

August 2013

**CountrySTAT REGIONAL BASIC ADMINISTRATOR  
TRAINING  
for SADC Countries**

**Windhoek, Namibia, 23 – 27 September 2013**

**INFORMATION NOTE**



## **INFORMATION NOTE**

### **1. Introduction**

We welcome all participants to the Basic Administrator Training on CountrySTAT.

The aim of this Information Note is to provide participants with all the necessary information to guide them during their stay in Windhoek, Namibia.

This technical training will be provided for the national management of SADC member states (Directorate of Agricultural Statistics of the Ministry of Agriculture and National Statistics Institute), as well as for the regional team at SADC headquarters. It will provide an excellent opportunity for members of SADC to work together under the direction of the FAO Headquarters based CountrySTAT team with support from the SADC Secretariat. Trainers will come from FAO and SADC.

The objectives of the training are to provide participants with skills on how to use the new CountrySTAT system, based on the FENIX platform.

Particularly, this workshop includes:

- (i) a presentation of the new CountrySTAT information system module: participants will have the opportunity to develop skills and gain experience through practical exercises on the entire process of downloading data, and the best use of the new CountrySTAT platform and its structure;
- (ii) a presentation of the CountrySTAT statistical module: Concepts, Definitions, Classifications, Table Structure data collection process, data validation and harmonization with international standards, E-learning;
- (iii) a presentation of the CountrySTAT communications strategy;
- (iv) a presentation of the country coordination activities.

At the end of the workshop the participants will be able to exchange on international standards, methodologies, new tools and best practices to produce high quality food and agricultural statistics necessary for informing decisions on food security and other national agriculture policy.



## **2. Venue and date**

The Regional CountrySTAT Training will be held at:

Safari Hotels Conference Center  
Corner of Auas and Aviation Streets  
WINDHOEK  
Namibia

## **3. Registration and identification badges**

Registration of participants will take place at Safari Hotels Conference Center on **23 September** at **8.30am**.

The opening ceremony begins at **9am**.

For security reasons, the identification badges should be worn by all participants, at all times, during the conference as well as during social functions.

## **4. Technical documents for the Regional Training**

The technical documents related to this training will be available from 16 September onwards at the following webpage: <http://www.fao.org/economic/ess/ess-capacity/countrystathome/training/sadctraining/en/>

## **5. Organization of the Regional Training**

The South African Development Community and the Food and Agriculture Organization of the United Nations, through the FAO Representation in Windhoek are committed to provide the necessary logistics to ensure optimum conditions for this Regional Training.

### **a. Hotel accommodation**

Participants will find all the necessary information about accommodation in Annex I. At the request of each participant a booking arrangement will be made at the hotel requested. Participants are free to book other hotels, if they prefer.

### **b. Entry requirements**

**Business Visa:** All visitors travelling to Namibia for business purposes need a visa prior to travel. The business visa in Namibia is defined as the Visa issued to people looking for:

- prospects to set up formal business in Namibia,

- exploratory or fact-finding business missions,
- business people attending meetings at subsidiaries of their parent companies,
- Official government visits,
- Attending conferences, corporate events (not work) and meetings for which no remuneration is received,
- Charities, voluntary and expedition missions,
- Attending short training courses (not more than 90 days), sports events, expositions and trade fairs.

Nationals from the countries listed below **are not** required to obtain Visas to travel to Namibia on holiday for visits shorter than three months:

Angola, Botswana, Lesotho, Malawi, Mauritius, Mozambique, South Africa, Swaziland, Tanzania, Zambia, Zimbabwe.

**For further information on Entry Requirements and Visas please see:**

<http://www.mfa.gov.na/>

**Vaccinations** - - If you arrive from a country where yellow fever vaccinations are mandatory, proof of immunization is required. Take the usual precautions: ask your doctor whether you should renew your vaccinations against polio, diphtheria and tetanus. It also may be advisable to take precautions against Hepatitis A and B.

