



# Open Government Partnership Africa Regional Conference

"Open Government for Africa's Sustainable Development"

5-6 May 2016

# TRAVEL INFORMATION PACK



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Visitors' visas are for international travellers (citizens of other countries) who have permanent residence outside South Africa and who wish to visit the country on a temporary basis for tourism or business purposes for a period of 90 days or less.

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### Geography

Situated at the southern tip of Africa, South Africa is 1 233 404km<sup>2</sup> in size and is edged on three sides by nearly 3 000km of coastline, with the Indian Ocean to the east and the Atlantic Ocean to the west. The country is bordered in the north by Namibia, Botswana, Zimbabwe and Mozambique, and also encloses two independent countries, the kingdoms of Lesotho and Swaziland.

#### **Capitals**

South Africa has three capitals: Cape Town (legislative), Pretoria (administrative) and Bloemfontein (judicial).



The Union Buildings, Pretoria. Image courtesy of Michael Jansen

#### **Political system**

Since the first post-apartheid elections in 1994, South Africa has had a democratic government. The Constitution is regarded as an example to the world and enshrines a wide range of human rights protected by an independent judiciary. The head of the country is the president. The current incumbent is Jacob Zuma, who is the head of the ruling party, the African National Congress.



# Currency

South Africa's currency is the rand, which offers visitors great value for money. The rand comes in a range of coins (R1 = 100 cents) and note denominations of R10, R20, R50, R100 and R200.

You can exchange currencies at the airport, most hotels and banks. The exchange rate of most ATM machines (Visa or Mastercard) is usually convenient, however we advise to first check with your bank for additional service charges which may apply. Banks are usually open Monday through Friday, from 8:30 a.m. to 3:30 p.m. Saturday 09:00 am to 01:00 pm

Most retail establishments accept credit and debit cards. However, we strongly suggest carrying Rands with you, as smaller shops often only take cash.

#### Climate

South Africa is known for its long sunny days, hence the title, 'Sunny South Africa'. Most of the nine provinces have summer rainfall, except for the Western Cape, which experiences winter rainfall. The high-lying areas of the interior can be chilly in winter. The South African Weather Service uses the following dates for seasons:

Spring: September, October, and NovemberSummer: December through FebruaryAutumn: March, April, MayWinter: June through August

# Languages

South Africa is a multilingual country and there are 11 official languages, namely: English, Afrikaans, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, Siswati, Tshivenda and Xitsonga. Although only about 10% of the population has English as its mother tongue, English is the language most widely understood, and is the second language of the majority of South Africans.





#### Religions



About 80% of South Africa's population is Christian. Other major religious groups include Hindus, Muslims, Jews and Buddhists. A minority does not belong to any of the major religions. The Constitution guarantees freedom of worship.

# Electricity

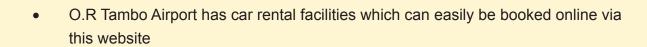
- The South African electricity supply is 220/230 volts AC 50 HZ.
- Most plugs are 15 amp 3-prong or 5 amp 2-prong, with round pins. If an adaptor is called for, consider bringing one with you, although they can be purchased locally.
- US-made appliances may need a transformer.
- Most hotel rooms have 110 volt outlets for electric shavers and appliances.

# Airports

South Africa's three major international airports are OR Tambo International Airport (Johannesburg); Cape Town International Airport; and King Shaka International Airport (Durban). There are also many regional airports, including the Kruger Mpumalanga International Airport in Mbombela (Nelspruit).

OR Tambo International Airport is an international airport which is a major airport situated in Kempton Park in Gauteng which is near Johannesburg. **O**R Tambo Airport is the hub for most international and domestic travel from and in South Africa. The OR Tambo Airport is also the centre for South African Airways which is South Africa's largest domestic and international flight carrier as well as local airlines that fly domestically





- O.R Tambo Airport has hotels
- There are also shuttle buses available to transport you in and around O.R Tambo International Airport.

Cape Town International Airport has domestic and international terminals, connected by a central terminal. Several international airlines offer direct flights to Cape Town, including from London, Amsterdam and Windhoek. All of South Africa's airlines fly to Cape Town, with the route between Cape Town and Johannesburg particularly well served.

The airport is 22 kilometres from the city centre, with a range of transport options to get you where you need to go, including car rental services, metered taxis and private shuttle services. Travellers are advised to arrive at the airport at least one-and-a-half hours before the departure time of their domestic flight, or three hours before the departure time of an international flight.

ACSA flight information: +27 (0)86 727 7888.

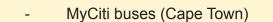
www.acsa.co.za

#### **Ground Transport**

South Africa has an extensive road infrastructure including national highways and secondary roads. Speed limits are set at 120km/h on highways; 100km/h on secondary roads; and 60km/h in urban areas.

