



INFORMATION BULLETIN

REGIONAL TRAINING WORKSHOP ON CENSUS DATA ANALYSIS
18–22 SEPTEMBER 2017

INDABA HOTEL AND CONFERENCE CENTRE, FOURWAYS,
JOHANNESBURG, SOUTH AFRICA



VENUE OF THE WORKSHOP

The meeting venue is Indaba Hotel and Conference Centre in Fourways, Johannesburg. William Nicol Drive and Pieter Wenning Road, Fourways. TEL: +27 11 840 6600

Contact person: Ms Caroline Heyes/Sharon Tom

Website <http://www.indabahotel.co.za>



HOTEL ACCOMODATION

A block booking has been secured and paid for at the hotel for all participants. The booking includes breakfast throughout your stay. **You will be expected to personally settle your dinner and other expenses incurred with the hotel before departure.** The hotel accepts payment by VISA, Mastercard & others.

DSA/Per Diem

The per diem rate for Johannesburg in September is \$311. The disbursement of the DSA will be 44% for travel days and non-workshop days and 32% for all workshop days as lunch will be provided on these days as follows:

Arrival day: 17 September: 44% (No lunch provided)

Workshop days: 18–22 (32% as lunch will be provided)

Departure day: 23 September: NO DSA

- The UNFPA Chart of Accounts to cover the return economy class ticket, terminals and DSA is **The Chart of Accounts is as follows:**

<i>Fund</i>	<i>Department</i>	<i>Project</i>	<i>Activity ID</i>	<i>Impl Agent</i>
<i>FPA80</i>	<i>14000</i>	<i>RESA7409</i>	<i>DDDOMESTIC</i>	<i>PU0074</i>

- **All requisitions screenprint should be sent to the approvers and a copy to chirowamhangu@unfpa.org to facilitate approval**
- **All participants are expected to collect per diem from their respective countries before departure. NO PER DIEM WILL BE PAID IN SOUTH AFRICA.**



This season is the beginning of Summer with temperatures ranging between 15–26 degrees Celsius, light clothing is recommended.

South Africa follows Greenwich Mean Time + 2 hours



AIRPORT TRANSPORTATION

Shuttle from the airport to the hotel will be provided by the Boyang Gape Tours which are based at the hotel premises. You are encouraged to use Boyang Gape Travel & Tours which is a company recommended by UNFPA and used by the hotel for airport transfers. In case you do not have local currency (South African Rands) on arrival, the charges can be billed to your room. Kindly indicate in the registration form if you need airport pickup so that the transport company can be booked accordingly. Alternatively you can book directly with them at info@boyanggape.co.za or +27 (0) 11 465 5053 a copy to Noma Chirowamhangu (chirowamhangu@unfpa.org).

In the event that your flight arrives from 20h00, midnight flight or early morning, or you prefer to be picked up separately, kindly indicate this on the registration form and the logistic team will make the necessary arrangements. Participants will be required to pay for airport transfers as full terminals will be issued together with the DSA.

A 24 hours hotel shuttle service is available and attached to the information note is the price list for your information.



UNFPA REGIONAL OFFICE CONTACTS:

Ms. Noma Chirowamhangu

chirowamhangu@unfpa.org

+27 11 603 5313

+27 76 315 8463

Mr. Charles Kunzwa

Regional Security Advisor

kunzwa@unfpa.org

Cell: +2782 312 7699

Rumen Atanasov –

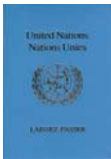
Field Security Co-Ordinator (FSCO)

rumen.atanasov@undss.org

[+27 82 552 3241](tel:+27825523241)

