



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA



SPECIAL AFRICA-INDIAN OCEAN (AFI) REGIONAL AIR NAVIGATION (RAN) MEETING

24 – 29 November 2008

**DURBAN INTERNATIONAL CONVENTION CENTRE (ICC)
DURBAN, KWAZULU-NATAL PROVINCE, SOUTH AFRICA**

INFORMATION BOOKLET



CONTENTS

- 1. Introduction**
- 2. Meeting Dates**
- 3. Venue**
- 4. Responsibility for Arrangements**
- 5. Composition of Delegations**
- 6. Accreditation**
- 7. Accommodation**
- 8. Transportation**
- 9. Security**
- 10. Arrangements on Arrival and Departure**
- 11. Exhibitions**
- 12. Immigration and Health Requirements**
- 13. Medical and Health Services**
- 14. General Information**

APPENDICES

- 1. Delegate Registration Form**
- 2. Travel information**
- 3. Official Functions**

1. INTRODUCTION

The information contained in this document is for the benefit of the Ministers and their Delegations who will be attending the Special Africa – Indian Ocean (AFI) Regional Air Navigation (RAN) Meeting, scheduled to be held at the Durban International Conference Centre (ICC), Durban, KwaZulu-Natal Province, South Africa on 24 – 29 November 2008.

It is meant to assist the delegates with their travel plans, locating the conference venue, accommodation and other useful information.

2. MEETING DATES

The meeting will consist of a General Committee and two technical Committees (Safety Committee and Efficiency Committee). The General Committee will serve as the principal body of the meeting and will be responsible for the formulation of directives and operational policies to guide the work of the meeting as a whole. The General Committee must be attended by high-level delegates (Ministers, Directors General of Civil Aviation, regulatory authorities and other senior official) in order to formally adopt recommendations made by the two technical committees. The technical committees should be attended by experts in the flight safety, operations, airworthiness, aerodromes (certification and emergency plans), and accident investigation, search and rescue and air navigation fields.

An agenda is being developed which will be circulated to the invited states and other stakeholders in due course.

3. VENUE

All Plenary Sessions of both meetings will be held at the International Conference Centre, Durban.

4. RESPONSIBILITY FOR ARRANGEMENTS

The Department of Transport of the host government together with ICAO is responsible for the general organisation and conduct of the sessions and meetings. The Government of South Africa, as host, will also be responsible for logistics support such as, conference facilities, security, protocol, transport, accreditation and accommodation.

5. COMPOSITION OF DELEGATIONS

States and Regional Organisations invited to the meetings are required to provide the South African Government by no later than Monday 10 November 2008, at the latest, with the following information:

- (1) **Duly completed registration forms (Appendix 1) in respect of each member of Delegation.** The registration forms can be faxed or e-mailed to the Logistics Co-ordinator as soon as possible but not later than 10 November 2008 and must be submitted under cover of a formal diplomatic note or letter listing the names of the members of delegation. Full Credentials must be submitted by all delegates.

6. ACCREDITATION OF DELEGATES

Participants/delegates will register at the Conference venue from Saturday, 22 November 2008. Registration will continue on Sunday, 23 November 2008 and close the following day. Conference badges will be issued to all accredited delegates. The badges shall be worn visibly during the Conference sessions.

7. ACCOMMODATION

A) ACCOMODATION FOR DELEGATES

A list of Hotels where Block Bookings (Standard Rooms) have been secured for delegates is attached for ease of reference. These rooms will be for each delegation's own account.

B) COURTESIES FOR MINISTERS

The South African Government will provide at its expense VIP Protocol Services, Ground Transport (including driver + protector), one Luxury Room in Durban for each Minister, from the afternoon of Monday 24 November to the morning of Sunday, 30 November 2008. All expenses incurred by the Minister in the hotel room will be for the expense of the concerned Minister.

This courtesy is only for Ministers and is not extended to any of their representatives.

Invited States and Regional Organisations wishing to make use of the above-mentioned allocation will have to secure their rooms by paying deposits within 48 hours of making the reservation, to secure their allocated accommodation. Should deposits on the room allocations in the hotels not be paid **by 10 November 2008** the rooms will be released to the general public or other delegations requiring more rooms.

