



**CONVENTION ON
BIOLOGICAL DIVERSITY**

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ENGLISH ONLY

**CAPACITY-BUILDING WORKSHOP FOR SOUTHERN AND EASTERN AFRICA ON
IMPLEMENTING NBSAPs AND MAINSTREAMING BIODIVERSITY**
4-8 February, Rustenburg, South Africa

INFORMATION NOTE FOR PARTICIPANTS

1. VENUE

The Capacity-Building workshop for Southern and Eastern Africa on implementing NBSAPs and mainstreaming biodiversity will be held from Monday, 4 to Friday, 8 February 2008 at:

Kedar Country Hotel and Conference Centre
Plot 6 Boekenhoutfontein
Boshoek
0301- South Africa
Telephone: +27 11 950 6000
Fax: +27 11 957 3212
Web site: <http://kedarcountry.warwickhotels.com/>
Email: tamra@rali.co.za

2. OPENING AND REGISTRATION

The opening of the workshop will be on Monday, 4 February 2008 at 8.30 a.m. and registration will take place at the meeting venue in the afternoon of 3 February 2008. The workshop is expected to wrap up in the evening of Thursday, 7 February 2008.

3. WORKING LANGUAGE OF THE WORKSHOP

The Workshop will be held in English.

4. DOCUMENTS

Participants are kindly reminded to bring their own copies of the pre-session documents, as there will be no extra copies made available on site during the workshop.

Pre-session documents will be made available on the Secretariat's web site at:
<http://www.cbd.int/doc/meeting.aspx?mtg=NBSAPCBW-SEAFR-01>

Participants are also requested to bring relevant documents from their countries and/.or organizations. Further information is available at <http://www.cbd.int/nbsap/workshops.shtml>

5. VISAS

Participants from countries listed under **annex** attached hereto **require** a visa to enter South Africa.

Participants requiring a visa are advised to approach **as soon as possible** the nearest South African diplomatic or consular missions in your country of your residence in order to secure the required visa, prior to departure. It should be noted that air line companies will not allow boarding in the absence of a valid entry visa.

For more information and updates on the visa procedure and South African diplomatic and consular missions in your country of residence, please visit the following web sites of the Ministry of Foreign Affairs of South Africa:

- **Visa requirements:** http://home-affairs.pwv.gov.za/visa_detail.asp#req
- **South African representations abroad:** <http://home-affairs.pwv.gov.za/visas.asp>

To facilitate the issuance of visas, the Secretariat will issue, upon request, invitation letters to be attached to the visa applications.

Participants requiring any assistance or experiencing difficulties in accessing the above-mentioned sites should directly contact the designated focal person: Ms. Maria Mbengashe. Her coordinates are as follows:

Ms. Maria Mbengashe
Chief Policy Advisor: Biodiversity and Marine International Cooperation
Department of Environmental Affairs and Tourism (DEAT)
Private Bag X447
Pretoria, 0001
Telephone: +27 12 310 3845
E-mail: mmbengashe@deat.gov.za

6. ARRIVAL AT JOHANNESBURG INTERNATIONAL AIRPORT

The “Johannesburg International Airport” is about 180 km from the Kedar Country Hotel and Conference Centre.

A shuttle service from the airport on 3 February, 2008 has been arranged for participants. Participants will be asked to identify themselves to local staff on arrival. Departure time will be provided in due course.

Non-Sponsored participants are requested to provide their arrival and departure dates and times, including flight details as soon as possible, but no later than **8 January, 2008**.

7. HOTEL ACCOMMODATION

A block booking has been made on behalf of **all participants** at the Kedar Country Hotel and Conference Centre, including room and all meals.

Kedar Country Hotel and Conference Centre
Plot 6 Boekenhoutfontein
Boshoek
0301- South Africa
Telephone: +27 11 950 6000
Fax: +27 11 957 3212
Web site: <http://kedarcountry.warwickhotels.com/>
Email: tamra@rali.co.za

It should be noted that the CBD Secretariat will settle the hotel accommodation on behalf of the sponsored participants, including airport transfer. All extras, such as telephone, bar, laundry, e-mail, restaurant, unauthorised early arrival or late departure, etc. are at their own costs and must be settled (separately) upon checking out.

For self-funded delegates, the daily rate ranges from 875 ZAR to 910 ZAR (approx. USD 131 to 136), depending on the type of the room. For Sunday, 3 and Wednesday, 6 February, the rates are lower and will vary from 655 ZAR to 735 ZAR (approx. USD 98 to 110). The rates are inclusive of all meals.

The Kedar Country Hotel accepts major credit cards, such as, Visa, Master Card, American Express, etc. Self-funded participants will be asked to provide their credit cards upon arrival.

It should be noted that all participants **must confirm** their reservations, **no later than 8 January 2008**, to the Secretariat and notify any change in their expected dates and times of arrival/departure. **Pass the deadline of 8 January 2008**, rooms which have not been confirmed by the Secretariat will be freed automatically and availability and room rates will not be guaranteed by the hotel.

8. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCE (DSA)

The participants sponsored by the CBD Secretariat will receive the relevant portion of DSA to cover incidental expenditures.

9. CURRENCY AND RATE OF EXCHANGE

The official currency in South Africa is the Rand (ZAR). The current exchange rates as of 10 December, 2007 are as follows:

- 1 US Dollar = 6.67 South African (ZAR)
- 1 South African Rand (ZAR) = 0.150 US Dollar (USD)

10. TIME ZONE

South Africa is UTC/GMT + 2 hours.

