrees.

10. Local Currency and Foreign Exchange Rates

10.1 The basic unit of currency is the Botswana Pula (P). The lowest denominations are the silver and bronze coins, the lowest being silver coins of 5, 10, 25 and 50 Thebe. The bronze coins are in 1, 2 and 5 Pula. Notes are issued in denominations of 10, 20, 50, 100, 200 Pula.

- 10.2 The Botswana Pula exchange rates are determined by the interbank trade which varies daily. Participants may wish to obtain current information from the internet.
- 10.3 Commercial banks and forex bureaux provide exchange facilities. There are foreign exchange facilities upon arrival at SSKIA.

Most banks are open **between 9.00 am to 3.30 pm** from **Monday to Friday** and between 9.00 am to 12.00 noon on weekends on Saturdays.

Some forex bureaux may be open outside these hours.

Hotels also offer exchange facilities but at an extra fee and/or less favourable rates.

11. Telephones

- 11.1 Worldwide direct connections are available, using the international code or telephone operator as necessary.

From outside Botswana, dial +267 followed by the number you wish to call.

The main cellular phone (mobile) operators in Botswana are Mascom, Orange and Botswana Telecommunications (BTC).

12. Security

- 12.1 It is advisable to check with the hotel reception regarding security within the surrounding areas. It is also advisable to use taxis or transport arranged by the hotel reception to visit shopping complexes, to go sightseeing or to travel for any other purpose.

Hotel List in Gaborone – (Breakfast Included)
Please note that Hotel Rates are subject to Change

No.	Hotel Breakfast Included	Single Room USD (Per Night)	Double Room USD (Per Night)	Internet	E-mails	Contacts	Location
1.	Travel Lodge Gaborone	P1,149.00 (standard room)	P1,249.00 (Single Superior Room)	https://www.travelodge.co.bw/	reservations@travelodge.co.bw	+267 310 5000	Plot 28295, Belabele Road, Block 3, Gaborone
2.	Hotel 430	P1,910.00 (standard room)	P2,510.00 (Executive Room)	https://hotel430.com/	reservations@hotel430.co.bw	+267 316 3004	Plot 54350, 430 Square, CBD (Central Business District), Gaborone
3.	Hilton Garden	P1,440.00 (King Room)	P3,090.00 (King One Bedroom Suit)	https://www.hilton.com/en/hotels/gbegigi-hilton-garden-inn-gaborone/	GBEGI_RES@Hilton.com	+267 370 4200	Plot 54366 Western Commercial Rd, Gaborone
4.	Town Lodge	P1 405.00 (Standard Room)	Nil	https://citylodgehotels.com/hotel-rates/town-lodge	tlgabs.gm@clhg.com	+267 316 0490.	Airport Junction Shopping Centre Cnr Airport and A1 Roads PO Box 1676 ABG Gaborone

GUEST HOUSES

5.	Planet Lodge	P800.00 (Standard Room)	P900.00 (Executive)	www.tripadvisor.com	planetlodge@mega.bw	(267) 3910116 / 3910117	PLOT 27280/1 (65877), BOKAA ROAD BLOCK 3, Gaborone.
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