



**ICAO EASTERN AND SOUTHERN AFRICAN REGIONAL OFFICE**

**ICAO 8<sup>th</sup> Edition of the Global Air Navigation Plan (GANP) and the ASBU Elements Implementation: Data Submission Workshop**

**23-25 June 2026 | Windhoek, Namibia**

**INFORMATION BULLETIN<sup>1</sup>**

**1. Venue**

- 1.1 The ICAO 8<sup>th</sup> Edition of the Global Air Navigation Plan (GANP) and the ASBU Elements Implementation: Data Submission Workshop, will be held at the **Droombos Boutique Hotel** in Windhoek, Namibia from **23 to 25 June 2026 (Tuesday to Thursday)**.

**2. Meeting Contacts**

**ICAO Focal Points Contacts**

Mrs. Chinga Mazhetese Regional Officer: Environment & Meteorology ICAO ESAF Regional Office Tel : + 254 20 7622646 Email : <a href="mailto:CMazhetese@icao.int">CMazhetese@icao.int</a>	Ms. Lynette Ocholla Team Assistant ICAO ESAF Regional Office Tel : +254 20 7622391 Email : <a href="mailto:LOcholla@icao.int">LOcholla@icao.int</a>
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**Namibia Civil Aviation Authority Focal Point Contacts**

Mr. Victor Kaurimuje Manager: CRR & NCMC Namibia Civil Aviation Authority Tel: +264 83 235 2389 Cell: +264 813913563 Email: <a href="mailto:kaurimujev@ncaa.na">kaurimujev@ncaa.na</a>	
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<sup>1</sup> 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 **Online Registration** - Participants are requested to register online via the link below:  
[https://events.icao.int/event-details?campaignID=54582828-924B-F111-8147-6045BD3FB8&\\_gl=1\\*1w8g9uf\\*\\_ga\\*NTIwMzQ4MTYwLjE3NzkxNzIxNDE.\\*\\_g\\_a\\_992N3YDLBQ\\*czE3ODAzMDIyMzEkbzQkZzEkdDE3ODAzMDUzMDckajYwJGwwJGgw](https://events.icao.int/event-details?campaignID=54582828-924B-F111-8147-6045BD3FB8&_gl=1*1w8g9uf*_ga*NTIwMzQ4MTYwLjE3NzkxNzIxNDE.*_g_a_992N3YDLBQ*czE3ODAzMDIyMzEkbzQkZzEkdDE3ODAzMDUzMDckajYwJGwwJGgw)
- 3.2 Onsite Registration of participants will take place on 23<sup>rd</sup> June 2026 from 08:00 am to 8:45 am at the Droombos Boutique Hotel.

### **4. Opening Session**

- 4.1 The official opening of the workshop will take place on 23<sup>rd</sup> June 2026 at approximately 09:00 am.

### **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=96158>

### **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 the Droombos Boutique Hotel 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 made 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.*

## 11. Weather

- 11.1 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 June, the mean daily maximum temperature is 20–23°C, and the daily minimum temperature is typically 5–7°C, (though occasional colder nights can occur).
- 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 bureaus 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; though some forex bureaus 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.

