



**2014 OECD-IOPS Global Forum**  
***“Improving the role of saving for retirement”***  
2-3 October 2014, Swakopmund, Namibia

## Information Note for Participants

### Organisation

The OECD-IOPS Global Forum organised by the Organisation for Economic Co-operation and Development (OECD), International Organisation of Pension Supervisors (IOPS) and the Namibia Financial Institutions Supervisory Authority (NAMFISA) will take place on 2-3 October 2014 in Swakopmund, Namibia.

### Registration

Please note that participation is by invitation only. Those invited to register, please do so by filling out the registration form and sending it by email to the contact person that appears at the end of the registration form **by 15 August 2014**.

Registration at the event shall take place on the 2nd October 2014 at the meeting venue. Every delegate will be furnished with a delegate badge prior to the commencement of the Global Forum.

### Venues

The Global Forum will be held at the Swakopmund Hotel and Entertainment Centre.

**Address:** 2 Bahnhof Street, Swakopmund, Namibia

**Website:** <http://www.swakopmundhotel.com/>

**Contact person:** Dalien Steyl, Banqueting Coordinator

Tel. +264-64-4105249

Email: [swakbanq@legacyhotels.co.za](mailto:swakbanq@legacyhotels.co.za)

The IOPS Technical and Executive Committee meetings and AGM will be held at the Sea Side Hotel and Spa.

**Address:** Erf 1, Mile 4, Swakopmund, Namibia

**Web site:** <http://seasidehotelandspa.com/>

**Contact person:** Tangeni L. Amuthenu, Assistant Manager

Tel : + 264 64 415900

Email: [res1@ssh.na](mailto:res1@ssh.na)

### Accommodation

A separate list of hotel accommodation available in Swakopmund and Walvis Bay has been distributed to participants. Each participant is responsible for the reservation and payment of his/her own accommodation. Please refer to the **NAMFISA Booking** when confirming accommodation reservations and making payments.

We highly recommend that you make your reservations as soon as possible.

Transportation will be provided to all delegates from their hotel to the meeting venues. It is therefore essential that each delegate informs Ms. Roelien Klazen [[rklazen@namfisa.com.na](mailto:rklazen@namfisa.com.na)] of NAMFISA of their accommodation reservations.

Upon arrival in Namibia all delegates will receive a welcome letter to inform them of the collection points and times of their transportation.

## Social Events

### Lunch

Lunch will be offered at the Global Forum venue on 2 October.

### Evening

There will be a dinner on 2 October, venue to be confirmed. Casual attire.

IOPS is celebrating its 10th Anniversary this year and the festivities will be organised on 2 October in the evening.

### Dress Code

Dress code during the conference will be business attire.

## Documentation and website

Additional information will be made available to the Delegates through the OECD web-site [www.oecd.org/daf/pensions](http://www.oecd.org/daf/pensions) and the IOPS web-site [www.iopsweb.org](http://www.iopsweb.org).

For further information related to the organisation of this forum, please contact:

OECD/IOPS:

**Ms. Sally Day-Hanotiaux**

E-mail: [sally.day-hanotiaux@oecd.org](mailto:sally.day-hanotiaux@oecd.org)

**Ms. Nina Paklina**

E-mail: [nina.paklina@oecd.org](mailto:nina.paklina@oecd.org)

NAMFISA :

Name	Contact	Type of Assistance	E-mail
Isack Hamata	09264-61-2905177/ 811284263	Visa requirements	<a href="mailto:ihamata@namfisa.com.na">ihamata@namfisa.com.na</a>
Roelien Klazen	09264-61-29005216/ 0812571189	Accommodation enquiries	<a href="mailto:rklazen@namfisa.com.na">rklazen@namfisa.com.na</a>
Martha Mavulu	09264-61-2905217	Transport	<a href="mailto:mmavulu@namfisa.com.na">mmavulu@namfisa.com.na</a>
Lealani Van Wyk	09264-61-2905111	Travel assistance/ confirmations	<a href="mailto:lvanyk@namfisa.com.na">lvanyk@namfisa.com.na</a>
Hendrick Nkole	09264-61-2905173	Excursion bookings	<a href="mailto:hnkole@namfisa.com.na">hnkole@namfisa.com.na</a>

## Working Languages

The conference and documentation will be in English.

## Transportation from the Airport

There are two main entry points into Namibia by air.

One entry point to Namibia is the Hosea Kutako International Airport which is 40km (an hour's drive) from the capital city, Windhoek.

The second one is the Walvis Bay airport which is 30km away from Swakopmund where the Global Forum will be held.

Delegates are kindly advised to consider booking straight to Walvis Bay for their convenience. Transport will be provided to all delegates from the Walvis Bay airport to their respective hotels. In order to coordinate the airport transfers, delegates are asked to inform Ms. Roelien Klazen [[rklazen@namfisa.com.na](mailto:rklazen@namfisa.com.na)] of NAMFISA of their flight details as soon as possible.

In addition, Delegates are advised to ensure that their return tickets are confirmed soon after their arrival in Swakopmund. The local organizing committee will be on hand to assist Delegates with reconfirmations.

## Visas

Delegates are expected, where necessary, to secure visas for entry into Namibia prior to their departure. Delegates should contact the nearest Namibian Embassy to enquire about the necessity of obtaining a visa for entry into Namibia.

Delegates who are required to hold a visa may contact NAMFISA to request assistance with visa applications, and in particular to request a specific invitation letter for the application process.

Registered participants who require an official invitation letter for visa purposes should contact:

**Mr. Isack Hamata**, NAMFISA

**E-mail:** [ihamata@namfisa.com.na](mailto:ihamata@namfisa.com.na)

## Practical information

### ***Climate***

Since Swakopmund is a coastal town, with fluctuating weather, delegates are encouraged to pack some warm clothes, especially for the mornings and the evenings. Temperatures in Swakopmund range from 5 to 9 degrees in the mornings, to 23 degrees at noon and 12 degrees in the afternoons and evenings.

### ***Currency***

The legal tender in Namibia is the Namibian Dollar and South African Rand. The Namibian Dollar is pegged one to one with the South African Rand.

Delegates are encouraged to change their money into South Africa Rand for ease of reuse. There are several money exchange bureaus in Swakopmund and at the venue of the Global Forum.

### ***Medical Services***

Medical teams will be on standby at the Swakopmund Hotel and Entertainment Centre, the Global Forum venue, for the two days of the event. If a need should arise, arrangements have been made with a local hospital to attend to delegates who require more than first aid treatment.