

CONFERENCE THEME: Capacitating Parliaments towards Realising the African Agenda 2063 – the Role of Parliaments in the Knowledge Based Economy

1. DATES AND VENUE OF THE CONFERENCE

The 3rd SoCATT Professional Development Seminar (Africa Region) will be hosted by the Parliament of Namibia, as from the 1st of July 2013 until the 4th of July 2018. The venue of the meeting will be Safari Court Hotel & Conference Centre, Windhoek, Namibia.

2. REGISTRATION

All participants must register online. Participants unable to register online are kindly requested to fax the registration forms at +264-61 256371

3. KEY DATES

Deadlines for completing the enclosed forms:

Bio data form	18 June 2018
(Registration Form)	18 June 2018
(Travel & Accommodation)	18 June 2018

4. GEOGRAPHICAL LOCATION

Namibia is situated in south-western Africa, bordered in the west by the Atlantic Ocean, in the south by South Africa, in the east by Botswana and Zimbabwe, in the north-east by Zambia, and in the north by Angola.

5. WEATHER

Primarily arid and semi-arid, sub-tropical in the north-east. The hottest months are between October, November, December and January, with average maximum day temperatures ranging between 20°C. Average minimum winter temperatures range between 6°C and 10°C, with average day temperatures of between 18°C to 22°C. The winter months are from May to July. Warm clothing is recommended, particularly for Windhoek, during the month of July.

6. OFFICIAL DATES FOR ARRIVALS AND DEPARTURES

Arrival of Secretariat and Support staff, Steering committee members	Saturday, 30 June 2018
Arrival & Registration- Seminar delegates Meeting of SoCATT Steering Committee	Sunday, 1 July 2018
Professional Development Seminar (Full day & Official opening)	Monday, 2 July 2018
Professional Development Seminar (Full Day) Official Closing of the Seminar	Tuesday, 3 July 2018
Tour	Wednesday, 4 July 2018
All Departures	Thursday, 5 July 2018

Transport will be provided to all delegates during arrival and departure dates from and to the Hosea Kutako International Airport.

NB: All flights should be routed to Hosea Kutako International Airport, Windhoek

PROTOCOL ARRANGEMENTS ON ARRIVAL AND DEPARTURE

Protocol Officers shall provide protocol services to delegates on arrival and departure at the Hosea Kutako International Airport.

7. ENTRY REQUIREMENTS

- a) All visitors to the Republic of Namibia must hold valid passports. Citizens of countries that require visas to Namibia should obtain these before hand at the appropriate Diplomatic or Consular Missions of the Republic of Namibia. No visa requirements for African passport holders.
- b) It takes approximately ten (10) working days to process a visa application. Applicants should be accompanied by the necessary visa fees in respect of countries whose passport holders are subject to visa fees.
- c) Failure to have a valid visa when there is a Namibian Mission in a Member country of origin may result in entry into Namibia being denied or the passport holder being liable for a hefty fine.
- d) Any queries relating to visas are handled by the **Namibian Missions or representative offices** in your country or the nearest one situated to you.

8. ACCOMMODATION AND MEALS

The SoCATT will take care of all expenditures for the conferences and meal expenses from 1-4 July 2018. Accommodations and travel expenses are the responsibilities of the respective branches. Participants staying beyond the 5 July 2018 will have to pay for their own expenses.

The following Hotels are identified to accommodate participants and should you wish to make other alternative arrangements, kindly inform the Secretariat:

1. **Safari Court**, which is only 5 minutes drive from the City Centre and 35 km from the Airport.

Telephone: +264 61 296 8000

2. **Windhoek City Lodge**, which is 5 minutes' drive to the Seminar venue and 35 km from the Airport.

3. **Hilton Hotel**, which is also in the heart of the city centre, and 30 km from the Airport.

Telephone: +264 61 296 2929

Both Safari and City Lodge rates are at \$120. Please take note that Hilton Hotel will charge the normal rates.

9. TRANSPORT

Transportation will be provided from the Airport to the Hotels on arrival and from the Hotels to the Airport on the official arrival and departure days and between Hotels and the Conference venue.

10. MEDICAL SERVICES

Personal accidents, medical care, luggage and currency loss will be the responsibility of individual delegates.

The Namibia Parliament is unable to accept responsibility for any loss or damage to luggage or any medical costs incurred.

11. CURRENCY

The Namibian currency is the **Namibia Dollar (N\$)**. It consists of notes in the following denominations: 10, 20, 50, 100 and 200; coins in N\$5, N\$1, and cents in 50 cents, 10 cents and 5 cents. The South Africa Rand is a legal tender in Namibia. Forex services are available at banks in the City Centre, or at the Hosea Kutako International Airport on arrival.

Banking amenities are available and most banks have cash dispensing machines accepting Visa, MasterCard and American Express. Bureau de Change facilities are readily available. Exchange rates are subject to fluctuation.

There is no limit on the amount of foreign currency that may be imported into Namibia by individual non-residents, provided that it is declared on arrival to facilitate the exportation thereof on departure.

BANKING HOURS

Banking hours are:

Monday to Friday:	09h00 – 15h30
Saturday:	09h00 – 11h00

12. TELEPHONES

The international country code for Namibia is +264

13. ELECTRICAL POWER

The electricity supply in Namibia is provided at 220/230 volts 50 Hz. Electrical sockets are rounded and three plugged. Adaptors are widely available in major supermarkets, electrical shops and other stores for those wishing to use them locally.

14. REGISTRATION FORMS

Delegates are requested to fill all the enclosed forms and forward them to the Conference Secretariat as early as possible, but not later than 18 June 2018.

Completed forms can be sent by e-mail Socatt3seminar@parliament.na or fax +264 61- 256371

15. FLIGHT DETAILS

Delegates are requested to send their travel itinerary to the above email.

16. OFFICIAL LANGUAGE

English is the official language of Namibia.

17. SEMINAR COORDINATORS

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