**c. Arrangements upon arrival**

Upon request, and by communication of their flight itinerary (Flight number, Arrival time), delegates will be welcomed at the Hosea Kutako International Airport, Windhoek by representatives from the hotel they will be staying in. Transport will be provided from the Airport to their Hotel through the respective hotel shuttle services. Please look for a hotel staff with their respective signs.

Unfortunately, participants who did not communicate their arrival details to the organizers cannot be welcomed at the Airport and would have to find their own way to their Hotel.

**d. Local currency and foreign exchange**

Money can be changed at the Airport, in banks as well as in Hotels with exchange facilities. The local currency is the Namibian dollar (NAD, N\$).

The exchange rate (as of 26 July 2013), for information only:

- 1 USD = about 9.77538 NAD
- 1 NAD = about 0.10230 USD



e. **Useful Phone Numbers**

FAO Namibia:

Switchboard: +264 61 224919 or +264 224094

Emergencies: +264 61 2046111

Important contacts in FAO Namibia are:

Christa VanRensburg ([christen.vanrensborg@fao.org](mailto:christen.vanrensborg@fao.org))

Uparura Kuvare ([uparura.kuvare@fao.org](mailto:uparura.kuvare@fao.org))

## **7. Important Contacts in FAO:**

All correspondence should be sent to the following address:

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## 8. Introduction to Namibia

General: Namibia, officially the Republic of Namibia is located in southern Africa with the Atlantic Ocean as its western border. Namibia is a parliamentary democracy, whereby the president of Namibia is elected to a five-year term and is both the head of state and the head of government. The official language spoken is English.

### Geography:

Namibia is the world's thirty-fourth largest country. It is divided into 14 regions. Predominantly an arid country, Namibia can be divided into four main topographical regions: the Namib Desert and coastal plains in the west, the eastward-sloping Central Plateau, the Kalahari along the borders with South Africa and Botswana and the densely wooded bushveld of the Kavango and Caprivi regions. Despite its harsh climate, Namibia has some of the world's grandest national parks, ranging from the wildlife-rich Etosha National Park in Northwestern Namibia, to the dune fields and desert plains of the Namib-Naukluft Park in Western Namibia. Windhoek, in the Central Highlands, is the country's geographical heart and commercial center.

### Economy:

Namibia's largest economic sectors are mining, agriculture, manufacturing and tourism. The Namibian economy has a modern market sector, which produces most of the country's wealth, and a traditional subsistence sector.

### Culture:

Namibia has a very diverse culture that is a blend of various elements and traditions. Moreover, it is one of few countries in the world to specifically address conservation and protection of natural resources in its constitution.

### **MAP OF NAMIBIA**





**Annex I**  
**Hotel Information**

<b>Name of Hotel</b>	<b>Address</b>	<b>Room Type</b>	<b>Estimated price</b>	<b>Web Address</b>
Arebbusch Lodge	1 Golf Street Olympia, Windhoek, Namibia	Self-catering lodge	780 NAD for single use, 920 NAD for sharing	<a href="http://www.arebbusch.com/">http://www.arebbusch.com/</a>
		Standard rooms	650 NAD for single use, 760 NAD for sharing	
Merwe' Inn Guest House	4 Van Aswegen street, Pionierspark, Windhoek	Self-catering	450 NAD for single use, 300 NAD for sharing	<a href="http://www.merwesinn.com">www.merwesinn.com</a>
Hotel Safari***	Corner of Auas and Aviation Street, Windhoek	Business Class Room + breakfast	796 NAD single 473 NAD double	<a href="http://www.safarhotelsnamibia.com">www.safarhotelsnamibia.com</a>
		Standard Room + breakfast	690 NAD single 420 NAD double	<a href="http://www.safarhotelsnamibia.com">www.safarhotelsnamibia.com</a>
Safari Court Hotel****		Classic Room + breakfast	846 NAD single 498 NAD double	<a href="http://www.safarhotelsnamibia.com">www.safarhotelsnamibia.com</a>
Windhoek Lodge		Deluxe Room	520 NAD single 620 NAD double	
		Standard Room	480 NAD single 580 NAD double	