

**ICAO AFI AVIATION WEEK EVENTS**  
**(Gaborone, Botswana, 22-25 May 2017)**

1. **Fourth AFI Aviation Safety Symposium (Monday, 22 May 2017)**
2. **Nineteenth Comprehensive Regional Implementation Plan for Aviation Safety in Africa (AFI Plan) Steering Committee Meeting (Tuesday, 23 May 2017)**
3. **Second AFI Security Symposium (Wednesday, 24 May 2017)**
4. **Fifth Comprehensive Regional Implementation Plan for Security and Facilitation (AFI SECFAL Plan) Steering Committee Meeting (Thursday, 25 May 2017)**

**INFORMATION BULLETIN ON BOTSWANA**

The Civil Aviation Authority of Botswana (CAAB) 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, CAAB 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.

**1. Venue**

1.1 The AFI Aviation Week will be held at the **Gaborone International Convention Centre** Plot 17989, Molepolole Road, Gaborone Botswana. The Hotels in the premises are Grand Palm and the Metcourt (see para 1.2 in attached list of hotels).

**2. Registration**

2.1 Onsite registration of participants will take place as from 20 and 21 May 2017, from 08:00 am to 16:30 pm. In the meantime, participants are ***strongly urged*** to pre-register online for the respective meeting at: <http://www2010.icao.int/ESAF/AFI-Aviation-Week-2017/Pages/default.aspx>, as required

**3. Opening Session**

3.1 The official opening of the Meetings will take place on Monday 22 May 2017 at 09:00 am.

**4. Working Language**

4.1 The Meetings will be conducted in the English and French Language with simultaneous interpretation.

**5. Transport**

***From the Airport***

5.1 Transport shall be provided by the respective hotels and Civil Aviation Authority of Botswana from the airport to the hotels and from hotels to the venue of the meetings.

## 6. Hotel Information

6.1 Participants are advised to make their own hotel reservation. Booking at the Hotel within the conference premises is recommended. A list of recommended hotels/lodges in Gaborone, Botswana, is attached at the end of this bulletin.

## 7. Entry Visa

7.1 Participants are advised to ascertain at their respective Embassies whether or not they are exempt from the Botswana entry visa requirements. All Citizens of Commonwealth countries do not require visa **except** those from Bangladesh, Ghana, India, Nigeria, Pakistan and Sri Lanka. Foreign nationals whose countries have signed a visa abolition Agreement with Botswana are also not required to apply for a visa. A list of countries whose nationals/citizens do not require a visa for entry into Botswana can be found at (<http://www.gov.bw/Ministries--Authorities/Ministries/Ministry-of-Labour--Home-Affairs-MLHA/Tools--Services/Services--Forms/Requirements-for-VISA-application/>). In applying for the visa, it is advisable to produce the letter of invitation from ICAO, together with other documents which may be required by the High Commissions or Embassy.

**It is important to apply for visas well in advance to avoid delays and inconveniences.**

N.B. Persons who have permits but decided to stay outside the country for more than six months are required to apply for a visa when they come back to Botswana.

7.2 Botswana visas may be obtained from 20 diplomatic missions in 17 countries around the world where the visa applications can be made: Australia, Belgium, Brazil, China, Ethiopia, India, Japan, Kenya, Namibia, Nigeria, South Africa, (Pretoria, Johannesburg and Cape Town), Sweden, Switzerland, United Kingdom, United Nations (New York), Zambia and Zimbabwe.

7.3 The requirements for visa application are:

- Covering letter from the host (Civil Aviation Authority of Botswana has provided on behalf of the State)
- Certified copies of permits (work and residence) from the host or the National Identity Card.
- Application form filled by the applicant (copy attached)
- Itinerary or flight schedule
- Invitation letter from CAAB sufficient (hotel booking an added advantage)

**Note: Participants are urged to make their requests within 21 days to facilitate timely processing with the Immigration Department.**

**Further, a detailed list of requirements is attached.**

## 8. Health

8.1 It is strongly recommended that participants should 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 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. The officials may take other action 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 Botswana.

## 9. Weather

9.1 Gaborone has a hot semi-arid climate. The month of May sees the beginning of the winter season in Botswana, and the start of the rainy season. Day time temperatures can go up to 26/27°C, with minimum night time temperatures of around 9/12°C.

9.2 Gaborone local time is GMT +2.

## 10. Local Currency and Foreign Exchange Rates

10.1 The basic unit of currency is Pula (BWP), which is divided into 100 thebe. There are silver and bronze coins of 5, 10, 25, 50 thebe and 1, 2, 5 Pula. Notes are issued in denominations of 10, 20, 50, 100 and 200 Pula.

10.2 The Botswana Pula (BWP) exchange rates are determined by Bank of Botswana and it varies daily. Participants may wish to obtain current information from the internet.

10.3 Commercial banks and Bureaux de Change provide exchange facilities. Most banks are open between 09:00 am to 5 pm from Monday to Friday and between 9:00 am to 12 noon on Saturdays. Some Bureaux de Change may be open outside these hours and some hotels also offer exchange facilities but at an extra fee and/or less favourable rates. On arrival at Sir Seretse Khama International Airport (GBE), automated teller machines by several banks and a Bureaux de Change are found in the terminal.

## 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 area code (for landline numbers) and the required number. There are three cellular phone (mobile) operators in Botswana i.e. Orange, Mascom and Be-mobile.

11.2 For local SIM cards and related mobile network services the hotel will arrange for availability of **Be Mobile**.

## 12. Security

### *In the surrounding areas*

12.1 As in many large cities, petty crimes can be expected in Gaborone. 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.

### *Security at the meeting venue*

12.2 There will be security at the meeting venue.

## 13. Medical and Health Services

13.1 There are a number of medical and health services available around the meeting venue and recommended hotels.

## 14. Meeting Coordinators

14.1 The following are the contact details of the meeting coordinating team. Please feel free to contact them:

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