

ECA/CCDA/2022/INF/1

Distr.: General

22 September 2022

Original: English

Tenth Conference on Climate Change and Development in Africa

Windhoek

24–28 October 2022

Information note for participants



Introduction

The tenth Conference on Climate Change and Development in Africa sessions will be held virtually and in person at the **Safari Court Hotel in Windhoek from 24 to 28 October 2022**.

Below you will find general information to help plan your travel to Windhoek and your participation in the Conference.

Additional information is available on the web page of the Economic Commission for Africa that is dedicated to the Conference: www.uneca.org/ccda10.

Conference overview

The theme of the tenth Conference on Climate Change and Development in Africa is “Just transitions in Africa: transforming dialogue into action”.

Preliminary events will be held on 24 and 25 October 2022. The Conference itself will commence on 26 October with two high-level panel discussions and will end on 28 October.

The Conference will use a paper-smart event model, with all documentation being provided on an Internet portal that is accessible to mobile devices, tablets and laptops via Wi-Fi. Limited printing will only be done upon request.

For more information, please refer to the provisional programme, which is available on the event website: www.uneca.org/ccda10.

Conference venue and hotel accommodation

The Conference will be held at:

Safari Court Hotel

Address: Corner of Auas and Aviation Roads, 9000 Windhoek

Telephone: (+264) 61 296 8000

Mobile: +264 81 3303736 (Sergio Gomes Satchikuata)

The Safari Court Hotel has an auditorium with a capacity for 150 people, which will be divided into three rooms for preliminary events and breakout sessions. The rooms will be made available free of charge for preliminary events. The office of the Conference secretariat will also be located in the Safari Court Hotel.

In addition to the Safari Court facilities, nearby hotels also offer suitable spaces for hosting preliminary events if all meeting rooms are occupied at the Safari Court Hotel. However, the organizers will only be able to provide assistance for bookings at the Safari Court Hotel.

Although we recommend the Safari Court Hotel, participants are kindly requested to directly contact the hotels listed in Annex I to arrange, confirm and guarantee their bookings. To receive preferential rates, they should say that they are attending the Conference on Climate Change and Development in Africa. Participants will be responsible for bearing all costs associated with their accommodation.

Please note that the Conference organizers will not be able to provide hotel accommodation for those who fail to arrange their accommodation directly with the recommended hotels.

Visa and immigration requirements

All participants must have a passport that is valid for at least 6 months beyond the intended stay and have sufficient pages for entry and exit stamps. All visitors must also have a valid return ticket and should check the visa requirements for entering Namibia via this link: #####.

All participants attending the Conference will receive courtesy visas on arrival regardless of their nationality. The Economic Commission for Africa will send all participants attending the Conference an invitation letter. To obtain the visa on arrival, participants will be required to present their invitation letter to the immigration authorities. Please ensure that you print the letter and bring it with you.

Airport reception and transport

The host Government will provide a meet-and-greet service at Hosea Kutako International Airport, where there will be a dedicated Conference protocol desk labelled with the Conference banner will be clearly visible.

Participants will be provided with transport and transfers to their hotels, if needed. Transport will be provided to participants from the airport to Windhoek and from Windhoek to the airport on departure.

Please note that participants who are not staying at the Conference venue will be responsible for their own daily transport to and from the venue. To facilitate transport services on arrival at the airport and at the end of the Conference, participants should submit their itinerary on the following website: www.uneca.org/ccda10

Registration and accreditation

Online registration

All participants attending in person must complete the online registration form referred to in the invitation letter well in advance, and no later than 19 Oct 2022 to facilitate the accreditation process, visa processing and the issuance of badges. Note that, in order to receive a badge, participants must upload a passport photo to the online portal. Participants will also be able to upload essential information that will facilitate logistical preparations for the Conference. All participants registering online will receive a confirmation email to facilitate visa processing.

Those participating online will be required to complete a Zoom registration form, after which they will receive the links needed to attend the Conference sessions.

Badges

For security reasons, those attending in person will be required to show a valid Conference badge in order to gain access to the Conference venue and meeting rooms. Conference badges, which must be worn at all times, will be issued at the registration desk in the Safari Court Hotel between 26 and 28 October. The loss of a badge should be reported immediately to the registration counter.

