



Ministerio  
de Relaciones  
Exteriores



Schweizerische Eidgenossenschaft  
Confédération suisse  
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Confederaziun svizra

Canada 

# Inter-Regional Meeting of the Women, Peace and Security Focal Points Network

## Logistics Note



*Taking Practical Action to Implement the WPS Agenda  
through Inter-Regional Cooperation*

6 - 7 December 2022, Pretoria, South Africa



## 1. MEETING VENUE

The meeting will be held at the Department of International Relations and Cooperation; OR Tambo Building, located at 460 Soutpansberg Rd, Rietondale, Pretoria, 0084

## 2. MEETING WEBPAGE

Please visit the meeting webpage for updates on the event:  
<https://wpsfocalpointsnetwork.org/pretoria-meeting>

## 3. VISA AND ENTRY REQUIREMENTS

South African Missions abroad have been informed to issue visas to confirmed participants, provided a letter of invitation is submitted and that they are not prohibited or undesirable in terms of Immigration Act, 2022, as amended.

To gain admission to South Africa, it is necessary to be in possession of visas obtainable from South African Missions abroad, if the persons concerned are citizens of countries subject to visa control. Confirmed participants requiring a visa will receive a letter of invitation via the WPS Focal Points Network Secretariat.

All delegates' passports must be valid for at least 30 days beyond the intended date of departure from the Republic of South Africa and should contain at least two unused visa pages when presenting the passport for the purposes of endorsing a visa.

**Immunization** for yellow fever is an entry requirement if the journey starts or entails passing through the yellow fever belt of Africa or South America. The immunization must be done **10 days prior to arriving in South Africa**.

Please refer to the website <http://www.dha.gov.za/> for further information.

Kindly note where applicants originate from countries where South Africa has no Mission, the visa application should be **couriered or posted by registered mail** to the country's accredited Mission.

## 4. TRANSPORTATION FROM THE AIRPORT TO PRETORIA

Transportation from Johannesburg - OR Tambo International Airport to Pretoria is possible by:  
**HOTEL SHUTTLE** - Please contact your hotel to organize airport transfer.

**TRAIN:** (Note: The first and last trains are at 5:30 AM and 8:30 PM respectively)

<https://www.johannesburg-airport.com/gautrain.html>

**TAXI:** <https://www.johannesburg-airport.com/taxi.html>

## 5. HOTEL RESERVATIONS

- [Protea by Marriott Hotel Pretoria Loftus Park](#)

416 Kirkness St, Arcadia, Pretoria, 0007; Loftus Park [+27 12 030 0420](tel:+27120300420)

- [Sheraton Pretoria Hotel](#)

643 Corner Stanza Bopape (Church), Wessels St, Arcadia, Pretoria, 0007; [+27 12 429 9999](tel:+27124299999)

- [Southern Sun Pretoria](#)

Corner of Steve Biko and Stanza Bopape, Arcadia, Pretoria, 0083 [+27 12 444 5500](tel:+27124445500)

## 6. TRANSPORTATION FROM HOTELS TO THE VENUE

Meeting organizers will provide shuttle service from the hotels listed above, to and from the meeting and excursion venues.

## 7. INTERPRETATION

The working languages of the meeting are English, French, and Spanish. Simultaneous interpretation into these languages will be provided.

## 8. DRESS CODE

Dress code is business casual. Formal/semi-formal/traditional for dinner on December 6.

## 9. EXCURSION

The excursion will include a visit to Freedom Park in Pretoria. It is advised to dress comfortably, including walking shoes.

## 10. MEALS / REFRESHMENTS

The organizers will cover tea and coffee breaks as well as lunch during the event days. Dinner will be provided on December 6.

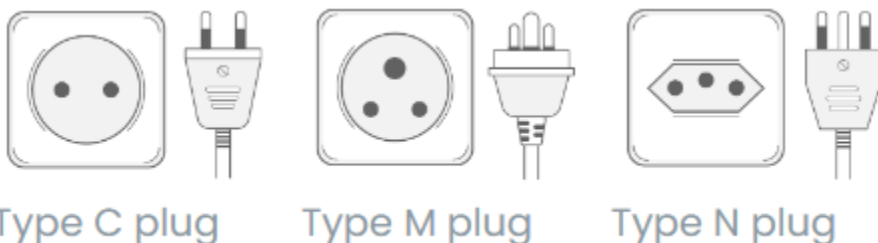
## 11. COVID-19

Please monitor the latest updates and COVID-19 requirements to enter South Africa at [COVID-19 South African Coronavirus News And Information. \(sacoronavirus.co.za\)](http://sacoronavirus.co.za)

## 12. ADDITIONAL INFORMATION

### Electrical Appliances

Please note the [South African plug](#) types and ensure to purchase the correct adaptor or converter based on the plugs of the appliances you have.



All power sockets in South Africa provide a standard voltage of 230V with a standard frequency of 50Hz. You can use all your equipment in South Africa if the outlet voltage in your own country is between 220V-240V. This is the case in most of Europe, Australia, the United Kingdom, and most countries in Africa and Asia. If the standard voltage in your country is in the range of 100V-127V (which is most common in the US, Canada, and countries in South America) you might need a voltage converter in South Africa.

### Travel and Health Insurance

It is the responsibility of each participant to have adequate travel and health insurance for the whole duration of this trip. The organizers cannot be held liable for any incidents related to the travel to or within South Africa.

### Temperatures

The temperature in Pretoria during the meeting may range from 17.5°C to 28.5 °C. Check the weather forecast at [SAWS Home - WeatherSA Portal](#) before your arrival. A light scarf or jacket might be needed in the evening.

### Currency, Credit Card

The South African rand, or simply the rand, (sign: R; code: ZAR) is the official currency of South Africa.

All major credit cards are accepted in most restaurants, hotels, and shops in Pretoria.

## 13. POINTS OF CONTACT

If you encounter any problems before or during the meeting, you may reach out to the following:  
THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION (DIRCO)

- Ms. N Malefane (WPS Focal Point): MalefaneN@dirco.gov.za; 012 351 0002
- Ms. Sayuri Govender: GovenderS3@dirco.gov.za; 012 351 0927
- Ms. PE Ravhura: ravhurap@dirco.gov.za; 012 351 9233
- Ms. B Makwati: makwatib@dirco.gov.za ; 012 351 1229

- Ms. S Moguerane: MogueraneS@dirco.gov.za ; 012 351 0391

#### UN WOMEN

- Ms. Harriette Williams Bright (Secretariat Coordinator): h.williamsbright@unwomen.org
- Ms. Shadi Rouhshahbaz: shadi.rouhshahbaz@unwomen.org
- Ms. Fafali Alai: fafali.alai@unwomen.org
- Ms. Molline Marume: molline.marume@unwomen.org
- Ms. Puleng Mkhathshwa: mkhatshwa@unwomen.org

All Enquiries: WPSfocalpointsnetwork@unwomen.org

*We look forward to welcoming you in Pretoria soon!*

