



Convention to Combat Desertification

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Conference of the Parties

Eleventh session

Windhoek, Namibia, 16–27 September 2013

Information for participants

The eleventh session of the Conference of the Parties (COP 11) to the United Nations Convention to Combat Desertification (UNCCD) will be held from 16 to 27 September 2013 in Windhoek, Republic of Namibia. This document contains general information for participants. Additional information will be provided in due course on the UNCCD website <www.unccd.int> and the website of the host country <www.unccdcop11.com>.

1. Secretariat

The secretariat of the UNCCD is headed by the Executive Secretary, Mr. Luc Gnacadja, and based in Bonn, Germany, at:

Secretariat of the United Nations Convention to Combat Desertification
Langer Eugen
Hermann-Ehlers-Strasse 10
53113 Bonn, Germany
Tel.: + 49 228 815 2800
Fax: + 49 228 815 2898/99
E-mail: secretariat@unccd.int

2. Host country authorities

The Government of the Republic of Namibia has established a national preparatory committee in charge of preparations for COP 11.

For the most up-to-date information, participants are encouraged to visit the host country website <www.unccdcop11.com>.

For any additional information, participants may contact:

Ministry of Environment and Tourism
Troskie Building
Private Bag 13346
Windhoek
Republic of Namibia
Tel: + 264 61 284 2701
Fax: + 264 61 240 339
Email: unccdcop11@met.na
Website: <www.met.gov.na>

3. Venue of the session

COP 11 will be held at the Windhoek Country Club Resort, in Windhoek, Khomas Region, at the following address:

B1 Western Bypass
Windhoek South
Republic of Namibia
Tel: + 264 61 205 5911
Fax: + 264 61 205 2797
Email: Windhoek@legacyhotels.com
Website: <www.windhoekcountryclub.co.za>

The session will open on Monday, 16 September 2013. Working hours will normally be from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. Meeting rooms will be made available for informal meetings without interpretation services, subject to arrangements being made with the secretariat.

4. Registration

Pre-registration for national delegations, United Nations specialized agencies and programmes, intergovernmental and non-governmental organizations, and the media, will take place at the registration and accreditation centre at the Windhoek Country Club Resort at the following times:

- Friday, 13 September from 9 a.m. to 1 p.m. and from 2 p.m. to 5 p.m.
- Saturday, 14 September from 9 a.m. to 1 p.m. and from 2 p.m. to 5 p.m.
- Sunday, 15 September from 9 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

Registration will start on Monday, 16 September at 8 a.m. and continue throughout the session on working days from 8 a.m. to 1.30 p.m. and from 2.30 p.m. to 5 p.m. Any changes to the opening hours of the registration desk will be communicated in the Official Journal of the session. Identity badges will be issued at the time of registration, and participants are requested to wear them at all times, as they will not be allowed access to the session venue without presenting them.

It is of the utmost importance to accompany the credentials of each member of delegations attending COP 11 with a passport-size photograph (see chapter 5 below for further information). This will ensure a speedy pre-registration procedure, which will greatly reduce waiting time for delegates at the session venue.

5. Credentials

The credentials of representatives of Parties and the names of alternate representatives and advisers must be issued either by the Head of State or Government or by the Minister for Foreign Affairs. To ensure full participation in the work of the conference, it is recommended that representatives of Parties be provided with full powers to participate in the session and, if necessary, to serve as officers of the COP and its subsidiary bodies, as well as of any committees or working groups of the session.

Credentials must be submitted to the UNCCD secretariat. The Bureau of COP 11 will examine the credentials and report to the session.¹ Observer States and intergovernmental and non-governmental organizations must also be accredited.

It is strongly recommended that participants fax a copy of their credentials in advance to the secretariat to facilitate their registration during the conference:

Fax: + 49 228 815 28 98/99

6. Information for the media

Representatives from the media should register at the accreditation and registration centre located at the Windhoek Country Club Resort during pre-registration and registration hours, upon presentation of a valid press card. Applicants for media accreditation need to provide the following documentation:

- A letter of introduction from their bureau chief
- A copy of their passport (for foreign applicants) or a national identification card (for local applicants)
- One recent passport-size colour photograph
- A valid press card
- Duly filled accreditation form
- A temporary work permit (see below on best procedure to acquire)

The application form will be made available for download from the media section of the COP 11 website: <www.unccdcop11.com>.

