



**To:** Twelfth Assembly delegates and participants

**Re:** Briefing Note 1

**Date:** 3 August 2016

The aim of this briefing note is to ensure that delegates and participants of the Twelfth Assembly can prepare adequately for this important gathering in the life of the LWF. The documents mentioned here are available on the “Resources” section of the Assembly website (<http://www.lwfassembly.org/en/news/resources/>)

### **Program and methodology**

Everything you need to know on the program and methodology of the Assembly is contained in two basic documents: The Assembly Concept Note and the Assembly Process and Methodology. These documents are available in the official languages of the LWF. The latest draft schedule is available in English only.

### **The Omatala**

The Omatala is a space for encounter, mutual learning and creativity. Its value and success will depend on all Assembly participants and the readiness to share and contribute through workshops, stories, exhibitions and during the assembly itself through spontaneous actions and activities. We encourage more contributions. The Guidelines and Participation Form are available on the Resources page of the Assembly website.

### **Rules of Procedure (NEW!)**

The business of the Assembly will be guided by a set of procedures. Knowledge of the Rules of Procedure will be important in facilitating the Assembly’s deliberations and decision-making. Translation of this document into German is underway and will be available by the end of August 2016. The English, Spanish and French versions of the Twelfth Assembly Rules of Procedure are available. The German translation of the Rules of procedure will be available at the end of August 2016.

### **Pre-Assembly Visits (NEW!)**

The Twelfth Assembly Offices in Windhoek and Geneva, supported by the United Church Council of the Namibian Evangelical Lutheran Churches, will be organizing a program of visits in Namibia from 4 to 9 May 2017. The aim is to enable exposure to and understanding of some of the major challenges around poverty and climate change facing the people and churches in the country. There’s place only for 40 participants and because the visits will be entirely self-supporting, the full cost of the visits, e.g. travel, meals, accommodation, will be borne by the participants themselves. Youth and women delegates will have the chance to know more about Namibia and its people during their respective pre-assembly meetings. More information about the visits and costs are available on the website.

### **Applying for subsidy for the Twelfth Assembly**

Each member church of the LWF will be represented by at least one delegate at the Twelfth Assembly. We are thankful for the commitment and efforts of all member churches to cover the transportation and accommodation costs of their delegate(s). Some churches may find challenges to come up with the needed funding to cover these costs. If so, the LWF has set-up a fund for subsidizing the participation of delegates to the Assembly. The deadline for sending subsidy requests is 15 October 2016. The guidelines and request form are available on the website.

### **Visa application procedure (NEW!)**

All foreign nationals travelling to Namibia to attend a conference are obliged to secure a business visa. Pertaining to the Assembly, all Assembly delegates and participants are therefore required a visa to enter Namibia. We are grateful for the support of the Namibian government which has put in place a simple and uniform procedure. The procedure and requirements as well as the visa application form may be downloaded on the Resources page of the Assembly website.

### **Accommodation (NEW!)**

All Assembly delegates will be accommodated at the Safari Court Hotels and Conference Center which is the main venue for the Assembly. As the contract has been established between the LWF and the Safari, the Assembly Office we will be coordinating the reservations and rooming lists for delegates. How this will happen in concrete terms as well as what it implies for payment for non-subsidized delegates will be determined in due course. For other Assembly participants and in order to facilitate the logistics of organizing daily shuttles from other accommodation venues to the Safari and back, the LWF has reserved rooms in other hotels in the vicinity of the Safari or in the center of town. Two principles guiding the selection of other accommodation venues are proximity (to each other) and the number of rooms they are making available to the LWF.

A list with detailed information on these hotels, their location and rates is available through the link below. Other accommodation venues, which will mainly be smaller guesthouses, will be identified once all the rooms in the list of hotels are booked. Smaller guesthouses will be a last resort given the complications of arranging daily shuttle. Self-paying participants may already book their accommodation in any of the hotels on the list **except** the Safari. Self-paying delegates who choose to stay at the Safari will please send their booking request to [LWF\\_Assembly@lutheranworld.org](mailto:LWF_Assembly@lutheranworld.org).

### **Registrations (NEW!)**

Registration for the Twelfth LWF Assembly will open from 10 September 2016 to 15 March 2017. Registration guidelines will be sent in the beginning of September in order to guide Assembly participants in the registration process.