



ICAO



**ADMINISTRATIVE ARRANGEMENTS FOR ICAO/ SASO  
TECHNICAL WORKSHOP ON ICAO ANNEX 16 SARPs  
(ENVIRONMENTAL PROTECTION) AND THE DEVELOPMENT OF  
STATE ACTION PLANS FOR SADC STATES**

**24 – 27 OCTOBER 2023**

**MOUNTAIN VIEW HOTEL  
MBABANE, ESWATINI**

## Table of Contents

1.	INTRODUCTION.....	3
2.	VENUE OF THE MEETING.....	3
3.	WORKING LANGUAGES .....	3
4.	OPENING SESSION .....	3
5.	PROGRAMME .....	3
6.	REGISTRATION .....	4
7.	ENTRY REQUIREMENTS .....	4
8.	TRAVEL AND AIRPORT TRANSFERS .....	4
9.	HOTEL ACCOMMODATION.....	4
10.	MEDICAL AND HEALTH SERVICES .....	4
11.	GENERAL INFORMATION .....	5
12.	TELEPHONES .....	5
13.	WEATHER AND LOCAL TIME INFORMATION .....	6
14.	MEETING COORDINATORS.....	6

## **1. INTRODUCTION**

The International Civil Aviation Organisation (ICAO) in cooperation with SADC Aviation Safety Organisation (SASO) will host the Technical Workshop on ICAO Annex 16 SARPs (Environmental Protection) And the Development of State Action Plans for SADC States from the 24<sup>th</sup> to 27<sup>th</sup> October 2023.

The information contained in this guide is intended for participants attending the Workshop.

## **2. VENUE OF THE MEETING**

The meeting will be held at the SASO Secretariat Offices. The address is Princess Drive, Mbabane, H100, Mbabane. The coordinates are as follows: <https://maps.app.goo.gl/aKAvuT39MAhAW2QS8>.

## **3. WORKING LANGUAGE**

English is the preferred language for corporate business, including at most conference centres and also with tourists. The workshop will be conducted in English. French and Portuguese interpretation will be available. Meeting material will **ONLY** be provided in electronic format. Accordingly, participants are required to bring their own portable computers/laptops configured with Microsoft Windows operating system.

## **4. OPENING SESSION**

The opening session of the meeting will take place at Mountain View Hotel, at 09h00 on Tuesday 24<sup>th</sup> October 2023, and all the subsequent sessions will also be held at the same venue.

## **5. PROGRAMME**

The final programme detailing all the sequence of training will be circulated to all delegates.

## **6. REGISTRATION**

All participants will require prior registration. Registration forms to be filled in and submitted to SASO meeting Coordinator at [silah@saso.sadc.int](mailto:silah@saso.sadc.int) and a copy to [info@saso.sadc.int](mailto:info@saso.sadc.int). On-site registration will be done on Tuesday 24<sup>th</sup> October 2023, from 0830hrs.

## **7. ENTRY REQUIREMENTS**

All travellers arriving in Eswatini should have a valid passport. Participants who require visas to enter into Eswatini should fill in a visa application form and send to the meeting coordinators to assist with acquiring the necessary visas before departure.

Visa applications can be accessed online at [www.gov.sz](http://www.gov.sz)

## **8. TRAVEL AND AIRPORT TRANSFERS**

Transport for participants is as follows:

Transport will be provided to participants to travel to/from the airport. Kindly note that only those who have provided their travel details will be provided with transport.

Taxis are available from the airport to the hotels Enquiries may be made at the airport information desks/counters upon arrival.

## **9. HOTEL ACCOMMODATION**

Participants are responsible for making their own hotel reservations and meeting their accommodation costs. There is a wide choice of hotels to choose from and for ease of reference, the hotel list is attached hereto as **Annex 1**.

## **10. MEDICAL AND HEALTH SERVICES**

Participants must ensure they take out travel insurance (including health) from their home country for the duration of their stay in Eswatini.

There are a number of medical and health services available around the meeting venue and recommended hotels. Meeting Coordinators will be available to assist if this service is required.

## **11. GENERAL INFORMATION**

### **CURRENCY, BANKS AND CREDIT CARDS**

The Swaziland Lilangeni (SZL) is the currency of Eswatini and is subdivided into 100 cents. The current exchange parity rate as at August 2023 is USD 1 = SZL 18.50 (subject to change on a daily basis)

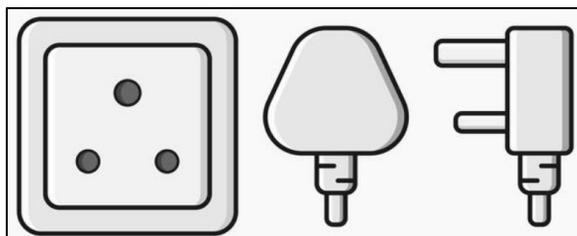
The use of credit cards like Visa, MasterCard and American Express is widely accepted and advisable.

### **BUREAU DE CHARGE SERVICES**

Bureau de charge services are offered by all commercial banks in Eswatini. All banking and postal facilities are available in Mbabane during normal working hours, 0800 – 1600 hours.

