



COUNTRY SPECIFIC INFORMATION

REGIONAL PREPARATORY WORKSHOP & CRASA POSTAL COMMITTEE MEETING

27TH – 29TH OCTOBER 2025

WINDHOEK, NAMIBIA

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1. COUNTRY BACKGROUND

Namibia is a country in south-west Africa. On its southern border is South Africa, to the east is Botswana and in the north Angola, other neighbouring countries include Zimbabwe and Zambia.

Since independence on 21 March 1990, Namibia has become a major African tourist destination – popular due to its vast distances, beautiful attractions, and small population. Travelers enjoy the desert vistas of the Namib Desert and some of the best game viewing in the world at Etosha National Park.



Some basic facts about the country:

Area: 824,269 km²

Population: 3,022,401 people (2024)

Capital of Namibia: Windhoek

Official Language: English

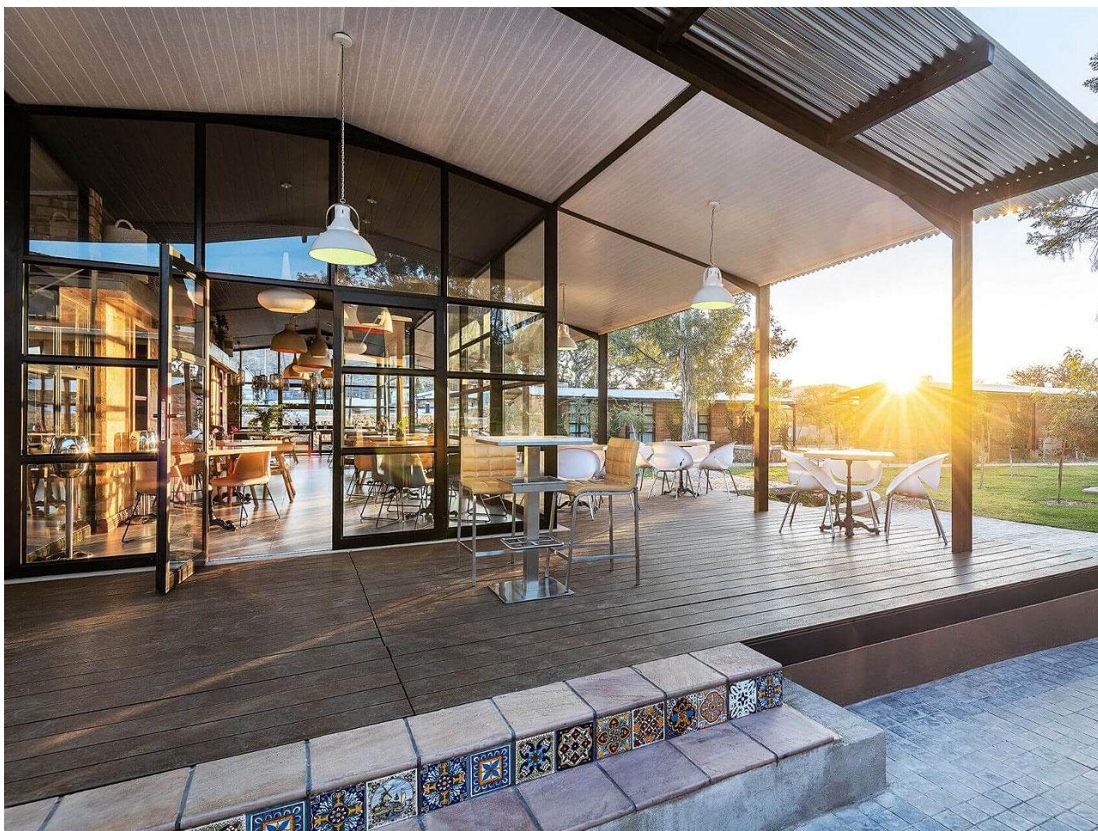
Other Languages: Oshiwambo, Khoekhoegowab, Afrikaans, Silozi, Nama-Damara, Otjiherero, Rukwangali, Setswana, and others.