VISA

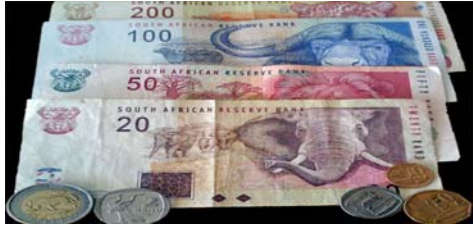
*For non-South African participants, please check with the South African Embassy in your country if a visa is required. **If there is no South African Embassy in your country, please visit the nearest South African embassy in the nearest country.** Please ensure that you process your Visas prior departure as **NO ENTRY VISAS WILL BE ISSUED ON ARRIVAL IN SOUTH AFRICA.** Please ensure that there is at least one extra blank page on your passport as it is a prerequisite for the South African Embassy to issue a visa. Also, it is important that a passport is valid for at least 6 months before the expiry date.*



UNLP holders require NO entry visa upon their arrival at OR Tambo International Airport, Johannesburg. The UNLP is a valid travel document, which can be used in connection with travel on official missions by UN staff only.

If travelling with your national passport, please check with consulate directly regarding visa requirements. If you need more supporting documents in securing visa, you may contact the UNFPA ESARO Regional Office in the numbers provided below. Please note 5 working days are required for the visa processing. Click on the link below for more information:

<http://www.rainbownation.com/visa/southafrica.asp>



CURRENCY

The currency of South Africa is “Rand” which is in the following denominations: Notes: 200, 100, 50, 20 and 10; coins 5 and 2 cents.

FOREIGN EXCHANGE

You can change your foreign currency with the Bank or Bureau de Change. A copy of your International passport will be required. The current exchange rate is approximately \$1.00 = ZAR13, however it varies.



MEDICAL ASSISTANCE AND OTHER IMPORTANT NUMBERS

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UN Medical Doctor:

Dr Joseph Teeger

No. 7 Third Street, Houghton

Tel: +27 11 728 4298

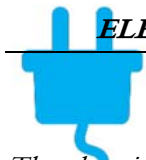
Medical contacts

Fourways Life Hospital: Tel: 011 875 1000

Morningside Medi-Clinic, Tel: 011 282 5000

VACCINATIONS

If you are coming from a yellow fever endemic country, **A VALID YELLOW FEVER VACCINATION CERTIFICATE IS REQUIRED** before entry into South Africa is permitted. Travellers immunized against yellow fever are issued with an internationally recognized vaccination certificate for inspection by immigration officials. The international health regulations concerning yellow fever are unequivocal, and unvaccinated travellers may face denial of entry into the country.



ELECTRICITY

The electricity in South Africa is 220 volts. Recommended plugs are 2 or 3 round pin. Participants are encouraged to bring their own or secure one from the airport as the hotel might not have enough for everyone in stock.



Security: All staff members and participants traveling to South Africa are required to obtain a security clearance. Security clearance is submitted by the respective travellers through TRIP. <https://dss.un.org>. Please include the hotel address in your security clearance request.

General security

The general security situation in South Africa demands constant vigilance. Street crimes, vehicle thefts, smash and grab incidents from vehicles at intersections, ATM crimes, robberies and burglary are the prime concerns affecting all UN staff and dependents. These incidents are more pronounced in Gauteng province, which covers Johannesburg and Pretoria.

All visitors and UN staff are advised to make prior travel arrangements from the airport and to avoid arriving late at night. In a hotel, they are advised to keep valuables including passport locked in the room safe. While traveling in a car or taxi, all belongings are to be placed in the trunk or on the car floor, out of sight.

Security Clearance

All staff members and participants traveling to South Africa are required to obtain a security clearance. Security clearance is submitted by the respective travellers through TRIP. <https://dss.un.org>. Please include the following address in your security clearance request **The Indaba Hotel**, William Nicole Drive, Fourways-Johannesburg, Tel: +27 (0)11 840 6600, Fax: +27 (0) 11 840 6614. Contact person: **Mar. Charles Kunzwa, Regional Security Advisor**, ESARO Regional Office, South Africa. More information on the attached trip advisory note.



Communications: The dialling code to dial out of South Africa is “00” followed by the country code and telephone number, e.g. 00 44 161 234 5678 to call Manchester in the UK. The code for South Africa is (+27).

Participants are encouraged to bring their own laptops. Wi-Fi is available at the Conference venue, the room and the garden at 500MB complimentary per delegate per day.

