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## LOGISTICAL INFORMATION NOTE

For:

### Partnership Meeting with Regional Economic Communities and Commissions in the Western Indian Ocean Region

11 – 12 April 2019

**Venue: Garden Court Marine Parade, Durban, South Africa**

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#### **Welcome Note**

The United Nations Environment Programme - Nairobi Convention Secretariat welcomes you to the Republic of South Africa to participate in the Regional Economic Communities Meeting

#### **Venue for the Meeting**

The meetings will be held in Durban, South Africa.

#### **Physical Address**

##### ***Garden Court Marine Parade***

167 OR Tambo Parade, Durban, 4001, KZN, ZA

Telephone: +27 31 337 3341

Email: [gcmarineparade.reservations@tsogosun.com](mailto:gcmarineparade.reservations@tsogosun.com)

Web: <https://www.tsogosun.com/garden-court-marine-parade>

#### Contact Person

Teyana Masters

Reservations Agent G&C

Tel: +27 31 492 4001

Durban Revenue & Reservations Centre

#### **Accommodation**

Participants are encouraged to book their accommodation at Garden Court Marine Parade or in any of the hotels around the meeting venue. Some of the possible hotels are provided in Annex 1 below.

#### **Visa Arrangements**

For nationals of countries requiring visas, application of the visa must be made ahead of your departure as visas are not issued on arrival. UN Environment will assist with invitation letters to allow delegates to apply for their visas. Visa fee is about R425.00 (US\$47 or £43), if applicable (refer to the [list of countries exempt from visa fees](#)). The visas must be affixed in your passport and shown to immigration officials on landing. Applications must be made through South African diplomatic or consular representatives.

All participants are advised to carry their invitation letters, recent passport (valid for no less than 30 days after the expiry of your intended visit), yellow fever card, return or onward ticket.

Yellow fever certificates are required if your journey starts or passes through the yellow fever belt of Africa or South America.

#### **Flight Arrangements**

The Nairobi Convention Secretariat will provide the most direct economy class flight ticket for delegates supported by UNEP- Nairobi Convention. Please note that if you decide to upgrade your flight or extend your stay in South Africa, the Nairobi Convention Secretariat will unfortunately not meet any costs related to the change of your return date (tickets), including meals, accommodation and immigration procedures.

### Airport Transfer and Transport to Meeting Venue

Participants are required to make their own transport arrangements from the airport to their hotels. No transport will be provided during the meeting.

### Daily Subsistence Allowance (DSA)

The Nairobi Convention secretariat sponsored participants will be payed daily subsistence allowance (DSA) in South Africa. The DSA will be provided in the form of cash card to participants upon provision of their **boarding pass during registration** on 11<sup>th</sup> April 2019.

**Please Note:** It is a **UN requirement** that the participants produce their boarding passes for their DSA to be paid.

The DSA rate for Durban is \$210. Any participant who is unable to stay for the duration of the meetings is requested to inform the Nairobi Convention secretariat as soon as possible, so that their daily subsistence allowance can be adjusted accordingly.

### Registration

Participants are kindly requested to register and obtain meeting badges at the entrance of the meeting venue between 0830hrs and 0855hrs on 11<sup>th</sup> April 2019.

### Communication

Personal phone calls will be at the participants expense however, wireless internet will be provided in the hotel thus participants will have access the internet. For more information, please contact the hotel reception. To call South Africa from abroad the country code is +27. South Africa is served by Vodacom, MTN and Cell Camong other mobile network providers.

### Languages

There are eleven (11) official languages in South Africa with Zulu and Xhosa being the most widely spoken languages in the country. The meeting will be conducted in English. The common language used in Durban is Zulu. Some useful Zulu phrases and words:

Phrase	Translation
Yebo	Yes
Cha	No
Ngiyabonga	I thank you
Ngicela	Can I please have...?
Amanzi	Water
Unjani? (Plural: Ninjani?)	How are you?
Kuhle	Good, fine
Ngiya phila. Wena?	I am fine. And you?
Hamba Kahle	Goodbye. (Go well)
Sala Kahle	Goodbye. (Stay well)
Siyabonga	We thank you
Ngifuna	I'm looking for
Malini	How much?

### Weather and Time Zone

- Average temperature in South Africa in April reaches a high of 26°C (78.8°F)
- South Africa receives an average of 6 mm of precipitation in April.
- South Africa is GMT+2
- You can obtain the current weather forecast for South Africa using the link below:  
[https://www.holiday-weather.com/country/south\\_africa/](https://www.holiday-weather.com/country/south_africa/)

## Electricity Supply

In South Africa there are four (4) associated plug types, types C, D, M and N. Plug type C is the plug which has two round pins, plug type D is the plug which has three round pins in a triangular pattern and plug types M and N both have three round pins. South Africa operates on a 230V supply voltage and 50Hz. You can use your electric appliances in South Africa, if the standard voltage in your country is in between 220 - 240 V



**Plug type C**



**Plug type D**



**Plug type M**



**Plug type N**

You are advised to carry a power plug adapter if your appliances do not conform to the above specifications.

