

September 2013



منظمة الأغذية  
والزراعة  
للأمم المتحدة

联合国  
粮食及  
农业组织

Food  
and  
Agriculture  
Organization  
of  
the  
United  
Nations

Organisation  
des  
Nations  
Unies  
pour  
l'alimentation  
et  
l'agriculture

Organización  
de las  
Naciones  
Unidas  
para la  
Agricultura  
y la  
Alimentación

## AFRICAN FORESTRY AND WILDLIFE COMMISSION

### NINETEENTH SESSION

### THIRD AFRICAN FORESTRY AND WILDLIFE WEEK

**WINDHOEK, REPUBLIC OF NAMIBIA**  
**30 September - 4 October 2013**

### INFORMATION NOTE

#### VENUE:

At the kind invitation of the Government of the Republic of Namibia, the Nineteenth Session of the African Forestry and Wildlife Commission (AFWC) will be held in Windhoek, Namibia, from 30th September to 4th October 2013. The Session will be held simultaneously with the Third African Forestry and Wildlife Week (AFWW). An optional field visit will be organized on Thursday 3rd October by the host government for interested participants.

The 19th AFWC and the 3rd AFWW will be held at the Hotel Safari in Windhoek. The Opening Ceremony is scheduled for Monday, 30 September at 09.30 a.m.

#### REGISTRATION:

Registration will take place on Monday, 30 September 2013 from 08.30 to 09.30 a.m. at the Conference Hall at Hotel Safari.

#### DOCUMENTS:

The session documents will be made available to participants in English and French. They will be sent out before the session and posted on the Commission website: <http://www.fao.org/forestry/site/afwc> as and when available. Delegates are kindly requested to take their own documents to the meeting since very few copies will be available during the sessions.

## HOW TO REACH THE SESSION VENUE

### Flights:

Participants are encouraged to confirm flights to Windhoek Hosea Kutako International Airport as early as possible. Windhoek Hosea Kutako International Airport is located 45km east of the city. Air Namibia offers direct flights to Windhoek Hosea Kutako International Airport from Frankfurt, Luanda, Lusaka, Harare, Maun, Victoria Falls, Accra, Johannesburg and Cape Town.

A number of other airlines serve Hosea Kutako International Airport the regional and intercontinental hubs of Johannesburg and Cape Town (South Africa) and Luanda (Angola). Flight time from these hubs to Windhoek Hosea Kutako International Airport is approximately 2 hours.

An AFWC 19<sup>th</sup> Session information counter will be set up in the arrivals hall of the airport for participants. Namibian Government Officials will ensure AFWC participants are transported to their accommodation on a reasonable commercial basis and will handle other AFWC-related inquiries. Up-to-date airport shuttle and transfer information will be made available to the participants.

### CAR RENTAL - WINDHOEK HOSEA KUTAKO INTERNATIONAL AIRPORT

Avis, Budget, Europcar, Hertz and Imperial car rental have facilities in the arrivals hall. Participants are advised to confirm their vehicle rental requirements in advance. Participants may use the website <<http://easyterra.com>> to compare quotes. A valid International Driving license is required.

### How to reach the Safari Hotel:

Windhoek Safari Hotel is located adjacent to the Avis road near domestic Town Airport, Eros Airport, at the periphery of the Windhoek City. Its exact location is indicated on the host country information package.

## General Information

### Accommodation:

#### Hotel Safari & Safari Court

Corner of Auas and Aviation Streets, WINDHOEK, Namibia

P O Box 3900, WINDHOEK, Namibia

[safari@safarihotelsnamibia.com](mailto:safari@safarihotelsnamibia.com)

[reservations@safarihotelsnamibia.com](mailto:reservations@safarihotelsnamibia.com)

+264-61-2968000 (General)

+264-61-2967180 (Reservations)

+264-61-2967171 / 4 (Conference)



Please send your arrival and departure dates and times to **Mr Jonathan Kamwi (email [kamwijo@mawf.gov.na](mailto:kamwijo@mawf.gov.na))** with copy to **Mrs. Rose A. Sah ([Rose.Sah@fao.org](mailto:Rose.Sah@fao.org))** and Ms. **Jeanne Konan ([Jeanne.Konan@fao.org](mailto:Jeanne.Konan@fao.org))** if you would like to stay at the hotel. He will make the necessary arrangements for you.

