



INFORMATION NOTE ON SOUTH AFRICA

SOUTHERN AFRICA INTERNET GOVERNANCE FORUM 2018

(SAIGF-18)

28 - 29 NOVEMBER 2018

GARDEN COURT, MARINE PARADE HOTEL

DURBAN, SOUTH AFRICA

1. EVENT DATE AND VENUE

South Africa, in collaboration with the SADC Secretariat and SANGONET will be hosting the Southern Africa Internet Governance Forum 2018 (SAIGF-18) from the 28 – 29 November 2018. The meeting venue is the Garden Court, Marine Parade Hotel, Durban, South Africa.

2. LOGISTICAL ARRANGEMENTS

2.1 Accommodation

Accommodation is available at the hotels listed in Annexure A at negotiated rates as identified; and the information should be inserted on the Registration Form.

NB: Delegates are strongly encouraged to stay at the hotels listed. All participants are requested to make hotel bookings directly with the hotels, as well as personally settle their hotel bills, including telephone calls (local and international), laundry and bar service.

2.2 Transport

2.2.1 Communal transport will be available for participants from King Shaka International Airport, Durban to the recommended hotels in Durban on arrival and departure; similarly from the respective hotels to the meeting venue.

2.2.2 **Delegates will only be afforded official transport from hotels within a radius of 4kms from the main meeting venue. Delegate Transport will operate as from 27 November 2018.**

2.2.3 Delegates, who intend to arrive earlier or stay on after the meeting for other business, are advised to make their own arrangements for such purposes.

2.2.4 In order to easily coordinate transportation logistics, delegates are requested to provide their flight itineraries and submit the Registration Form **at the very latest by 25 November 2018.**

3. REGISTRATION OF PARTICIPANTS

- 3.1 Registration will be done at the meeting venue on 28 November 2018 as from 08:00 – 08:45.
- 3.2 All delegates are requested to duly complete the Registration Form for onward submission to the following officials.

NAME	MOBILE NO	EMAIL ADDRESS
Host SAIGF-18		
Mr. Kenneth Thlaka	27 76 454 9906	kenneth@sangonet.org.za
SADC Secretariat:		
Dr. George Ah-Thew	+267 7233 2595	gah-thew@sadc.int

4. PORT OF ENTRY REQUIREMENTS

- 4.1 The following documentation should be presented at the port of entry:
- Invitation letter from the SADC Secretariat
 - Passport
 - Yellow fever certificate if the passenger has departed from/transmitted through a yellow fever endemic country.
 - Proof of return air ticket.

5. IMMIGRATION AND HEALTH REQUIREMENTS

5.1 Passports and Visas

All delegates arriving in South Africa must hold valid passports. All passports must be valid for at least 30 days beyond the expected date of departure from the Republic and must furthermore have at least one unused visa page when presented for endorsements. Delegates who require visas are requested to arrange through South African diplomatic or consular missions in their respective countries. Visa application forms can, however be downloaded from the South African Home Affairs website: <http://www.home-affairs.gov.za/forms.asp?topic=visas>

5.2 IMMUNISATION REQUIREMENTS

5.2.1 Yellow Fever:

The South African Department of Health has reviewed its Yellow Fever vaccination requirements policy in February 2015. As such, travellers going to or coming from **Zambia, Tanzania, Eritrea, Somalia, as well as Sao Tome and Principe will no longer be required to produce a Yellow Fever vaccination certificate when in South Africa as these countries have been included on the World Health Organisation (WHO) list of countries with low potential for exposure to Yellow Fever Virus.**

In terms of both the South African Department of Health and World Health Organization (WHO) guidelines and policies pertaining to Yellow Fever, a Vaccination Certificate from travellers over one year of age entering South Africa from Yellow Fever Endemic regions is required. Visitors who travel through or disembark in these Yellow Fever Endemic areas are required to be vaccinated against the disease before entering South Africa.

List of countries for which a Yellow Fever Vaccination certificate is required for entry into South Africa:

AFRICA		CENTRAL AND SOUTH AMERICA
Angola	Guinea	Argentina
Benin	Guinea-Bissau	Bolivia
Burkina Faso	Kenya	Brazil
Burundi	Liberia	Columbia
Cameroon	Mali	Ecuador
Central African Republic	Mauritania	French Guiana
Chad	Niger	Guyana
Congo	Nigeria	Panama
Côte d'Ivoire	Rwanda	Paraguay
Democratic Republic of Congo	Senegal	Peru
Equatorial Guinea	Sierra Leone	Suriname
Ethiopia	Southern Sudan	Trinidad and Tobago
Gabon	Sudan	Venezuela
Gambia	Togo	
Ghana	Uganda	

<http://www.who.int/ith/ITH>

5.2.3 Malaria:

South Africa poses a rather low threat of malaria. The meeting venue in Pretoria, as well as the rest of Gauteng Province is a Malaria free zone. If you plan to travel outside the province be aware of Malaria areas in the country. If you plan further travels in a Malaria zone, consult your travel doctor to prescribe the most appropriate anti-Malaria agent for your purposes.

