

# Nexus for ICTs, Climate Change and Development (NICCD)

## Logistics

**\*\*\* These are Fourth-Draft Logistics Notes (23 Nov) – Please Refer to Organisers to Check Details \*\*\***

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#### PASSPORT AND VISA REQUIREMENTS

Visa requirements to South Africa vary from country to country. It is best to contact the embassy/consulate of South Africa nearest you to inquire whether you need to apply for a visa to travel to South Africa.

Any of the following conditions may be applicable to you, depending on your nationality:

- A. No Visa – Passport/Travel Document Holders who Are Exempt From Visas For South Africa. Please refer to this website to know which nationalities are exempted from visa to South Africa: <http://www.home-affairs.gov.za>
- B. Visa Required – Nationals of certain countries are required to apply for visas at the South Africa embassy/consulate nearest their city of residence \*before\* departure.

If your nationality belongs to the visa-requiring category, please contact the South Africa embassy/consulate as soon as possible and inquire about visa requirements and fees, if any. Just in case there is no South African embassy/consulate in your country, you have to find the nearest one that processes visas for your nationality. If you need an invitation, contact the organisers, at the email address given at the end of this advisory well in advance of travel.

Please refer to the following websites for important information:

SA Visa Information and Application Form (for download):

<http://www.home-affairs.gov.za>

<http://www.home-affairs.gov.za/PDF/immigration/bi-84.pdf> (please consult with your local mission before downloading this application form as certain districts may have a different form.)

[http://www.dfa.gov.za/foreign/sa\\_abroad/index.htm](http://www.dfa.gov.za/foreign/sa_abroad/index.htm)

Visas CANNOT be applied for at South African ports of entry. This means that you have to obtain a visa before departure.

## **YELLOW FEVER VACCINATION**

If you are required to have a Yellow Fever Vaccination because you live or you have travelled to a country with a high incidence/risk of the disease and/or classified as such in the last 90 days, the vaccination should be taken **\*\*at least 10 days before arriving in South Africa\*\*** and an international vaccination certificate should be presented to immigration officials when requested to do so.

In accordance with article 68 of the International Health Regulations of the World Health Organisation, a person who is required to have a vaccination but arrives without a valid Yellow Fever vaccination certificate shall be quarantined upon arrival. For a list of “with risk” countries, please go to: <http://www.who.int/ith/chapters/ith2011annexs.pdf>

Please remember to bring your international yellow fever vaccination certificate card when you travel to South Africa.

## **INSURANCE, TRAVEL BOOKING AND ARRANGEMENTS**

You are expected to arrive in Johannesburg on either Saturday 21 January or Sunday 22 January and depart no earlier than the night of Tuesday 24 January or anytime on Wednesday 25 January 2012 (note there will be a later departure for APC members).

EVERYONE is required to hold a return ticket.

You are responsible for purchasing your own travel insurance.

## **ACCOMMODATION & VENUE ADDRESS**

Accommodation and workshop venue for the ‘ICTs, Climate Change and Development’ Workshop :

The Wedgwood B&B and Conference Centre

75A 2nd Avenue, Melville, Johannesburg

Mobile : +27 (0) 83 266 5846;

Tel. No : +27 (0) 11 482 4124; Fax no : +27 (0) 11 726 7557

Website : <http://www.thewedgwood.com>

Please note that, due to the number attending the workshop, some participants will be accommodated in nearby guest houses in Melville. Details of accommodation will be provided prior to arrival in South Africa.

## **AIRPORT TRANSFERS IN JOHANNESBURG**

Airport transfers to and from the airport will be provided by APC through Page Corporate Transport. The drivers will meet you at the airport arrival area holding a signboard with your name written on it. Please wait in the arrival area; drivers are instructed to wait for you, even if your flight is delayed.

If there are any late changes to your arrival time or date, please inform Eunice Mwesigwa as soon as possible so that Page Transport can be informed and to ensure you are met at the airport. Her contact details are below. Page Corporate Transport’s contact details are also provided at the end of this advisory, should you need them.

## **INSTRUCTIONS FOR REIMBURSEMENTS**

### ***A. Allowable expenses for participants***

Sponsored participants will be paid for the following pre-approved costs:

1. Visa fees, if any

2. Visa processing cost, if any
3. Local transportation from house to airport and return, country of origin
4. Transit accommodation which has been pre-approved
5. Travel Insurance costs
6. Vaccinations costs

Please note, though, that all expenses are only repayable on production of an official receipt.

The following costs are *\*not\** covered: passport fees; penalty charges, hotel and per diems arising from changes in flight bookings or personal decision to change or use another mode of transport; excess baggage; laundry; mini-bar; pay television; communication costs (internet, e-mail, telephone or mobile and fax); meals out of the group; and all other personal expenses.