**Accommodation costs:**

Rate includes 14% Value Added Tax, 2% Tourism Levy, full buffet breakfast, unlimited internet access, welcome drink on arrival, complimentary access to gym, and complimentary shuttle service to the city centre.

All funded and self-funded participants will have to pay for their accommodation when checking-out of the hotel. Lunch (with one soft drink per person per lunch) and tea/coffee during the conference is covered by the Government of Namibia. All extra costs, including dinner, room service, telephone, bar etc., will have to be paid by the individual conference participant upon departure. **The Government of Namibia and FAO cannot be held liable for any such costs incurred.**

Other hotels (see annex) can be used in the event **Hotel Safari** is fully booked.

**Airport Transfer:**

FAO Namibia will facilitate transport from and to the airport. However, FAO Namibia or the Government of Namibia will not cover the costs of the transportation, and thus the participants are requested to settle the transportation fees individually. Payment can be made in NAD (Namibian Dollars) or South African Rand.

If you need to exchange money (USD or Euro); this can be done directly at the airport in the arrivals hall. There is also a Standard Bank ATM next to the money exchange booth.

The taxi or shuttle company will meet you with the conference sign "AFWC" upon arrival. Please note that you might be sharing airport transfer with other participants who are arriving at the same time. The taxi or shuttle will take you directly to the hotel. The fees for the pre-booked shuttle are:

One (1) person = N\$180.00 More than two (2) persons = N\$140.00
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Please ensure that you send your flight information, including arrival and departure dates and times and the flight number, to FAO Namibia ([fao-na@fao.org](mailto:fao-na@fao.org)). This information will be used for the airport transfer arrangements. **Please indicate if you would NOT like to make use of the pre-arranged shuttle service - both from and to the airport.**

If anything should happen or if you are delayed, and you find that there is no shuttle or taxi waiting for you at the airport, please note that there are always taxis at the airport. It is wiser to negotiate the price of the journey beforehand, as you might otherwise be overcharged. It is recommended to pay no more than N\$250.00 for a taxi to the hotel for a single person. If two or more participants travel together, the fee is usually reduced to anything between N\$200.00 and N\$150.00. Alternatively, you can contact one of the following shuttle services to arrange for your pick-up.

Contact details of reliable shuttle services are below:

**OPTION 1:**

Namibia Transfers  
Cell no 0812216410  
P O Box 3939 Rehoboth  
Reg no D/2010/6726  
N T B no SHU 00189  
16 July 2013  
Quotation 0236

City Transfers

1 and 2 Persons in Town N\$ 60 from 1stop tot another  
3 and more is N\$ 30 per persone from 1 stop tot another

Airport Transfer

1 persone are N\$ 240 from airport to Town  
2 persons are N\$ 140 per persone from airport tot Town  
3 and more are N\$ 120 per persone from the airport to Town

**OPTION 2:****Omahuka Transfers cc**

Tel: (964-61)-226195

Fax: (964-61)-229044

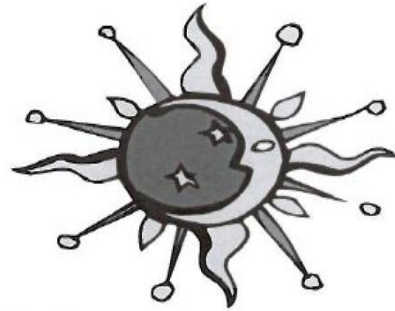
Fax2Mail: 088623466 (New)

PO. Box: 11216 KI WHK

Cell 081 129 4838

081 259 8170

E-mail: omahukatransfers@iway.na



**Price List for Transfers/Tours effective  
01 November 2012 to 31 October 2013  
( Netto )**

Transfers to and from Airports, Hotels, Pensions, Guest Farms and other Establishments in and around Windhoek are available from us. If the need for **other routes/transfers** arises and **specific quotes**, do not hesitate to contact us directly.

