



INFORMATION NOTE

Meeting of the Budget Committee of the Commonwealth Parliamentary Association (CPA) – Africa Region

22 to 26 January 2024, Windhoek, Namibia

1. Introduction

This Circular provides relevant information on the hosting of the Budget Committee Meeting to participants. The Meeting of the Budget Committee of the Commonwealth Parliamentary Association (CPA) Africa Region will be held between the 22nd to 26th January 2024 in Windhoek, Namibia and hosted by the Parliament of Namibia.

2. Venue

The Budget Committee Meeting will be held at the National Council of the Parliament of Namibia in Windhoek.

3. Arrival and Departure Dates

The Hosea Kutako International Airport (HKIA) is the largest and the main airport of Namibia with international connections serving the capital city, Windhoek. It is located 45km east of Windhoek (approximately 30 minutes' drive.)

Participants	Date
Arrival of Regional Secretariat	22 January 2023
Arrival of Committee Members	23 January 2023
Official departure date for all participants is Friday, 26 January 2024.	

4. Local Transport

CPA Namibia Branch will provide ground transportation services and other courtesies to the participants during their stay. Transportation provided include airport pick-ups and drop-offs, as well as to and from the designated hotels to the official meetings and social events.

5. Visas and Entry Requirements

All Participants attending the Meeting must have passports valid for at least six months from the date of entry. Participants who require entry visas should apply to the Namibian High Commission or Consulate in their respective countries.

6. Security

The Namibia Branch will provide security for all participants for the duration of the meeting.

7. Hotels (Accommodation)

The Branch is recommending that all participants make reservations at Avani Windhoek Hotel & Casino at negotiated rates for bed and breakfast. Reservations are to be made well in advance and the hotel can be contacted directly through the details provided below:

Contact Person: Ms Sarah Diergaardt

Tel: +26461280 0664

Email: windhoek@avanihotels.com

Types of Accommodation	Rates US\$
Single Room	N\$1,930.00
Double Room	N\$2,240.00
Single Mountain View Room	N\$2,230.00
Double Mountain View	N\$2,540.00
Single Superior Room	N\$2,480.00
Double Superior Room	N\$2,790.00
Single Business Room	N\$2,830.00
Double Business Room	N\$3,140.00
Single Suite Room	N\$3,330.00
Double Suite Room	N\$3,640.00

Please be advised the Hotel only accept cash payment in Namibia Dollars and South African Rand, alternative payment methods are through bank transfer and debit cards.

8. Medical Services

It is recommended that participants obtain the appropriate health and travel insurance to cover any medical eventualities.

It is not mandatory for persons attending the meeting to produce evidence of COVID-19 vaccination at the port of entry. Participants may

observe the necessary COVID-19 protocols and adhere to other public health and safety guidelines. There is a Medical Clinic at Parliament to attend to any medical emergencies.

9. Tour Sites

The Namibia Branch will organise an excursion to the Meat Corporation of Namibia (MeatCo), that includes a visit to their meat processing plant.

10. Official Language

The official language of Namibia is English.

11. Weather

In December/January, the country experiences scattered showers with average temperatures of 27°C (85°F) reaching a high of 32°C (89°F) and a low of 23°C (74°F). Summer clothes are recommended.

12. Exchange Rates

The official currency of Namibia is the Namibia Dollar (N\$), and has a pegged exchange rate of one to one with the South African Rand (ZAR). The ZAR remains a legal tender in Namibia. The current exchange rate as at the time of preparation of this document is 1US\$=N\$18.27

13. Banking Services

Banking hours usually run from 09:00 to 15:30. Major Banks available in Windhoek include:

- Standard Bank
- First National Bank
- Nedbank
- Bank Windhoek

Participants may choose to use either credit or debit cards at the hotels, supermarkets, and malls.

14. Internet Services

Wi-Fi services will be provided at the Meeting Venue and at the Hotels.

15. Electrical Power

The South African/Type G three-pin power plug of 240V/50Hz power supply is used in Namibia.

The Namibian power plug sockets are of type D, M and N.



16. Key Contacts

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