For information on securing additional accommodation, delegations are welcome to refer to the list of hotels and their rates indicated below. The rates have been negotiated with the hotels and can be compared to their existing government rate. **Delegates should contact hotels in Durban directly to make their reservations.**

Details pertaining to where a delegate will stay for the duration of the conference should be forwarded to the Transport Co-ordinator in order to ensure that transport shuttles between the hotels and conference centre become planned and to allow for effective coordination. For this purpose the travel annexure **(Annexure 2) should be completed and sent to the Transport Coordinator no later than 10 November 2008.**

LIST OF HOTELS:

Hotel name	Contact no.	Hotel Ratings	Room Type	Rates
City Lodge	Tel. 27 31 332 1447 Fax. 27 31 332 1483 Email Address:cldurb.resv @citylodge.co.za	Four-star hotel	Single Double	R735.00 per room per night R920.00 per room per night
Southern Sun Elangeni	Tel. 0027 31 362 1300	Four-star hotel	Single Double	R 1 255.00 per room per night R 1 380.00 per room per night
Southern Sun North Beach	Tel 0027 31 332 7361	Four-star hotel	Single Occupancy: Double Occupancy: Maximum Two (2) Beds Per Room	R 1 049.00 per room per night, including breakfast R 1 099.00 per room per night, including breakfast
GardenCourt Marine Parade	Tel +27 31 337 3341 Fax +270866 373 410	Three-star hotel	Single Double	R 1 049.00 per person per night R 1 099.00 per person per night
Riverside Hotel & Spa	Tel. 0027 31 337 3681	Four-star hotel	Single Double	R830.00 per night R530.00 per night

The Royal Hotel	Tel+27 31 333 6000 Fax 086 6769 555 Emailaddress: reserve@the royal.co.za	Three-star hotel	Single	R 1 080.00 per night
Hilton Hotel	Tel.+27 31 336 8100 Fax +27 31 336 8200	Five star hotel	Single Double	R 1 500.00 per person per night R 1 800.00 per person per night

For further information on accommodation please contact the following person:

Mr Themba Nkontwana

Tel: 0027 12 309 - 3157

Fax: 0027 86 6655 225

Mobile: 0027 83 644 7621

Email address: nkontwanat@dot.gov.za

Ms Margret Seko

Tel: 0027 12 309 -3251

Fax: 0027 12 309 -3185

Mobile:0027 82 0751048

Email address: sekom@dot.gov.za

8. TRANSPORT

The following transport arrangements will be put in place:

- (1) The host government will provide every Minister with a vehicle and close protector/driver for the period of the Minister's stay from the afternoon of 23 November 2008 until the 30 November 2008. Should flight arrangements however necessitate longer stays, transportation for this will have to be arranged with the Transport Co-ordinator beforehand. His details are as follows:

Mr Ian Pietersen

Tel: 0027 12 309 3832

Fax: 0027 12 326 1969

Mobile: 0027 83 676 1421

Mr Mkhululi Yekani

Tel: 0027 12 309 – 3895

Fax: 0027 12 326 - 1969

Cell: 0027 82 883 7034

- (2) There will also be shuttle services available from Durban Airport to the hotels in the city as well as between the hotels and the venue of the meeting for use by delegates. In order for this to be managed properly delegates should complete the travel annexure (Annex 2) and send it to the Transport Co-ordinator no later than 10 November 2008.

- (3) Additional transport may be hired by delegations at their own expense. Rental vehicles are available from the Durban Airport through well-known companies. Delegations requiring additional chauffeur-driven vehicles can arrange this through car hire companies.

9. SECURITY

The South African Government will be responsible for overall security throughout the duration of the Meetings. Special security arrangements will apply at the venue of the meeting.

Special arrangements for screening of hand luggage, attaché cases etc will be in place at the access point to the meeting venues.

10. PROTOCOL ARRANGEMENTS ON ARRIVAL AND DEPARTURE

The normal protocol formalities will be available at the O R Tambo and Durban International Airports for arriving delegations. The Minister's entry will be facilitated through the VIP lounge. The rest of the delegation will enter through the normal immigration and customs channels.

In order to facilitate arrival and departure courtesies, delegates are requested to complete **Appendix 2** on Travel Arrangements and submit this to the Transport Co-ordinator **no later than 10 November 2008**. Any changes in travel plans subsequently should be notified as soon as possible, using the same form, by fax or e-mail to the same addressee.

VIP PROTOCOL TEAM:

Nomusa Mokgadi Maeko

Tel: 0027 12 309 3451

Fax: 0027 12 309 3164 / 3185

Cell: 0027 83 680 5441

Email address: maekon@dot.gov.za

Ms Siphokazi Vanda

Tel: 0027 12 309 3172

Fax: 0027 12 309 328 / 5926

Cell: 0027 83 626 9132

Email address: vandas@dot.gov.za

Mr Oscar Links

Tel: 0027 12 309 3181

Fax: 0027 12 309 3185

Cell: 0027 82 906 6413

Email address: linkso@dot.gov.za

Ms Mokgobeng Phirwa
Tel: 002712 309 3089
Fax 0027 12 309 3185
Cell: 0027 82 674 8929
Email address: phirwam@dot.gov.za

Ms Gugulethu Hlophe
Tel: 0027 12 309 3890
Fax: 0027 12 309 3185
Cell 0027 82 908 9310
Email address: hlopheg@dot.gov.za

Owen Rikhotso
Tel: 0027 12 309 3848
Fax: 0027 12 309 3185
Cell: 0027 73 513 9220
Email: rikhotso@dot.gov.za

11. EXHIBITIONS

This event provides an ideal opportunity for the global aviation industry in general to exhibit their products and to meet personally with the high-level aviation decision-makers in the AFI Region. To this end, an exhibition will be hosted at the venue.

