

**Executive Training Programme on
Leadership and Management of National
Meteorological and Hydrological Services (NMHSs)
Sandton, Johannesburg, South Africa
23 - 27 October 2023**

INFORMATION NOTE

1. Venue

At the kind invitation of the Government of the Republic of South Africa, the Executive Training Programme on Leadership and Management of National Meteorological and Hydrological Services (NMHSs) will be held in Sandton, Johannesburg, South Africa from 23 to 27 October 2023.

Southern Sun Sandton Hotel

Address: 123 Rivonia Road, Sandton, Johannesburg, South Africa, 2196

Phone: +27-11-2820000

Link: <http://www.southernsunsandton.co.za>

Email: SSSandton.reservations@southernsun.com

The opening ceremony will commence at **09:00 on 23 October 2023** at the above stated venue.

2. Working Languages

Simultaneous interpretation in between English and French will be provided in the main conference room. Additional meeting rooms without interpretation facilities will also be available.

3. Documents

WMO in collaboration with the host country shall provide lectures and associated materials, covering the identified conference themes, in English and French.

An independent institution and experts have been organized to prepare lectures and deliver them, also including the facilitation of dialogue during conference.

Documents will be posted before and during the session on the WMO website, this is in line with WMO greening efforts to promote paper-smart meetings. Therefore, participants are kindly invited to bring internet-enabled portable computers capable of handling Microsoft Word 2010 and Adobe PDF formats so that they can work in paper-smart mode during the session.

4. Internet Facilities

Wireless Internet connection will be available in the main conference room and at the Southern Sun Hotel Conference Centre.

5. Plugs and Sockets

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



3 Pin round Plug



3-Pin Red Plug with a flat top

6. Accommodation & Meals

There are many options for accommodation in Sandton and the prices may vary. Please note that **the executive training will be held at the Southern Sun Sandton Hotel, and the Local Organizing Committee have obtained a negotiated rate for the participants for a bed & breakfast accommodation, R1395.00 per day.** Participants who would like to stay at the Southern Sun Sandton should refer to the event and quote **“WMO Leadership and Management Training”** in order to benefit from the negotiated rate when booking via SSSandton.reservations@southernsun.com.

The Hotels, including the venue of the event, are listed in **Annexure A**, and **the participants need to do their own booking** directly with the hotels.

7. Arrivals & Departures

WMO supported participants will receive a lumpsum to cover terminal expenses for airport transfers and local expenses, including accommodation, meals, and incidental expenses according to the WMO rules. Please note that some hotels offer shuttle service to and from the airport, which could be confirm with your booking.

Please make use of online booking facilities as some have airport shuttles and some have shuttles from the Gautrain station. It will also show you where the hotels are situated.

You can make use of the Gautrain system from the airport to Sandton train stop. See **Annexure B** on how to use the Gautrain system.

Should you experience any challenges, kindly approach the Information Desk outside the main terminal arrivals area, for support with transport, accommodation, currency exchange and SIM card purchase upon arrival, related queries.

8. Website to Support Executive Training

Please note that a webpage has been created to support the [Executive Training Programme on Leadership and Management of NMHSs](#). All relevant information will be made available to the participants via this webpage (<https://etrp.wmo.int/course/view.php?id=330>).

9. Lost Luggage

In the event where luggage is lost, a dedicated lost luggage desk at the airport should assist participants.

10. Immigration 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 regime, please check the following site: <http://www.dha.gov.za/index.php/immigration-services/exempt-countries>.

Furthermore, you are highly encouraged to engage the South African Missions based in your respective countries for further insight and assistance. Additionally, should any official require a personalised invitation letter for visa application, kindly engage with the **Local Organizing Committee (LOC)** in this respect.

11. 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 (VAT is 15%).

The local currency is the South African Rand (ZAR). The average exchange rate is as follows:

1 EUR = 20.00 ZAR
1 USD = 17.85 ZAR
1 CHF = 20.63 ZAR

Please note that this exchange rates change hourly so please check the exchange rates for the day.

