

**Nineteenth Meeting of Heads of National Drug Law Enforcement  
Agencies (HONLEA), Africa**  
**12 to 16 October 2009, Windhoek, Namibia**

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**INFORMATION FOR PARTICIPANTS**

**Meeting venue**

The Nineteenth Meeting of Heads of National Drug Law Enforcement Agencies (HONLEA), Africa, organized by the United Nations Office on Drugs and Crime (UNODC) and hosted by the Government of Namibia, will be held in Windhoek, Namibia, from 12 to 16 October 2009. Documents are available on <http://www.unodc.org/unodc/en/commissions/CND/06-subidiarybodies-2009.html> in Arabic, English, and French, the working languages of the Meeting.

**Transfers from and to the airport**

In order to make adequate arrangements for the transfers of participants, delegations are requested to notify designated host Government focal point Ms. Dinah Tjipura (contact details below) and their hotel in Windhoek, of their arrival and departure times, the name of the airline, the flight numbers and the country of departure, as soon as possible, using the form attached in annex A. A copy of the notification should also be sent to United Nations Office of Drugs and Crime, c/o Ms. Renate Weidinger (contact details below).

**Venue of the meeting**

The Nineteenth Meeting of Heads of National Drug Law Enforcement Agencies (HONLEA), Africa, will take place in Windhoek Country Club Hotel, B1 Western Bypass, Windhoek South, Namibia.

**Registration**

The registration of participants will take place at Windhoek Country Club Hotel, on Sunday, 11 October from 16.00 to 19.00 hours and on Monday, 12 October from 8.00 to 09.30.

Once participants have registered, they will be issued with an identity badge, which they should carry with them at all times while in the hotel and the meeting rooms so that they can be easily identified and so as to ensure their security while on those premises.

**Accommodation in Windhoek**

For security and logistical reasons, the host Government recommends that participants stay at the Windhoek Country Club Hotel. Preferential rates are granted to participants.

### Windhoek Country Club Hotel

Telephone: +264-61-2055729; 2055196; 2055751  
Telefax: +264-61-2055768; 2055745  
Contact persons: Mrs. Daphne Martin; Mrs. Cynthia Damon  
E-mail: [dmartin@legacyhotels.co.za](mailto:dmartin@legacyhotels.co.za); [bqweer@legacyhotels.co.za](mailto:bqweer@legacyhotels.co.za)  
Website: [www.legacyhotels.co.za](http://www.legacyhotels.co.za)

Room	Special rate include buffet breakfast and 14% VAT (2% tourism levy not included)
Single	N\$ 745.00*
Double	N\$ 1,460.00*

\*These are government rates, delegates should book under Ministry of Health and Social Services..

### OTHER HOTELS

#### Hotel Safari

Telefax: +264-61-23 5652 (Reservation Department)  
Contact person: Mr. Larco van Wyk, Mr. Rally Lambert, Ms. Wilhelmina Fredericks  
E-mail: [reservation@safarihotel.com.na](mailto:reservation@safarihotel.com.na), [reservation1@mweb.com.na](mailto:reservation1@mweb.com.na)  
Website: [www.safarihotel.com.na](http://www.safarihotel.com.na)

Room	Special rate/includes (buffet breakfast)
Business-class room Single	N\$ 768,00
Business-class room Double (twin beds)	N\$ 459,00
Standard room Single	N\$ 552,00
Standard Double (twin beds)	N\$351,00

#### Hotel Pension Cori

Telephone: +264-61-228840  
Telefax: +264-61-225806  
E-mail: [cori@iway.na](mailto:cori@iway.na)  
Website: [www.pension-cori-namibia.com](http://www.pension-cori-namibia.com)

Room	Special rate/includes (breakfast and VAT)
Single	N\$ 380,00
Double	N\$ 520,00

## Hotel Pension Alexander

Telephone: +264-61-240775  
Telefax: +264-61-271892  
E-mail: [pensionalex@iway.na](mailto:pensionalex@iway.na)  
Contact person: Ms. Maasdorp

Room	Special rate/includes breakfast
Single (budget)	N\$ 380,00
Standard room	N\$ 420,00
Standard double	N\$ 520,00
Deluxe double	N\$ 600,00
Triple room	N\$ 650,00
Quad room	N\$ 750,00

## Reservations

Participants should make their reservations, as soon as possible, directly with the respective hotel in Windhoek, using the attached reservation form (Annex A). A copy of the form should be sent to the designated host Government focal point, Ms. Dinah Tjipura, Director for Tertiary Health Care and Clinical Support Services, Ministry of Health and Social Services, telephone: +264-61-203 2300/2, Fax: +264-61-234462, e-mail: [dtjiho@mhss.gov.na](mailto:dtjiho@mhss.gov.na) or [jtjipura@gmail.com](mailto:jtjipura@gmail.com) as well as to Ms. Renate Weidinger, Policy Support Section, United Nations Office on Drugs and Crime (Vienna), Fax: +43-1 26060-5885, e-mail: [Renate.Weidinger@unodc.org](mailto:Renate.Weidinger@unodc.org) or [pss@unodc.org](mailto:pss@unodc.org).

