



INFORMATION CIRCULAR

ANNUAL NETWORK FOR PARLIAMENTARY BUDGET OFFICE (ANPBO)

**THEME: "THE ROLE OF THE
LEGISLATURE IN ATTAINING AFRICA
AGENDA 2063"**

21ST – 25TH SEPTEMBER 2026

**SWAKOPMUND HOTEL AND ENTERTAINMENT
CENTER, SWAKOPMUND
NAMIBIA**



1. INTRODUCTION

The Parliament of Namibia is honoured to host the Annual Network for Parliamentary Budget Office Conference (ANPBO). Therefore, the Parliament of Namibia hereby wishes to extend a very warm welcome to all delegates, accompanying officials, experts and Members from the OECP. The information contained in this document is intended to guide all participants to the conference, which will be held in Swakopmund, Namibia, from the 21st to 25th September 2026.

2. ABOUT NAMIBIA

Namibia, located in Southern Africa, is a country known for its stunning, vast open desert landscapes, diverse ecosystems, and rich cultural heritage. The country is home to iconic natural attractions such as the Namib Desert which hold the top ranking for the highest and most iconic Sand Dunes in Africa (Dune 7) with the height of about 383 meters, Etosha National Park, and the Atlantic coastline. It covers 824,292 sq km, supports over 3.1 million people, and maintains a stable democratic republic with a mixed economy driven largely by mining and tourism. The country is internationally recognised for its commitment to conservation and environmental sustainability, with extensive national parks and communal conservancies protecting its unique wildlife and biodiversity.

Swakopmund is located in the central-western coast of Namibia, where the Atlantic Ocean meets the Namib Desert. It serves as the capital of the Erongo Region and functions as a major tourism hub and holiday resort. Known for its blend of coastal charm and desert scenery, the town offers beachfront walkways, restaurants, shops, and cultural attractions that create a lively yet relaxed atmosphere. With its scenic surroundings, modern accommodation, and conference facilities, Swakopmund provides an ideal balance between business and leisure.

These qualities make Namibia a unique and attractive destination, a suitable town to host this event. It is therefore a great pleasure to welcome you all to Namibia.





3. Official Language

English is the sole official language.

4. Government

A multi-party, unitary parliamentary democratic republic.

5. Leadership

The head of state is the President, assisted by a Prime Minister and a bicameral legislature.

6. Meeting Venues

All ANPBO meetings will be held at the Swakopmund Hotel and Entertainment Center.

7. Official Arrival and Departure Dates

Delegates, officials, and accompanying people are expected to arrive on 19 September 2026 and depart on 26 September 2026.



8. Flights to Walvis Bay International Airport

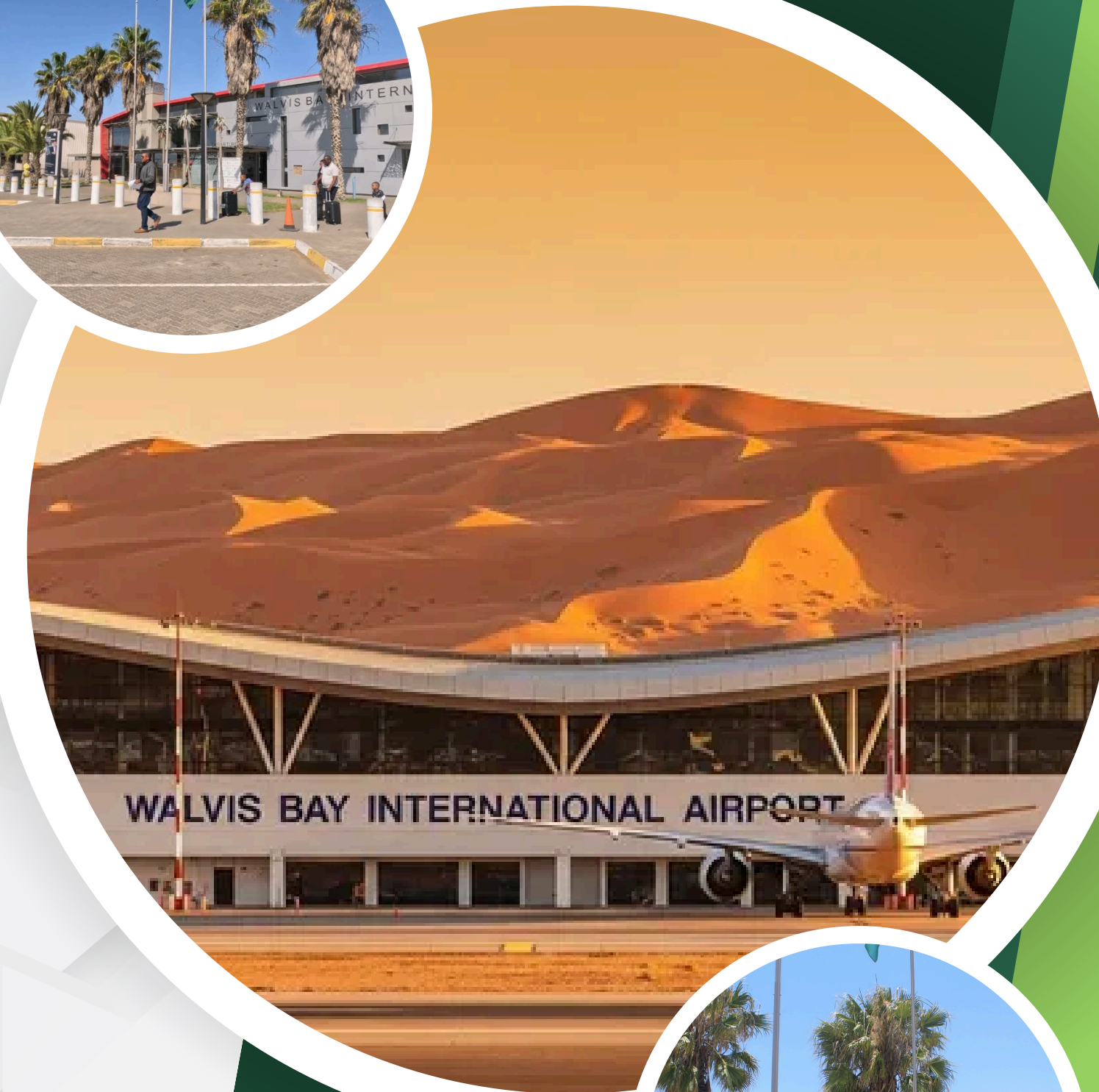
Walvis Bay is a coastal town located 35 km west of Swakopmund. It is home to the coastal International Airport. The Annual Network for Parliamentary Budget Office conference is going to be held in Swakopmund; therefore, all delegates must travel directly to the coastal town. In addition, delegates are advised to confirm their travel itineraries to the Parliament of Namibia well in advance.

