



Logistical Information Facilitators



Regional Youth Consultations on Project 2016 Year of Human Rights with a Particular focus on the Rights of Women

**Thursday, September 8 - Friday, September 9
Windhoek, Namibia**

Thank you for confirming to take part in the 2016 Southern Africa Regional Youth Consultation on the theme of “Promoting Young People’s Rights towards the attainment of Agenda 2063.” We look forward to your participation on the panels and working groups. We are writing to confirm the final details of the Consultation, including your travel arrangements, accommodation and all the necessary details you will need for your participation. For any questions and/or concerns, key contacts have been provided on the last page of this memo for your convenience.

<p>Date and Venue</p>	<p>The Southern Africa Regional Youth Consultation will take place in Windhoek, Namibia from 8-9 September, 2016. The venue for the Consultation is: Protea Hotel - Furstenhof Address: 4 Frans Indingo Street, Windhoek, Namibia Phone: +264 61 237 380 Website: http://www.marriott.com/hotels/travel/wdhfr-protea-hotel-windhoek-f%C3%BCrstenhof/</p>
<p>Flights</p>	<p>All sponsored facilitators will be provided with a return ticket (Economy Class) in line with AU/NDI Financial Rules and Regulations, which will be sent to you via email. Every effort has been made to book your ticket in accordance with your preferences. Please acknowledge receipt when your e-ticket comes through, review it and take note of your flight itinerary. All participants are expected to arrive in Windhoek according to their respective flight bookings. All sponsored participants are kindly requested to retain their Boarding Passes and submit them to the Secretariat as proof of travel.</p>
<p>Airport Pick-Ups and Local Transportation</p>	<p>All participants will be met on arrival at Hosea Kutako International Airport (outside the terminal) for drop off at Protea Hotel. Please look out for someone with a sign “AU YOUTH CONSULTATION”. At the end of the Consultation, transportation to the Airport will be arranged for all participants according to their flight schedule.</p>

<p>Visa, Passports and Entry Formalities to Namibia</p>	<p>Travel documents: All participants should hold a valid passport or another acceptable travel document. The passport/document must have a validity of at least six months on the day of the participant’s entry in Namibia.</p> <ul style="list-style-type: none"> - Arrangements are being made for all participants to get visa on arrival. - All participants are advised to carry with them a copy of their official invitation letter.
<p>Immunization Requirements</p>	<p>Travelers entering Namibia from countries where yellow fever is endemic are required to present their Yellow World Health Organisation (WHO) Card or other proof of vaccination.</p>
<p>Accommodations</p>	<p>All sponsored participants will be provided with accommodation (bed and breakfast). Lunch will be provided during the conference days and dinner arrangements will be made.</p> <p>All sponsored participants accommodation will be provided at Protea Hotel - Furstenhof.</p>
<p>Information Pack</p>	<p>Each participant will be provided with an Information Pack, which will include the Agenda and concept note for the Consultation, notebook, pen and social media guide. An e-folder with reading material on the different sub-themes of the Consultation has been shared with all participants and they are all required to acquaint themselves with the material available to facilitate effective participation in the Consultation. The same can be accessed on www.aga-platform.org and #DGTrends.</p> <p>A Facilitator's Guide has also been shared with all facilitators (Panelists and Working Groups) alongside this logistics note to assist in their preparations towards the consultation.</p> <p>All sessions for the Consultation will be held at Protea Hotel - Furstenhof. Registration will begin at 8:30 am on Thursday, 8 September 2016.</p>
<p>Currency and Banking</p>	<p>The Namibian Dollar (NAD) is the official currency of Namibia. However, South African Rand (ZAR) is still legal tender utilized in Namibia, since the NAD is pegged to the Rand. Banknotes and coins are both used as legal tender for the country. The currency exchange rate as of 24 August, 2016 is 1 US Dollar = 13.5980 Namibian Dollars.</p> <p>There are ATM machines around the city which accept Visa, Mastercard, Maestro and Electron. American Express and Diners Card are not widely</p>

	accepted. The main banks in Namibia are Nedbank, Bank Windhoek, Standard Bank and First National Bank.
Electricity	<p>Outlets in Namibia are 220 Volts AC. If you travel to Namibia with a device that does not accept 220V, you will need a voltage converter. It is advisable to bring your own adapter and transformer, if necessary. The power sockets used are of type D / M:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Type D</p> </div> <div style="text-align: center;">  <p>Type M</p> </div> </div>
Communication Facilities	Participants will be able to obtain and register SIM cards with pre-charged airtime at the airport. You will however be required to present passport to register for SIM cards.
Toiletries	Do not forget to bring all standard toiletry items. If you wear contact lens, you should bring all supplies needed. We also recommend that you bring vitamins and any medications/supplies you need (cold medication, antacids, aspirin, insect repellent, razors, tissues, and personal hygiene items).
Weather	Windhoek tends to experience warm temperatures in September. Daytime temperatures reach 27 to 31 degrees Celsius (80-87 degrees Fahrenheit) and nighttime lows hover around 11 to 14 degrees Celsius (50-55 degrees Fahrenheit).
Language	The main language used in Namibia is English.
Business and Shopping Hours	<p>Offices are generally open from 8:00am to 6:30pm - Monday to Friday. Most Banks are open from 8:00am to 8:00pm on working days and some are open from 8:00am to 8:00pm on weekends.</p> <p>Shops are open from 8:00am to 6:00pm from Monday to Saturday. Major supermarkets are open 24/7.</p>
Entertainment	Windhoek is a lively city and delegates are invited to enjoy the entertainment spots in the city. There are several restaurants in the city lists which can be provided on demand.
Security	Windhoek is a safe city at all hours and in all areas. However, delegates are advised to be cautious of their security and that of their property.

Sickness or Accident	In case of sickness or accident during the Conference the delegates should immediately notify a member of the Organizing Committee. There will be standby medical assistance at Protea Hotel. Delegates are advised to ensure that they have adequate insurance coverage, either at their own expense or at the expense of their nominating organisation, for sickness, accident, temporary disability, death and third party risk covering the entire duration of the conference and the journey to and from the Conference venue.
Contact Information	<p>In case of any inquiries or in the event that there is a change in your itinerary en route or you require a change in your pickup time, please email or call Makda Tessema (MakdaM@africa-union.org) +251-911-615-083 or Lynn Joesting (tagent1@ndi.org) +1-202-728-5551.</p> <p>In case of immediate emergency, please contact: AGA Deputy Head, Ibraheem Sanusi at ibghandi2001@gmail.com NDI Senior Program Manager, Rakeb Abate at +xxxx or rabate@ndi.org</p>