### ***B. Claiming your expenses (for University of Manchester-funded participants)***

Reimbursements for allowable expenses can only be paid after the completion of the workshop, once processed by the University of Manchester.

Please bring supporting documentation for all allowable expenses, including the following:

1. Boarding passes and evidence of payment for your airline ticket, if you have booked and paid for your own travel.
2. Receipts or ticket stubs for local transportation and transit accommodations (pre-approved).
3. Visa fees – official receipt from the embassy.
4. Small travel costs (airport tax, visa fee, local transfers in country of origin, visa processing costs, etc) will be reimbursed based on actual costs and only on production of a receipt.
5. Receipted evidence of payment for insurance and vaccination costs

These, together with a claim form, will be collected at the workshop. Reimbursement will be provided once participants have returned home and once claims have been processed by the University of Manchester; this may take a few weeks. Please note that, due to University of Manchester accounting rules, no reimbursement can be provided without a receipt.

The costs of your accommodations and meals during workshop days will be paid for by the University of Manchester. Please note, that if participants choose to stay extra days for personal reasons, the costs for these additional days will be borne by the participant.

### **MEALS**

Breakfast will be provided at the guest house. Lunch and coffee/tea breaks will be provided during workshop days at the venue. Dinner on Sunday, Monday and Tuesday will also be provided. Participants will bear no costs for these.

### ***DIETARY, HEALTH and OTHER SPECIAL REQUIREMENTS***

Please inform us before the workshop if you have any special dietary requirements – e.g. vegetarian, halal, food allergies.

### **CONTACT DETAILS OF THE ORGANISERS**

1. Remote logistics support ***for University of Manchester-invited delegates***: Visa, flights and travel preparations:  
Jill Lee-Borrett: [jill.lee-borrett@manchester.ac.uk](mailto:jill.lee-borrett@manchester.ac.uk)

2. Remote logistics support ***for APC-invited delegates***: Visa, flights and travel preparations:  
Shawna Finnegan: [shawna@apc.org](mailto:shawna@apc.org)

3. For workshop content and programmes issues:

Angelica Ospina: [niced.project@gmail.com](mailto:niced.project@gmail.com) | Richard Heeks: [richard.heeks@manchester.ac.uk](mailto:richard.heeks@manchester.ac.uk)

4. For APC member-specific issues:

Alan Finlay, Email: [alan@apc.org](mailto:alan@apc.org) | Karen Banks, Email: [karenb@apc.org](mailto:karenb@apc.org)

## 5. Accommodations & diet/health needs, airport transfers and onsite logistics support:

Eunice Mwesigwa

Mobile no : +27 (0) 83 478 3944

Email : [Eunice@apc.org](mailto:Eunice@apc.org)

Shawna Finnegan

Mobile no: +27 (0) 74 133 5564

Email: [shawna@apc.org](mailto:shawna@apc.org)

## 6. Page Corporate Transport, contact:

Thorsten

Mobile no: +27 (0) 84 400 8896

Email: [pagecorporate@wbs.co.za](mailto:pagecorporate@wbs.co.za)

## **WEATHER**

Current local time in Johannesburg is UTC/GMT +2 hours

January is summer in Johannesburg, and the climate is generally warm with the potential for late afternoon thundershowers. Daytime temperatures typically range between 15-25°C / 60-80°F. The nights are relatively warm and visitors should come prepared to dress for warm but sometimes rainy weather. It typically rains on about half of days and when it does rain, the rain can be heavy and lightning storms can be common.

For a current forecast, visit:

<http://www.wunderground.com/global/stations/68368.html>

## **CLOTHING**

Smart casual as for warm weather.

## **CURRENCY AND FOREIGN EXCHANGE**

South African Rand or ZAR is the local currency. Foreign currency like US dollars can be converted to ZAR at the airport or banks in the city centre but with high commission charges. It is better to make ATM withdrawals (ATMs are available on arrival at Johannesburg Airport). Credit cards like Mastercard and Visa are widely accepted.

## **COMMUNICATIONS (internet and mobile)**

Wireless connectivity is available. Mobile SIM cards may be purchased at many stores as can airtime. In order to purchase a mobile SIM card visitors to South Africa will be required to register the SIM card with Vodacom before it can be activated. Visitors will be required to provide passport documentation and proof of address where they will be staying during their visit. Visitors to South Africa who use their own home network are not required to register their SIM cards.

## **ELECTRICITY**

South Africa operates on 220 V / 230 V using a round-pin plug. Kindly bring your own adapters. A diagram of a South African plug and outlet can be found here: <http://electricaloutlet.org/type-m>

## **WHERE TO EAT**

For meals outside the workshop period, there are lots of eating places in Melville (where the guest accommodation and conference venue is located) and they have a variety of food selection. There are also vegetarian and wholefood places. Most are within walking distance from

the guest houses.