The Parliament of Namibia will deploy Protocol Officers at Walvis Bay International Airport who shall provide protocol services and other logistics to arriving delegates. Therefore, all delegates are advised to book flights directly to Walvis Bay International Airport. Flights to Walvis Bay International Airport go either, via Cape Town or Johannesburg, South Africa.

NB: Travel expenses are the responsibility of the respective parliaments and individual delegates.

9. Official Opening Ceremony

The Annual Network for Parliamentary Budget Office Conference will be officially opened on Monday, 21st September 2026, at the Swakopmund Hotel and Entertainment Centre, in Swakopmund, Namibia. A separate program will be provided.



10. Airport transfers and ground transport

The Parliament of Namibia will be responsible for airport transfers of all delegates from the Walvis International Airport to their respective hotels. Transport will also be provided to delegates during official engagements, between designated hotels and the conference venue. Any transport outside the programme is considered private, and delegates will be responsible for the costs.

11. Time zone

Time zone in Namibia (GMT+2)

12. PLACES TO VISIT IN SWAKOPMUND

The following are "must-see" attractions in Swakopmund, however, pre-booking via the registration desk is mandatory for the Desert Activities.

Site	Time required	Key attraction
The Swakopmund Jetty & Lighthouse	30 min. (free time)	Iconic photo stop; Ocean views.
Kristall Galleria	1 hour	Largest quartz crystal on display; Namibian gemstones & jewelry
Living Desert Snake Park	45 min.	Snakes, baboons, and meerkats (great for a quick visit).
Quad biking and Sandboarding (the Dunes)	2 hours	Adrenaline option. Ride the "Dune 7" sands. Bring a scarf/goggles.
Boat Cruise (Walvis Bay Lagoon)	4 hours (Half day)	Champagne & oysters; Pelicans & seals feeding. Warm jacket required
Welwitchia Drive (Moon landscape)	2.5 min.	Scenic drive to see 1,500-year-old Welwitschia plants and ancient rock formations





13. Immigration and Entry Requirements

All delegates attending the ANPBO Conference must be holders of a passport, valid for at least six (6) months from the date of entry. Delegates from SADC Countries do not require entry visas to Namibia. Delegates who may require entry visas should apply and obtain these beforehand at the appropriate Diplomatic or Consular Missions of the Republic of Namibia in their respective countries or the nearest office situated to you; alternatively, use online visa application via: <https://eservices.mhaiss.gov.na>. It takes approximately ten working (10) days to process a visa application. Applicants should carry the necessary visa fees in respect of countries whose passport holders are subject to visa. To avoid travel disruptions, delegates must proactively confirm visa requirements for all transit points on their itinerary.

14. Registration and Accreditation

Delegates are urged to register [here](#) upon invitation. Registration should be done no later than 20th August 2026.

