



Cluster Meeting

REGIONAL BUREAU FOR AFRICA (RBA)

19-24 NOVEMBER 2023

Windhoek, Namibia



UNDP AFRICA CLUSTER MEETING
20-23 November 2023 – Windhoek, Namibia
Logistics Note

Welcome to Windhoek!

Dear Participants,

UNDP Namibia welcomes you to the 2023 RBA Cluster Meeting.

The sessions will be held in person at the Hilton Windhoek, Namibia from the 20th to the 23rd November 2023.

Participants will be accommodated at the Hilton Hotel and the Avani Hotel (which are close to each other).

Please find below general information on the meeting arrangements that may be helpful in planning your travel to Windhoek, Namibia for your participation.

Registration and Accreditation

Online registration

All participants attending in person must confirm their participation and complete the [online registration form](#), no later than the 16th of October 2023. This is to facilitate the confirmation process for visa processing and accommodation.

Participants joining virtually will also be required to complete the registration form. They will later receive the link to attend the conference sessions.

Visa requirements

Holders of a UNLP with a validity of 6 months on the date of entry into Namibia do not require a visa.

Participants travelling with national passports will receive a Courtesy Visa on arrival at the Hosea Kutako International Airport regardless of their nationality. UNDP Namibia will provide these participants an invitation letter and an official letter issued by the Government of Namibia to facilitate Visa on arrival.

Participants may kindly upload a copy of their passport on the registration form to facilitate the process and to allow for fast-track entry into Namibia at the airport.

Travel Dates

Travel to Windhoek, Namibia for the RBA Cluster and departure from the RBA Cluster will be on 19 November and on 24 November 2023, respectively. Irrespective of the travel hours, participants are expected to travel in economy class as the cluster meeting is considered a workshop.

DSA

Ad Hoc DSA Rate: Staff members staying at the Hilton Hotel and Avani Hotel from November 19 to November 23, 2023, will receive a daily rate of US\$183.00.

The DSA entitlement is as follows:

Date	Ad Hoc DSA	Accommodation	Breakfast	Lunch	Dinner	DSA %	DSA Payable
19-Nov-23	183.00	Provided	Not provided	Not provided	Not provided	50%	91.50
20-Nov-23	183.00	Provided	Provided	Provided	Provided	20%	36.60
21-Nov-23	183.00	Provided	Provided	Provided	Not provided	32%	58.56
22-Nov-23	183.00	Provided	Provided	Provided	Provided	20%	36.60
23-Nov-23	183.00	Provided	Provided	Provided	Not provided	32%	58.56
24-Nov-23*	183.00	Provided	Provided	Provided	Not provided	32%	58.56
Total Ad Hoc DSA Payable							340.38

***Note: the session on 24 November 2023, is exclusively intended for Deputy Resident Representatives (DRRs).**

Certification of Stay: Those receiving the above rate must submit a 'certification of stay' when filing their travel expense claim.

Proof of Non-Sharing: Travelers must also provide proof that their hotel room was not shared with any other participant(s) to qualify for the ad hoc DSA rate. (hotel receipt as proof)

Itinerary Variations: If participants are required to arrive before or leave after the specified dates due to itinerary reasons, regular or supplemental DSA rates will apply.

Transportation services from / to the airport

A meet and greet service will be available at the Hosea Kutako International Airport as well as at the venue (hotel) of the meeting. A dedicated Meeting protocol desk labelled with the RBA Cluster banner will be visible at the airport's arrival area and in the hotel lobby. Participants are advised to travel with all hard copy documents for the RBA Cluster including the note verbale from UNDP, the draft programme, and the concept note to present at the immigration desk upon arrival. The shuttle services provided by the hotel will be available to transfer you to where you have confirmed you will be staying. To facilitate transport to and from the airport, participants should submit their itinerary through the registration form.

Tags/Badges

For security reasons, participants attending in person will be required to show a valid Meeting Tag/badge with their names to gain access to the meeting rooms.

Tags/badges, which must be worn at all times, will be issued at the registration desk. The loss of a Tag/badge should be reported immediately to the registration counter.

Conference languages

The working language of the Conference is English.

Dietary Requirements

As part of the registration process, we kindly request that participants indicate their dietary restrictions. For those who have already completed and submitted the registration form, a separate e-mail will be communicated requesting the details of the dietary restrictions.

