



INFORMATION NOTE

34th ANNUAL SADC TBT COOPERATION STRUCTURES MEETINGS 10 – 15 MARCH 2019 WINDHOEK, NAMIBIA

1. VENUE OF THE MEETING

The meetings will be at the Safari Conference Centre (windhoek@legacyhotels.co.za / hrwccr@legacyhotels.co.za) in Windhoek, Namibia.

Safari Conference Centre
C/O Auas & Aviation Roads
Windhoek, Namibia
Tel: +264 61 2052119 / +264 61 2055702

2. ACCOMMODATION

Accommodation can be booked at the attached list of hotels. Delegates are expected to make their own bookings.

3. AIRPORT TRANSFERS AND LOCAL TRANSPORTATION

Transport from the Hosea Kutako International Airport will be provided for all delegates as indicated on their registration forms. On arrival at the airport just look out for the transport service provider representative carrying a placard with words **“SADC TBT”**.

Local transportation between the listed hotels and meeting venue will also be provided. Please forward your completed registration forms with your selected hotel as well as flight details by the 1st of March 2019 in order for us to arrange for your pick up and drop off services.

4. PASSPORT AND VISA REQUIREMENTS

It is the responsibility of each participant to find out in their home country the Entry Visa requirements for their entry into Namibia. According to Namibian Immigration Policy, Foreign Nationals wishing to obtain a Namibian Visa, should submit their applications to The Namibian Home Affairs Visa Department for processing through the Namibian Embassy in their own country.

FOREIGN NATIONALS EXEMPTED FROM VISA REQUIREMENTS WHEN TRAVELLING TO NAMIBIA

Angola, Armenia, Australia, Austria, Azerbaijan, Belarus, Belgium, Botswana, Brazil, Canada, Congo Brazzaville (**only diplomatic, official and service passports**), Cuba, Denmark, Eswatini, Finland, France, Germany, Ghana (**only diplomatic, official and service passports**), Hong Kong, Iceland, India (**only diplomatic, official passports up to Three (3) months**), Ireland, Italy, Japan, Kazakhstan, Kenya, Kyrgyzstan, Lechtenstein, Lesotho, Luxembourg, Macau (SAR),

Malawi, Malaysia, Mauritius, Moldova, Mozambique, The 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, Venezuela (**only diplomatic, official and service passports**), Zambia, Zimbabwe.

5. HEALTH REQUIREMENTS

There is no risk of yellow fever in Namibia. The Government of Namibia requires proof of yellow fever vaccination **only** if you are arriving from a country with risk of yellow fever, check this list below to see if you may be required to get the yellow fever vaccine:

Residents/Non-Residents coming from Yellow Fever endemic countries and countries with active Yellow Fever transmission outbreaks.

Yellow Fever endemic countries: Angola, Argentina, Benin, Bolivia Plurinational, Brazil, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Colombia, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Ecuador, Equatorial Guinea, Ethiopia, French Guiana, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Panama, Paraguay, Peru, Senegal, Sierra Leone, South Sudan, Sudan, Suriname, Togo, Trinidad and Tobago, Uganda, Venezuela.

6. CATERING

Tea and Coffee Break and Lunch will be catered for during the meeting.

7. WEATHER

During March in Namibia the daily temperatures are gradually falling, with daily highs around 24° C. Daily temperatures are averaging 19°C. Nights can get cooler. Bring some warm garments for the evenings. Some occasional rain is expected during this period.

8. ELECTRICAL POWER

Electric Power is 220V running at 50Hz. The plug types used are: round pin attachment plug. Check out the following pictures.



9. BANKING

Currency

The currency of Namibia is the Namibian Dollar.

The Namibian Dollar (NAD) is tied to the South African Rand (ZAR) on a 1:1 ratio. As added reference, the USD/NAD exchange rate as of (10 January 2019) is 1 USD = 13.88 NAD.

Both the Namibian Dollar and the South African Rand are accepted throughout Namibia.

No other international currencies are readily accepted.

Banks and Exchanging Money

The main banks in Namibia are Nedbank, Bank Windhoek, Standard Bank and First National Bank. To exchange money you will need to provide identification in the form usually of your passport. Most banks require to see the original passport. Photocopies even if certified are generally not accepted as identification. When exchanging money it is more useful to ask for South African Rand (ZAR) the main reason being that if you have Namibian Dollars leftover after your trip it is very difficult to exchange them into your local currency when you return home.

Credit and Debit Cards

MasterCard and Visa are widely accepted throughout Namibia in shops and lodges. American Express and Diners Card are not widely accepted. Paying by credit card can be a little time consuming in remote areas as occasionally they have connection problems, so if you are planning an early start from a lodge it is a good idea to settle any outstanding bills you may have the night before departure. Debit cards featuring the Maestro and Electron signs are widely accepted in Namibia.

10. FOOD

If you have any dietary requirements (reasons: medical, religious, allergic, vegetarian, etc), please inform us.

For any further information or assistance please contact:

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We trust that you will enjoy your stay in the Republic of Namibia