Major Ethnic Groups: Owambo, Kwangali, Damara, Herero, Nama, San, Afrikaner, German, and others.

2. VENUE AND PROGRAMME

2.1 Location

The CRASA Postal Committee meeting will be held in **Windhoek** at **Droombos Vineyard Country Hotel** on the outskirts of the city.



For more descriptive information of the venue click on the link <https://droombos.com.na/>

2.2 Programme

The Draft Agenda/Work Programme of the Workshop and PC is attached to the official invitation.

3. TRAVEL AND AIRPORT TRANSFERS

Delegates should take full accountability of travel arrangements. For ease of Airport transfers, delegates are implored to timeously provide information relating to flight number, arrival & departure dates and times by completing the attached delegate travel information form.

The Communications Regulatory Authority of Namibia "herein referred to as CRAN" will provide transport to delegates as indicated below:

- Transfer from Int. Airport to hotel 26 October 2025
- Transfer from Hotel to Int. Airport 30 October 2025
- Daily transfers from hotel to venue (return) 27 – 29 October 2025

Note! Upon arrival, delegates are advised to lookout for signage or boards marked with the Communications Regulators Association of Southern Africa acronym (CRASA) which will be carried by the respective shuttle operators.

4. MOBILE CONNECTIVITY

International delegates who wish to buy local sim cards can purchase the local sim cards from any of the local operators, MTC or Telecom. Sim cards can be purchased at the airport, Mobile network provider stores, or authorized retailers. Delegates are required to present a valid original passport for identification purposes.

5. VISA REQUIREMENTS

Namibia generally requires visitors to have a valid passport **(at least six months validity beyond intended stay)** and a visa, unless they are from a country with a visa exemption agreement. Most travellers can obtain a visa on arrival at key entry points like airports, but some nationalities may need to apply in advance through an embassy or online. Alternatively, delegates can apply for a visa at the Namibian consulate within their country.

Key requirements for a Namibian visa:

- **Passport:** A valid passport with at least six months of validity beyond the intended stay and at least three blank pages.
- **Visa Application Form:** Completed visa application form (available from the Namibian Embassy or online).
- **Passport Photos:** Two recent passport-sized colour photos.
- **Proof of Accommodation:** Confirmed hotel booking or a letter of invitation from a host.
- **Return Ticket:** Proof of onward travel or a return ticket.
- **Financial Resources:** Proof of sufficient funds to cover the duration of the stay.
- **Travel Insurance:** Valid travel insurance covering the entire stay.
- **Yellow Fever Certificate:** Required for travellers from yellow fever endemic countries.
- **Other Documents:** Depending on the type of visa (tourist, business, etc.) and nationality, additional documents may be required, such as a letter of invitation from a Namibian company, proof of employment, or a police clearance certificate.

Visa Options:

- **Visa on Arrival:** Available at major entry points for eligible nationalities.
- **e-Visa:** Apply online in advance through the Ministry of Home Affairs, Immigration, Safety and Security website.
- **Embassy Application:** Apply through the Namibian embassy or consulate in your country of residence.

Important Considerations:

- **Visa Exemptions:** Check if your nationality is exempt from visa requirements.
- **Specific Requirements:** Consult the Namibian Embassy or [Visit Namibia website](#) for detailed requirements based on your nationality and visa type.

- **Processing Times:** Visa processing times can vary, so apply well in advance of your intended travel date.

6. ACCOMODATION

Delegates are responsible for making their own booking reservations and payments. While there are many hotels and lodges available in and around Windhoek, rates have been sought from the following hotels based on their proximity to the venue of the meeting.