**-END-**

**RECOMMENDED HOTELS/GUEST HOUSES IN WINDHOEK – NAMIBIA**

Please Note: Rates are subject to change

<b>HOTEL/GUEST HOUSE</b>	<b>CONTACT DETAILS</b>	<b>PHYSICAL ADDRESS</b>	<b>STAR RATING</b>	<b>DOUBLE ROOM RATE</b>
Droombos Boutique Hotel	<b>Telephone Number:</b> +264 81 872 2613 /+264 61 250 238/ +264 83 2888 352 <b>Email Address and Web:</b> <a href="mailto:reservations@droombos.com.na">reservations@droombos.com.na</a>	Farm Klein Windhoek Portion 41, Windhoek Town and Townlands No. 70 Windhoek, Namibia (Venue)	4 Star (****)	<b>Standard room:</b> N\$ 2 700 incl Breakfast <b>Luxury room:</b> N\$ 4 410 incl Breakfast
Hilton Hotel	<b>Telephone Number:</b> +264-61-2962929 <b>Email Address and Web:</b> <a href="mailto:wdhhi.reservations@hilton.com">wdhhi.reservations@hilton.com</a>	Rev. Michael Scott St, Windhoek, Namibia (8.3 km to the venue)	5 Star (*****)	N\$ 1 800 Bed & Breakfast
Windhoek Country Club Resort	<b>Telephone Number:</b> + 264 (0) 61 205 5911 <b>Email Address:</b> windhoek@legacyhotels.com <a href="https://www.legacyhotels.co.za/windhoek-country-club-resort">https://www.legacyhotels.co.za/windhoek-country-club-resort</a>	B1 Western Bypass, Windhoek South, Namibia (13 km to the venue)	4 Star (****)	N\$ 2788 Bed & Breakfast
Mercure Hotel	<b>Telephone Number:</b> + 264 (0) 61 2968000/+ 264 (0) 61 232952 <b>Email Address and Web:</b> <a href="mailto:reservations.namibia@accor.com">reservations.namibia@accor.com</a> <a href="https://all.accor.com/hotel/B956/index.en.shtml">https://all.accor.com/hotel/B956/index.en.shtml</a>	Corner Auas & Aviation Rd, Windhoek, Namibia (14 km to the venue)	4 Star (****)	N\$ 1 573 Bed & Breakfast
Hotel Thule	<b>Telephone Number:</b> + 264 (0) 61 371950 <b>Fax Number:</b>	1 Gorges Street, Eros, Windhoek, Namibia	4 Star (****)	N\$ 3425

	+ 264 (0) 61 371967 <b>Email Address and Web:</b> <a href="mailto:reservations@hotelthule.com">reservations@hotelthule.com</a> <a href="mailto:fb@hotelthule.com">fb@hotelthule.com</a> <a href="http://www.hotelthule.com">www.hotelthule.com</a>	(8.5 km to the venue)		Bed & Breakfast
Hotel Marigold	<b>Telephone Number:</b> +264 61 380 000 <b>Email Address and Web:</b> <a href="mailto:reception@marigold-hotels.com">reception@marigold-hotels.com</a> <a href="http://marigold-hotels.com/">http://marigold-hotels.com/</a>	5, Liszt Street, Windhoek, Namibia (8.6 km to the venue)	4 Star (*****)	N\$ 2 070
Hotel Heinitzburg	<b>Telephone Number:</b> + 264 (0) 61 249597 <b>Fax Number:</b> + 264 (0) 61 239598 <b>Email Address and Web:</b> <a href="mailto:heinitzburg@heinitzburg.com">heinitzburg@heinitzburg.com</a>	22 Heinitzburg Street, Windhoek, Namibia (7.2 km to the venue)	4 Star (*****)	<b>Standard room:</b> N\$2 696.09 <b>Comfort room:</b> N\$3 031.83 <b>Superior room:</b> N\$3 459.13
Arebbusch Travel Lodge	<b>Telephone Number:</b> + 264 (0) 61 252255 <b>Fax Number:</b> + 264 (0) 61 251670 <b>Email Address and Web:</b> <a href="mailto:reservations@arebbusch.com">reservations@arebbusch.com</a>	Corner of Golf Street and Auas Rd, Olympia, Windhoek, Namibia (11.4 km to the venue)	3 Star (***)	<b>Standard room:</b> N\$ 810 <b>Luxury room:</b> N\$1 175 <b>Self-Catering room:</b> N\$ 940p/p N\$1 100 2pax
Safari Hotel	<b>Telephone Number:</b> + 264 (0) 61 2968000/+ 264 (0) 61 232952 <b>Fax Number:</b> + 264 (0) 61 235652	Corner Auas & Aviation Rd, Windhoek, Namibia	3 Star (***)	<b>Classic room:</b> N\$1 804 <b>Business room:</b> N\$1 356 <b>Standard room:</b>