Conference languages

The working languages of the Conference are English and French. All official sessions will have interpretation in these three languages.

Local language

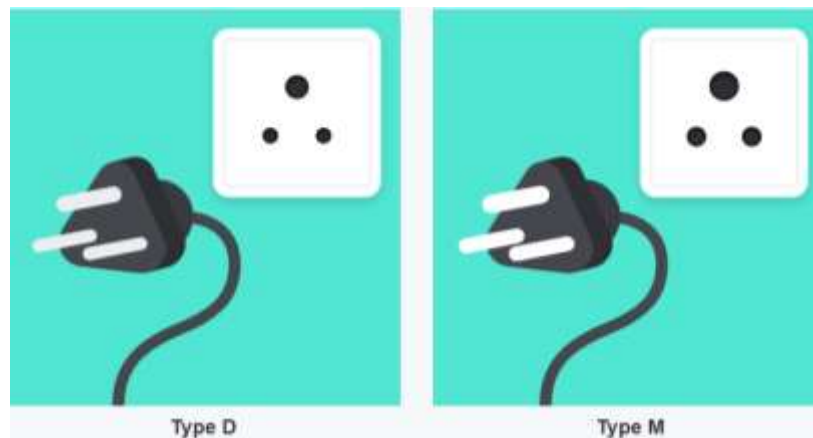
The official language of Namibia is English, which is used in most written communication, including newspapers. Oshiwambo is the most common language spoken, while Afrikaans is the most widely understood national language.

Currency

The unit of currency is the Namibia dollar (N\$). The South African rand is also legal tender in Namibia. Exchange rates are approximately 1 euro to N\$ 17.80 and US\$ 1 to N\$ 17.76. Most internationally recognized currencies can be exchanged at commercial banks, foreign exchange bureaux and the international airport. Major credit cards are accepted in most hotels.

Electricity supply and voltage

The standard voltage in Namibia is 230V supply voltage and 50Hz. The power plugs in use are type D and type M. Images of the socket types are shown below:



Mobile telecommunications services

There are two mobile phone operators: MTC Namibia and Telecom Namibia (TN Mobile).

Many foreign mobile telephone companies offer roaming services to their customers in Namibia.

Health requirements

Yellow fever

The Ministry of Health of Namibia requires all travellers coming from countries in which yellow fever is endemic to provide proof of vaccination at border posts.

Coronavirus disease

A coronavirus disease (COVID-19) test (reverse transcription polymerase chain reaction test or antigen rapid diagnostic test) is no longer required for travel into or out of Namibia. If you are transiting other countries, you should check with your airline or travel provider about entry requirements for those countries. Vaccination card will also not be required.

First aid and medical assistance

The following medical facilities are located in Windhoek near the Conference venue:

Lady Pohamba Private Hospital

93HW+54W, Frankie Fredericks Street

Windhoek, Namibia

Hours: Open 24 hours

Phone: +264 83 335 9000

<https://lpph.com.na>

Mediclinic Windhoek

Hotline: 0860 24 00 24

International: +27 21 809 3972

Email: engage@mediclinic.co.za

WhatsApp: 087 240 6367

www.mediclinic.co.za

Procedures for media accreditation

All members of the media must obtain accreditation from the host Government and the Conference secretariat.

Note for media professionals travelling to the Conference from outside Namibia

All invited sponsored and self-sponsored media professionals travelling to Namibia will be required to register online, using the link provided in the invitation letter. The official invitation letter will facilitate entrance into Namibia. Invited media professionals must submit a letter of assignment and one valid official identification document (such as a press card, work identification document, driving licence or passport) to denekews.uneca@un.org as proof of media affiliation. These items should also be presented on arrival at the registration counter at the Conference venue.

A media centre will be set up at the venue to facilitate coverage of the Conference. More information will be communicated directly to registered members of the media.

Media equipment: To facilitate customs clearance, media professionals travelling to the Conference from outside Namibia will be required to complete an equipment form. The form will be sent to invited members of the media with the official invitation letter.

