



INTERNATIONAL CIVIL AVIATION ORGANIZATION

ESAF In-person Regional Seminar on Aeronautical Meteorology 4-6 June 2024 WINDHOEK, NAMIBIA

INFORMATION BULLETIN ¹

1. Venue

1.1 The ESAF In-person Regional Seminar on Aeronautical Meteorology will take place in Windhoek, Namibia, at the **Hilton Garden Inn Windhoek**, from 04 to 06 June 2024.

1.2 **The Seminar focal points are:**

ESAF	
Name: Ms. Mildred Anyango Title: Technical Cooperation Associate Tel: +254 20 762 2026 Email: manyango@icao.int	
NAMIBIA	
Name: Hilma Leonard Title: Head of ANS Address: Private Bag 12003, Windhoek, Namibia Tel: +264 812 455 813 Email: leonardh@ncaa.na	Name: Victor Kaurimuje Title: Senior MET Inspector Address: Private Bag 12003, Windhoek, Namibia Tel: +264 813 913 563 Email: kaurimujev@ncaa.na

2. Registration

2.1 Registration of participants will take place on **4 June 2024 from 08:00 am to 08:30 am** at the **Hilton Garden Inn Windhoek**.

3. Opening Session

3.1 The official opening of the Seminar will take place on **4 June 2024 at 09:00 am**.

4. Working Language

¹ The ESAF Regional Office makes its best effort to provide information to participants in order to facilitate their stay in Windhoek 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.

- 4.1 The Seminar will be conducted in English language only. The Seminar will be paperless, and participants are required to bring their portable computers/laptops for access.

5. Transport

5.1 *From the Airport*

Taxis are available from **Hosea Kutako International Airport** to the city centre and the fare normally is between **N\$ 400.00**. However, 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.

5.2 *Transport arrangements to the Seminar venue*

Transport will be provided to the meeting venue. Delegates must remember to confirm their participation (by last day of registration) for proper transport logistics.

6. Hotel Information

- 6.1 Participants are advised to make their hotel reservations and indicate that they are attending an ICAO meeting in order to take advantage of the special accommodation rates. A list of recommended hotels is attached at the end of this bulletin.

7. Entry Visa

- 7.1 All visitors to the Republic of Namibia must have a valid passport (at least six months after the date of departure). Participants who require visas to enter Namibia should fill in a visa application form and send to the meeting coordinators to assist with acquiring the necessary visas before departure.

- 7.2 Visa applications can be accessed online at <https://eservices.mhaiss.gov.na>

- 7.3 Foreign nationals are exempted from visa requirements when travelling to Namibia from:

Angola, Armenia, Australia, Austria, Azerbaijan, Belarus, Belgium, Botswana, Brazil, Canada, Cuba, Denmark, Eswatini, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Kazakhstan, Kenya, Kyrgyzstan, Lechtenstein, Lesotho, Luxemburg, Malawi, Malaysia, Mauritius, Moldova, Mozambique, Netherlands, New Zealand, Norway, Portugal, Russian Federation, Seychelles, Singapore, South Africa, Spain, Sweden, Switzerland, Tajikistan, Tanzania, Turkmenistan, Ukraine, United Kingdom, United States of America, Uzbekistan, Zambia, Zimbabwe.

- 7.4 Countries to benefit from visas upon arrival at Hosea Kutako International Airport:

Benin, Burkina Faso, Burundi, Cabo Verde, Cameroon, Central African Republic (CAR), Chad, Comoros, Cote d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Gabon, Gambia, Guinea, Guinea-Bissau, Liberia, Madagascar, Mauritania, Niger, Rwanda, Sao Tome and Principe, Sierra Leone, Togo, Tunisia, Uganda, Western Sahara Republic

The visa upon arrival will be issued upon payment of visa fee of N\$1080.00 or about US\$71.00, depending on the exchange rate and will be valid for up to 90 days.

8. Health

8.1 It is strongly recommended for participants to have travel insurance (including health) for the duration of their stay in Namibia. Participants should particularly ensure that their insurance is applicable in Namibia. 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 Yellow Fever

There is no risk of yellow fever in Namibia, however, a yellow fever vaccination certificate is required for travelers aged 9 months or over arriving from countries with risk of yellow fever transmission. Travelers having transited a country with risk of yellow fever transmission but not leaving the transit areas are exempted.

8.3 Countries with risk of yellow fever transmission requiring proof of vaccination against yellow fever are:

Angola, Benin, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Congo, DRC, Ivory Coast, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Guinea Equatorial, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Sudan, South Sudan, Congo, Senegal, Sierra Leone, Togo and Uganda.

8.4 Persons who fail to produce a valid yellow fever vaccination certificate to the port health officials may be required to take the vaccination at the point of entry against payment of US\$15 (subject to change by the appropriate authority). The officials may take other actions in accordance with applicable regulations and procedures. For more information participants may wish to visit the World Health Organization (WHO) website <http://www.who.int/ith> for information on Namibia.