South Africa is well serviced by the various modes of public transport. A primary public transport. The following transport services may be used:



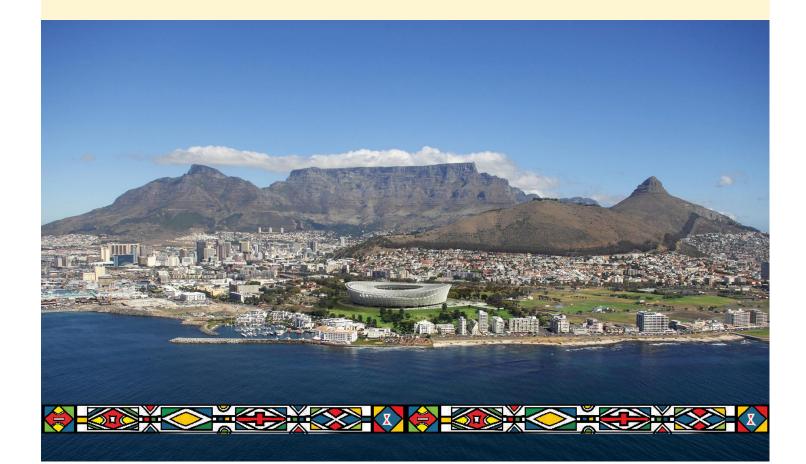


http://centurycity.co.za/uploads/files/MyCiTi%20Century%20City%20Pamphlet.pdf

- Taxis
- Buses
- Courtesy vehicles through hotels
- Uber
- Car rental services

# Disability

There are facilities for disabled people. All major hotels will have facilities for disabled people. When renting a vehicle, discuss special needs and parking dispensations with the car-hire company.





On entry to South Africa, a visa is considered to be a visitor's permit. The permit's period of validity is calculated from the date of entry into the country and will be set out under the heading "conditions" on the visa label. You must ensure that you apply for the correct visa/ permit. Entry in the country may be refused if the purpose of visit was not correctly stated.

Requirements for visitor's visas differ from country to country (**click here to see which countries are currently exempt**) and the requirements are subject to change. As each application is treated as an individual case and you should make enquiries with your nearest South African mission or consulate abroad or any office of the Department of Home Affairs to see whether or not you are required to apply for a visa.

Remember that there is a fee charged for issuing a visa, and you should check the cost with the office as well as this is updated annually. The fee is payable in different currencies in different countries.

Visas are not issued at South African ports of entry, and airline officials are obliged to insist on visas before allowing passengers to board. If you arrive without a visa, immigration officials are obliged to put you onto a flight back to your home country.

Foreigners with long term status (work permits/permit residence) in the neighbouring countries who transit the Republic to return to their employment or residence are not subject to the transit visa, provided they are in possession of proof of their status.

#### South African visitors' visas may be granted for:

- visits to family or friends and also for tourism purposes
- business purposes
- spouse to join a spouse who is in South Africa on a work or study permit
- children to join parents who are in South Africa on work or study permits
- fiancée/ fiancé to join his or her partner with the intension of marrying within 90 days



- study purposes (max stay 3-months)
- charitable or voluntary activities
- research
- conferences
- to work in the production of an movie or show (i.e. in the entertainment industry)
- for medical purposes (max stay 3-months)
- sport events

#### Documents required to apply for a visa

- A passport or travel document valid for no less than 30 days after the expiry of your intended visit
- Your passport must have at least TWO unused page for entry / departure endorsements
- A completed Form BI-84 (application for a visa)
- Payment of the prescribed fee
- A yellow-fever vaccination certificate (if required)
- Statement and/or documentation confirming the purpose and duration of your visit





- Two colour passport photographs
- A return or onward ticket if you are travelling by air
- If you have children (minors) travelling with you or joining in South Africa, you will need to provide the following additional documents
  - Proof of guardianship or custody or
  - Consent from the guardian in the case of an unaccompanied minor
- Proof of financial means to pay for your living expenses while in South Africa in the form of:
  - o Bank statements
  - Salary advances
  - Undertakings by the host(s) in South Africa
  - o Bursary
  - $\circ \quad \mbox{Medical cover or} \quad$
  - Cash available (including credit cards and travellers' cheques)





#### **Requirements for entering South Africa**

#### You will need the following if you wish to visit South Africa:

- A valid and acceptable passport or travel document for your intended stay
- At least one blank page in your passport for endorsements
- A valid visa, if required
- Sufficient funds to pay for your day-to-day expenses during your stay
- A return or onward ticket
- Yellow fever certificates if your journey starts or entails passing through the yellow fever belt of Africa or South America.