NO	HOTEL/ LODGE	CONTACT DETAILS	ROOM TYPE/RATES (N\$/NAD)
1.	Droombos Vineyard Country Hotel (Meeting Venue)	Tel: +264 81 872 2613 Email: reservations@droombos.com.na	N\$3,146 (luxury room including breakfast)
2.	Essence Lifestyle	Mrs. Paula Katuta Tel: +264 81 208 0084 or +264 85 781 3372 Email: bookings@essencelifestyle.com.na	N\$1,200.00 (double) Self-catering
3.	Movenpick 'Mercure Hotel'	Tel: +264 61 296 8000/8915 Email: reservations.namibia@movenpick.com	N\$1,750.00 incl. breakfast (delegates to mention CRAN when making the booking to ensure that clients are quoted accordingly)

4.	Town Lodge Windhoek Grove Mall	Tel: +264 83 356 3431 Email: tlwindhoek.resv@citylodgehotels.com	N\$ 1,715.00 incl. breakfast
5.	Hilton Hotel	Tel: +264 61 296 2929/ +264 61 296 2933 Email: WDHHI_RESERVATIONS@hilton.com	N\$2,800 incl. breakfast Quote code- HGICRAN25
6.	Hilton Hotel Garden Inn	Tel: +264 61 296 2929/ +264 61 296 2933 Email: WDHWG_RESERVATIONS@hilton.com	N\$2,000 incl. breakfast Quote code- HGICRAN25
7.	Avani Hotel	Tel: +264 61 280 346 Email: reservations.vwin@avanihotels.com	N\$2,100.00 per night (Single)
8.	Arebbusch Travel Lodge	Tel: +264 61 252 255 Email: reservations@arebbusch.com	NS1,307.20 (rate not fixed)

7. GENERAL INFORMATION

COVID-19

The Namibian Government has scrapped the requirements for negative PCR test and proof of vaccination for entry, by foreign nationals.

Yellow fever certificates

A yellow fever vaccination certificate may be required for entry into Namibia, depending on your travel itinerary and origin. Specifically, delegates arriving from countries with yellow fever risk, or those who have transited for more than 12 hours through an airport in a yellow fever risk country, will need to show proof of vaccination. Even if Namibia itself is not a yellow fever risk area, these requirements are in place to prevent the potential spread of the disease.

Time zone

The standard time zone in Namibia (GMT+2). Namibia is not currently observing Daylight Saving Time (DST).

Climate and weather

Namibia generally experiences an arid to semi-arid climate with hot, dry summers and mild, dry winters. Coastal areas are cooler and often foggy due to the Benguela current, while the interior, particularly the Kalahari and Central Plateau, experiences greater temperature ranges, with very cold nights in winter. Rainfall is sparse and concentrated in the summer months (November to April), with the northeast receiving the most rain and the coast receiving very little.

In October, Windhoek will be characterised by hot temperatures, particularly in the interior, with average maximum temperatures around 30°C (86°F) with the main rainy season typically starting from December to April.

8. NATIONAL CURRENCY

The national currency of Namibia is the Namibian Dollar which is linked to and equals in value to the South African Rand which is also a legal tender in Namibia. The Namibian dollar has denominations of 200, 100, 50, 30, 20, and 10 dollar notes, 5 and 1 dollar coins and 50, 10 and 5 cent coins. The currency as at 13.08.2025 is indicated below and is subject to fluctuate.