Applicants should send the above-mentioned documentation via e-mail or fax to the UNCCD secretariat:

E-mail: press@unccd.int

Fax: + 49 228 815 2898/99

For information concerning accreditation, please contact:

Ms. Wagaki Mwangi

Tel.: + 49 228 815 2820

Fax: + 49 228 815 2898/99

E-mail: wmwangi@unccd.int

All the above conditions apply to both local and foreign applicants (except for the temporary work permit). Local applicants are, however, advised to start the process of accreditation as soon as possible, at least one month before the conference. Foreign applicants may do so as soon as they arrive in the country.

¹ See document ICCD/COP(11)/22, to be issued in-session.

A dedicated press and media working space will be available at the conference venue. Additional information for media representatives reporting on the Convention and the conference may be obtained from the Convention secretariat at the above-mentioned address.

Foreign media practitioners will also require, without exception, a temporary work permit to be issued by the Namibian Ministry of Home Affairs and Immigration.

The Namibian Ministry of Information and Communication Technology will assist in processing media applications. A minimum of five working days is required to process temporary work permits, and it should be further noted that a temporary work permit does not replace a normal visa, which will still be required by nationals from countries requiring such to enter Namibia.

For further information relating to temporary work permits for foreign media practitioners, please contact:

Ms. Nicolene McNab or Ms. Gloria Ngaujake
Ministry of Information and Communication Technology
Tel: + 264 61 283 2668
Fax: + 264 61 230 170
E-mail: nmcnab@mict.gov.na or gngaujake@mict.gov.na

7. How to reach the session venue

Flights

Participants are encouraged to confirm flights to Windhoek Hosea Kutako International Airport as early as possible. Windhoek Hosea Kutako International Airport is located 45 km east of the city. Air Namibia offers direct flights to Windhoek Hosea Kutako International Airport from Frankfurt, Luanda, Lusaka, Harare, Maun, Victoria Falls, Accra, Johannesburg and Cape Town.

A number of other airlines serve Hosea Kutako International Airport: the regional and intercontinental hubs of Johannesburg and Cape Town (South Africa) and Luanda (Angola). Flight time from these hubs to Windhoek Hosea Kutako International Airport is approximately 2 hours.

A UNCCD COP 11 information counter will be set up in the arrivals hall of the airport for Convention participants. Volunteers will ensure COP 11 participants are transported to their accommodation on a reasonable commercial basis and will handle other COP 11-related inquiries. Up-to-date airport shuttle and transfer information will be made available on the host country website <www.unccdcop11.com>.

Car rental - Windhoek Hosea Kutako International Airport

Car rental facilities are readily available in the arrivals hall. Participants are advised to confirm their vehicle rental requirements in advance. Participants may use the website <<http://easyterra.com>> to compare quotes. A valid international driving licence is required.

How to reach the Windhoek Country Club Resort

Windhoek Country Club Resort is located adjacent to the B1 western bypass national road, approximately 6 km to the south of Windhoek City Centre. Its exact location is indicated on the host country website <www.unccdcop11.com>.

8. Accommodation

Windhoek is home to a variety of accredited accommodation establishments including hotels, pensions, bed and breakfasts, self-catering apartments and adjacent lodges. Participants are responsible for making their own accommodation arrangements, and are encouraged to finalize their booking and payment as early as possible.

Participants are encouraged to procure their accommodation directly through the host country website <www.unccdcop11.com>. This centralized booking service will be available for COP 11 participants from 7 July 2013.

There will be a shuttle service running daily between the Conference venue and accredited accommodation establishments. Please check the host country COP 11 website <www.unccdcop11.com> for this schedule.

9. Services available for participants at the session venue

Information on medical services and emergency numbers, postal, telephone, fax, photocopying, internet services, cafeterias, bars, banking services, travel agency and any other additional services available for participants will be published in the Official Journal of the session.

10. Immigration formalities and customs regulations

Visa regulations

All visitors to the Republic of Namibia must have a valid passport (valid for six months after date of departure). For the purposes of attending COP 11, delegates from all countries require a visa, except for those coming from the 56 exempted countries listed in the annex below.

The Government of the Republic of Namibia encourages participants to apply for their visa as early as possible through their nearest Namibian embassy or consulate. A complete list of Namibian embassies and consulates may be found on the host country website <www.unccdcop11.com>, and a visa application form may also be downloaded from this website. Delegates are also recommended to check if they require a transit visa for travelling via the Republic of South Africa or Angola.

