

**Conference on Leadership and Management of
National Meteorological and Hydrological Services in Africa
Boksburg, South Africa, 18 to 22 November 2019**

Information Note for Participants

1. Venue

At the kind invitation of the Government of the Republic of South Africa, the Conference on “Leadership and Management of National Meteorological and Hydrological Services in Africa” is scheduled to be held at the Birchwood Hotel & O.R. Tambo Conference Centre in Boksburg, South Africa from 18 to 22 November 2019. The plenary venue and additional breakaway rooms have been secured for this conference.

Birchwood Hotel & O.R. Tambo Conference Centre
14 View Point Rd, Bardene
Boksburg, 1456
South Africa

The opening ceremony will commence at 09:00 AM, on Monday, 18 November 2019 at the above stated venue. Parallel to this will be side exhibitions facilitated by strategic partners in the meteorological development value chain. You are also advised that a Gala-dinner has been arranged during the course of the conference, the date of this event shall be communicated in due course.

2. Working languages

During this conference, simultaneous interpretation in two WMO official languages (English and French) will be provided in the main conference room.

3. Documents

WMO, in collaboration with the South African Weather Service (SAWS) shall provide learning materials, covering the identified conference themes, in English and French. An independent institution has been secured to facilitate the programme topics and related workshop activities; as well as the facilitation of dialogues during the conference.

The conference documents before and during the Conference and its report will be posted on the [WMO Moodle Platform](#), this is in line with WMO greening efforts to promote paper-smart meetings. Therefore, participants are kindly invited to bring internet-enabled portable computers, that are capable of working in paper-smart mode during the session.

4. Internet facilities

Wireless Internet connection will be available in the main conference room and at the premises.

5. Plugs and sockets

Please be advised that the most commonly used plugs in South Africa are the two types provided below. Delegates are advised to bring along universal adapters.



3-Pin round Plug



3-Pin Red Plug with a flat top

6. Accommodation

WMO in collaboration with SAWS have made a fixed accommodation arrangement for all conference participants, at the Birchwood Hotel & O.R. Tambo Conference Centre, within the premises of the Conference venue. The expenses of WMO sponsored participants will be covered by WMO through SAWS. The SAWS will offer complimentary lunches from 18 to 22 November 2019 at the Conference venue.

Self-supported participants will have to cover their expenses while they can still benefit from a negotiated rate of the ZAR 1'440 (approx. USD 97 per person/per day) including service, tax, breakfast, and dinner depending on the availability of the rooms at the hotel. More information is available at:

<https://www.birchwoodhotel.co.za>

7. Shuttle service on Arrivals & Departures

Please be notified that the Birchwood Conference Centre has made available a shuttle service for Airport Collections upon arrival as well as during departures. Kindly refer to the attached **Annex A: Airport Shuttle Times** outlining the shuttle schedules and pick up points. Additionally, the Birchwood Conference Centre has a daily shuttle to transport delegates to nearby shopping malls.

Should you experience any challenges at the airport, relating to shuttle pick-up points, lost luggage, currency exchange and SIM card purchase, upon arrival, kindly approach the Information desk, located in the arrival halls of Terminal A and B.

<https://www.birchwoodhotel.co.za/wp-content/uploads/2017/08/Airport-Shuttle-Times.pdf>

8. Immigration and visa formalities

All delegates entering the Republic of South Africa should be in possession of a valid national passport (valid for at least six months before expiry date). The member countries requiring visas to enter South Africa will be responsible for ensuring that they have appropriate entry visa.

For further information on the South African visa requirements, please check the following site: <http://www.dha.gov.za/index.php/immigration-services/exempt-countries>. Furthermore, you are highly encouraged to **immediately** commence with the visa application processes through the engagement of the South African Missions based in your respective countries for further insight and assistance.

In instances where officials experience visa related challenges as a result of exceptional circumstances; the Local Organising Committee shall on a case by case basis, put in effort to assist with the acquiring visa upon arrival through the South African authorities.

However, it should be noted that this process might not be successful. In this respect, participants will therefore be required to provide their names and passport details to the contact details provided under **Item 12: Information and contact details of the Local Organizing Committee (LOC)**.

Additionally, should any official require a personalised invitation letter for visa application, kindly engage with the WMO Secretariat (tra@wmo.int) in this respect.

9. Currency

Currency exchange services are available at the O.R. Tambo International Airport. Also, please be advised that most businesses, tour operators, airlines and hotels accept major credit cards. The local currency is the South African Rand (ZAR). The average exchange rate is as follows:

1 Euro = 16.31 ZAR
1 US\$ = 14.79 ZAR
1 CHF = 14.84 ZAR

10. Health requirements/medical services

Up-to-date information on international travel and health requirements are provided by the World Health Organization (WHO) at the following websites:

<http://www.who.int/ith/en/>
<https://www.who.int/countries/zaf/en/>

It is suggested that you take out personal travel insurance for the duration of the trip. *Kindly also refer to the attached **Annex B: Birchwood Conference Centre Medical Plan** for additional health information.*

11. Local climate

Climate data during November in Johannesburg is outlined in the table below:

Johannesburg International Airport Lat: -26.1430 Lon: 28.2346 Height: 1695m	
November Climate Statistics (1981-2010)	
Mean Temp (°C)	18.8
Mean Maximum Temp (°C)	24.7
Mean Minimum Temp (°C)	12.8
Mean Humidity (%)	68
Mean Rainfall (mm)	103
Mean Rain Days ≥ 1 mm (days)	10.3
Mean Sunshine Duration (hrs/day)	7.9

Updated weather information can be found on the SAWS website: <http://www.weathersa.co.za>.

