



**SWAZILAND CIVIL AVIATION AUTHORITY**

**ADMINISTRATIVE AND PROTOCOL ARRANGEMENTS FOR THE  
FORUM ON REGIONAL SAFETY OVERSIGHT ORGANIZATIONS  
(RSOOs)**

**EZULWINI, 22<sup>ND</sup> - 24<sup>TH</sup> MARCH 2017**

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## **1. INTRODUCTION**

The Swaziland Civil Aviation Authority will be hosting the Forum on Regional Safety Oversight Organizations (RSOOs) from the 22<sup>nd</sup> – 24<sup>th</sup> March 2017.

## **2. PURPOSE**

The information contained in this guide is intended for participants attending the Forum on RSOOs which will be held at Ezulwini, Swaziland from 22<sup>nd</sup> - 24<sup>th</sup> March 2017.

## **3. VENUE OF THE MEETING**

The meeting will be held at the Royal Swazi Spa Hotel, Ezulwini, Swaziland. Contact person at Royal Swazi Spa Hotel is Mr Nhlanhla Sigudla, contact number is +268 2416 5000.

## **4. WORKING LANGUAGES**

The meeting will be conducted in English and French.

## **5. OPENING SESSION**

The opening session of the meeting will take place at the Royal Swazi Spa Hotel, Ezulwini at 08h00 on Wednesday 22 March 2017 and all the subsequent sessions will also be held at the same venue. The provisional Agenda was attached to the letter of invitation.

## **5. PARTICIPANTS**

The meeting will be attended by:

Directors General of Civil Aviation from all ICAO Member States as well as representatives of international and regional organizations including RSOOs, regional civil aviation commissions/conferences, regional accident and incident investigation organizations (RAIOs), and regional economic communities (RECs).

## **6. PROGRAMME**

The final programme detailing all the sequence of meetings will be circulated to all participants prior to the meeting.

## **7. REGISTRATION**

All delegates to the Meeting will require prior registration.

The online registration is available at: <http://www2010.icao.int/ESAF/EASA-ICAO-RSOO-2017/Pages/default.aspx>

For identification reasons, Identification Badges should be worn by all participants at all times during the Forum and at all official social functions.

## **8. ARRIVAL OF DELEGATES**

All aircraft bringing delegates to the Meeting will land and take off at the King Mswati III International Airport, seventy two kilometres away from Ezulwini.

Delegates wishing to travel by road should inform the organising office beforehand. Information provided should include:

- Point of entry and exit (route) and
- Date and time of arrival and departure

### **a) Entry requirements**

All travellers arriving in Swaziland should have a valid passport. Delegates who require visas to enter into Swaziland should consult Swaziland Embassies in their respective countries or within their diplomatic jurisdiction and secure their visas from those missions before departure. Only in exceptional cases will visas be granted on arrival, but only upon prior written requests to the Ministry of Foreign Affairs, indicating all the particulars of member(s) of the delegation as contained in the passport.

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

## **b) Special visa**

Delegates who may encounter difficulty in obtaining visa for whatever reason, should immediately submit a colour copy of their information passport page to the meeting coordinators at SWACAA.

**Important: All requests for visa on arrival will be collected and submitted to the Ministry.**

**Deadline for sending the visa application is 3 March 2017. Visa assistance can only be provided up to this date.**

## **9. TRAVEL AND AIRPORT TRANSFERS**

Transport for delegations is as follows:

### **Shuttle bus**

A shuttle bus will be provided to delegates on arrival and departure to/from King Mswati III International Airport and between the recommended hotels and the venue of the meeting.

## **10. 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**.

## **11. MEDICAL AND HEALTH SERVICES**

There are a number of medical and health services available around the meeting venue and recommended hotels.

## **12. GENERAL INFORMATION**

### **CLIMATE**

Ezulwini is located in the Highveld of Swaziland with humid near-temperatures with approximately 140mm mean average rainfall. Ezulwini enjoys an average temperature of 20°C and cool evening temperatures of 11°C.