USD1 = 17.67 Namibian Dollar

EUR1 = 20.57 Namibian Dollar

Pound = 23.75 Namibian Dollar

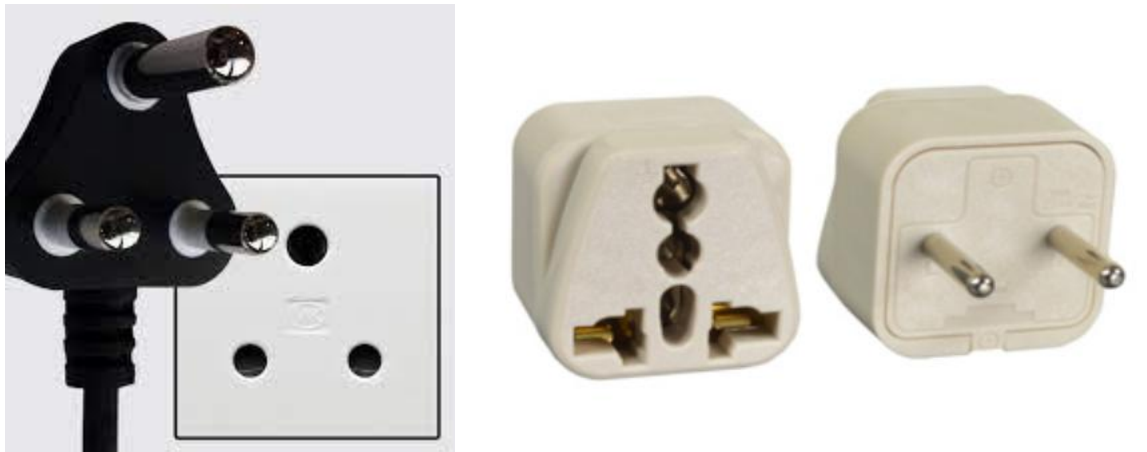
9. INTERNATIONAL BANKS

The following international banks are available in Namibia namely:

- First National Bank
- Standard Bank
- Nedbank
- Bank Windhoek

10. ELECTRICAL APPLIANCE SUPPLY

Namibia uses 220/240 Volts, 50 Hz, but you will need adapters if you are using 110v equipment. Most hotels have adapters available. But it is wise to bring your own just in case it is not available or there are few adaptors at the hotels. Universal adapters can also be used in Namibia if they are D and Type M plugs which are the standard plug types used in Namibia.



11. DRINKING WATER

So, can you drink tap water in Namibia? The short answer is yes. In most urban areas, tap water is treated and safe for consumption. However, still, sparkling and or flavoured water can be bought at hotels, restaurants and convenient shops.

12. INTERNET CONNECTIVITY

Wi-Fi connectivity will be available at the meeting venue. Additionally, the recommended places of accommodation also provide free Wi-Fi.

13. EMERGENCY CONTACT NUMBERS

POLICE

Windhoek City Police	+264 061 302 3022
Short code	(10111 or 112)
Central Police Station	+264 061 209 3111

AMBULANCE

AEMS Ambulance Services	+264 061 300 118
EMed Rescue 24	+264 061 411 600
OSH-Med international	+264 061 302 931

14. COUNTRY FOCAL PERSON AND CONTACT INFORMATION

<p>Ms. Emilia Eino Manager: Postal & E-commerce Services Communications Regulatory Authority of Namibia (CRAN) Cell: +264 81 145 5922 Tel: +264 61 222 666 Email: EEino@cran.na</p>
<p>Mr. Progress Enkali Specialist: Postal & Courier Services Communications Regulatory Authority of Namibia (CRAN) Cell: +264 81 608 0260 Tel: +264 61 222 666 Email: PEnkali@cran.na</p>
<p>Mr. Jairus Kapenda Manager: Communications & International Relations Communications Regulatory Authority of Namibia (CRAN) Cell: +264 81 140 4025 Tel: +264 61 222 666 Email: Communications@cran.na</p>

Annexure 1



Meeting Name: Regional Preparatory Workshop & CRASA Postal Committee meeting.

Venue: Windhoek, Namibia

Meeting Dates 27th to 29th October 2025

For more information: crasa@crasa.org

First Names **Last Name**

City **Country**

Email

Organisation

Job Title

Mobile Phone Number

Arrival Flight Number **Arrival Date** **Arrival Time**

Departure Flight Number **Departure Date** **Departure Time**

Hotel

Please indicate below whether you consent to the sharing of your contact information with other

CRASA Members:

Yes, I consent to the sharing of my contact information as described above.

No, I do not consent to the sharing of my contact information.