



**ADMINISTRATIVE ARRANGEMENTS FOR ICAO/ SASO AVIATION
SYSTEM BLOCK UPGRADE (ASBU) FUNDAMENTALS WORKSHOP**

15 – 17 MAY 2024

**MOUNTAIN VIEW HOTEL
MBABANE, ESWATINI**

Table of Contents

| | | |
|-----|--|---|
| 1. | INTRODUCTION..... | 3 |
| 2. | VENUE OF THE MEETING..... | 3 |
| 3. | WORKING LANGUAGES | 3 |
| 4. | OPENING SESSION | 3 |
| 5. | PROGRAMME | 3 |
| 6. | REGISTRATION | 4 |
| 7. | ENTRY REQUIREMENTS | 4 |
| 8. | TRAVEL AND AIRPORT TRANSFERS | 4 |
| 9. | HOTEL ACCOMMODATION..... | 4 |
| 10. | MEDICAL AND HEALTH SERVICES | 4 |
| 11. | GENERAL INFORMATION | 5 |
| 12. | TELEPHONES | 5 |
| 13. | WEATHER AND LOCAL TIME INFORMATION | 6 |
| 14. | WORKSHOP COORDINATORS | 6 |

1. INTRODUCTION

ICAO in cooperation with SADC Aviation Safety Organisation (SASO) will host the Aviation System Block Upgrade (ASBU) Fundamentals Workshop from the 15th to 17th May 2024.

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

2. VENUE OF THE MEETING

The meeting will be held at the Mountain View Hotel. The address is Princess Drive, Mbabane.

The coordinates are as follows: <https://maps.app.goo.gl/jR8u7ijhUSwDmp1K9>

3. WORKING LANGUAGES

English is the preferred language for corporate business, including at most conference centres and also with tourists. The workshop will be conducted in English. French and 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 Mountain View Hotel, at 08h30 on Wednesday 15th May 2024, and all the subsequent sessions will also be held at the same venue.

5. PROGRAMME

The final programme detailing all the sequence of training will be circulated to all participants.

6. REGISTRATION

All participants will require prior registration. Registration forms to be filled in and submitted to SASO meeting Coordinator at silah@saso.int and a copy to info@saso.int. On-site registration will be done on Wednesday 15th May 2024, from 0800hrs.

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 April 2024 is USD 1 = SZL 18.80 (subject to change on a daily basis)

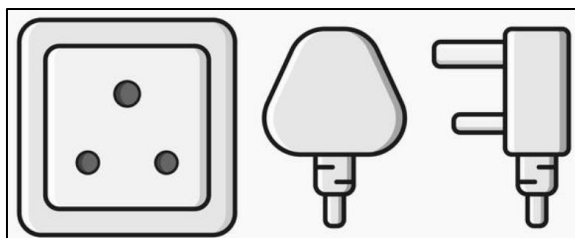
The use of credit cards like Visa, MasterCard and American Express is widely accepted and advisable.

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 (11/8 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 relatively cool, typically 13°C in the morning and 27°C in the afternoon. The weather is pleasantly 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 Edgar Du Pont |
| Designation | : | Technical Coordinator, Operations |
| Telephone | : | +268 2404 7598 |
| Mobile | : | +268 7670 1240 |
| Email | : | duponte@saso.int |

| | | |
|-------------|---|--|
| Name | : | Ms Silahliwe Mogale |
| Designation | : | Administrative Assistant |
| Telephone | : | +268 2404 0660 |
| Mobile | : | +268 78420180 / +267 72606084 |
| E-mail | : | silah@saso.int info@saso.int |

ANNEX 1

LIST OF RECOMMENDED HOTELS

| Hotel | Physical Address | Telephone | Distance from Venue | Website |
|--|---|----------------------------------|----------------------------|--|
| Hilton Garden Inn, Mbabane | Plot 934 and 935 Mhlambanyatsi Road, Mbabane | +268 2409 2200 | 2.2 km (5 mins) | https://www.hilton.com/en/hotels/qmngigi-hilton-garden-inn-mbabane/?SEO_id=GMB-EMEA-GI-QMNGIGI Email: HGIMbabane.Reservations@hilton.com |
| Mountain View Hotel, Mbabane | Princess Drive, Mbabane | +268 2404 2773 +268 2404 2781 | venue | http://mountaininn.sz/en/ Email: info@mountaininn.sz |
| Sibane Sami Hotel, Ezulwini | J55C+724, MR103, Lobamba, Eswatini | +268 2416 1670 | 8.3 km (9 mins) | http://www.sibanehotel.co.sz/ Email: reservations@sibanehotel.co.sz |
| Happy Valley Hotel, Ezulwini | H55Q+RGF, Lobamba, Eswatini | +268 2416 1898 +268 3469 0640 | 14.1 km (16 mins) | https://happyvalleyhotel.com/online/ Email: reservations@happyvalleyhotel.com |
| Emafini Country Hotel, Mbabane | Malagwane Hill, Mbabane | +268 24041284 | 4.0 km (5 mins) | https://emafini.co.sz/ Email: info@emafini.co.sz |
| Bethel Court, Ezulwini | Plot 48, Farm 706, Tea Road, H106, Ezulwini | +268 2416 1977 +268 2416 2759 | 9.3 km (10 mins) | Email: reception@bethelcourt.co.sz |
| The Place Guest House, Mbabane | Mantsholo Rd Golf Course, Mbabane | +268 7944 5529 | 4.0 km (10 mins) | Email: info@theplace.co.sz |
| Highlands View Guest House, Mbabane | Malagwane Highway MR3 Swaziland, Mbabane | +268 7944 5529 | 4.5 km (6 mins) | Email: kapolaguesthouse@gmail.com |
| City Court Guest House, Mbabane | Mkhonubovu street, checkers, below Mbabane Clinic | +268 7841 3877 | 4.0 km (8 mins) | https://www.citycourt.co.sz Email: info@citycourt.co.sz |
| Rehoboth Mountain Suites, Mbabane | No 2. Lilanga Street Road, Mbabane | +268 2410 5630 +268 7683 9053 | walking distance | https://rehobothmountiansuites.com Email: rehobothsuites@gmail.com |

| Hotel | Physical Address | Telephone | Distance from Venue | Website |
|--|--|-----------------------|-------------------------|--|
| <p>Royal Villas Hotel, Ezulwini</p> | <p>Old Manzini Mbabane Rd, Ezulwini,</p> | <p>+268 24162042</p> | <p>11.7 km (13mins)</p> | <p>https://royalvillas.co.sz/royal-villas-eswatini-luxury-hotel-accommodation-contact-details/ Email: reservations@royalvillas.co.sz</p> |
| <p>Silverstone Lodge, Mbabane</p> | <p>Pine Valley Road, Mbabane</p> | <p>+268 7688 7028</p> | <p>8.7 km (17 mins)</p> | <p>https://www.silverstonefalls.com/ Email: info@silverstone.co.sz</p> |