Note for media professionals based in Namibia

Media professionals who are based in Namibia may apply for on-site registration. They will need to present a letter of assignment and their passport at the designated media desk, beginning on 24

October 2022. They are invited to write to ##### shortly before the start of the Conference for further information on the procedures to be followed.

Facilities and services

Internet

The Economic Commission for Africa has adopted a paper-smart approach for the tenth Conference on Climate Change and Development in Africa. Participants will be encouraged to use electronic media as much as possible and every effort will be made to reduce the number of documents printed. To help achieve these objectives, the Conference will offer high-density wireless connectivity, enabling multiple devices to connect simultaneously.

Security advisory

The Government of Namibia will provide 24-hour security for all high-level officials attending the Conference. The Safari Court Hotel and the Conference venue will be monitored and guarded by police officers.

Conference participants are, moreover, strongly encouraged to read the security information provided by their hotels to ensure their personal safety.

At the Conference venue, please ensure that you:

- Wear your Conference badge visibly and show it to any authorized person who asks to see it.
- Do not leave bags and parcels unattended, as they may be confiscated or destroyed.
- Do not bring children or other unauthorized persons into the Conference facilities.
- Look after your valuables.
- Check that you have all your documents and personal items before you leave the Conference halls and meeting rooms.
- Inform the Security and Safety Service or a security officer on duty if you lose anything valuable.

At your hotel, please follow this safety advice:

- Make a habit of locking the door when you enter or leave your hotel room.
- Before going out, deposit money, jewellery, cameras and other valuables in your hotel room safe, or leave them at the reception desk and obtain a receipt.
- Contact the Security and Safety Service if you observe anything suspicious or out of the ordinary.

Hotels

Below is a list of hotels available at negotiated rates:

Hotel	Contact	Rate
Safari Court Hotel	Sergio Gomes Satchikuata +264 81 3303736 +264 61 2967174	Single N\$ 1540.00 (B/B); Double/Twin N\$ 1740.00 (B/B) – pending confirmation
Town Lodge Hotel	Samantha +264833563431 +264812534015 tlwindhoek.resv@clhg.com	US\$ 50 (N\$ 825) per unit, excluding breakfast US\$ 10.30 (N\$ 175) for breakfast

Emergency contact information

Department of Safety and Security

United Nations Liaison Officer in Namibia

Name: tbc

Email: tbc

Telephone: tbc

Economic Commission for Africa

Name: Jaki Azmi

Designation: Chief, Security and Safety Services, Economic Commission for Africa

Email: azmij@un.org

Telephone: +251911508209

Host Government and other emergency contacts

Police Stations

Namibia Police Emergency: (+264) 6110111

Windhoek City Police-Crime Prevention (24 hrs) (+264) 612 902239/2902018

City Police-Fire Brigade (ambulance, accidents and injuries) (+264) 612 11111

Emergency Medical Rescue Services

E-Med Rescue:

924 (toll-free emergency number)

Telephone: (+264) 61411600 (international)

Email: mandy.platt@emedrescue.com

Namibia Medical Rescue 24/7
956 (toll-free emergency number)
(+264) 818722233

General information about Namibia

Namibia is internationally known for such stunning natural features as the Sossusvlei dunes, among the highest on Earth, and Etosha National Park, one of the world's greatest conservation areas. Windhoek is the political, cultural, industrial and economic centre of Namibia. The city's attractions include the Christuskirche (Christ Church), the Tintenpalast (Parliament), the Alte Feste (Old Fort), the Reiterdenkmal equestrian monument, and several museums and galleries.

Climate

The average temperature in Windhoek in the month of October ranges from a minimum of 15°C to a maximum of 30°C.

Time zone

Namibia observes Central Africa Time, which is two hours ahead of Universal Time Coordinated (UTC+02:00).

Conference venue

The Safari Court Hotel is nestled in the southern outskirts of Windhoek among Namibia's most indigenous trees and shrubs. The hotel offers 215 bedrooms and suites, conferencing facilities and entertainment venues. It has a Wellness Centre and Oukolele Day Spa for all fitness and vitality needs.