

## UNAIDS INTER-AGENCY TASK TEAM ON HIV AND YOUNG PEOPLE

### 2010 ANNUAL MEETING

24 – 25 February 2010, Windhoek, Namibia

#### INFORMATION AND LOGISTICS NOTE

We are pleased to provide you with the following regarding practical arrangements for the upcoming Interagency Task Team on HIV and Young People (IATT/YP) Annual Meeting at the Safari Hotel in Windhoek, Namibia from 24 - 25 February 2010. The meeting will be organized in close collaboration with the UNFPA Country Office in Namibia. We hope that the information provided assists you in preparing for and during the period of the meeting.

#### Meeting Venue:

##### **Safari Court Hotel & Conference Centre**

**Address:** Corner of Auas and Aviation Streets, Windhoek, Namibia

**Postal Address:** P.O. Box 3900, Windhoek, Namibia

**Telephone:** +264-61-2968000 (General), +264-61-2967180 (Reservations)

**Fax:** +264-61-235652 (Reservations)

**Email:** [reservations@safarihotelsnamibia.com](mailto:reservations@safarihotelsnamibia.com)

**Web:** <http://www.safarihotelsnamibia.com>

#### UNFPA CO Namibia Contacts:

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Programme Officer

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#### UN Security contacts:

UN Security contacts in Windhoek are: **Mr. Andre Yaro**, UNDSS Security Advisor, and **Mr. Charles Eiseb**, Field Security Assistant. Tel: 204 6227

After workshop hours, Emergency numbers in Namibia are: 10111 City Police: 302302

#### Language

The workshop will be held in English.

#### Registration

There will be official registration on 23 February 2010 at the Hotel's reception on arrival of participants. Participants will be registered to receive the necessary documents/folders and any pertinent information for the meeting.

### **Working hours based on draft agenda**

The workshop will begin on 24 February 2010 in the morning at 09:30 and will close by 6:00 PM on 25 February 2010<sup>1</sup>. There will be breaks for refreshments in the mornings and in the afternoons, as well as a Lunch break.

### **Visa arrangements**

Participants are requested to get visa from the Namibia Embassy in their respective Country Offices. Participants without Namibia Embassy or High Commission in their Country Offices should send details of their passports (**Full Name, Passport Number, Issue Date, Date of Expiration**) to the Operations Manager of the UNFPA Namibia Country Office at: [augustinus@unfpa.org](mailto:augustinus@unfpa.org) with copy to: [info-iatt-yp@unfpa.org](mailto:info-iatt-yp@unfpa.org), [byomuhangi@unfpa.org](mailto:byomuhangi@unfpa.org), [hailonga@unfpa.org](mailto:hailonga@unfpa.org), [amkongo@unfpa.org](mailto:amkongo@unfpa.org)

### **Accommodation**

**Participants must confirm participation by Friday 5 February 2010 via email to:** [augustinus@unfpa.org](mailto:augustinus@unfpa.org) with copy to: [info-iatt-yp@unfpa.org](mailto:info-iatt-yp@unfpa.org), [byomuhangi@unfpa.org](mailto:byomuhangi@unfpa.org), [hailonga@unfpa.org](mailto:hailonga@unfpa.org), [amkongo@unfpa.org](mailto:amkongo@unfpa.org)

Once you confirm your participation, a room will be held on your behalf at a reduced negotiated rate at the Safari Hotel in Windhoek. All hotel bills and any incidentals will be paid for by individual participants including any extra food and drinks. **All participants have to be lodged at the Safari Hotel in Windhoek.**

- **Once more be reminded that all the participants will be expected to settle their bills for accommodation, dinner & drinks separately with the hotel.**

### **Transportation**

Transportation to and from the airport (Windhoek) will be arranged by the UNFPA office. It is therefore important that you send your ETA and ETD to the contacts indicated above in Namibia CO so that arrangements can be made for transportation from and to the airport. In the event of an emergency regarding transport issues please contact Augustinus Louis (Operations Manager) on 0811290596. (Cell phone).

### **Return travel arrangements**

Re-confirmation of travel arrangements can be provided through the Secretariat set by the UNFPA Country Office at the Hotel.

### **Currency and exchange rate**

The Country Office in Namibia will make arrangements for currency exchanges and if needed enquiries could be made at the secretariat set by the Country Office at the Hotel. The exchange rate as of 29 January 2010 is: 1 U.S. dollar = 7.58 Namibian dollars.

### **Weather**

In February, temperatures vary 17 - 29 degrees Celsius in Windhoek.

**We wish you a very happy and fruitful stay in Windhoek/Namibia.**

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<sup>1</sup> *subject to changes.*