## General information about Windhoek

### Situation

Namibia is situated Africa's south-western seaboard. Bordered by Angola, Botswana, Zimbabwe and South Africa.

### Time zone

The time zone in Namibia is GMT+2 hours (October to March).

### Climate

Arid and semi-arid, changing to subtropical in the far north east. Hottest months, November to February (average temperatures 20-36° C). Colder months between May and August (average temperatures, 18-22° C).

### Currency

The currency in circulation in Namibia is the Namibian Dollar but the South African Rand is also used and it is equivalent to the Namibian Dollar. Most major foreign currencies and traveller's cheques can be exchanged. International Credit Cards generally accepted: Visa, Master Card, American Express and Diners Club.

### Electric current

Any electronic equipment should be compatible with the voltage in Namibia, which is 220 VAC 50 Hz. Foreign electrical appliances require adapters.

### Additional information about Namibia

To learn more about Namibia, it is recommended that participants visit the following website: [www.namibiatourism.com.na](http://www.namibiatourism.com.na)

### **Visas**

Visas are not required for nationals of the following countries: Angola, Botswana, Kenya, Lesotho, Malawi, Mozambique, South Africa, Swaziland, United Republic of Tanzania, Zambia and Zimbabwe. Nationals of other countries should contact immediately the nearest Namibian Consulate or Embassy to secure a visa.

### **Health**

Medical staff will be available at the meeting venue.

### **For further information, please contact designated host Government focal point:**

For further information regarding the transfer request, registration or any of the other topics covered by this information sheet:

#### **Ms. Dinah Tjipura**

Director

Tertiary Health Care and Clinical Support Services

Ministry of Health and Social Services

Telephone: (264) 61-2032300/2

Mobile: (264) 81 128 6359

Fax: (264) 61-234462

E-mail: [dtjiho@mhss.gov.na](mailto:dtjiho@mhss.gov.na) or

[jtjipura@gmail.com](mailto:jtjipura@gmail.com)

**Annex A**

Nineteenth Meeting of Heads of National Drug Law Enforcement Agencies (HONLEA),  
Africa, 12-16 October 2009  
Windhoek, Namibia

**Airport – hotel – airport  
transfer request**

NAME

TITLE/POSITION

INSTITUTION

COUNTRY

TELEPHONE

FAX

E-MAIL

DATE AND TIME OF ARRIVAL

AIRLINE / FLIGHT NUMBER

DATE AND TIME OF DEPARTURE

AIRLINE / FLIGHT NUMBER

**PLEASE SEND THIS FORM DIRECTLY TO HOST GOVERNMENT FOCAL POINT:**

Ms. Dinah Tjipura

Fax: +264-61-234462

[dtjiho@mhss.gov.na](mailto:dtjiho@mhss.gov.na), or  
[jtjipura@gmail.com](mailto:jtjipura@gmail.com)

**With a copy to UNODC:**

Ms. Renate Weidinger

Fax: +43 1 26060 5885

[Renate.Weidinger@unodc.org](mailto:Renate.Weidinger@unodc.org)  
or [pss@unodc.org](mailto:pss@unodc.org)

**Annex B**

Nineteenth Meeting of Heads of National Drug Law Enforcement Agencies (HONLEA),  
Africa, 12-16 October 2009, Windhoek

**Hotel reservation**

NAME	_____
TITLE/POSITION	_____
INSTITUTION	_____
COUNTRY	_____
TELEPHONE	_____
E-MAIL	_____
FAX	_____
DATE AND TIME OF ARRIVAL	_____
AIRLINE AND FLIGHT NUMBER	_____
NUMBER OF NIGHTS	_____
DATE AND TIME OF DEPARTURE	_____
AIRLINE AND FLIGHT NUMBER	_____
CREDIT CARD NUMBER AND EXPIRY DATE	_____
PASSPORT NUMBER AND TYPE	_____
SPECIAL REQUIREMENTS	_____
(Room type, allergies, special dietary requirements, etc.)	_____

**PLEASE SEND THIS FORM DIRECTLY TO:**

<b>Hotel</b>	<b>FAX</b>	<b>E-MAIL</b>
_____	_____	_____

**With a copy to:**

<b>Ms. Dinah Tjipura</b>	<b>Fax: +264-61-234462</b>	<b><u><a href="mailto:dtjiho@mhss.gov.na">dtjiho@mhss.gov.na</a></u>, or <u><a href="mailto:jtjipura@gmail.com">jtjipura@gmail.com</a></u></b>
<b>Ms. Renate Weidinger</b>	<b>Fax: +43-1-260605885</b>	<b><u><a href="mailto:Renate.Weidinger@unodc.org">Renate.Weidinger@unodc.org</a></u> or <u><a href="mailto:pss@unodc.org">pss@unodc.org</a></u></b>