5.3 Health Care: Travel Insurance:

As with all international travel, it is strongly advised that delegates are adequately covered by international health insurance for the duration of the meeting. Delegates are therefore informed that they should obtain medical travel insurance cover from a reputable organization to cover for major ailments or medical requirements.

Delegates are further advised that medical treatment at private facilities in South Africa is expensive, with public facilities also levying charges for services rendered.

5.4 Hospitalisation:

Hospitalisation to either a state or private healthcare facility is for the account of the patient. **Travelers are to ensure that they have adequate travel insurance to cater for major ailments or medical requirements.**

6. CUSTOMS REQUIREMENTS

Customs Declaration:

All delegates must, after they have collected their entire luggage, proceed to the Customs Declaration channels with their personal luggage to make a Customs Declaration to the officers manning the channels by completing the Traveler Card ((also called a **TC-01 form**). To see a quick overview of the process and requirements at the land borders, [click here](#): and for airports and harbours, [click here](#). If you would like more detail about the arrival process and the various allowances, [click here](#) to read the Traveller's Guide.

Persons who have nothing to declare, have goods that fall within their duty free allowances, and do not carry any prohibited or restricted goods, commercial goods or goods carried on behalf of another

person may proceed to the Green Channel. In all other instances or where a traveler is not sure, the Red Channel should be selected.

Please note that all fresh produce, fruit, vegetables, seed plants, bulbs, tubers, cut flowers, cutting of plants, honey, eggs, milk, cheese and all meat products are restricted from importation into South Africa. Should any participant wish to import such, arrangements should be made with the South African Department of Agriculture for the importation of such. A full list of prohibited and restricted goods is available on the South African Revenue Service website: www.sars.gov.za

Medicine Imports:

The importation of medication is strictly controlled. You may import one month's supply of medication for personal use, provided that you are in possession of a prescription issued by a registered physician. Habits forming drugs, physiographic substances, as well as counterfeit goods (goods which infringe intellectual property rights) are strictly prohibited for importation into South Africa.

Media Equipment:

Persons from the media or exhibitors in possession of cameras as well as other equipment carried as accompanied passenger luggage are advised to import such under cover of an ATA Carnet in order to avoid unnecessary delays.

Payment of Customs Duties and VAT may be made in South African Rand or by means of a credit card.

7. GENERAL INFORMATION

7.1 Banking Services and Currency

7.1.1 Currency control

Currency brought into or taken from South Africa is monitored by law. Should you have South African currency exceeding R25 000 or foreign currency exceeding \$10 000 (or equivalent), this must be declared on arrival on the [DA 306 form](#), the Passenger declaration form. This applies to both South African residents and visitors. Export of foreign currency is limited to the amount that the visitor declared upon arrival -- provided you didn't stay for more than 12 months. For more information, contact any Customs and Excise Office.

7.1.2 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. You may apply for a refund of the VAT you pay while in the country - provided you apply before you depart.

7.1.3 Banking

Banks, bureaux de change, and Auto banks (ATM's, automated teller machines) are found in most towns and operate on a 24 hour basis. Banking hours are typically from 9:00 to 15:30 on Mondays to Fridays and 9:00 to 11:00 on Saturdays. Most internationally recognised currencies and travellers cheques can be exchanged at commercial banks, hotels.

7.1.4 Credit Cards

All the major credit cards are accepted in South Africa although the Visa and Master Cards enjoy a greater popularity than Diners Club and American Express. The unit of currency is the Rand (ZAR). Exchange rates are subject to fluctuation.

7.2 Climate and Clothing

The climate in Pretoria during March can be summarized as dryish with occasional rain. Temperatures average from 16 - 27 °C.

7.3 Time

The time in South Africa is GMT +2

7.4 Electricity Supply

The power supply in South Africa is 220vAC, 50Hz. Electrical sockets are rounded three pronged but also have 2-pin sockets available.

7.5 Postal Internet Services and Local Sim Card

These services are available throughout the city at own cost. However, the meeting venue will be equipped with access to Wi-Fi services.

7.6 Drivers' Licences / Permits

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

7.7 Business and Shopping Hours

Offices and businesses are generally open from 08:00 to 17:00 from Monday to Friday in the major cities. Shopping hours vary but most shops at shopping malls are open from 09:00 to 19:00 Monday to Friday and from 09:00 to 17:00 on Saturdays. Generally, shops are open on Sundays between 09:00 to 17:00.