12. Information and contact details of the Local Organizing Committee (LOC)

For any conference related information, please contact the LOC at the following address:

a) Local Organising Committee Member
Ms. Zoleka Manona
E-mail: zoleka.manona@weathersa.co.za
Telephone number: +2712 367 6081

b) Local Organising Committee Member
Mr. Bafentse Sengane
E-mail: bafentse.sengane@weathersa.co.za
Telephone number: +2712 367 6100

Annex A: Airport Shuttle Times

Airport Shuttle

Free rides from OR Tambo International

Birchwood also provides a welcoming home-away-from-home for airline passengers requiring a convenient overnight stay. A complimentary hourly shuttle is available for guest convenience, provided that the below shuttle times are adhered to. Enjoy a free tea or coffee at our Airport Lounge while you wait (**Open: 10h00 to 21h00**).

Our complimentary shuttle collects guests from the airport on an hourly basis. The shuttle leaves for the hotel every ten past the hour starting at 06h10 and ending at 24h10.

The shuttle times are as follows:

From Birchwood to OR Tambo International:	From OR Tambo International to Birchwood:
05h30	06h10
06h30	07h10
07h30	08h10
08h30	09h10
09h30	10h10
10h30	11h10
11h30	12h10
12h30	13h10
13h30	14h10
14h30	15h10
15h30	16h10
Until 23h30	Until 24h10

From International / Domestic Arrival Terminal to Shuttle:

As you exit the Terminal turn left. The Intercontinental Hotel will be on your right hand side across the drop off lanes. At the first pedestrian crossing you will see a sign - *"public transport"*. Continue going through the Car Hire Foyer. Upon exiting the building you will enter the shuttle pick up area where all the hotel shuttles will be. Look out for the Birchwood branded shuttle bus.

From Domestic Arrival Terminal to Shuttle:

As you exit the terminal turn right and start walking towards the International Arrival Terminal. The airport parkade will be on your left hand side. Continue until you get a pedestrian crossing with a sign - *"public transport"*. Continue over the pedestrian crossing entering the Car Hire Foyer. Upon exiting the building you will enter the shuttle pick up area where all the hotel shuttles will be. Look out for the Birchwood branded shuttle bus.

All our vehicles are clearly marked with the Birchwood logo and all drivers are in possession of public driving permits. Kindly be aware that any transfers requested outside of these times or to different destinations will be charged for additionally.



Annex B: Birchwood Conference Centre Medical Plan



Tel: 011 4897 0000 Fax: 011 4897 0001 Email: reservations@birchwoodhotel.co.za Web: www.birchwoodhotel.co.za
Physical Address: Westport Road, Bartlett, Ekurhuleni Postal Address: P.O. Box 1159, 1640, Johannesburg, South Africa



MEDICAL PLAN

The below is the medical plan for the Birchwood Hotel.

At the Birchwood our medical services comprise of basic first aiders level 1, (burn shield, plasters, and bandages) with no dispensing licence we are not permitted to issue any form of medication.

First aiders will not be based in the venues, as they will be performing their normal day to day duties.

ER24 will be dispatched should the patient need transport to the nearest hospital. The patient will be liable for payment of transport, and all costs incurred in hospital as well as any medication prescribed. If the patient is unable to pay for costs incurred for transport via ambulance or hospital costs, Ekurhuleni or GPG ambulance service will be contacted. Transport of a patients that require hospital intervention is not permitted in a private or a Birchwood Hotel vehicle.

The Glynnwood (LIFE) hospital is 15min away from the Birchwood Hotel. (011 741 5000)

The Sunward Park (NETCARE) hospital is 24 min away from the Birchwood Hotel. (011 897 1600)

ARWYP (LIFE) hospital is 17min away from the Birchwood hotel. (011 922 1000)

Thabo Memorial (GOV) hospital is 14min away from the Birchwood Hotel. (011 898 8000)

DRs on call (011 788 2222) private rates.

All calls to the first aiders and or ambulance services will be done through our control room. (0027 / 0911) The safety officer should be notified of all medical issues.

Should a disaster occur, a triage area will be set up, as well as a VOC where all role players will come together.

Security personnel are first aider's level 1, they will also be deployed, should they be required.

Michelle Switala

Safety Officer

Birchwood Hotel & OR Tambo Conference Centre

Tel: 083 2444 947

Birchwood Hotel and OR Tambo Conference Centre (Pty) Ltd, Reg. No. 2012/041176/07
Chief Executive Officers: Lindwe Sangweni Siedo, Chief Operations Officers: Charmelle Hoober, Director: Kevin Clarence, Director: Jazman Mahlanga
Banking details: First National Bank, Account number: 610211050037, Branch: Sandton, Western Valley, Branch code: 252043, Swift code: FNBZAJ33

End of Document