



**JOINT ICAO/WHO INVITATION TO THE SIXTH MEETING OF THE CAPSCA-AFRICA
PROJECT AND TRAINING OF CAPSCA TECHNICAL ADVISORS
(JOHANNESBURG, SOUTH AFRICA, 12-16 OCTOBER 2015)**

INFORMATION BULLETIN

1. Site of the Meeting

- 1.1 The meeting will be held from 12 to 16 October 2015 at the Protea Hotel, Midrand. The physical address is provided below:

Protea Hotel, Midrand
14th Road, Midrand, Johannesburg 1685
Tel: +27 11 318 1868
Email: info@proteamidrand.co.za
www.proteahotels.com

2. Registration at Meeting Venue

- 2.1 On arrival, Participants will be required to re-affirm their registration and collect their name tags at the registration desk on the first day of the event on 12 October 2015 between 08:00am and 08.30 am.

3. Opening Session

- 3.1 The official opening session of the meeting will take place on 12 October 2015 at 08.30 am. and will be presided over by the Ministers of Transport and Health.
- 3.2 The meeting will be held daily from 08.30 am to 17.00 pm. Peak hour traffic in the Sandton / Johannesburg area is to be taken into consideration when planning transportation.

4. Working Language

- 4.1 The meeting will be conducted in English, French and Portuguese languages with simultaneous interpretation.

5. Transport

From the Airport

- 5.1 Participants are requested to make their own transport arrangements from OR Tambo International Airport. Participants are advised to get the necessary information from information desks at OR Tambo International Airport on how to get a taxi and what to expect in terms of fares to/or from their hotels.

To the Meeting Venue

- 5.2 Participants are requested to make their own daily transport arrangements via the hotels to and from the meeting venue. The hotels should be approached to co-ordinate a daily transfer service to and from the venue of meeting. Peak hour traffic is problematic and should be taken into account.

6. Entry Visa

- 6.1 While all travellers to South Africa should have a valid passport, participants are advised to ascertain at the respective Embassies whether or not they are exempt from the entry visa requirement for South Africa. In applying for a visa, it is advisable to produce the letter of invitation from ICAO, together with other documents which may be required by the Embassies. It is important to apply for visas well in advance.

7. Health

- 7.1 It is strongly recommended for participants to have travel insurance (including health) for the duration of their stay in South Africa. Participants should particularly ensure that their insurance is applicable in South Africa. Furthermore, they should carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise. Participants are also encouraged to provide information during registration, on their next of kin who may be contacted on behalf of the participant should the need arise.
- 7.2 Presentation of a valid yellow fever vaccination certificate at the point of entry in South Africa is required for persons who originate from or have travelled to States where yellow fever is described by the World Health Organization (WHO), as endemic. This includes the following States: Angola, Benin, Burkina Faso, Burundi, Comoros, Central African Republic, Chad, Congo, DRC, Côte d'Ivoire, Ethiopia, Gabon, Gambia, Ghana, Guinea Bissau, Guinea Equatorial, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia, Congo, Rwanda, São Tomé and Príncipe, Senegal, Sierra Leone, Tanzania, Togo and Uganda.
- 7.3 Persons who fail to produce a valid yellow fever vaccination certificate to the health officials may be required to take the vaccination at the point of entry against payment of 600 South African Rands (subject to change by the appropriate authority). The officials may take other action in accordance with applicable regulations and procedures. For more information participants may wish to visit the World Health Organization (WHO) website <http://www.who.int/ith/> for more information on South Africa.

7.4 Information on clinics, pharmacies and hospitals nearest to the meeting venue, can be found at: <http://www.sandton-useful> information

8. Weather and Local Time Information

8.1 During the month of October, temperatures are 17° Forecast minimum/maximum temperatures for October are 28/30°.

8.2 South Africa local time is GMT+2 (UTC). It is fixed across the country.

9. Local Currency and Foreign Exchanges Rates

9.1 The basic unit of currency is the South African Rand (ZAR), which is divided into 100 cents. There are silver and bronze coins up to R5.00. Notes are available in denominations of R10, R20, R50, R100 and R200.

9.2 The South African Rand exchange rates are determined by the interbank trade which varies daily. The average (internet) US Dollar/Rand exchange rate during the third week of 24 August 2015 was 13.12. Participants are advised to obtain current information from the internet.

9.3 Commercial banks and forex bureaux provide exchange facilities. Most banks are open between 9.00 am to 15.30 pm from Monday to Friday and between 8:30 am to 13.00 pm on Saturdays. Hotels also offer exchange facilities but at less favourable rates. Participants are advised to visit the South African Revenue Services (SARS) website at www.sars.gov.za or the IATA website at www.iatatravelcentre.com/za for information on South Africa Customs, currency & airport tax regulations details.

9.4 Value added tax (VAT) is levied on most goods and services but as a foreign national, you may reclaim VAT on anything you buy to take out of the country unused which is above 250 Rands. You need to complete this process before your departure at the airport and you will have to produce the original tax invoice(s) for the item(s).