About Namibia: The driest country in sub-Saharan Africa

Namibia is a country in Southern Africa. Its western border is the Atlantic Ocean and shares land borders with Zambia and Angola to the north, Botswana to the east and South Africa to the south and east. Although it does not border Zimbabwe, less than 200 metres (660 feet) of the Botswanan right bank of the Zambezi River separates the two countries. Its capital

and largest city is Windhoek. Namibia is a member state of the United Nations (UN), the Southern African Development Community (SADC), the African Union (AU) and the Commonwealth of Nations.

Local language

English is the sole official language in Namibia, while Oshiwambo is the most common language spoken. Afrikaans is also a widely understood national language.

Money and exchange rate



Namibian Dollars



South Africa Rands

The official Currency is the Namibian Dollar (NAD). You can also use the South African Rand at 1:1. You can use (visa) credit / debit cards in major shopping centres. ATMs are available in cities, but not always in remote areas.

As of October 2023, the USD/Namibian USD exchange rate stands at: 1USD = 19.0 NAD

Local information

Windhoek is the capital and largest city of Namibia. It is located in central Namibia in the Khomas Highland plateau area, at around 1,700 metres (5,600 ft) above sea level, almost exactly at the country's geographical centre. The population of Windhoek in 2022 is estimated at 451,123, which is growing continually due to an influx from all over Namibia. In addition, Windhoek is the social, economic, political, and cultural centre of the country. Nearly every Namibian national enterprise, governmental body, educational and cultural institution is headquartered there.

In Windhoek, the summers are hot and partly cloudy, and the winters are short, cool, dry, windy, and clear. Over the course of the year, the temperature typically varies from 7.8°C to 31.7°C and is rarely below 3.9°C or above 34.4°C.

The weather in Windhoek in November is hot. The average temperatures are between 18°C and 30°C. Usually, the days in November are hot while the nights are a bit cooler. You can expect a few rainy days in Windhoek during November, but usually, the weather is comfortable in November.

Telephone, Internet Access, Printing Facilities

All personal calls should be made from your hotel room or your mobile phone at your own expense. A WIFI connection will be available during the meeting. In accordance with UNDP's Greening initiatives, printing will only be done in exceptional circumstances. Mobile phone operators: MTC Namibia and Telecom Namibia.

Electricity supply and voltage

In Namibia, the standard voltage is 220 V, and the frequency is 50 Hz. You can use your electric appliances in Namibia, if the standard voltage in your country is between 220 - 240 V (as is in the UK, Europe, Australia and most of Asia and Africa). Image of the socket type is shown below:



Time zone

Namibia observes time zone GMT + 2

Conference Venue, Accommodation and Taxi Services

Conference Venue Hilton Hotel

- <https://www.hilton.com/en/hotels/wdhhhi-hilton-windhoek/>

Accommodation

The UNDP Namibia CO has arranged for a block booking at the Hilton and Avani hotels. Participants **are not required** to book their rooms directly with the two hotels.



Hilton Hotel



Avani Hotel

- <https://www.hilton.com/en/hotels/wdhhhi-hilton-windhoek/>
- <https://www.avanihotels.com/en/windhoek>

Taxi services

For taxi services to move around, you can use the following:

1. LEFA Transportation Services: +264 816503552
2. Dial A Cab: +264 811270557
3. Windhoek City Cab Airport and City Transfers: +264 812572188

Health

Vaccination Requirements

The Namibia Ministry of Health requires all travelers coming from countries endemic to Yellow Fever to produce proof of vaccination at border posts. You will need it to enter

Namibia.

General Health Requirements

- We recommend participants drink only bottled water with unbroken seals.
- The meeting participants shall bear any medical costs incurred during the stay in Namibia.
- We recommend that you contact the following if you need medical assistance while in Windhoek.
- Medical assistance will be provided to participants during the meeting.

First aid

First aid will be provided by medical personnel at the Meeting venue.

The following medical facilities are in Windhoek:

- **Medi-clinic Hospital**

Heliodoor Street, Windhoek East,
Phone: +264 61 433 1000

- **Roman Catholic Hospital**

92 Werner List St, Windhoek, Namibia
Phone: +264 61 270 2911

- **Lady Pohamba Private Hospital**

Frankie Fredericks Street, Windhoek, Namibia
Phone: +264 83 335 9000

- **Rhino Park Private Hospital**

Rhino Street, Windhoek
Phone: +264 61 375 000

Facilities and services

Internet

The Meeting will adopt a paper-smart organizational approach during all sessions of the RBA Cluster. 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, high density wireless connectivity will be made available at the Meeting, allowing for multiple devices to connect.