7.8 Safety and Security

As with many international tourist destinations, caution should be exercised with valuables and normal safety precautions should be taken to ensure a safe and pleasant visit:

- Never leave personal property unattended
- Store valuables in your hotels safety deposit box
- Keep your hotel room locked
- The Hotels generally has an outsourced Transport company available; and this can be booked at your own cost
- Avoid displaying expensive jewellery and cameras
- Do not carry large sums of money on your person
- Stay away from dark, isolated areas

7.9 Important Numbers

NB: Emergency Numbers work on a national basis:

- Police, Fire and Medical Emergency: 10111
 - Emergency Services from a mobile phone: 12 (mobile)
- Ambulance: 10177

- Tourism Safety Initiative: 0861874911

7.10 Other:

- SA Tourism Hot Line: +27 83 123 6789
- South African Tourism: www.southafrica.net
- South African Information: www.southafrica.info

8. ENQUIRIES

All official enquiries may be directed to:

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Host SAIGF-18		
Mr. Kenneth Thlaka	27 76 454 9906	kenneth@sangonet.org.za
SADC Secretariat:		
Dr. George Ah-Thew	+267 7233 2595	gah-thew@sadc.int

LIST OF HOTELS IN CLOSE VICINITY OF THE MEETING VENUE (AS A GUIDE)

NO	HOTELS	ROOM TYPE	*RATES (ZAR) as negotiated on Government Rates
1.	Southern Sun Elangeni 63 Snell Parade, Durban Rating: 5 star	-Single rates: <u>ZAR 1 610</u> bed and breakfast -Sharing rates: <u>ZAR 980pp</u> bed & breakfast <u>per person sharing</u> <i>Rate excludes Levy; 1% per room, per night</i> <i>Rate includes 14% VAT</i>	Tel: + 27 31 492 4001 Email: Teyana.Masters@tsogosun.com OR Zukiswa.Lisa@tsogosun.com OR Contact Name: Teyana Masters
2.	Garden Court South Beach OR Tambo Parade Durban	-Single rates: <u>ZAR 1 065</u> bed & breakfast -Sharing rates: <u>ZAR 657.50 pp</u> bed & breakfast <u>per person sharing</u>	Tel: + 27 31 337 2231 Email: gcsouthbeachreservations@tsogosun.com or durban.groupreservations@tsogosun.com Contact Name: Teyana Masters
3.	Garden Court Marine Parade OR Tambo Parade Durban SAIGF-18 Venue	-Single rates: <u>ZAR 1320</u> bed & breakfast -Sharing rates: <u>ZAR 785</u> bed & breakfast <u>per person sharing</u>	Tel: + 27 31 337 2231 Email: gcsouthbeachreservations@tsogosun.com or durban.groupreservations@tsogosun.com Contact Name: Teyana Masters
4.	Protea Marriot Edward 149 OR Tambo Parade Durban	-Single rates: <u>ZAR 1550</u> bed & breakfast -Sharing rates: <u>ZAR 975</u> bed & breakfast <u>per person sharing</u>	Tel: + 27 31 337 3681 Email: phegroups@proteahotels.co.za Contact Name: Zinhle Ngqulunga
5.	Tropicana Hotel 85 OR Tambo Parade Durban	-Single rates: <u>ZAR 1065</u> bed & breakfast <u>per person per day</u>	Tel: +27 31 337 4222 Tel: +27 31 368 1511 Email: Tropicana@goodersons.co.za Contact Name: Phumi Ngubane
6.	Road Lodge Durban Corners Old Fort & Ordinance Roads	-Single rates: <u>ZAR 636.30</u> per person, room only Breakfast available for <u>ZAR 75</u> per person per day	Tel: +27 31 304 8202 Fax: +27 31 304 8265 Email: rldurb.dm@clhg.com Contact Name: Monica Botha
7.	City Lodge Durban Sylvester Ntuli & K.E. Masinga Roads, Durban	-Single rates: <u>ZAR 1 287</u> bed only <u>ZAR160</u> Breakfast per person	Tel: +27 31 332 1447 Fax: +27 31 332 1483 Email: cldurb.dm@clhg.com Contact Name: Xoli
8.	Garden Court South Beach 73 OR Tambo Parade South Beach, Durban	-Single rates: <u>ZAR 1,270.00</u> bed & breakfast per person	Tel: + 27 31 337 2231 Fax + 27 31 337 4640 Email: gcsouthbeach.reservations@tsogosun.com
9.	Blue Waters Hotel 175 Nell Parade Marine Parade	-Single rates: <u>ZAR 1 263.67</u> Bed & breakfast per person	Tel: +27 31 327 7000 Fax: +27 31 337 5817 Email: reservations@bluewatershotel.co.za Contact Name: Jamie Lea Walker