11. WEATHER CONDITIONS

During the summer months, the temperatures range from 22°C to 35°C. More information on weather is available at the following web site:

<http://www.weathersa.co.za/Menu/WXandCProvince.jsp?provID=4>

For more information about South Africa, please go to:

[http://www.sa-venues.com/tourist_and_visitor_information .htm](http://www.sa-venues.com/tourist_and_visitor_information.htm).

12. VOLTAGE

Voltage and frequency in South Africa is 220 V 50 Hz.. Participants may wish to bring their own adaptors to fit the type of sockets shown below.



13. DISCLAIMER

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure, prior to departure, international medical insurance for the period of participation.

14. FOCAL PERSONS

For preparation of the workshop and confirmation of participation:

Ms. Camellia Ibrahim

camellia.ibrahim@cbd.int

Telephone: + 514 287 8702

With copy to Ms. Nathalie Annoual

nathalie.annoual@cbd.int

Telephone: +1 514 287-7020

Travel agent for sponsored participants:

Mr. Nader Ibrahim

Telephone.: + 1 613-234-6797

Fax: + 1 613 233-7813

Email: nader@atmki.com

For assistance on arrival in South Africa:

Ms. Anél Massyn

German Technical Co-operation (GTZ)

Telephone: +27 12 423 5900

Mobile: +27 (0) 82 459 1474

E-mail: anel.massyn@gtz.de

For questions related to the host country:

Ms. Maria Mbengashe

Chief Policy Advisor: Biodiversity and Marine International Cooperation

Department of Environmental Affairs and Tourism (DEAT)

Private Bag X447

Pretoria, 0001

Telephone: +27 12 310 3845

E-mail: mmbengashe@deat.gov.za

Annex

**LIST OF COUNTRIES WHOSE NATIONALS REQUIRE A VISA TO ENTER SOUTH AFRICA
(CURRENT VISA FEES ARE ZAR 425 (APPROX. USD 64)
(ACCORDING TO THE WEB SITE OF THE MINISTRY OF FOREIGN AFFAIRS OF SOUTH
AFRICA)**

http://home-affairs.pwv.gov.za/visa_detail.asp#req

Country	Condition
Afghanistan	
Albania	
Andorra	
Angola	
Armenia	
Australia	Exempt under certain conditions. Click here http://home-affairs.pwv.gov.za/visa_schedule.asp
Austria	
Azerbaijan	
Bahamas	
Bahrain	
Belarus	
Belgium	
Belize	Only subject to visa fees for visits exceeding 30 days
Benin	Only subject to visa fees for visits exceeding 30 days
Bhutan	
Bosnia/Herzegovina	
Brunei	
Burkina Faso	
Myanmar	
Burundi	
Byelorussia	
Cambodia	
Cameroon	
Canada	
Central African Republic	
Chad	
China (People's Republic)	
Comoros	
Cote D'Ivoire	
Croatia	
Cuba	
Benin	

Democratic Republic of the Congo	
Denmark	
Djibouti	
Dominican Republic	
El Salvador	
Tuvalu	
Eritrea	
Estonia	
Ethiopia	
Equatorial Guinea	Only subject to visa fees for visits exceeding 30 days
Fiji	
Finland	
France	
Gabon	Only subject to visa fees for visits exceeding 30 days
Gambia	
Georgia	
Germany	
Ghana	
Kiribati	
Greece	
Greenland	
Grenada	
Guadeloupe	
Guatemala	
Guinea-Bissau	
Haiti	
Honduras	
Hong Kong	Only subject to visa fees for visits exceeding 30 days
Iceland	
Indonesia	
Iran	
Iraq	
Italy	
Jamaica	
Japan	
Cambodia	
Kazakhstan	
Kenya	Only subject to visa fees for visits exceeding 30 days
Kyrgyzstan	
Korea (Republic of/South)	Only subject to visa fees for visits exceeding 30 days
Korea (People's Republic/North)	

Laos	
Latvia	
Lebanon	
Liberia	
Libya	
Lithuania	
Luxemburg	
Madagascar	
Malaysia	Only subject to visa fees for visits exceeding 30 days
Mali	
Marshall Island	
Martinique	
Mauritania	
Mexico	
Micronesia	
Moldavia	
Monaco	
Mongolia	
Morocco	
Mozambique	
Mozambique	
Nepal	
Netherlands	
New Guinea	
New Zealand	
Nicaragua	
Niger	
Nigeria	
Norway	
Oman	
Pakistan	
Panama	
Papua New Guinea	
Philippines	Only subject to visa fees for visits exceeding 30 days
Poland	
Portugal	
Puerto Rico	
Romania	
Russian Federation	
Rwanda	
San Marino	

Sao Tome & Principe	
Saudi Arabia	
Sierra Leone	
Singapore	
Slovenia	
Somalia	
Spain	
Sri Lanka	
St Lucia	
Sudan	
Surinam	
Syria	
Tajikistan	
Tanzania	
Thailand	Only subject to visa fees for visits exceeding 30 days
Togo	
Trinidad and Tobago	
Tunisia	
Turkey	Only subject to visa fees for visits exceeding 30 days
Turkmenistan	
Tuvalu	
Uganda	
Ukraine	
United Arab Emirates	
United States of America	Exempt under certain conditions. Click here http://home-affairs.pwv.gov.za/visa_schedule.asp
Uzbekistan	
Venezuela	
Vietnam	
Western Sahara	
Yemen	