#### Types of visas

- Visas for medical treatment
- Visas for working in the entertainment industry
- Visas for attending a conference
- Visas for compliance of Treaty conditions
- Visas for crew (maritime)
- Visas for cultural / economic / social exchange programmes
- Transit visas (foreigners en-route to the neighbouring countries)

#### Visa for people requiring medical attention

This visitor's visa is issued to people who want to visit South Africa for medical treatment of less than three months.



#### All applications for visits for medical purposes must:

 Include a letter from a medical practitioner or medical institution, indicating the nature of the ailment, the reason/ necessity for treatment, the period of treatment and particulars of the appointment/s made in South Africa

- Include full details of the person or institution responsible for the medical expenses and hospital fees. If your medical scheme or employer will be liable for the expenses incurred, proof of medical cover must be submitted
- People who require medical treatment for longer than three months must apply for a temporary residency permit.
- Emergency patients transported by emergency flights or vehicles will be allowed entry if they do not have a visa. Immigration officers will facilitate their entry by not applying clearance procedures.
- However, The person in charge of the emergency flight (or the pilot, the driver of the vehicle or the aircraft /vehicle owner) must report the entry and presence of the patient as soon as possible to an office of the Department of Home Affairs
- An immigration officer will visit the patient and if necessary, will issue the necessary medical permit. If the patient does not have a valid passport, she/he will be issued with a permit to legalise his or her stay for the duration of his or her hospitalisation.





For more information visit the South African Department of Home Affairs website: Department of Home Affairs - HOME

Don't forget that there are certain goods that you cannot bring into South Africa and other goods on which duties need to be paid.

• Customs requirements:

http://www.sars.gov.za/ClientSegments/Customs-Excise/Travellers/Pages/Arrival-in-SA.aspx

Agricultural requirements:

http://www.daff.gov.za/daffweb3/Services/Imports

#### **Provinces**

There are nine provinces in South Africa, namely: Eastern Cape, Free State, Gauteng, KwaZulu-Natal, Limpopo, Mpumalanga, Northern Cape, North West and Western Cape.

# **Africa Regional Conference Information**

The conference will be held in the Western Cape, Cape Town which is South Africa's **Mother** City. Cape Town is home to the world-famous Table Mountain and Robben Island. With an international airport and busy port, the city is a bustling metropolis that is particularly popular with international travellers for its cultural mix, urban sophistication and stunning scenery.

#### Date: 5 - 6 May 2016

Temperature during the month of May is characterized by *gradually falling* daily high temperatures, with daily highs ranging from 21°C to 19°C over the course of the month, exceeding 26°C or dropping below 16°C only one day in ten. For more detailed weather information and long-term weather forecasts, visit www.weathersa.co.za.





Venue: Century City Conference Centre, Cape Town, South Africa

A dynamic, versatile and high-tech conference centre in Century City, Cape Town. With the capacity to accommodate 1900 guests across 20 different venues, the Century City Conference Centre provides the ideal location for a wide variety of events.

Website: http://ccconferencecentre.co.za/

Contact: 021 204 8000

Email: events@ccconferencecentre.co.za

Physical Address: No. 4 Energy Lane Bridgeways Precinct Century City 7441

#### Working Languages

All sessions will be held in English and French.

#### **Dress code**

Dress at the OGP Africa Regional Conference will be business casual.

#### Hotels around conference venue

Accommodation is available at the hotels listed below. The reference number provided is for delegates booking the reserved rooms and please note that these are not guaranteed as they will largely depend on availability.





- Century City hotel: +27 21 204 8000 Reference number- 325701
  Century City Conference Centre
- 2. African Pride Crystal Towers and Spa: Tel +27 (0) 21 525 3888

#### Reference number-976957

Crystal Towers Hotel & Spa – African Pride Hotels | Luxury Hotel

3. Colosseum hotel: Tel T: +27 21 526 **4000** 

(unable to reserve rooms on a provisional basis).

http://www.colosseum.co.za/

Stay Easy Century City: +27 (0) 21 492 0404 Reference – 3706682
 https://www.tsogosun.com/stayeasy-century-city

Should you not be able to secure accommodation at these hotels, please visit

http://capetown.hotelguide.co.za/

# **General safety Tips**

- Keep valuables locked away i.e. watches or jewellery, flash expensive cameras.
- Traffic flows on the left side of the road in South Africa. Always pay close attention to the flow of traffic, especially when crossing the street. Look right for approaching traffic.

Please visit this link for more safety tips:

https://www.capetown.gov.za/en/visitcapetown/Pages/Safety.aspx



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