Regional Training Workshop on the SEEA Experimental Ecosystem Accounting for African countries

28 – 31 October 2019
Sheraton Hotel, Pretoria, South Africa

Logistics Note
1. Welcome

The United Nations Environment Programme (UNEP) and United Nations Statistics Division (UNSD), in collaboration with Statistics South Africa, the Gaborone Declaration for Sustainability in Africa (GDSA) and the United Nations Economic Commission for Africa (UNECA) welcomes you to Pretoria, South Africa for the Regional Training Workshop on the SEEA Experimental Ecosystem Accounting for African countries to be held from 28 to 31 October 2019. The workshop will commence with registration at 08:30 on 28 October and conclude with lunch ending 14:00 on 31 October.

2. Visa Arrangements for South Africa

Participants are responsible for checking visa requirements and making their own insurance and visa arrangements before departure, including any required visas for transit or stopover. All travellers, who require a visa for South Africa are requested to obtain their entry visa from the nearest available South African Embassy/Consulate, prior to departure to South Africa well in advance to avoid unnecessary delays.

For further information for visa requirements, please refer to the South African Ministry of Foreign Affairs website (www.dirco.gov.za/foreign/sa_abroad/index.htm), or the Department of Home Affairs website (www.dha.gov.za/index.php/immigration-services/exempt-countries) to confirm exemption status. UNLP holders and SADC region passport holders are VISA Exempted to enter South Africa. Please note that the UNLP is recognized only together with a National passport.

3. Accommodation

Participants are required to make their own hotel reservation or accommodation arrangements.

Please note rooms are being held at the workshop venue, Sheraton Pretoria Hotel, and can be booked subject to availability on a first come first served basis. Participants are encouraged to book as soon as possible.

The negotiated rate is R1300 (approx. USD85) per night, inclusive of taxes and breakfast.

Participants must send their booking requests by quoting the reference: UN Environment Event through to Anita De Figueiredo (anita.defigueiredo@sheratonpretoria.com) and copy Annah Bango (annah.bango@sheratonpretoria.com).

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<tr>
<th>Sheraton Pretoria Hotel</th>
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<tbody>
<tr>
<td>Hotel Website:</td>
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<td>Hotel Address:</td>
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<td>Hotel Coordinates:</td>
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<td>Hotel Contact:</td>
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Below is a list of other recommended hotels that are available within Pretoria:

1) Southern Sun - Pretoria: https://www.tsogosun.com/southern-sun-pretoria
2) Sierra Burgers Park: https://www.sierrahotels.co.za/sierra-burgers-park/
3) Protea Capital Hotel: https://protea.marriott.com/
4) Manhattan Hotel: https://www.manhattanhotel.co.za/
Note: In light of recent xenophobic attacks in South Africa, participants are highly encouraged to choose Sheraton Pretoria or stay in the recommended hotels. Please note that the organizers cannot be responsible for participants’ personal or material safety before, during or after the workshop. Participants are responsible for arranging their own travel insurance.

4. Transport from Airport to Hotel

Oliver Reginald Tambo International Airport (OR Tambo) – the main international airport - is located approximately 39 min (53.7 km) via R21 from the Sheraton Pretoria Hotel.

Statistics South Africa will provide airport collection and drop-off services for participants. Your flight itinerary details will be provided to Statistics South Africa to coordinate pick-up and drop-off times and locations. Further information will be communicated in the week prior to the workshop. For any queries regarding this service please contact Lefupana Mahlomola Martin on mahlomolal@statssa.gov.za.

5. Daily Subsistence Allowance (DSA), Terminal Expenses and Airline Tickets

Participants travelling from outside Pretoria will be provided the DSA and terminal expenses to cover accommodation, meals, local transport and other incidental expenses. As at 18 September 2019, the DSA rate for Pretoria is USD 163, but it could change by October 2019. Meeting participants will receive approximately 75% of the DSA in advance, the balance will be paid upon submission of your boarding passes. Terminal Expenses will be provided to cover transport/taxi costs incurred to and from the airport in your home country only; as above, transport to/from O.R. Tambo airport is provided free-of-charge by Statistics South Africa.

Participants airline tickets will be arranged by UN Environment. For any queries please contact Dustin Wenzel (dustin.wenzel@un.org) or Sarah Cheroben (sarah.cheroben@un.org).

6. Currency

The official currency in South Africa is Rand (ZAR) usually indicated as R. There are exchange desks in many areas of South Africa. Major hotels accept credit cards and cash point machines are available throughout the city. It is advised not to use freelance exchange persons who offer to exchange currency around airports, train stations and in main city centres.

7. Communication and Internet services

The country code is +27. The major South African mobile operators are (MTN, VODACOM, CELL C, VIRGIN MOBILE and TELKOM SA) which cover almost the whole territory of the country. Areas such the airport, restaurants, and malls have WI-FI zones that enable visitors to use the Internet.

8. Power voltage:

In South Africa the standard voltage is 230 V and the frequency is 50 Hz. The plugs in South Africa are of very specific type with round pins:

If your appliances have a different shape, you may need a plug adapter.
9. Weather and Time zone:

For weather conditions in Pretoria, check:

The time zone in Pretoria is GMT +2

10. Health Information

South Africa has a few of Public and Private Hospitals that can respond to a wide range of medical conditions. Health care in South Africa varies from the most basic primary health care, offered free by the state, to highly specialized, hi-tech health services available in both the public and private sector. Some vaccines are recommended or required for South Africa. The CDC and WHO recommend the following vaccines for South Africa: typhoid, hepatitis A, hepatitis B, cholera, yellow fever, rabies, and influenza. You will also need to update your common vaccinations. At the airport, customs officials may ask to see prescriptions for any medication you bring into the country. It is highly recommended for participants to make their travel (medical) insurance plans before leaving their home countries. The organizers will not be able to assist with insurance or any medical expenses incurred.

11. Water

South Africa is one of the few countries in the world where tap water is still regarded as relatively safe to drink, particularly in big cities such as Pretoria and Cape Town. Tap water is recommended for cooking also. Bottled water is also recommended and is readily available in all supermarkets and shops.

12. Emergency numbers

- 10111 can be dialled from anywhere in South Africa and is the single number for all types of emergencies: fires, gas accidents, medical and police emergencies:
- 112 is the common emergency telephone number that can be dialled free of charge from most mobile telephones in order to reach emergency services (ambulance, fire and rescue, police)

13. Security Information

The Security level in South Africa is 1 (low minimal). According to UN Security Policy Manual Chapter IV, Security Clearance (SC) request is mandatory for official travel to any location, regardless of the Security Level. The travel advisory for South Africa can be found at: TRIP Security Advisory for South Africa.

In the wake of recent xenophobic attacks in South Africa, participants are highly encouraged to stay in the recommended hotels. In addition, participants should minimise movements around the city, particularly at night, and exercise extra vigilance and caution. Further security information may be provided as necessary. Please note the below UNDSS South Africa security contact information.
14. Contact information

For information concerning the arrangements for the meeting, please contact Dustin Wenzel (dustin.wenzel@un.org) or Sarah Cheroben (sarah.cheroben@un.org).

15. Other useful information

Visiting Pretoria

For information about Pretoria, tourist attractions and restaurants please visit: https://www.south-african-hotels.com/region/pretoria

Pretoria: Tourist Attractions

- Union Buildings
- National Zoological Gardens
- Freedom Park