Participants from countries without access to Namibian embassy or consular services are advised to contact the address below for assistance with the visa application process and for further inquiries:

Email: unccdcop11@met.na

Law for entry into the Republic of Namibia requires no immunizations except for participants travelling from an area where yellow fever is endemic. In that case, a yellow fever vaccination certificate is mandatory and the vaccination must be obtained at least 10 days before entering the country.

Customs regulations

Detailed information on customs procedures in Namibia will be made available on the host country website.

11. Intervention at official meetings

General Assembly resolution 64/230 on the pattern of conferences requests the Secretary-General to, inter alia, redouble his efforts to ensure the highest quality of interpretation services. In the interest of ensuring that meetings run smoothly, participants are reminded of the need to maintain a normal speed whenever delivering speeches or making statements, so that the provision of the required high quality simultaneous interpretation services can be achieved to the entire satisfaction of all participants.

12. Side events

Participants who wish to organize side events during the conference are requested to apply to the secretariat using the following telephone, fax and/or e-mail contacts:

Tel.: + 49 228 815 2800

Fax: + 49 228 815 2898/99

E-mail: sideevents@unccd.int

The application form can be downloaded from the UNCCD website at <www.unccd.int> and should be submitted before 31 July 2013.

Participants are advised that the secretariat is responsible only for room allocation. Time slots and rooms will be accommodated according to availability on a first-come, first-served basis.

Should a side event require interpretation services, simultaneous interpretation from English/French/Spanish and vice versa can be made available on a commercial basis through Conference Systems Namibia.

Contact:

Ms. Cerelise Dirks

Tel: + 264 61 24 9221

E-mail: Cerilise@conferencesystems.co.za

A list of available services from local providers will be made available on the UNCCD COP 11 website.

Catering:

Ms. Munageni Kalenga

Tel.: + 264 61 2842701 / +264 812000336

E-mail: mkalenga@met.na

Participants are reminded that no side events may be organized during the COP 11 official working hours (see chapter 3 above) and the special segment of the conference (23–24 September).

A calendar of side and parallel events during COP 11 will be published in the Official Journal of the session and will also be available on the host country COP 11 website <www.unccdcop11.com>. For any additional information on side events, please refer to the guidelines posted on the UNCCD website.

13. Business Forum on Sustainable Land Management

The Business Forum on Sustainable Land Management will take place at the conference venue from 23 to 24 September alongside COP 11. The Forum will bring together CEOs and other business leaders, politicians, policymakers, government

representatives, opinion leaders, experts and other stakeholders from across the globe. The aim of the Forum is to raise awareness among the private sector of the importance of land management and in particular on issues of desertification, land degradation and drought. For more information, please contact

Mr. Lazarus Nafidi
Head of Communication and Corporate Affairs –
Environmental Investment Fund of Namibia
Tel: + 264 61 284 2954
Fax: + 264 61 240 339
E-mail: lnafidi@eifnamibia.com

14. Exhibition facilities

Limited space for exhibition facilities will be available to participants. Arrangements can be made through the secretariat depending on availability and on a first-come, first-served basis.

Participants wishing to set up exhibits are invited to contact Ms. Katya Arapnakova at:

Tel.: + 49 228 815 2864
Fax: + 49 228 815 2898/99
E-mail: exhibition@unccd.int

The secretariat is responsible only for the allocation of exhibition space. Applicants will be allotted a maximum of 9 m² of exhibition space, which will be assigned with due consideration of the relevance to the objectives of the Convention and equitable geographical distribution requirements. The deadline for the submission of requests to the secretariat is 16 August 2013.

Exhibitors will be responsible for the customs clearance of their exhibition material in accordance with the customs regulations of the Republic of Namibia. The secretariat may, however, provide assistance. Exhibitors will be responsible for their own stands. Set-up of exhibition structures must be done in consultation with the national preparatory committee. For all further information about additional equipment for exhibitors, including infrastructure and technology, as well as transport, shipment and storage, please contact:

Ms. Cerelise Dirks
Tel: + 264 61 24 9221
E-mail: cerilise@conferencesystems.co.za

Catering:
Ms. Munageni Kalenga
Tel.: + 264 61 2842701 / +264 81 2267 665
E-mail: mkalenga@met.na

15. General information about the session venue

Information about Windhoek

Useful information about Windhoek, including accommodation, transport and other facilities, can be found on the COP 11 host country website: <www.unccdcop11.com>.