9. Weather

9.1 Forecast maximum/minimum temperatures for (June) are a low of 10°C and a high up to 24°C.

9.2 The local time is GMT+2.

10. Local Currency and Foreign Exchange Rates

10.1 The basic unit of currency is the Namibian Dollar (N\$) and the South African Rand (ZAR). Notes are in denominations of 10, 20, 30, 50, 100 and 200, Coins used are in denominations of 1, 2 and 5 Dollars.

10.2 The Namibian Dollar exchange rates are determined by the interbank trade which varies daily. Participants may wish to obtain current information from the internet.

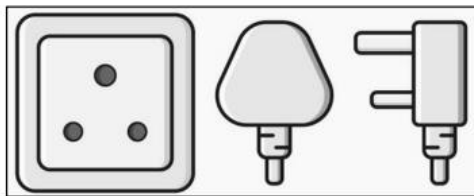
10.3 Namibia enjoys commercial and merchant banking services. Most banks convert international currencies. Banking hours are from Monday to Friday; 8:30 a.m. to 3:30 p.m.; with a number of banks open on Saturdays from 9:00 a.m. to 12:30 p.m. ATM services for VISA Electron and MasterCard card holders are available at many points in Windhoek. Forex Bureau are also available in the city. Visitors would however be advised to deal with Bureau with a valid and displayed license. On arrival at (Hosea Kutako International Airport), forex services are available within customs hall, during the airport operational hours.

11. Telephones

11.1 Worldwide direct connections are available, using the international code or telephone operator as necessary. From outside Namibia, dial 264 followed by the area code (for landline numbers) and the required number. There are two (2) cellular phone (mobile) operators in Namibia **MTC and Telecom Namibia.**

12. ELECTRICAL SUPPLY

12.1 230/245 volts at 50Hz. British-type three-pin plugs are used.



13. EMERGENCY CONTACTS: (If calling from a mobile please use the area code 061-)

- Police ++264 61 290 2239 or +264 61 10111 or +264 61 302 302
- Ambulance and Fire Brigade – +264 61 211 111 or +264 61 290 2830
- Mediclinic - +264 83 335 9040
- Lady Pohamba private hospital +264 83 335 9000
- Katutura State Hospital – +264 61 260 080
- Windhoek Central Hospital - +264 61 203 310

14. BUSINESS HOURS

14.1 Most businesses open from 08.00 am to 17.00 pm with a lunch break from 13.00 to 14.00 pm.

14.2 Shopping malls are usually open from 09.00 am to 19.00 pm.

15. MORE INFORMATION

15.1 More information about Namibia can be found here: <https://visitnamibia.com.na/>

List of recommended hotels

NAME OF HOTEL	CONTACT DETAILS	PHYSICAL ADDRESS	DISTANCE FROM VENUE	WEBSITE
Hilton Garden Inn Windhoek	Telephone Number: +264 61 296 2442 Fax Number: +264 61 296 2931 Frolinda.Kishi@Hilton.com	Cnr Reverend Michael Scott Street & Sam Nujoma Drive, Windhoek, Namibia	Venue	https://www.hilton.com/en/hotels/wdhwggi-hilton-garden-inn-windhoek/
Windhoek Country Club Resort	Telephone Number: +264 61 205 5109 Email Address: windhoek@legacyhotels.co.za	B1 Western Bypass, Windhoek South, Namibia	8.4 km	www.legacyhotels.co.za
Hotel Thule	Telephone Number: + 264 (0) 61 371950 Fax Number: + 264 (0) 61 371967 Email Address: reservations@hotelthule.com fb@hotelthule.com	1 Gorges Street, Eros, Windhoek, Namibia	4.0 km	www.hotelthule.com
Hotel Marigold	Telephone Number: +264 61 380 000 Email Address: reception@marigold-hotels.com	5, Liszt Street, Windhoek, Namibia	2.5 km	http://marigold-hotels.com/
Hotel Heinitzburg	Telephone Number: + 264 (0) 61 249597 Fax Number: + 264 (0) 61 239598 Email Address: heintzburg@heinitzburg.com	22 Heinitzburg Street, Windhoek, Windhoek	1.9 km	https://www.hotel2.mfgdev.co.za/contact/

Mercure Hotel Windhoek	Telephone Number: +264 61 2-968000 Fax Number: +264 61 2-23017 Email Address: reservations.namibia@movenpick.com	Corner Auas & Aviation Rd, Windhoek, Namibia	9.2 km	https://all.accor.com/hotel/B956/index.en.shtml
Town Lodge Windhoek - Windhoek, Namibia	Telephone Number: +264 833563431 Fax Number: +264 833-563432 Email Address: tlwindhoek.resv@clhg.com	Erf 1320, Frankie Fredricks Street, Windhoek	7.9 km	clhg.com/hotels/835/Town-Lodge-Windhoek-Namibia
Protea Hotel Windhoek Fürstenhof	Telephone Number: +264 61-237380 Email Address: furstenhof@proteahotels.com.na	Frans Indongo Street, Windhoek, Namibia	2.5 km	https://www.marriott.com/en-us/hotels/wdhfr-protea-hotel-windhoek-furstenhof/overview/
Hillside Nelson Mandela	Telephone Number: +264 61-248300 Email Address: admin@hillsidewindhoek.com	93A Nelson Mandela Avenue Klein Windhoek	4.2 km	https://hillsidewindhoek.com/