**The following PRICES are applicable**

<b>ROUTE</b>	<b>1 PERSON</b>	<b>2 OR MORE</b>
Windhoek-International Airport to Windhoek or vice versa	N\$ 250.- per Person	N\$ 210.- per Person
Private transfer from International Airport to Windhoek or vice versa	N\$ 280.00 per Person	N\$ 230.00 per Person
Windhoek International Airport to Immanuel Lodge or visa versa	N\$ 300.00 per Person	N\$ 260.00 per Person
Eros Airport to Hotels in Town or vice versa	N\$ 80.- per Person	N\$ 70.- per Person
Transfers from Pension to town or vice versa (after 20h00-double)	1 – 3 Persons	N\$ 120.- per Trip
Transfers from Pension to town or vice versa (after 20h00-double)	4 - 7 Persons	N\$ 150.00.- per Trip
<b>ROUTE</b>	<b>1-3 PERSONS</b>	<b>4-7 PERSONS</b>
Windhoek to Daan Viljoen Game Park Or vice versa	N\$ 250.00 per Trip	N\$ 300.00 per Trip
Windhoek to Düsternbrook Guest Farm Or vice versa	N\$ 600.00 per Trip	N\$ 880.00 per Trip
Windhoek International Airport to Düsternbrook Guest Farm or visa versa	N\$ 850.00 per Trip	N\$ 1130.00 per Trip
Windhoek to Okapuka Game Ranch or Vice versa	N\$ 480.00 per Trip	N\$ 850.00 per Trip
Windhoek International Airport to Okapuka Game Ranch or visa versa	N\$ 730.00 per Trip	N\$ 1100.00 per Trip
Windhoek to Goche Ganas or visa versa	N\$ 640.00 per Trip	N\$ 890.00 per trip
Windhoek International Airport to Goche Ganas or visa versa	N\$ 930.00 per Trip	N\$ 1180.00 per Trip
Luggage transfers (luggage owner's risk)	N\$ 300.00	
Meet and Greet	N\$ 850.00	

**Emergency Telephone Numbers:**

City Police:	10111
Namibian Police:	061 290 2239 or 061 209 4292
Ambulance, Fire Brigade and Disaster Management:	061 211 111
Ambulance (24h Helpline):	061 230505

**Health and Medical Care:**

Medical services in Namibia are of a high standard. However, the availability of most services is restricted to the main towns.

**Vaccinations:**

**Proof of vaccination against Yellow Fever is mandatory** for persons from Yellow Fever risk regions. If you arrive from such a region please make sure you bring your vaccination card along as proof that you have been vaccinated. Malaria precautions are not essential in Windhoek. However, delegates are advised to take measures to protect themselves against mosquito bites.

**Health risks, Medicines and Pharmacies:**

No specific health risk in Namibia. Namibian pharmacies are more like a traditional chemist's shop. Most pharmacists are available to give sound advice. Many types of medicines are available without prescription. The following are some pharmacies available in Windhoek:

- Namib Pharmacy 061 237103
- International Pharmacy 061 248195
- Langerhans Pharmacy 061 222581

There are three **private hospitals** in Windhoek, which are of high standard:

- Medi Clinic 061 222687
- Roman Catholic Hospital 061 2702911
- Rhino Park Private Hospital 061 375000

Recommended General Practitioners:

- Dr. Weimann, Hartmut Kurt 061 222448
- Dr. Haufiku, Bernard 061 253094
- Dr. Morkel, Vernon 061 375100
- Dr. Mugala-Mukungu, Flavia 061 250257

**Visas:**

Participants from countries that are not exempted from visas to the Republic of Namibia **must acquire valid visas before leaving their home countries**, although the Republic of Namibia endeavours to issue visas upon arrival at the ports of entry for most countries. Participants are requested to take special care to check which category their country falls under. Visas can be obtained at any diplomatic or consular mission of the Republic of Namibia at a cost of \$470, possibly within one business week. There are some countries which require referral visas, which have to be applied for at least three (3) weeks in advance. Details on all visa requirements, including referral visas, are available at the following website:[www.mha.gov.na](http://www.mha.gov.na).

**Safety Information:**

Namibia is regarded as a safe and trouble-free country. However, be beware of street crime and pick-pockets in the town centres. You are advised to enquire about the security situation at your Hotel and, as in any other major city, take care when venturing out alone, especially at night and in remote parts of the town. Theft from vehicles is common and valuables should be

kept out of sight and the car locked. Avoid using taxis alone late at night. It is advisable to call a radio taxi from the Hotel reception.