### **ELECTRICITY (AT THE HOTELS)**

In Eswatini, the standard voltage is 220/230 Volts and the standard frequency is 50 Hz. The plugs are three round pins (big), the earth being 28 mm (11/8 inches). These are used almost exclusively in ESwatini, South Africa and Lesotho.



## **12. TELEPHONES**

World-wide direct connections are available, using the international code or telephone operator if necessary. From abroad dial +268 (country code) followed by required number.

There are 2 mobile operators in Eswatini: MTN, and Swazi Mobile. A sim card can be bought at a relatively small fee at various locations, such as cell phone shops and supermarkets. However, the sim card must be registered before it can be activated. A passport is required in order to register the sim card.

### **13. WEATHER AND LOCAL TIME INFORMATION**

The temperatures in Eswatini in are comfortable with low of 10°C and high up to 27°C.

The weather is pleasantly warm with a gentle breeze. Eswatini local time is GMT+2 (UTC). It is fixed across the country.

### **14. MEETING COORDINATORS**

The following are the contact details of the meeting coordinating team:

Name	:	Ms Silahliwe Mogale
Designation	:	Administrative Assistant
Telephone	:	+268 2404 0660
Mobile	:	+268 78420180 / +267 72606084
E-mail	:	<a href="mailto:silah@saso.sadc.int">silah@saso.sadc.int</a> <a href="mailto:info@saso.sadc.int">info@saso.sadc.int</a>

Name	:	Mr Cleophas Samusodza
Designation	:	Manager- Corporate Services
Telephone	:	+268 2404 7938
Mobile	:	+268 7805 9447
Email	:	<a href="mailto:samusodzac@saso.sadc.int">samusodzac@saso.sadc.int</a>

## ANNEX A

## LIST OF RECOMMENDED HOTELS

Hotel	Physical Address	Telephone	Website
<b>Hilton Garden Inn, Mbabane</b>	Plot 934 and 935 Mhlambanyatsi Road, Mbabane	+268 2409 2200	<a href="https://www.hilton.com/en/hotels/gmngigi-hilton-garden-inn-mbabane/?SEO_id=GMB-EMEA-GI-QMNGIGI">https://www.hilton.com/en/hotels/gmngigi-hilton-garden-inn-mbabane/?SEO_id=GMB-EMEA-GI-QMNGIGI</a> Email: <a href="mailto:HGIMbabane.Reservations@hilton.com">HGIMbabane.Reservations@hilton.com</a>
<b>Mountain Inn Hotel, Mbabane</b>	Princess Drive, Mbabane	+268 2404 2773 +268 2404 2781	<a href="http://mountaininn.sz/en/">http://mountaininn.sz/en/</a> Email: <a href="mailto:info@mountaininn.sz">info@mountaininn.sz</a>
<b>Sibane Sami Hotel</b>	J55C+724, MR103, Lobamba, Eswatini	+268 2416 1670	<a href="http://www.sibanehotel.co.sz/">http://www.sibanehotel.co.sz/</a> Email: <a href="mailto:reservations@sibanehotel.co.sz">reservations@sibanehotel.co.sz</a>
<b>Happy Valley Hotel</b>	H55Q+RGF, Lobamba, Eswatini	+268 2416 1898 +268 3469 0640	<a href="https://happyvalleyhotel.com/online/">https://happyvalleyhotel.com/online/</a> Email: <a href="mailto:reservations@happyvalleyhotel.com">reservations@happyvalleyhotel.com</a>
<b>Emafini Country Hotel</b>	Malagwane Hill, Mbabane	+268 24041284	<a href="https://emafini.co.sz/">https://emafini.co.sz/</a> Email: <a href="mailto:info@emafini.co.sz">info@emafini.co.sz</a>
<b>Bethel Court</b>	Plot 48, Farm 706, Tea Road, H106, Ezulwini	+268 2416 1977 +268 2416 2759	Email: <a href="mailto:reception@bethelcourt.co.sz">reception@bethelcourt.co.sz</a>
<b>The Place Guest House</b>	Mantsholo Rd Golf Course, Mbabane	+268 7944 5529	Email: <a href="mailto:info@theplace.co.sz">info@theplace.co.sz</a>
<b>Highlands View Guest House</b>	Malagwane Highway MR3 Swaziland, Mbabane	+268 7944 5529	Email: <a href="mailto:kapolaquesthouse@gmail.com">kapolaquesthouse@gmail.com</a>
<b>City Court Guest House</b>	Mkhonubovu street, checkers, below Mbabane Clinic	+268 7841 3877	<a href="https://www.citycourt.co.sz">https://www.citycourt.co.sz</a> Email: <a href="mailto:info@citycourt.co.sz">info@citycourt.co.sz</a>
<b>Rehoboth Mountain Suites</b>	No 2. Lilanga Street Road, Mbabane	+268 2410 5630 +268 7683 9053	<a href="https://rehobothmountiansuites.com">https://rehobothmountiansuites.com</a> Email: <a href="mailto:rehobothsuites@gmail.com">rehobothsuites@gmail.com</a>