Currency

The national currency is the Namibian Dollar (NAD), which is fixed 1:1 to the South African Rand (ZAR). The South African Rand is also legal tender in Namibia.

USD 1 = approximately NAD 9.5

EUR 1 = approximately NAD 12.3

Weather

During the month of September, the average temperature during the day in Windhoek is 30°C. The average temperature at night is 11°C.

Electricity

Electricity: 220 / 240 volts at 50 Hz. Plugs with three round pins are in use as in South Africa. An adaptor to connect appliances is recommended.

Local time

GMT + 1 hour during September.

Business hours

Banks:

Weekdays: 8.30 a.m. – 3.30 p.m.

Saturdays: 8.30 a.m. – 11 a.m.

Sundays and national holidays: closed

Government offices and organizations:

Weekdays: 8.30 a.m. – 5 p.m.

Weekends and national holidays: closed

Post offices:

Weekdays: 8.30 a.m. – 4.30 a.m.

Saturdays: 8.30 a.m. – 12 noon

Sundays and national holidays: closed

Department stores:

Weekday: 8 a.m. – 6 p.m. (Varies between stores)

Taxes

Value-added tax (VAT) is levied on most goods and services at a standard rate of 15% and is included in the retail price. In tourist hotels, this 15% tax applies to rooms, meals and other services and is included in the bill. VAT refunds are possible for individuals who do not hold a Namibian passport on goods (not services) purchased with a minimum value of N\$250.00 (including VAT). A VAT Refund Office is located at Windhoek Hosea Kutako International Airport for further information.

Travel information

Further information on travel and tourism in Namibia is available from:

Namibia Ministry of Environment and Tourism: <www.met.gov.na>

Namibia Tourism Board <www.namibiaturism.com.na>

Namibia Wildlife Resorts <www.nwr.com.na>

City of Windhoek <www.windhoekcc.org.na/tour.php>

Further information on the conference is available on the UNCCD home page:
<www.unccd.int>.

Annex

Countries with visa exemptions^{*}

Countries under visa waiver agreements

Visitors from the 56 countries listed below are exempt from requiring a visa to enter the Republic of Namibia for the purpose of attending COP 11:

<i>Continent</i>	<i>Country</i>	<i>Type of passport</i>
Asia	India	<i>Diplomatic and official passports only</i>
	Japan	National passport
	Kazakhstan	National passport
	Kyrgyzstan	National passport
	Macau (SAR)	National passport
	Malaysia	National passport
	Singapore	National passport
	Tajikistan	National passport
	Turkmenistan	National passport
	Uzbekistan	National passport
North and South America	Brazil	National passport
	Canada	National passport
	Cuba	National passport
	United States of America	National passport
	Venezuela	<i>Diplomatic and official passports only</i>

^{*} This information is reproduced as received by the UNCCD secretariat from the host country and without formal editing. For any further information please see the website: <www.unccdop11.com>.

Europe	Armenia	National passport
	Austria	National passport
	Azerbaijan	National passport
	Belarus	National passport
	Belgium	National passport
	Denmark	National passport
	Finland	National passport
	France	National passport
	Germany	National passport
	Iceland	National passport
	Ireland	National passport
	Italy	National passport
	Liechtenstein	National passport
	Luxembourg	National passport
	Moldova	National passport
	Netherlands	National passport
	Norway	National passport
	Portugal	National passport
	Russian Federation	National passport
	Spain	National passport
Sweden	National passport	
Switzerland	National passport	
Ukraine	National passport	
United Kingdom	National passport	
Africa	Angola	National passport
	Botswana	National passport
	Congo Brazzaville	<i>Diplomatic, official and service passports only</i>
	Ghana	<i>Diplomatic, official and service passports only</i>
	Kenya	National passport
	Lesotho	National passport
	Malawi	National passport
	Mauritius	National passport
	Mozambique	National passport
	Seychelles	National passport
	South Africa	National passport
	Swaziland	National passport
	Tanzania	National passport
	Zambia	National passport
	Zimbabwe	National passport
Oceania	<i>Australia</i>	National passport
	<i>New Zealand</i>	National passport

Note: National passport denotes diplomatic, official, service and ordinary passports.