12. 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 medical insurance for the duration of the trip.

13. Local climate

Climate data during October in Johannesburg are listed below:

Average maximum temperature	25°C
Average minimum temperature	11.6°C
Mean relative humidity	50%
Average precipitation per month	66.3mm
Mean number of days with precipitation ≥ 1 mm	6.9 days
Mean duration of sunshine	8.6 h/day

Updated weather information can be found on the SAWS website:

<http://www.weathersa.co.za>.

14. Information and Contact Details of the Local Organizing Committee (LOC)

For any further information please contact the LOC at the following address:

Ms. Zoleka MANONA
Local Organising Committee Member
E-mail : zoleka.manona@weathersa.co.za
Fax: +2712 367 6081

Mr. Bafentse SENGANE
Local Organising Committee Member
E-mail : bafentse.sengane@weathersa.co.za
Fax: +2712 367 6100

Annexure A: List of Recommended Hotels

Hotel	Address	Website
Southern Sun Sandton* (*Venue)	123 Rivonia Road, Sandton, 2196, South Africa	https://www.southernsun.com/southern-sun-sandton/
Garden Court Sandton	Corner of Maude and West Streets, Sandton, South Africa	https://www.southernsun.com/garden-court-sandton-city
Raddison Blue Hotel	Cnr of Rivonia & West Roads, Sandton, South Africa	https://www.radissonhotels.com/en-us/hotels/radisson-blue-johannesburg-sandton
The Capital Empire	77 Empire Place, Cnr Rivonia Rd, Sandhurst, South Africa	https://thecapital.co.za/empire/
MINT Hotel 84 on Katherine	84 Katherine Street 2031 Sandton, South Africa	https://www.minthotels.co.za/stay/mint-hotel-84-on-katherine

Please note that there are many options for accommodation in Sandton and these are only a few options, and the prices may vary.

Please also note that the Executive Training Programme on Leadership and Management of NMHSs **will be held at the Southern Sun Sandton Hotel, and the Local Organizing Committee (LOC) have obtained a negotiated rate for the participants for a bed & breakfast accommodation, R1395.00 per day.** Participants who would like to stay at the Southern Sun Sandton should refer to the event and quote "**WMO Leadership and Management Training**" in order to benefit from the negotiated rate when booking via SSSandton.reservations@southernsun.com.

Annexure B: Use of Gautrain to Sandton Train Stop

How to Navigate through the Gautrain to Sandton Gautrain Station

From Arrival to OR Tambo Gautrain

The Gautrain station at the Airport, is two levels above the Terminal A Arrivals and one level above the Terminal A Departures. Access is via a lift from either the ground (Terminal A Arrivals) or first level (Terminal A Departures), as well as an escalator on the first level (Terminal A Departures) opposite the KFC outlet. There are directions at the Airport itself. Before you can actually get onto the train you will have to purchase a Gautrain card, you buy them directly from the ticket offices or at the Gautrain vending machines (you might need your passport here). I suggest you convert the currency of money you have to South African currency or you can use your visa/Mastercard. When you buy the card, you also pay for, and load, whatever amount of credit you choose onto the card. Load around R300 onto your card as this should be sufficient to take you all the way to Sandton station and back.



Step 1: Select "Buy Gautrain Card" on the touch screen or place Gautrain Card onto the card reader

Step 2: Select a Product* or Pay-As-You-Go

Step 3: Pay-As-You-Go users select amount to load on card**

Step 4: Select payment method: "Cash" or "Bank Card"

Step 5: Follow instructions to insert Bank Card or Cash

Step 6: Collect new or loaded Gautrain Card from slot or take from the card reader

Check when your train will arrive and how much it would cost.

Get on the next train to Sandton

From O.R. Tambo Gautrain station on the yellow line, take the train and get off at Sandton station (yellow line). See below.



To get out of the station. Just follow the exit sign. The airport train is marked with airplanes sign on the floor.