

1st Giraffe Experts Meeting (GCA1)

Windhoek, Namibia, 9 – 11 July 2019

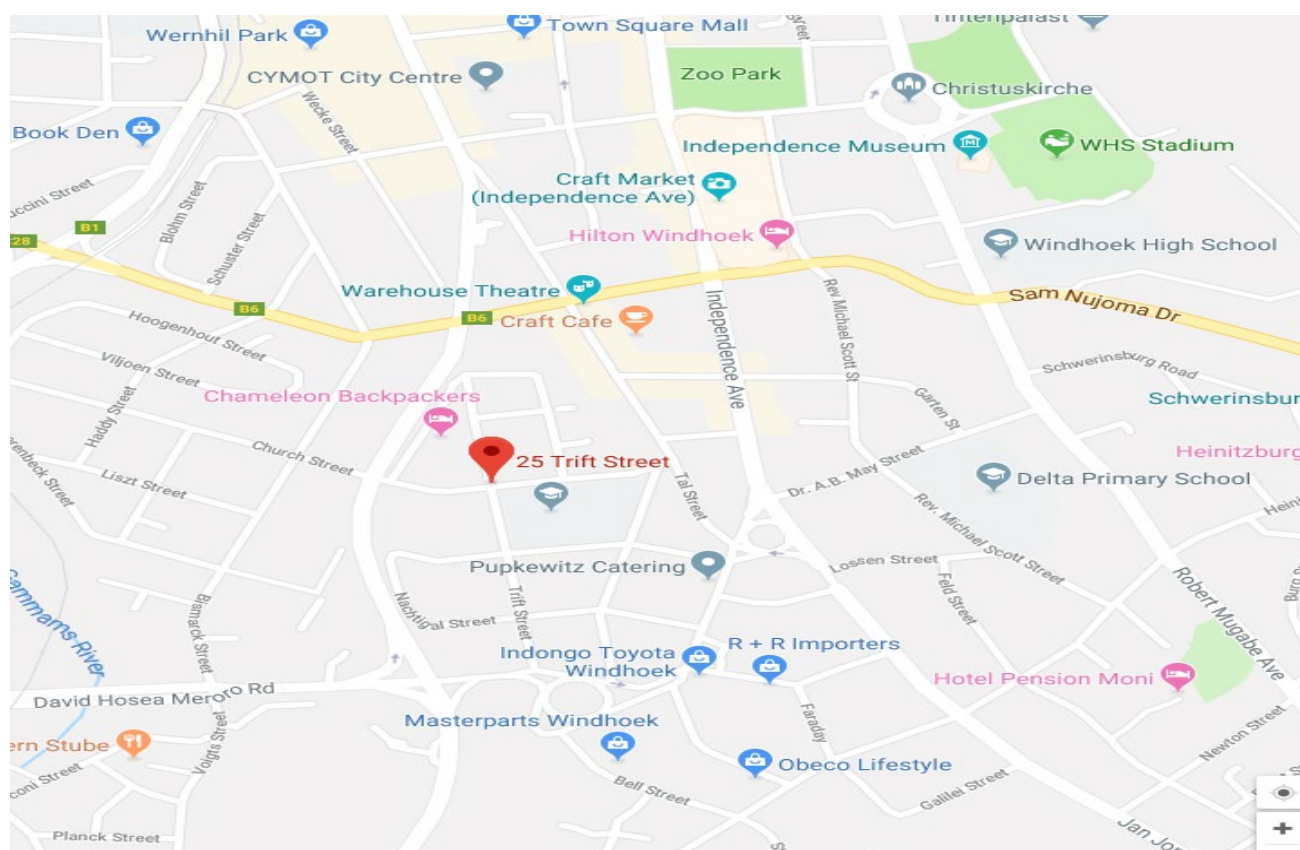
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FACT SHEET

VENUE: The meeting will be held at the premises of the **Giraffe Conservation Foundation**.

GCF

25 Trift St, Windhoek, Namibia



MEETING TIMES

The meeting will commence each morning at 09:00 and the office will be open from 08:30. Lunch will be from 13:00 – 14:00 – the normal time in Namibia. The meeting will close daily at 17:00, with the exception of 11 July when the meeting will finish at 12, midday.

ACCOMMODATION AND MEALS

Accommodation: A group booking has been made by CMS for selected participants at Hotel Umland - 147 Umland Street, Windhoek, Namibia (<https://www.hoteluhland.com/>). The hotel invoice is being paid by CMS only for participants, that have received a notice from CMS. Any bills other than the room charge will have to be settled by the participants themselves. This includes the mini bar in the room, if available.

