



ICAO EASTERN AND SOUTHERN AFRICAN REGIONAL OFFICE

ICAO WORKSHOP ON NATIONAL AVIATION SAFETY PLAN DEVELOPMENT

17 – 21 August 2026 | Windhoek, Namibia

INFORMATION BULLETIN¹

1. Venue

- 1.1 The ICAO Workshop on the development of the National Aviation Safety Plan (NASP) will be held at the **Windhoek Country Club and Resort (WCCR)** in Windhoek, Namibia from **17 to 21 August 2026** (Monday to Friday).

2. Meeting Contacts

ICAO Focal Points Contacts

Mr. Zewdu Aregawi Regional Officer Safety Implementation ICAO ESAF Tel: +(254) 20 7622397 / 700 317350 Email : ZAregawi@icao.int	Mr. Martin Maurino, M.Eng Technical Officer, Global Aviation Safety GASP-SG Secretary Air Navigation Bureau, ICAO HQ Tel: +1 514-315-2011 E-mail: mmaurino@icao.int
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Namibia Civil Aviation Authority Focal Points Contacts

Mr. George Matroos Manager Safety Promotion and Quality Namibia Civil Aviation Authority Tel +264 083 235 2511/ +264 811 421 515 Email: matroosg@ncaa.na	Mr. Victor Kaurimuje Manager Compliance and Regulatory Risk Namibia Civil Aviation Authority (Tel) +264 832352389 (Cell) +264 813 913563 Email: kaurimujev@ncaa.na
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¹ 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.

3. Registration

- 3.1.1 **Online Registration** - Participants are requested to register online via the link below:

<https://events.icao.int/event-details?campaignID=CCF27956-F521-F111-8144-6045BD3FB8>

- 3.2 **Onsite Registration** of participants will take place on 17 August 2026 from 08:00am to 8:45 am at the **WCCR**.

4. Opening Session

- 4.1 The official opening of the workshop will take place on 17 August 2026 at approximately 09:00am.

5. Working Language

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

6. Workshop Documentation

- 6.1 The workshop Schedule/Agenda, documentation, including this Information Bulletin, will be available online at the link below:

<https://www.icao.int/ESAF/meetingdocs?fid=79214>

7. Transport

7.1 From the Airport

Participants are requested to make arrangements for their own transport from the airport to the Hotel/Guest Houses. Taxis are available from Hosea Kutako International Airport to the city center as well as at WCCR and the fare normally is between 300 to 500 NAD from and to the airport, and 13 to 50 NAD locally, which are **subject to change**. 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.

7.2 Transport arrangements to the workshop venue

Participants are required to make their own transport arrangements to the workshop venue.

8. Hotel Information

- 8.1 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**.

9. Entry Visa

- 9.1 Participants are advised to ascertain with their respective Namibian Embassies or High Commissions in their countries of residence as to whether or not they are exempt from the Namibia entry visa requirements. Visas to Namibia may be applied for and obtained from a Namibia High Commission or Embassy abroad. In applying for the visa, it is advisable to furnish the Namibia 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.
- 9.2 Participants should note that Namibia introduced the electronic Travel Authorization (eTA). To apply for this, one needs to login to the official Government of Namibia eTA portal <https://eservices.mhaiss.gov.na/>. Uploads required are a Valid passport and ICAO invitation letter. Selfie photo and Return ticket. All payments are done via credit card on the eTA portal.
- 9.3 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.

10. Health

- 10.1 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.
- 10.2 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.*
- 10.3 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 <https://www.who.int/countries/nam> for information on Namibia.

11. Weather

- 11.1 While Windhoek lies well south of the Equator, near the Tropic of Capricorn, its latitude is approximately 22.6° South, which places it over 2,500 km south of the Equator. In August, the mean daily maximum temperature is 25°C and the daily minimum temperature is typically 7°C, with an average of 0.5 mm of rainfall.
- 11.2 Windhoek local time is UTC+2.

12. Local Currency and Foreign Exchange Rates

- 12.1 The basic unit of currency is the Namibian Dollar (NAD), which is divided into 100 cents. There are silver and bronze coins of 1, 5, 10 NAD. Notes are issued in denominations of 10, 20, 30, 50, 60, 100, and 100 NAD.
- 12.2 The NAD exchange rates are determined by the interbank trade which varies daily. Participants may wish to obtain current information from the internet.
- 12.3 Commercial banks and forex bureaux provide exchange facilities. Most banks are open between 9.00 am to 4.00 pm from Monday to Friday and between 9.00 am to 12.00 noon. On Saturdays, some forex bureaux may be open outside these hours. Some hotels also offer exchange facilities, but at an extra fee and/or less favourable rates. On arrival at Hosea Kutako International Airport (HKIA), forex services are available within customs halls, from 07:00am to midnight.