Green initiative

In line with our greening initiative, there will be limited or no printouts. All presentations will be shared electronically. We kindly ask that participants bring their laptops with them.

Security clearance requirements

The Government of Republic of Namibia will provide security for all persons attending the Conference. The Meeting participants are strongly encouraged to read the security information provided by their hotels to ensure their personal safety. While you are at the Meeting venue, please ensure that you:

- Wear your Meeting tag/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 gotten rid of or destroyed.
- Do not bring unauthorized persons into the Meeting facilities.
- Look after your valuable property.
- Check that you have all your documents and personal items before you leave the Meeting halls and/or rooms.
- Inform the Security and Safety Service or a security officer on duty if you lose anything valuable.
- When you are in your hotel, please follow the following safety advice:
 - Upon entering or leaving your hotel room, make it a habit to lock the door.
 - Before leaving, inspect your room to make sure that no money, jewellery, cameras, or other valuables are visible.

- Deposit valuables or any other important portable items at the reception desk and obtain a receipt or leave them in the safe in your hotel room (if available) before going out.
- Should you observe anything suspicious or out of the ordinary incident, please contact the Security and Safety Service.
- For official travel, security clearance is mandatory for all UNDP personnel. Please obtain your security clearance through [UNDSS website](#) TRIP (before your travel).

Contact Persons

UNDP Regional Bureau for Africa

- Aboubacar Toure, Senior Operations Advisor aboubacar.toure@undp.org
- Raymond Gilpin, Chief, Strategy and Analysis Team raymond.gilpin@undp.org
- Fatoumatta Mbogé-Ba, Special Advisor, fatoumatta.mboge-ba@undp.org

Country Office

- Alka Bhatia, Resident Representative, UNDP Namibia: alka.bhatia@undp.org /
Mobile: +264 81 145 7889
- Christian Shingiro, Deputy Resident Representative, UNDP Namibia:
christian.shingiro@undp.org / Mobile / +264 85 788 7500
- Megan Van Turah - Operations Manager (megan.vanturah@undp.org) /
Mobile: +264 81 141 2176
- Yrika Maritz - Head of Experimentation, Accelerator Lab (yrika.maritz@undp.org) /
Mobile: +264 81 316 8548

Security contacts

UNDSS in Namibia

Ms. Lucia Stephanus

Address: UN House, 38 - 44 Stein Street

Tel: +264 61 2046287 / +264 81 1274629

E-mail: lucia.stephanus@un.org

Namibia Police - Khomas Region

Regional Commander: Commissioner. J.S. Shikongo

Tel: +264 61 - 209 4111

Tel: +264 61 - 209 4221

Emergency Medical Rescue Ambulance Services (EMRAS)

24/7 Ambulance Services

Address: Danie Strydom Street, Windhoek

Telephone: +264 81 872 2233

AEMS Ambulance Services

Address: Southern Square, 12004, 19 Andimba Toivo-ya-Toivo Street, Windhoek

Telephone: +264 61 300 118

Please do not hesitate to contact the relevant person stated above in case of any inquiry or assistance.

Tourism Information

Namibia has a unique mix of wildlife, spectacular scenery, and diverse cultures. Natural attractions include the Namib Desert, which is the oldest desert in the world; the Fish River Canyon, which is the second-largest canyon in the world after the Grand Canyon; the world-famous sand dunes at Sossusvlei; the Skeleton Coast with its extraordinary landscapes; and Etosha National Park, one of the largest game reserves in Africa.

Below are links to some of the country's top tourism companies.

- **Gondwana Collection Namibia**
<https://gondwana-collection.com/>
- **Naankuse Ecotourism Collection**
<https://www.naankusecollection.com/>
- **Namibia Wildlife Resorts**
<https://www.nwr.com.na/>

Below are the links to Gondwana's packages on offer for UNDP delegates.

- [ETOSHA PACKAGE: UNDP ESL](#)
- [ETOSHA PACKAGE: UNDP ESC](#)
- [SOSSUSVLEI PACKAGE: UNDP NDL](#)
- [SWAKOPMUND PACKAGE: UNDP DEL](#)

We look forward to your participation at the Meeting!