All participants will be given identification badges, which must be worn throughout the programme to facilitate ease of identification and access to venues and official events.



15. Recommended Hotels

All participants shall be responsible for their own accommodation expenses. Participants are strictly advised to book accommodation at Hotels in Swakopmund for security, access, and logistical purposes. Furthermore, you delegates are informed that Parliament has negotiated a good price with Swakopmund Hotel and Entertainment Centre, which includes bed, breakfast, and dinner. A code will be provided on a first come first serve basis, until 15 August 2026. Early booking will guarantee you this offer. Therefore, the following accommodations are recommended:

NAME OF ACCOMMODATION	CONTACT / EMAIL ADDRESS	SINGLE ROOM	DOUBLE ROOM
Swakopmund hotel and Entertainment centre	swakbanq@legacyhotels.co.za +26481	N\$2 518.00 Breakfast Included	N\$2 518.00 Breakfast Included
Seaside Hotel & Spa	reservations@seasidehotelandspa.com +264 64 415900	N\$1 850.00 Breakfast Included	N\$2850.00 Breakfast Included
Atlantic Villa	sakaria@atlantic-villa.com	N\$1480.00	N\$1480.00
Hidden Heaven Guesthouse	fkolofu@yahoo.com or send WhatsApp to +264 81 4138870	N\$750 Self-Catering	N\$1,050 Self-Catering
Guesthouse Indongo	booking.indongo@cp-cc.info	N\$1950.00	N\$1950.00
Desert Sands Boutique	info@desertsands.com.na	N\$	



NB: Swakopmund is a tourist attraction; therefore, its peak season runs from July to October, aligning with the dry, cool weather. During this season, expect high accommodation demand, cooler beach breezes, and maximum occupancy during these times. Therefore, rooms get fully booked in seconds. Therefore, delegates are encouraged to book well in advance.

Participants should indicate the name of the Hotel they have booked on the registration form provided.

16. Meals

Except delegates booked in hotels whose price offers breakfast and Swakopmund Entertainment Centre, all other participants shall be responsible for their breakfast and evening meals. However, afternoon meals will be provided during the conference and other official meetings or where dinner has been organised.

Delegates with dietary requirements should give advance notification and should indicate so in the registration form.

17. Official Engagements

All information related to the conference is contained in the Programme. Additional programmes highlighting specific official functions will be made available to the participants during the conference.

18. Documentations

All conference documents will be made available to delegates via google drive.

19. Medical Services

Basic health services will be available at the conference venue throughout the conference period to cater for first aid and minor ailments. Illnesses requiring special attention will be referred to the nearest health facility or hospital. However, delegates are advised to ensure that they have travel insurance to cover for major medical attention.



20. Yellow Fever Vaccination

Namibia requires all travellers coming from areas where yellow fever is endemic to show a World Health Organization Immunisation Record (Yellow Card). Delegates transiting through other countries before reaching Namibia must take note that a yellow fever vaccination certificate is often required for travellers in transit.

21.COVID-19

Although there has not been any record of COVID-19 in recent years, in Namibia, delegates are advised to take precautionary measures; if vaccinated, carry your vaccination card. Alternatively, since you will be entering through an international airport, wear a mask.

22. Telecommunications and Internet Services

The international dialling code for Namibia is (+264). Complimentary internet services will be available at the conference venue.

23. Weather

Generally, Swakopmund is cool due to the Benguela current. September is a dry month in this region, averaging close to 0 mm of precipitation; however, expect a mix of mostly sunny skies, but occasional morning fog, usually clears by mid-morning and periods of increasing cloudiness. For the week starting 20 September 2026, Swakopmund is expected to experience cool to mild coastal weather, with typical daytime highs ranging from 19°C to 21°C (67°F to 70°F) and overnight lows dropping to around 11°C to 13°C (52°F to 56°F), requiring a light wind breaker or sweater





24. Currency Exchange

The official currency in Namibia is the Namibia Dollar (NAD), which is pegged at par with the South African Rand (ZAR). The common exchange currencies are United States Dollar (USD1) = 16.33 Namibian Dollars, and Great British Pound (GBP 1) = 22.18 and the Euro (€1) = 19.14, however, subjected to fluctuation.

Namibia operates under a dual-currency system where both the Namibia Dollar and the South African Rand are legal tender and widely accepted throughout the country. It is also safe to use international debit cards (Visa and MasterCard) in Namibia, and most hotels, restaurants, and retail outlets accept them, though cash is advised for the Township Art Market.

25. Banking Services

Banking hours are as follows:

- i) Mondays to Fridays – 08:30 hours to 15:30 hours
- ii) Saturday - 08:30 to 11:00

26. Electrical Power

Namibia uses the type M (large 3-pin) plugs and sockets or British three-pin square plug. Adaptors are widely available and can be purchased at major supermarkets, electrical shops and other shops for those wishing to use them locally.