Additional information in this regard can be obtained from:

Ms. Fatima Cele
Deputy Director: External Communications
Email: LongwaF@dot.gov.za
Telephone: 0027 12 309 3779
Facsimile: 0027 12 309 3313
Mobile phone: 0027 82 908 0054

AND

Nomusa Mokgadi Maeko

Tel: 0027 12 309 3451

Fax: 0027 12 309 3164 / 3185

Cell: 0027 83 680 5441

Email address: maekon@dot.gov.za

12. IMMIGRATION AND HEALTH REQUIREMENTS

Visas

All visitors to South Africa must hold valid passports. Citizens of countries that require visas for South Africa should obtain these beforehand at the appropriate South African diplomatic or consular missions.

Visa applications and passports may be forwarded to the relevant South African Mission by courier service or travel agent. Applications should be accompanied with the necessary visa fees in respect of countries whose passport holders are subject to visa fees.

Health Requirements

All visitors to South Africa who travel from or through yellow fever areas, as designated by the World Health Organisation, must carry valid certificates of vaccination against **Yellow Fever**.

There will be a control post upon arrival at Johannesburg International Airport to ensure the validity of these vaccinations. Participants failing to provide proof thereof will be required to submit to a vaccination prior to entry into the country. The costs will be carried by delegates themselves.

13. MEDICAL AND HEALTH SERVICES

A Clinic will be available for immediate intervention in primary health care and emergency medical services close to the Conference Centre (Durban ICC). Most hotels also have a doctor on call.

Ambulances and emergency medical response vehicles are also available and operate on a 24-hour basis.

Delegates are encouraged to obtain medical travel insurance from a reputable organisation. There is a fee levied for the use of State Health Facilities, although more affordable than Private Health Care Centres, a fee is still applicable. Payment of such remains the responsibility of the Delegate(s).

14. GENERAL INFORMATION

Airport

Durban Airport is approximately 25 km from most hotels and the Durban International Conference Centre (ICC).

Banking Services and Currency

Banking hours are from 09:00 to 15:30 on weekdays and from 08:30 to 11:00 on Saturdays.

Banking amenities are available in the vicinity of the ICC and most banks have cash dispensing machines accepting Visa, MasterCard and Cirrus. Bureau de Change facilities are available at the airport and in most places around Durban.

Most internationally recognised currencies and travellers cheques can be exchanged at commercial banks, hotels and international airports. Major credit cards are accepted in most hotels, restaurants and shops.

There is no limit on the amount of foreign currency that may be imported into South Africa by individual non-residents, provided that it is declared on arrival to facilitate the exportation thereof on departure.

The unit of currency is the Rand (R) that is divided into 100 cents. Exchange rates are subject to fluctuation. At the time of printing (August 2008) the rate of exchange was approximately US\$1 = R 7.23.

EUR €1 = R11.28

Climate and Clothing

During November the average maximum temperature in Durban, is 28 Degrees C and the average minimum temperature is 16 Degrees C. Some rain occurs this time of the year. Delegates are advised to bring some warm garments for the occasional cooler evening. The Province of KwaZulu-Natal has a subtropical climate with humid conditions.

Time

The time in South Africa is GMT +2

Electricity Supply

The power supply in South Africa is 220vAC, 50Hz. Electrical sockets are rounded three pronged.

Postal Services

Services are available at all hotels in Durban.

Drivers' Licences/Permits

Drivers must have valid driving licences, which carry a photograph of the holder, and is either printed or authenticated in English. South Africa recognises international driving permits issued under the 1949 Convention on Road Traffic.

Business and Shopping Hours

Offices and businesses are generally open from 08:00 hours to 17:00 hours, Monday to Friday. Shopping hours vary but most shops are open from 09:00 hours to 17:00 hours Monday to Friday and from 09:00 hours to 13:00 on Saturdays. Some shops are open on Sundays between 09:00 hours to 13:00.

Value-added Tax

Value-added tax (VAT) is charged on most goods and services except when purchased in duty-free shops at international airports. The current rate is 14%. On presentation of the goods and tax invoices, VAT may be claimed at international airports.

OTHER FACTS OF INTEREST

POPULATION: 45.3 million

CAPITAL: Tshwane, with Cape Town as the Legislative Capital

LARGEST CITY: Johannesburg

AREA: 1.22 million sq km (470.693 sq miles)

MAJOR LANGUAGES: 11 official languages, including English, Afrikaans, Sesotho, Setswana, Xhosa, Zulu etc.