**Location:**

Namibia is situated on Africa's south-western seaboard. Its neighbouring countries are Angola to the north, Botswana and Zimbabwe to the east and South Africa to the south. The country is bordered by the Atlantic Ocean in the west.

**Area:**

Namibia covers 824 268 square kilometres and is divided into 13 regions as determined by the Delimitation Commission.

**Population:**

The total population is estimated at 2.3 million, of which  $\pm$  15% resides in the capital, Windhoek. Approximately 37% of the population lives in urban areas. Namibia is one of the three most sparsely populated countries in Africa. The average population density is 2.6 people per square kilometre.

**Capital:**

The charm of the City of **Windhoek** lies in its harmonious blend of African and European cultures and friendliness of its people. It is a peaceful and relaxed city with a well-developed infrastructure in a country with a proud record of political stability, and is known as one of the cleanest cities and well-functioning metropolis on the African Continent. Windhoek serves as the administrative, judicial and legislative capital of Namibia. All foreign diplomatic missions are located in Windhoek. Windhoek gained municipal status in 1909 and was proclaimed a city in 1965.

**Weather:**

The capital has a moderate climate and is situated in the central highlands of the country at 1 650 m above sea level. Day temperature reaches an average of 30 degrees Celsius, whereas evenings are generally moderate reaching an average of 12 degrees Celsius. A reliable weather forecast website for Windhoek is:

<http://english.wunderground.com/global/stations/68110.html>.

**Languages:**

English is the official language, while Oshiwambo, Herero, KhoeKhoegowab, German, Lozi, Rukwangali, Tswana, Afrikaans, and various San languages are also spoken.

**System of Government:**

Multi-party democracy with checks and balances exercised through the state organs of the executive, legislative and judiciary. General, presidential, regional and local elections are held every five years.

**Religion:**

Namibia is a secular state but over 90% of population is Christian.

**Time zones:**

Namibia falls in the GMT + 2 time zone. The country switches to a different time zone during the winter months: winter time is set at GMT + 1 and runs from the first Sunday in April to the last Saturday in August.

**Currency:** The official currency is the Namibian Dollar (NAD) divided into 100 cents. Its value is fixed to and equals the South African Rand, which is also accepted as legal tender/currency in Namibia. Most major foreign currencies and traveller's cheques can be exchanged. There are currency exchange services at the reception of the hotel. However it is

advisable to exchange currency when arriving at the airport. All major credit cards are accepted for payment purposes in supermarkets and shops in town, as well as restaurants. There are numerous ATM machines available in town where you can withdraw cash.

**Business hours:**

Office hours are from 08:00–17:00 from Mondays to Fridays, while banks are open for business from 9:00–15:30 on weekdays and from 8:30–12:00 on Saturdays. Many shops also open on Saturday afternoons until 17h00 and on Sundays from 09h00 to 13h00.

**International telephone code:**

+264 + area code + number desired. Area code for Windhoek is '61'.

**Tourism:**

Second only to mining in terms of foreign revenue earned, tourism offers tremendous potential for growth. Different players are involved in tourism. They include investors, private owners, parastatals such as Namibia Wildlife Resorts, Government, represented by the Ministry of Environment and Tourism, and communities, mainly through Community-Based Natural Resource Management programmes. Tourism comes in many different guises, and the hospitality business, sightseeing, hunting, and trophy hunting all offer lucrative business opportunities.

**Education:**

There are public primary and secondary schools in all the major towns throughout the country and several private schools in the main centres. Major tertiary institutions are the University of Namibia, Polytechnic of Namibia, International University of Management, and a number of Vocational Training Centres.

**Labour force:**

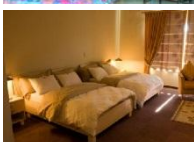
The employment rate among Namibia's population aged 15 years and older is 54%, while the overall employment rate, according to the 2001 census, is 69%. More females are unemployed than males. More than 50% of the workforce is employed in the private and public service sectors and 25% in the agricultural sector, while the industrial sector employs 12% and is mainly male dominated.