10. Electrical supply

10.1 Local voltage is 220/240 V at 50 Hz. The plugs are three round pins (big), the earth being 28 mm (1¹/₈ inches) and are used almost exclusively in South Africa, Lesotho and Swaziland. More information is available on the internet.

11. Telephones

11.1 Worldwide direct connections are available in South Africa, using the international code or telephone operator if necessary. From outside South Africa, dial 27 (country code), followed by area code and the required number. There are 4 mobile operators in South Africa: Cell C, MTN, Virgin Mobile and Vodacom. You can buy a SIM card at a relatively small fee at various locations, such as cell phone shops and supermarkets. However, the SIM card must be registered before it can be activated. You will need your passport in order to register the SIM card.

11.2 Public telephones are either coin or card-operated. Phone cards can be purchased at Telkom shops, certain stores, post offices and airports.

12. Security

12.1 As in many large cities, crime is prevalent within Johannesburg. It is advisable to check with the hotel reception regarding security within the surrounding areas. It is also advisable to use taxis or transport arranged by the hotel reception to visit shopping malls, to go sightseeing or to travel for any other purpose.

13. Language

13.1 The country has 11 official languages. English is the preferred language for corporate business, including at most conference centres and also with tourists.

14. Hours of Business

14.1 The official working hours in South Africa are 8.00 am to 4.30 pm from Mondays to Fridays and 9.00 am to 12.30 pm on Saturdays. Saturday afternoons and Sundays are treated as non-corporate time and the banks are closed.

LIST OF RECOMMENED HOTES

NO	NAME	CONTACTS
1.	Constantia Hotel	546 16th Rd, Midrand 1685 Tel: +27 11 315 5035 www.constantiahotel.co.za
2.	City Lodge	135 Katherine St, Sandton 2146 Tel: +27 11 444 5300 www.citylodge.co.za
3.	Executive Hotel	31 Gallagher Ave, Midrand 1685 Tel: +27 11 021 9115 www.midrandexecutivehotel.co.za
4.	Garden Court Sandton City	Cnr West & Maude Streets, Sandown, 2146 Tel:+27 11 269 7000 www.southernsun.com
5.	Garden Court Sandton Cnr.	Rivonia Road & Katherine Street, Sandhurst, 2146 Tel: +27 11 884 5660 www.southernsun.com
6.	Holiday Inn Sandton	Rivonia Road 123 Rivonia Road Tel: +27 (0)11 282 0000
7.	Hilton Sandton Hotel	Near the mall and Mandela Square 38 Rivonia Road, Sandton 2196 Tel: +27 11 322 1888 www.hilton.com
8.	InterContinental Johannesburg	Sandton Towers 5th St, Johannesburg 2146 Tel: +27 11 780 5555 www.tsogosunhotels.com
9.	Legacy Hotels & Resorts International	5 Autumn Rd, Sandton 2128 Tel: +27 11 806 6800 www.legacyhotels.co.za
10.	Protea Hotel Balalaika	Sandton 20 Maude Street, Sandown, 2146 Tel: +27 11 322 5000 www.proteahotels.com
11.	Protea Hotel Samrand	Sterling Rd, Midrand 1685 Tel: +27 12 657 0110 www.proteahotels.com
12.	Protea Hotel, Midrand	14th Road, Midrand, Johannesburg 1685 Tel: +27 11 318 1868 www.proteahotels.com

NO	NAME	CONTACTS
13.	Radisson Blu Gautrain Hotel,	Sandton Johannesburg Rivonia Rd, Johannesburg 2196 Tel: +27 11 286 1000 www.radissonblu.com
14.	Sandton Sun	5th St, Johannesburg 2196 Tel: +27 11 780 5000 www.tsogosunhotels.com
15.	The Courtyard Sandton	Sandton Square 5TH Rivonia Road Sandton 2031 Tel: +27 11 884 50
16.	Town Lodge Midrand	59 Augrabies Road, Off Bekker Road, Vorna Valley, Midrand (exit N1 at Allandale Rd), Johannesburg 1685 Tel: + 27 11 315 6047 www.citylodge.co.za

OTHER HOTELS IN AND AROUND SANDTON

- a) The DaVinci Hotel
- b) The Michaelangelo
- c) The Maslow Hotel
- d) AtholPlace Boutique Hotel
- e) City Lodge Morningside
- f) Falstaff Inn
- g) Garden Court Morningside
- h) Holiday Inn Express Woodmead
- i) Le Chatelat Guest House Michelangelo Hotel
- j) Park Inn Sandton
- k) Protea Hotel Wanderers
- l) Quatermain Inn
- m) Raphael Penthouse Suites
- n) Sandton Lodge Inanda
- o) Sandton Lodge Rivonia
- p) Saxon Boutique Hotel
- q) Ten Bompas Hotel

For more information including contact details regarding these and other hotels, it is recommended to check the internet.

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