	<b>Email Address and Web:</b> <a href="mailto:safari@safarihotelsnamibia.com">safari@safarihotelsnamibia.com</a> <a href="http://www.safarihotelsnamibia.com">www.safarihotelsnamibia.com</a>	(13.3 km to the venue)		N\$1 166
Auas City Hotel	<b>Telephone Number:</b> + 264 (0) 61 239768 <b>Fax Number:</b> + 264 (0) 61 239826 <b>Email Address and Web:</b> <a href="mailto:acl@mweb.com.na">acl@mweb.com.na</a> <a href="http://www.auascityhotel.com">www.auascityhotel.com</a>	Centaurus Rd Maerua Park, Windhoek, Namibia (7.5 km to the venue)	2 Star (**)	N\$1 050  Including Breakfast and Wi-Fi
Eros Hotel Pension	<b>Telephone Number:</b> + 264 (0) 61 227020 <b>Fax Number:</b> + 264 (0) 61 242919 <b>Email Address and Web:</b> <a href="mailto:acl@mweb.com.na">acl@mweb.com.na</a> <a href="http://www.auascityhotel.com">www.auascityhotel.com</a>	Windhoek 21 Omuramba Road, Eros Park (9.6 km to the venue)	2 Star (**)	N\$ 800  Bed & Breakfast
Roof of Africa Hotel Conference & Travel Centre	<b>Telephone Number:</b> + 264 (0) 61 254708 <b>Fax Number:</b> + 264 (0) 61 248048 <b>Email Address and Web:</b> <a href="mailto:info@roofofafrica.com">info@roofofafrica.com</a> <a href="http://www.roofofafrica.com">www.roofofafrica.com</a>	124-126 Nelson Mandela Ave, Eros, Windhoek, Namibia (8.1 km to the venue)	3 Star (***)	<b>Standard room:</b> N\$1 271 <b>Deluxe room:</b> N\$1 373 <b>Luxury room:</b> N\$1 617  Including Breakfast
Klein Windhoek Guest House	<b>Telephone Number:</b> + 264 (0) 61 225500 <b>Fax Number:</b> + 264 (0) 61 226768	29-31 Stein St Klein Windhoek, Windhoek, Namibia (5.7 km to the venue)	2 Star (**)	N\$ 960

Klein Windhoek Guest House	<b>Telephone Number:</b> + 264 (0) 61 239401/271397 <b>Fax Number:</b> + 264 (0) 61 234952 <b>Email Address and Web :</b> <a href="mailto:kwgh@iway.na">kwgh@iway.na</a>	No. 2, Hofmeyer Street, Klein Windhoek, Windhoek, Namibia (7.1 km to the venue)		<b>Standard room:</b> N\$1 010 <b>Luxury room:</b> N\$1 190
Jordani Bed and Breakfast	<b>Telephone Number:</b> + 264 (0) 61 220141 <b>Fax Number:</b> + 264 (0) 61 238007	55 Hamutenya Wanehepo Ndadi Street, Olympia, Windhoek, Namibia (9.5 km to the venue)	4 Star (****)	N\$ 980  Including Breakfast
Guesthouse Lisha	<b>Telephone Number:</b> + 264 (0) 61 252474 <b>Fax Number:</b> + 264 (0) 61 252474 <b>Email Address:</b> <a href="mailto:guesthouselisha@africaonline.com.na">guesthouselisha@africaonline.com.na</a>	182 Diaz, Street, Windhoek, Namibia (12.2 km to the venue)		N\$ 750 (2pax)  N\$ 450p/p  Breakfast excluded
Aloe Travel Lodge	<b>Telephone Number:</b> + 264 (0) 61 251306 <b>Fax Number:</b> + 264 (0) 61 272110 <b>Email Address:</b> <a href="mailto:aloe@iway.na">aloe@iway.na</a>	Wika Drive, Olympia, Windhoek, Namibia (11.6 km to the venue)	3 Star (***)	N\$ 750 (2Pax)  N\$ 650p/p
The Garden Cottage Co	<b>Telephone Number:</b> + 264 (0) 61 258906 <b>Email Address:</b> <a href="mailto:cottages@mweb.com.na">cottages@mweb.com.na</a>	(5.7 km to the venue)	4 Star (****)	N\$ 750  Self-Catering

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