## Local Currency and Exchange rate

The unit of currency in South Africa is South African Rand. The most accepted foreign currency is US dollars, but Euros and GBP are easily changed. The Current Exchange rates for against ZAR estimates are as below. These rates are bound to change from time to time:

**1 USD = 14.4348 ZAR**

**1 EUR = 16.3489 ZAR**

**1 GBP = 18.9919 ZAR**

## Credit cards

Most major credit cards (MasterCard, American Express and VISA) are widely accepted. In addition to credit cards, it is advisable to carry easily exchangeable currency in cash.

## Banking hours

Banks are open from Monday to Friday between 0900hrs to 1530hrs, but certain branches may be open longer. Branches in malls follow mall trading hours.

## Health and Insurance

UNEP - Nairobi Convention assumes that as an invited participant to a Nairobi Convention meeting, you are in good health and have no illness that might prevent you from travelling to or participating in the meeting. It is your responsibility to inform the Nairobi Convention Secretariat of any such health impediment prior to accepting the invitation to participate in the above meeting.

The Nairobi Convention Secretariat accepts no responsibility for the death, illness or injury of any participant in a meeting which is not attributable to the performance of services on behalf of the Nairobi Convention.

You are advised to arrange your own travel insurance against sickness, accident and third-party risk for the period of the meeting. The Nairobi Convention will not assume responsibility for any expenditure on insurance, including the following:

- Cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting
- Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants
- Compensation in the event of death or disability of participants in connection with attending the meeting.

**For more information, please contact:**

<b>For Technical Matters:</b>	<b>For Administrative and Logistical matters:</b>
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<p><b>Marlyn Omondi</b> Ecosystems Division United Nations Environment P.O. Box 30552 Nairobi 00100 Tel: +254-20-7625730 E-mail: <a href="mailto:marlyn.omondi@un.org">marlyn.omondi@un.org</a></p>	<p><b>Caroline Cherotich</b> Ecosystems Division United Nations Environment P.O. Box 30552 Nairobi 00100 Tel: +25-20-7621910 Email: <a href="mailto:Caroline.Cherotich@un.org">Caroline.Cherotich@un.org</a></p>

**Annex 1: List of the Possible Hotels in Durban around the Garden Court Marine Parade**

No.	Name	Contacts	Proximity to Meeting Venue	Rate (USD)
1.	<b>Garden Court Marine Parade</b>	+27 31 337 3341 <a href="mailto:gcmarineparade.reservations@tsogosun.com">gcmarineparade.reservations@tsogosun.com</a>	Venue of meeting	88
2.	<b>Protea Hotel Durban Edward</b>	+27 31 337 3681 <a href="mailto:switchboard@proteaedward.co.za">switchboard@proteaedward.co.za</a>	100m to Meeting Venue	100
3.	<b>Parade Hotel</b>	+27 31 337 4565 <a href="mailto:reservations@paradehotel.co.za">reservations@paradehotel.co.za</a>	170m to the Meeting Venue	73
4.	<b>Balmoral Hotel</b>	+27 31 368 8200 <a href="http://www.balmoralhotel.info/en/contact">http://www.balmoralhotel.info/en/contact</a>	150m to Meeting Venue	91
5.	<b>Gooderson Beach Hotel</b>	+27 31 337 5511 Reservations +27 (0) 31 337 4222 <a href="mailto:beach@goodersons.co.za">beach@goodersons.co.za</a>	230m to Meeting Venue	60
6.	<b>Gooderson Tropicana Hotel</b>	+27 31 368 1511 Reservations : +27 (0) 31 337 4222 <a href="mailto:tropicana@goodersons.co.za">tropicana@goodersons.co.za</a>	350m to Meeting Venue	61
7.	<b>Garden Court South Beach</b>	+27 31 337 2231 <a href="mailto:gcsouthbeach.reservations@tsogosun.com">gcsouthbeach.reservations@tsogosun.com</a>	400m to Meeting Venue	76
8.	<b>Metro Lodge Beach</b>	+27 31 337 1109 <a href="mailto:reservations@metrolodge.co.za">reservations@metrolodge.co.za</a>	500m to Meeting Venue	
9.	<b>Pavilion Hotel</b>	+27 31 337 7366 <a href="mailto:bookings@pavilionhotel.co.za">bookings@pavilionhotel.co.za</a>	600m to Meeting Venue	
10.	<b>Onomo Hotel Durban</b>	+27 31 492 3917 +27 87 086 6913 <a href="mailto:reservations.durban@onomohotel.com">reservations.durban@onomohotel.com</a>	900m to Meeting Venue	64