Meals: Breakfast is included in the hotel booking for those whose accommodation is covered by CMS. Delegates coming from outside Namibia will receive a set amount of Daily Subsistence Allowance (DSA) to cover all other meals. On the evenings of 9 and 10 July a group booking will be made at a local restaurant for those wishing to join – delegates will be responsible for their own bill but catered for under the CMS DSA provided.

Meeting: During the meeting water, tea and coffee will be available along with snacks during the small breaks.

DSA

Participants sponsored by CMS, will receive 50 per cent of the DSA rate for Namibia (i.e. US\$ 102.50). Participants will have to submit their boarding passes to Dr Julian Fennessy (Director – Giraffe Conservation Foundation) and sign the required forms with him, when collecting the DSA from the specified bank.

VISAS

The delegates that need visas will receive a form from the organizers to be completed. The handling fees are N\$ 80.00 per application and then N\$ 500.00 after the approval of the application. A certified copy of the passport must be attached and the Ministry of Environment and Tourism Namibia (MET) will provide a motivation letter. Once the application has been completed, it should be sent to the CMS Secretariat (Clara.Nobbe@un.org).

TRANSPORTATION FROM AIRPORT TO WINDHOEK

If you are flying to Windhoek, **Hosea Kutako International Airport** is about 40km east of Windhoek. It takes about 30 - 40 minutes to get from the airport to Windhoek, traffic dependent.

Taxi: Taxis are available outside the arrival hall. It is best to arrange a taxi when you enter the arrival hall and they have a fixed price of N\$350-400 per person (local currency required), depending on how many are in the taxi. Taking a taxi is the recommended transport route for time and money.

By Shuttle Van: Elena Travel Services runs shuttles from the airport to the city and to many other locations. To Windhoek city: 1 person N\$190, 2 people N\$250, 3 people N\$290, 4 people N\$370 and 5-7 people N\$430. Marenko Shuttle also runs to the city for US\$ 12. Tel 226 331. VIP Shuttle also runs to the city for US\$ 12. Tel 0812 563657. This must be arranged before arriving in Namibia.

TRANSPORTATION TO GCF OFFICES

Delegates will receive a DSA from CMS which includes support to travel daily to and from the meeting venue. The hotel/GCF can assist in ensuring transport is available to maximize meeting time. Other transport to and from the meeting is also feasible and can be arranged individually.

CURRENCY EXCHANGE / CREDIT CARDS

The currency is the Namibian Dollar (N\$, approximate exchange rate: 1US\$ = N\$14.5). The South African Rand is also accepted in Namibia at 1:1. It is best to exchange money at the airport, where there are some *Bureaux de Change*, where cash can be exchanged into Namibian Dollars or South African Rand. It is also possible to withdraw cash at any ATM. Most credit cards are widely accepted at restaurants and larger outlets.

INTERNET

Free WiFi is available at the meeting venue (limited) and hotel. For the flow and success of the meeting, we ask that all involved do not access the WiFi at the meeting venue.

TELEPHONE USE

The cell phone network is very good in Windhoek, so reception should be available just about everywhere via MTC mobile operator. The international code for Namibia is: +264, and the Windhoek Area Code is 61.

HEALTH – YELLOW FEVER CERTIFICATE

If coming from a Yellow Fever area, participants will need to present their vaccination certificate on arrival. It is of utmost importance that participants have sufficient health insurance cover.

LANGUAGE

The official language in Namibia is English, but many other languages are widely spoken including Afrikaans, German and a range of indigenous languages. **The workshop will be held in English with no translation.**

CLIMATE

Temperatures should be mild as it is winter in Namibia in July – ranging between a low of 0°C at night to approximately 25°C during the middle of the day.

ELECTRICITY

In Namibia the power plugs and sockets are of type D and M. The standard voltage is 220 V and the standard frequency is 50 Hz. The electrical power system is the same as in South Africa.



2-pin plugs are also used in many places



TIME

Namibia observes Central Africa Time all year. There are no daylight-saving time clock changes. It will be GMT/UTC + 02:00 hours.

SECURITY IN NAMIBIA

Generally, it is safe to walk anywhere in Windhoek as long as participants take the usual precautions i.e. do not carry a camera in your hands, have it on a strap around your neck etc. However, at night, it is best to take transport. Theft, unfortunately, is a problem, so participants should not leave valuables on car seats or any other easily accessible place.