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

Swaziland lilangeni (L) or Emalangeni (E) (plural) is the currency of Swaziland and is subdivided into 100 cents. It is tied at a one-to-one exchange rate with the South African Rand which can be used for any transactions in Swaziland.

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 Swaziland. Arrangements have been made to change currency at the airport on arrival.

All banking and postal facilities are available at Ezulwini during normal working hours, 0800 – 1600 hours.

### **LOCAL SIM CARDS**

Local SIM cards and related mobile network services will be available at a dedicated kiosk at the venue.

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

220 +/-10V / 50 Hz

### **13. DINNER**

The dinner will be held at the **Royal Swazi Spa Hotel, Ezulwini .**

Date: 22 March 2017

Time: 19:30

### **14. MEETING COORDINATORS**

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

Name	:	Mr. Sabelo Dlamini
Telephone	:	+268 2518 4390
Mobile Phone	:	+268 7606 4276
E-mail	:	sabelo@swacaa.co.sz

Name	:	Ms. Wendy Mkhwanazi
Telephone	:	+268 2518 4390
Mobile Phone	:	+268 7612 6584
E-mail	:	wendy@swacaa.co.sz

Hotel	Rates Single per room	Rates Double per room	Location	Email	Telephone	Rating	Distance to conference venue
<b>1. Royal Swazi Spa Hotel B&amp;B</b>	E1,392.00	E1,599.00	Ezulwini	<a href="mailto:tanele.hlophe@suninternational.com">tanele.hlophe@suninternational.com</a> <a href="mailto:sanele.langwenya1@suninternational.com">sanele.langwenya1@suninternational.com</a> Contact persons: Tanele & Sanele	+268 2146 5000	5 star	Host hotel
<b>2.Lugogo Sun Hotel B&amp;B</b>	E913.00	E1,091.00	Ezulwini	<a href="mailto:tanele.hlophe@suninternational.com">tanele.hlophe@suninternational.com</a> <a href="mailto:sanele.langwenya1@suninternational.com">sanele.langwenya1@suninternational.com</a> Contact persons: Tanele & Sanele	+268 2146 5000	3 star	0.5 KM
<b>3. Happy Valley Hotel B&amp;B</b>	garden facing , E1,280.00 pool side – E1,680.00	garden facing E1,450.00 Pool side – E2,000.00	Ezulwini	<a href="mailto:reservations@happyvalleyhotel.com">reservations@happyvalleyhotel.com</a> Contact person: Bongiwé	+268 2416 1199 +268 2416 1061	4 star	2.2 KM
<b>4.The Royal Villas Standard Twin Room B&amp;B</b>	E1,990.00	E2,190.00	Ezulwini	<a href="mailto:reservations@royalvillas.co.sz">reservations@royalvillas.co.sz</a> Contact person: Sizakele	+268 2416 7035	5 star	1.5 KM
<b>5.Bethel Court Hotel B&amp;B</b>	E770.00	E990.00	Ezulwini	<a href="mailto:reservations@swazibethelcourt.com">reservations@swazibethelcourt.com</a> Contact person: Mamie	+268 2416 1977	3 star	1 KM
<b>6.Sibane Hotel B&amp;B</b>	E1,130.00	E1,370.00	Ezulwini	<a href="mailto:reservations@sibanehotel.co.sz">reservations@sibanehotel.co.sz</a> Contact person: Bonginkhosi	+268 2416 1670	3 star	1 KM

**NB: OFFICIAL CURRENCY IS THE LILANGENI AND SOUTH AFRICAN RAND.**



**\*\*THE ROYAL SWAZI SPA HOTEL , THE ROYAL VILLAS AND LUGOGO SUN HOTEL DO ACCEPT USD BANK NOTES (2006 & UP) \*\***

**NB: WHEN BOOKING AT ALL THE HOTELS DELEGATES MUST SPECIFY THAT THEY ARE ON A SWACAA CONFERENCE AT ROYAL SWAZI SPA HOTEL**