

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

**Fourth Meeting of the AFI Region Directors General of Civil Aviation (DGCA/4)  
(8 to 9 November 2010) and  
Workshop on High Level Management Responsibility and Accountability  
for the Certification of Air Operations (10 November 2010)  
(Esibayeni Lodge & Conference Centre, Matsapha International Airport, Matsapha,  
Manzini, Swaziland)**

*Safe, Secure and Sustainable Aviation for our Planet*

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**INFORMATION BULLETIN**

**Revised (2)**

**Meeting host:** The Royal Government of Swaziland  
Swaziland Civil Aviation Authority (SWACAA)  
Tél: Address: D361, Gables, Ezulwini-Swaziland  
Tél: +268 404 6711  
Fax: +268 404 6694  
E-mail: [bonib@swacaa.co.sz](mailto:bonib@swacaa.co.sz)

**1. Venue of the Meeting**

The plenary sessions of the meeting will take place at the **Esibayeni Lodge & Conference Centre, Matsapha International Airport, Matsapha**, whose address is given below:

**Esibayeni Lodge & Conference Centre**  
Tel: +268 518 4848  
Fax: +268 518 4849  
Cell: +268 605 1650  
E-mail: [esibayenilodge@swazi.net](mailto:esibayenilodge@swazi.net)

**2. Languages**

The meeting proceedings will be conducted in English and French and simultaneous interpretation will be provided.

**3. Opening Session**

The opening session of the meeting will take place at the **Esibayeni Lodge & Conference Centre** at 09h00 on Monday 8 November 2010 and all the subsequent sessions will also be held at the same venue. The provisional Agenda was attached to the letter of invitation.

**4. Registration**

Delegates are advised to pre-register by providing the following details to the ICAO Regional Offices of Nairobi, Kenya Email: [icao@icao.unon.org](mailto:icao@icao.unon.org) Fax +254 20 7621092 or Dakar, Senegal [icaowacaf@dakar.icao.int](mailto:icaowacaf@dakar.icao.int), Fax: +221 33 8236926; with copy to **Mr. Sabelo Dlamini**, Tel: +268 4046755, Fax: +268 4046694, Mobile: +268 76064276 E-Mail: [sabelo@swacaa.co.sz](mailto:sabelo@swacaa.co.sz); cc: [wendy@swacaa.co.sz](mailto:wendy@swacaa.co.sz) and [bonib@swacaa.co.sz](mailto:bonib@swacaa.co.sz) and [nelisalawton@yahoo.com](mailto:nelisalawton@yahoo.com) indicating:

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- ❖ Name;
- ❖ Nationality;
- ❖ Passport number;
- ❖ Date and place of birth;
- ❖ Proposed date of arrival; and
- ❖ Proposed point of entry (Matsapha Airport).

**Delegates can also pre-register on-line at:**

[http://www.icao.int/esaf/meetings/2010/ESAF\\_DGCA4/registration.htm](http://www.icao.int/esaf/meetings/2010/ESAF_DGCA4/registration.htm)

Delegates will also be able to register at the registration desk on the main floor of the Conference centre to be opened from 08h00 to 09h00 on Monday, 8 November 2010. Advance registration will be available on Sunday, 7 November 2010 from 18h30 to 20h30.

For security reasons, participants are requested to wear their identification badges at all proceedings and social functions.

**5. Officers and Secretariat**

The Secretary of the meeting is Mr. Geoffrey Moshabesha, ICAO Regional Director, ESAF Office. He will be assisted by, Mr. Amadou O. Guittaye, ICAO Regional Director, WACAF Office.

**6. Hotels reservations**

**Accommodation in these three hotels is limited, and** delegates are requested to make their own hotel reservations directly with the hotels as soon as possible before the commencement of the meeting **and ensure to mention the name of the meeting**. The list of Hotels is attached hereto. It is also requested that reservation and itinerary of delegates be copied to [sabelo@swacaa.co.sz](mailto:sabelo@swacaa.co.sz), copy: [wendy@swacaa.co.sz](mailto:wendy@swacaa.co.sz), [bonib@swacaa.co.sz](mailto:bonib@swacaa.co.sz) and [nelisalawton@yahoo.com](mailto:nelisalawton@yahoo.com).

**7. Exhibition**

**[A reserved space has been made available for those requiring exhibition.](#)**

**8. Transportation**

Arrangements are being made to ensure that ALL delegates are met on arrival at the Mastapha International Airport.

**9. Exchange rate (as at October 2010)**

USD 1 = EMALANGENI 7.10 (equivalent to SA Rand.)

**10. Medicare**

Medical doctor services will be available at the venue throughout the meeting as follows:

1. Dr. Abdissa (SCAA Doctor) contact : Cellphone: +268 76409336
2. Dr. Ibrahim contact : Cellphone: +268 76059954

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**11. Electricity (at the Hotels)**

240V / 50 Hz

**12. Visa**

Delegates should ascertain that the entry requirement for Swaziland as it applies to their respective member States is met, and where necessary, obtain a visa from the nearest Embassy or Consulate of Swaziland. Visa can also be obtained upon arrival at Matsapha Airport.

**13. Weather conditions**

**The month of November is the start of the rainy season with an average of 13 rain days. The mean maximum temperature is 26.4°C and the mean minimum is 17°C. Extreme maximum temperature can rise as high as 38.4°C, and the extreme minimum can fall as low as 8.4°C. The winds are light, coming from the north or north-east.**

**14. Banking services**

Travellers' cheques and currencies of most countries can be cashed at the commercial banks. International credit cards (Visa, Diners Club, MasterCard, and American Express) are accepted at the selected hotels for the conference.

**15. Documentation**

The meeting documents - Working Papers (WPs) and Information Papers (IPs) – will be posted on ICAO web sites: <http://www.icao.int/esaf> and <http://www.icao.int/wacaf>. Delegates are requested to bring along their laptops as this will be a paperless meeting.

Participants desiring to circulate any papers or literature are kindly requested to coordinate with the Secretary of the meeting.

**16. WELCOME COCKTAIL**

The Welcome Cocktail will be held at the **Esibayeni Lodge**

Date: 8 November 2010

Time: 17:30

Dress code: Smart Casual

**17. FAREWELL DINNER**

The Farewell Gala Dinner will be held at **the Esibayeni Lodge**

Date: **10** November 2010

Time: 19:00

Dress Code: Black Tie

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**List of Hotels**

<b>HOTEL</b>	<b>ROOM PRICE</b>	<b>STAR RATING</b>	<b>ADDRESS</b>	<b>FAX</b>	<b>PHONE</b>	<b>EMAIL</b>	<b>DISTANCE FROM VENUE</b>	<b>CONTACT PERSON</b>
Esibayeni Lodge	E500	3	P.O. Box 1451, Manzini	+268 518 4849	+268 518 4848	<a href="mailto:esibayenilodge@swazi.net">esibayenilodge@swazi.net</a>	0 km	Zandile
Tum's George Hotel	E725	3	P.O. Box 6534, Manzini	+268 505 2268	+268 505 2260	<a href="mailto:reservations@tgh.sz">reservations@tgh.sz</a>	13 km	Xolile
Happy Valley Resort	E845	4	P.O. Box 5, Ezulwini	+268 416 1050	+268 416 1061	<a href="mailto:reservation@statushotelezulwini.com">reservation@statushotelezulwini.com</a>	18 km	Phumi

**Accommodation in these three hotels is limited and delegates are kindly requested to make reservations directly with the hotels at the earliest opportunity.**

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