**POST AND TELECOMMUNICATIONS:** International satellite services link Namibia to telecommunication services worldwide. Telecom Namibia Ltd is the country's national communications operator. Namibia boasts a 98% digital telecommunications infrastructure, which provides direct dialing to most places in the world. Namibia has cellular coverage in most towns and road coverage along virtually all of the major routes in the country. Namibia's cellular network service providers are MTC, operational since 1995, and Leo, previously known as Cell One, which was re-launched in October 2009. Postal services are operated by the state-owned enterprise, Namibia Post Ltd, which also offers courier services. Nampost has more than 122 post offices and about 93,000 registered mailbox holders countrywide and is affiliated to the Universal Postal Union.

**Electricity:**

Namibia produces electricity via two types of generation namely: hydro and thermal. With the provision of electricity being a major dependency for information and communication technologies, Namibia is well electrified. Mains power in Namibia is 220/240 Volts AC, 50-60HZ. Power sockets in Namibia are of the 15 amp, 3-pin round type. Many Hotels also provide 2-pin, 110 Volt sockets.



**BOOKING OF ACCOMMODATION****HOTELS****LINKS****Auas City Lodge**[www.auascityhotel.com](http://www.auascityhotel.com)**Casa Africana**[www.casa-africana.com](http://www.casa-africana.com)**Casa Blanca Boutique Hotel**[www.casablancahotelnamibia.com](http://www.casablancahotelnamibia.com)**Hilton Hotel Windhoek**[www.hilton.com](http://www.hilton.com)**Hotel Cela**[www.hotelcela.com](http://www.hotelcela.com)**Hotel Furstenhof**<http://www.proteahotels.com/protea-hotel-furstenhof.html>**Hotel Handke**[www.natron.net/handke/main.html](http://www.natron.net/handke/main.html)**Hotel Pension Cori**[www.pension-cori-namibia.com](http://www.pension-cori-namibia.com)**Hotel Pension Thule**[www.hotelthule.com](http://www.hotelthule.com)



Kubata Lodge

[www.kubata.com.na](http://www.kubata.com.na)



Safari Lodge Hotel

[www.safarihotelsnamibia.com](http://www.safarihotelsnamibia.com)



Utopia Boutique Hotel

[www.utopiamedispa.org](http://www.utopiamedispa.org)



<http://www.arebbusch.com>

## Guesthouses and Bed & Breakfasts



African Kwêla Guest House

[www.africankwela.com](http://www.africankwela.com)



Bergheim Country Estate

[www.hinterland-safaris.com](http://www.hinterland-safaris.com)



Diplomat Hydro Spa and Wellness Centre

[www.diplomathydro.com](http://www.diplomathydro.com)



Fig Tree Guest House

[www.figtree.com.na](http://www.figtree.com.na)



Guesthouse Villa Ambiente <https://www.facebook.com/.../Villa-Ambiente-Guest-House/2121936288...>

**Hotel Pension Eros**

<https://www.facebook.com/pension.eros>

**Hotel Pension Uhland**

[www.hoteluhland.com](http://www.hoteluhland.com)

**Pension Bougainvilla**

[www.pensionbougainvilla.com](http://www.pensionbougainvilla.com)

**Pension Etambi**

[www.etambi.com](http://www.etambi.com)

**Pension New Nouveau**

[www.natron.net/nouveau/main.html](http://www.natron.net/nouveau/main.html)

[www.my.na/b/566/rosahoff-guesthouse](http://www.my.na/b/566/rosahoff-guesthouse)

**Rosahoff Guest House**

**Villa Moringa @Monte Bello** <http://www.villa-moringa-montebello.com/en/location.html>

**Villa Moringa Guesthouse**

[www.villa-moringa.com](http://www.villa-moringa.com)

**Villa Verdi Guesthouse**

[www.leadinglodges.com](http://www.leadinglodges.com)

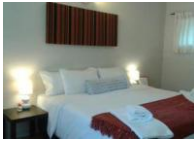
**Villa Vista Guest House**

[www.villavista.com.na/](http://www.villavista.com.na/)



**Village Courtyard Suites**

[www.villagecourtyardsuites.com](http://www.villagecourtyardsuites.com)



**Windhoek Lodge**

[www.windhoeklodge.com](http://www.windhoeklodge.com)

**Self Catering**



**Hartmann Suites**

[www.hartmannsuites.com](http://www.hartmannsuites.com)



**Sand Rose Guesthouse**

[www.sandroseguesthouse.com](http://www.sandroseguesthouse.com)