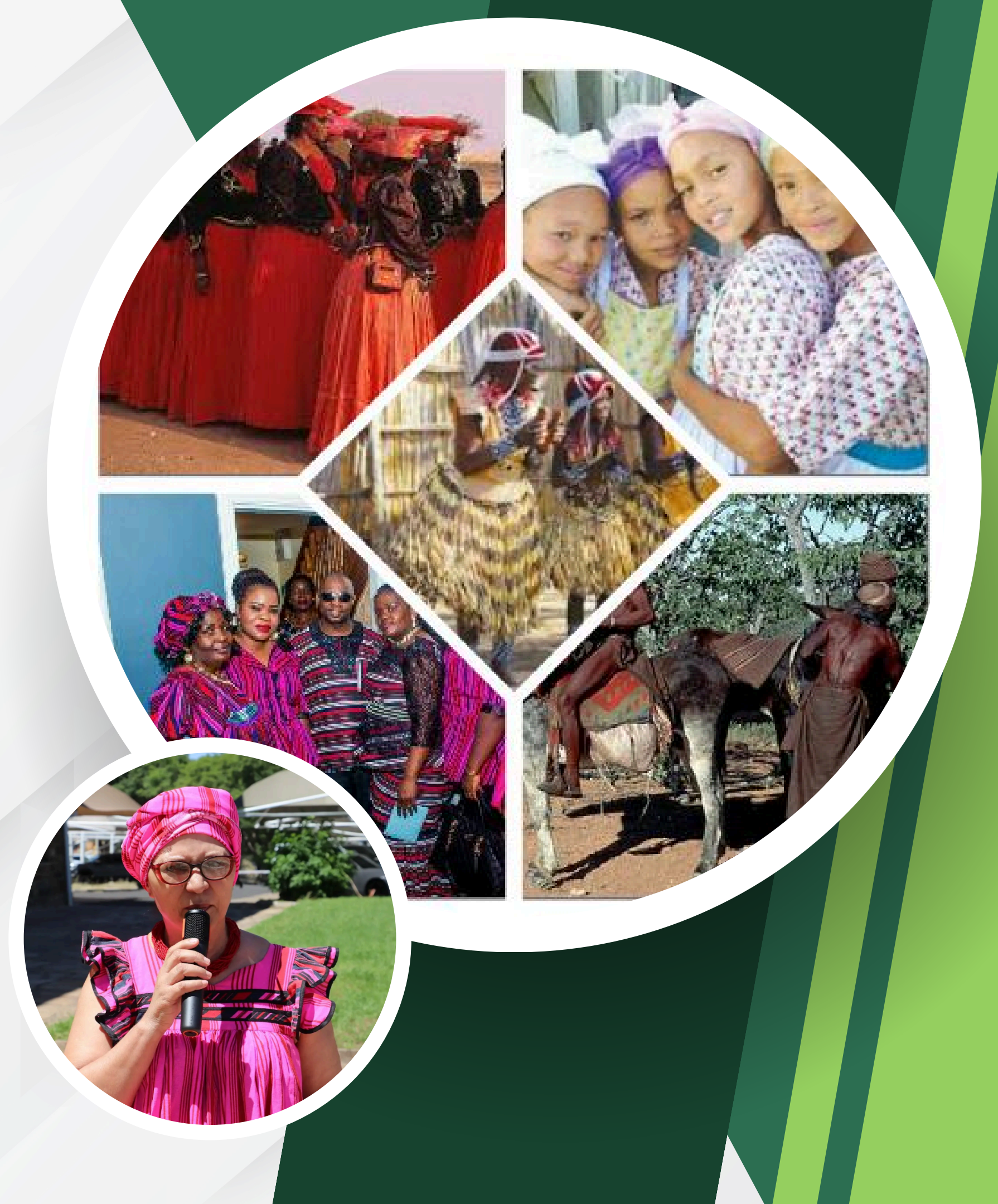
1. Dress Code for the Dinner

The Parliament of Namibia will host a gala dinner in honour of all delegates attending the ANPBO Conference. The theme for the dinner is:

i) Dinner will be on Wednesday, 23 September 2026: the theme is “where cultures meet” - the dress code is traditional attires.

2. Excursion

The excursion will be a Boat Cruise in the Ocean at Walvis Bay in the morning and a soup feeding in the afternoon. The delegates are therefore requested to come prepared for the cold sea weather. The dress code will be all white, while carrying a jersey or jacket for warmth, bring a hat, sunscreen and sunglasses for the sun rays.





CONTACT US

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We wish you a productive 9th ANPBO conference and an unforgettable experience in Namibia's adventure capital.
Eat oysters. Climb dunes. Make memories.

 www.parliament.na

