



INTERNATIONAL CIVIL AVIATION ORGANIZATION

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG) **AFI OPMET MANAGEMENT TASK FORCE FOURTH MEETING (AFI OPMET MTF/4)** **Pretoria, South Africa, 10-11 September 2012**

B – INFORMATION BULLETIN

1. Site of meeting

- 1.1 The Fourth Meeting of AFI OPMET Management Task Force (AFI OPMET MTF/4) will be held in **Jemea Guest House**, Pretoria, South Africa on 10 and 11 September 2012. The guest house is located about 5 minutes drive from the South African Weather Service.
- 1.2 The Eastern and Southern African (ESAF) ICAO Regional Office contact points are:

Telephone: +254-20-7622395/6
Fax: +254-20-7621092/7623028
Email icaoesaf@icao.int

2. Working Language

- 2.1 The meeting will be conducted in the **English language only**.

3. Opening Session

- 3.1 The opening session of the meeting will be held at 0900 hours on 10 September 2012..

4. Working Hours

- 4.1 The expected working hours are as follows:
 - a) On 10 September 2012: from 0900 hours to 1700 hours
 - b) On 11 September 2012: from 0900 hours to 1230 hours
 - c) Visit to Pretoria RODB from 1400 hours to ascertain the follow-up action described in the RODB annual report.
- 4.2 There will be a one-hour lunch break on 10 and 11 September 2012 from 1230 hours to 1330 hours and 15 minutes coffee breaks at 1030 hours and 1500 hours.

5. Registration

- 5.1 The participants are requested to register on Monday, 10 September 2012 between 0800 hours and 0900 hours. Participants are requested to wear an identification badge, throughout the meeting, which will be issued to them at the registration desk.



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6. Office and Secretariat

- 6.1 The Secretary of the meeting will be Mr. Vitalis Ahago, ICAO Regional Officer MET, Eastern and Southern African Office (ESAF) Nairobi, assisted by Mr. Benoit Okossi, ICAO Regional Officer, MET, Western and Central African (WACAF) Regional Office). Mr. Ahago's contact points are as follows:

Mr. Vitalis Ahago, RO/MET
Tel: +254 -20-762 2397
Mobile: +254-722-220209
Email: VAhago@icao.int

7. Climate

- 7.1 The average maximum temperature for Pretoria for September is 25,5°C, the average minimum temperature 11,7°C and the average rainfall 22 mm. The average number of days with rainfall more or 10mm is 0,8 days.

8. Passports and visas

- 8.1 Visa requirement for entering South Africa

Please consult with the relevant Embassy or High Commission in your country, before you finalize your travel arrangements, on if or not you are exempt from entry visa for South African. Certain countries are exempt for short stays of less than 30 days.

- 8.2 You will need the following:

- A valid visa, if required. Sufficient funds.
- A return or onward ticket.
- Yellow fever certificates are required if the journey starts or entails passing through the yellow fever belt of Africa or South America.

9. Banking Service

- 9.1 The currency used in South Africa is the Rand (ZAR). Credit cards can also be used for payments of services and shopping in some hotels and shops. There are coins of 5, 10, 20 and 50 cents. There are also coins of 1,2 and 5 Rand. There are notes in denominations of 10, 20, 50, 100 and 200 Rand.



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The exchange rates as of 16 May 2012 were as follows:

\$/R8.35

£/R13.29

€R10.62

Note that these rates are subject to fluctuations.

- 9.2 There are quite a number of ATMs in the surrounding areas where credit cards can be used. Most banks located in the shopping malls and at the airport in South Africa have Bureau de Change services. Banks in Pretoria generally operate from 0900 hours to 1530 hours SAST.
- 9.3 Shopping malls are within proximity to the South African Weather Service.

10. Transport Arrangements

- 10.1 Most international flights operate into OR Tambo International Airport (ORTIA), Johannesburg, South Africa. Transport from ORTIA to the hotels will be provided by SAWS for flights arriving before 1800 hours SAST. However, local shuttles or taxi services are available at the cost of R350-R400 ZAR a single trip between airport and Pretoria. The local Organizing Committee will need advance information on the itinerary (date, flight number and estimated time of arrival) in order to operate the transportation arrangement smoothly. For private movements within South Africa, please check with the lodge or your hotel.
- 10.2 Local Organizing Committee can be contacted through: Ala.Kokosza@weathersa.co.za and Nokukhanya.Kunene@weathersa.co.za

Tel: +27 11 390 9320 / +27 11 390 9326/28

Fax: +27 11 390 9332

Cell: +27 79 532 2909

11. Hotels



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11.1 A list of recommended lodges is provided at the end of this bulletin. the . Several 4 and 5 Star hotels are available in the City Centre located roughly about 15 to 20 minutes drive to the venue of the meeting. If you wish to make a booking with any other hotel apart from the venue (Jemea Guest House), kindly ascertain whether or not t the hotel would be in a position to provide you with transport to and from the venue of the the meeting. .

12. Health

- 12.1 It is strongly recommended that you should have travel insurance (including health) from your home country covering the duration of your stay in Pretoria.
- 12.2 A yellow fever vaccination certificate is mandatory for travellers over one year of age coming from the yellow fever belt of Africa or South America. Please visit the World Health Organization (WHO) site <http://www.who.int/ith/> to check on requirements by South Africa for your country.

13. Security

- 13.1 Avoid any obvious displays of affluence which could serve to attract unwanted attention.

14. Electricity

- 14.1 The main supply in South Africa is 220-230 volts, 50HZ and the plug shape is illustrated below:



If your appliances plug has a different shape, you may need a plug adapter. The ones below do work but you would need an adapter.





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Pretoria, South Africa, 10-11 September 2012

Lodges/Accommodation

Kindly quote SAWS/ICAO OPMET MTF/4 when you do the bookings.

Name/Nom	Addresses/Adresse	Tel/Fax/Email	Rate	Available Rooms
Cabriere Guest House, Erasmusrand Gauteng	Cabriere Guest House, 377 Rigel Avenue, Erasmusrand, 0181, Pretoria, Gauteng, South Africa	Contact: Alta & Kotie Roux, Tel: +27 (0)12 347 6284 Fax : +27 (0)12 347-6284/ (0)86 619-3026 Mobile : +27 (0)83 459-4073 info@Cabrierebb.co.za	Single Room – R450 Double – R700 B/B included	Facility for 6 people only
La Maison d'Hotes, Erasmusrand	289 Schoongezicht Street, Erasmusrand	+27 12 347 9643 info@lamaisondhotes.co.za	Single – R750 Double – R900 B/B included	5 rooms (3 double and 2 single)
Schoongezich Boutique Hotel & Conference Venue	369 Schoongezicht St – Erasmusrand	Int +27 12 347 2233 Tel: 012 347 2233 Fax: 012 347 6775 Email link: guesthouse@schoongezich.c.za	Single: R770 (including VAT); per person	33 ensuite bedrooms which comprise of ❖ 16 Twin/sharing rooms ❖ 17 Double rooms (1 double bed per room)
Jemea Manor Guest House	165 Neptun str. Waterkloof Ridge Pretoria, Gauteng	Tel: 012 347 1308 Fax: 012 347 1308 Cell: 079 809 8859 info@jemeamanor.com	Single room - R550 Double – R700 B/B included	16 rooms

* **Special rates for ICAO.** (Delegates should specify that they are attending an ICAO meeting).
Tarifs spéciaux pour l'OACI. (Les délégués doivent préciser qu'ils participent à une réunion OACI).