13. Telephones

- 13.1 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 e.g. 061 for Windhoek) and the required number. The main cellular phone (mobile) operators in Namibia are Mobile Telecommunications Limited (MTC), and Telecom Namibia.

14. Security

- 14.1 As in many large cities, crime is prevalent within Windhoek. It is advisable to check with the hotel reception regarding security within the surrounding areas. It is also advisable to use yango or transport arranged by the hotel reception to visit shopping complexes, to go sightseeing or to travel for any other purpose.

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RECOMMENDED HOTELS/GUEST HOUSES IN WINDHOEK – NAMIBIA

Please Note: Rates are subject to change

HOTEL/GUEST HOUSE	CONTACT DETAILS	PHYSICAL ADDRESS	STAR RATING	DOUBLE ROOM RATE
Hilton Hotel	Telephone Number: +264-61-296 2929 Email Address and Web: wdhhi.reservations@hilton.com	Rev. Michael Scott St, Windhoek, Namibia	5 Star (*****)	N\$ 3 000 Bed & Breakfast ~185USD
Windhoek Country Club Resort	Telephone Number: + 264 (0) 61 205 5911 Email Address: windhoek@legacyhotels.com https://www.legacyhotels.co.za/windhoek-country-club-resort	Golf St, Windhoek South, Namibia	4 Star (****)	N\$ 3 470 Bed & Breakfast ~210USD
Mercure Hotel	Telephone Number: + 264 (0) 61 2968000/+ 264 (0) 61 232952 Email Address and Web: reservations.namibia@accor.com https://all.accor.com/hotel/B956/index.en.shtml	Corner Auas & Aviation Rd, Windhoek, Namibia	4 Star (****)	N\$ 2 200 Bed & Breakfast ~135USD
Hotel Thule	Telephone Number: + 264 (0) 61 371 950 Fax Number: + 264 (0) 61 371 967 Email Address and Web: reservations@hotelthule.com fb@hotelthule.com www.hotelthule.com	1 Gorges Street, Eros, Windhoek, Namibia	4 Star (****)	N\$ 1 500 Bed & Breakfast ~90USD

Hotel Marigold	Telephone Number: +264 61 380 000 Email Address and Web: reception@marigold-hotels.com http://marigold-hotels.com/	5, Liszt Street, Windhoek, Namibia	4 Star (****)	N\$ 1 700 ~105USD
Hotel Heinitzburg	Telephone Number: + 264 (0) 61 2 Fax Number: + 264 (0) 61 239 598 Email Address and Web: heintzburg@heinitzburg.com	22 Heinitzburg Street, Windhoek, Namibia	4 Star (****)	From N\$ 3 500 ~215USD
Arebbusch Travel Lodge	Telephone Number: + 264 (0) 61 252 255 Fax Number: + 264 (0) 61 251670 Email Address and Web: reservations@arebbusch.com	Corner of Golf Street and Auas Rd, Olympia, Windhoek, Namibia	3 Star (***)	Luxury room: N\$1 658 ~100USD
Auas City Hotel	Telephone Number: + 264 (0) 61 239 768 Fax Number: + 264 (0) 61 239826 Email Address and Web: acl@mweb.com.na www.auascityhotel.com	Centaurus Rd, Maerua Park, Windhoek, Namibia	2 Star (**)	N\$1 225 Including Breakfast and Wi-Fi ~75USD
Roof of Africa Hotel Conference & Travel Centre	Telephone Number: + 264 (0) 61 254 708 Fax Number: + 264 (0) 61 248 048	124-126 Nelson Mandela Ave, Eros, Windhoek, Namibia	Non Star Rated	Standard room: N\$1 271 Deluxe room: N\$1 880 Including Breakfast

	Email Address and Web: info@roofofafrica.com www.roofofafrica.com			~78/115USD
Devagebond Guest House (Klein Windhoek)	Telephone Number: + 264 (0) 61 225 500 Fax Number: + 264 (0) 61 226 768	29-31 Stein St, Klein Windhoek, Windhoek, Namibia	Non Star Rated	N\$ 1 000 (Single Room) N\$ 1400 (Double Room) ~60/85USD
Klein Windhoek Guest House	Telephone Number: + 264 (0) 61 239 401/271 397 Fax Number: + 264 (0) 61 234 952 Email Address and Web : kwgh@iway.na	No. 2, Hofmeyer Street, Klein Windhoek, Windhoek, Namibia	Non Star Rated	Standard room: N\$1 210 Luxury room: N\$1 640 (Including breakfast) ~75USD
Aloe Travel Lodge (Olympia)	Telephone Number: + 264 (0) 61 251 306 Fax Number: + 264 (0) 61 272 110 Email Address: aloe@iway.na	Wika Drive, Olympia, Windhoek, Namibia	Non Star Rated	N\$ 850pp (No breakfast) ~50USD