MAJOR RELIGIONS: Christianity, Islam and indigenous beliefs

MONETARY UNIT: 1Rand = 100 cents

MAIN EXPORTS: Gold, diamond, metals, minerals, machines

GNI PER CAPITA: US \$4,960 (World Bank 2006)

INTERNET DOMAIN: .za

INTERNATIONAL DIALLING CODE: +27 (0027)

South Africa rapidly reintegrated into the international community after the isolation of the apartheid years. It was readmitted to the Commonwealth in 1994 and hosted the annual Commonwealth Heads of Government Meeting in Durban in November 1999. South Africa was Chair of the Non-Aligned Movement (NAM) from August 1998 to March 2003. It hosted the inaugural meeting of the African Union (AU) in July 2002 and was the first Chair.

It is a key member of the Southern African Development Community (SADC) and is expected to assume the Chair in August 2008.

South Africa joined the Africa and Asian countries in signing the New Africa Asia Strategic Partnership in Jakarta on 24 April 2005. It will host the next Africa Asia Summit in 2009. The Chairmanship of the Group of 77 and China was held by South Africa during 2006. South Africa (along with other African countries) is a candidate for a permanent seat on the United Nations Security Council. Its position on United Nations Reform is tied to the Common African position – “The Ezulwini Consensus”.

APPENDIX 1

**SPECIAL AFRICA - INDIA OCEAN (AFI) REGIONAL, AIR
NAVIGATION (RAN) MEETING**

DURBAN, SOUTH AFRICA, 2008

REGISTRATION FORM

Please complete and return by **10 NOVEMBER 2008** under cover of official letter or diplomatic note
Each member of delegation should complete a separate form

COUNTRY/REGIONAL ORGANISATION

1. NAME.....
(Surname first in BLOCK LETTERS)
2. MALE FEMALE..... (Please tick)
3. ID / PASSPORT NUMBER.....
4. TITLE.....
5. HEAD OF DELEGATION..... DELEGATE..... SUPPORT STAFF..... PROTECTION
OFFICER.....(Please tick)
6. TELEPHONE NUMBER.....
7. FAX NUMBER.....
8. E-MAIL ADDRESS.....

DATE OF BIRTH..... PLACE OF BIRTH.....

COUNTRY OF BIRTH..... NATIONALITY.....

DATE OF PASSPORT ISSUE.....PLACE ISSUED.....

WORK ADDRESS

PLEASE SEND TO:

**Mr Themba Nkontwana
P/Bag X 193
TSHWANE
0001**

Tel: 0027 12 309 3474 /3671/ 3619/ 3435

**Fax: 0027 12 309 3511 / 3611/ 3623
0027 866 188 361**

Email: spafiran2008@dot.gov.za

APPENDIX 2

SPECIAL AFRICA - INDIA OCEAN (AFI) REGIONAL, AIR NAVIGATION (RAN) MEETING

DURBAN, SOUTH AFRICA, 2008

TRAVEL ARRANGEMENTS

Please complete and return by **10 NOVEMBER 2008** for every member of delegation

COUNTRY/REGIONAL ORGANISATION.....

NAME.....

1. ARRIVAL

- (i) First point of arrival in South Africa
- (ii) Date and time of flight
- (iii) Flight number
- (iv) Day and time of travel to Durban
- (v) Flight number
.....
- (vi) Hotel in Durban

2. DEPARTURE FROM DURBAN

- (i) Date and time of flight
- (ii) Flight number
- (iii) Connecting flight number from ORTIA for departure from South Africa
.....
- (ii) Date and time of flight
- (iii) Flight number

APPENDIX 3

SPECIAL AFRICA - INDIA OCEAN (AFI) REGIONAL, AIR NAVIGATION (RAN) MEETING

***PLEASE NOTE THAT THE SOUTH AFRICAN GOVERNMENT TOGETHER WITH ICAO AND OTHER SPONSORS WILL BE HOSTING ALL DINNER FUNCTIONS. FOR PLANNING PURPOSES, PLEASE INDICATE WHICH FUNCTIONS YOU WILL BE ATTENDING.**

I Confirm, that I will be attending the Full Conference from 24th-29th November 2008

I Confirm, that I will only attend some days of the Conference. Indicate dates.....

I Confirm, that I will attend ALL the Dinner Functions.

I confirm, that I will only attend the indicated dinners

Cocktail 24th November 08

Dinner (1) 25th November 08

Gala Dinner 26th November 08

Dinner (2) 27th November 08

Dinner (3) 28th November 08

I confirm, that I will NOT be attending any of the Dinner Functions

Special Dietary requirements

Halaal Vegetarian Kosher Any other

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------