



12th African Regional Meeting

Johannesburg, South Africa, 11–14 October 2011

AFRM.12/D.2

Information note

Meeting venue and address

Sandton Convention Centre
Maude Street, Sandton
Johannesburg
South Africa

Tel: +27 11 779 0000
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Email: info@saconvention.co.za

Registration

To enter the Conference Centre, participants at the 12th African Regional Meeting will be required to carry an official identification badge. This must be collected personally at the Meeting Registration Desk at the Sandton Convention Centre on presentation of a valid identity document containing a photograph. Registration will be open on Monday, 10 October 2011 from 4 p.m. to 6 p.m. and again on Tuesday, 11 October from 8 a.m. onwards. Please note that, in order to register, the credentials of national delegations must arrive at the Office of the Legal Adviser of the ILO before **Monday, 26 September 2011**. The form for credentials, which was sent out to States Members of the region earlier, is available on the Meeting website at www.ilo.org/afrm2011.

Rules of procedure

The *Rules for Regional Meetings* (2008) will govern the powers, functions and procedure of the 12th African Regional Meeting.

Composition of delegations

In accordance with article 1, paragraphs 1 and 4.1 of the *Rules*, each member State taking part in the Meeting is invited to send a tripartite delegation composed of two Government delegates, one Employers' and one Workers' delegate, accompanied by such advisers as may be considered necessary.

Article 1, paragraph 2, stipulates that Employers' and Workers' delegates and advisers shall be chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of the employers or workers in the State or territory concerned.

Furthermore, in accordance with the resolution concerning the strengthening of tripartism in the overall activities of the International Labour Organization, adopted by the International Labour Conference at its 56th Session (1971), member States must send tripartite delegations whose members are able to act in full independence of one another. Finally, the resolution concerning ILO action for women workers, adopted by the Conference at its 78th Session (1991), calls on governments and employers' and workers' organizations to include more women in their delegations to meetings of the ILO.

Financial arrangements

The travel and subsistence expenses of the delegates and their advisers are to be borne by their respective governments (article 1, paragraph 1, of the *Rules*).

Group meetings

Governments, Workers and Employers will meet on Tuesday, 11 October, from 9 a.m. to 12 a.m., to elect their respective Officers and discuss, should they so wish, issues dealt with in the Director-General's Report. The groups will continue to meet throughout the Meeting.

Summary of the programme

The Meeting will open at 2 p.m. on Tuesday, 11 October 2011 to elect its Officers: the Chairperson of the Regional Meeting, and the Government, Employer and Worker Vice-Chairpersons. The Meeting will also appoint the members of the Credentials Committee and the members of the Drafting Committee. The official opening session of the 12th African Regional Meeting will take place from 3 p.m. to 4.30 p.m., during which the Meeting will be honoured to receive a keynote address from His Excellency, President Jacob Zuma of the Republic of South Africa. A special debate will then be held, from 4.30 p.m. to 6 p.m., on the theme of "Efficient Growth, Employment and Decent Work in Africa: Time for a new vision". As from Wednesday morning, activities will take the form of a general debate on the Director-General's Report: *Empowering Africa's peoples with Decent Work*. These discussions in plenary will be interspersed with a series of six parallel discussions on the following themes: Promoting national ownership of international labour standards; Investing in skills and sustainable enterprises for Decent Work; Rural employment, industrial development and structural transformation as a path to Decent Work; Moving out of informality: The role of the social economy; Social dialogue as a key governance mechanism to realize the Decent Work Agenda in Africa; and Building a social protection floor in Africa: Follow-up to the Yaoundé Tripartite Declaration. The Meeting will adopt its report, conclusions and possible resolutions, and note the report of its Credentials Committee, on Friday, 14 October, as from 11 a.m., after which will follow the closing ceremony.

Special events

A special debate will be held from 4.30 p.m. to 6 p.m. on Tuesday, 11 October, on the theme of "Efficient Growth, Employment and Decent Work in Africa: Time for a new vision."

Social events

On Tuesday, 11 October, at 6.30 p.m., the Government of South Africa will host a reception. The Director-General will host a reception on Wednesday, 12 October, at 6.30 p.m.

Interpretation

Simultaneous interpretation will be provided in Arabic, French and English; interpretation will also be provided from Portuguese.

Documents

The Report of the Director-General which will serve as a basis for the debates will be published in Arabic, English and French. The documents published during the Meeting, as well as the conclusions and resolutions which may be adopted, will also be available in these three languages.

Practical information

Gauteng

Gauteng is the smallest of South Africa's nine provinces. The capital Johannesburg offers visitors a large selection of recreational, cultural and historical attractions. Situated about 50km from Johannesburg, Pretoria is renowned for its colourful gardens, shrubs and trees. Gauteng is said to have one of the world's best climates. Summer days are warm and relatively wind free; rainfall occurs in summer and there are occasional, short afternoon thunderstorms. Winters are mild and dry with early morning frost on the highveld. Although famous for gold-mining, the region provides much more, in the way of museums, galleries, and sites of historical interest. Gauteng is also an entertainment playground offering world-class restaurants, shopping malls and music venues.

Getting to Sandton (part of greater Johannesburg)

Transport will be provided for delegates from OR Tambo International Airport to the respective hotels. All delegates are required to make their own accommodation arrangements and to reserve hotel rooms as far in advance as possible in order to benefit from favourable conditions negotiated by the ILO with various hotels in Sandton (see attached list of hotels). Any delegates choosing to stay at hotels other than those listed must reserve their own accommodation and arrange for transport from the airport to the hotel of their choice, and from the hotel to the Meeting venue for the duration of the Meeting.

Reservation of hotel rooms

Delegates are encouraged to stay in one of the hotels on the attached list for which the ILO has reserved rooms at special rates. To facilitate hotel reservations, delegates are requested to fill in the attached hotel reservation form and return it to the hotel of their choice using the contact details provided on the form.

The deadline for reservations is 11 September 2011. All hotel rooms will be assigned on a first-come, first-served basis; delegates who so wish may choose other hotels subject to the proviso set out above pertaining to transport arrangements.

Transport

Travelling from OR Tambo International Airport

A welcome desk will be stationed at the airport immediately outside immigration and customs on Sunday, 9 and Monday, 10 October, from 6 a.m. to 10 p.m., carrying a welcome sign indicating “ILO 12th AFRM”. An official will escort participants to a designated bus to transfer them to their hotel. Participants who are not staying at one of the designated hotels can obtain advice from the welcome desk as to the most appropriate transport.

Transport between the selected hotels and the Sandton Convention Centre

Shuttle bus

A complimentary shuttle bus will be available for participants from the Garden Court Hotel, Sandton to the Convention Centre. Detailed shuttle bus schedules will be available at hotel reception. The other three hotels are within walking distance of the Meeting venue.

Passports and visas

A valid passport is required to enter South Africa. In the case of certain nationalities, a visa must also be obtained. A chart setting out visa requirements for participants from the member States of the region is in the appendix to this Information note. For details, participants are requested to contact, preferably through a protocol service of their Government, the South African High Commission/Embassy or Consulate-General in their country of origin, as procedures vary from country to country. The period required from the visa application to its issuance varies depending on nationality. Information is also available on the website of the Department of Home Affairs of South Africa at the following URL: <http://www.dha.gov.za>.

Very important

Participants requiring a visa for entry to South Africa are kindly requested to complete application procedures at the South African High Commission/Embassy or Consulate-General in their country of origin well in advance in order to obtain their entry visas.

Participants without visas will not be allowed entry into the country, and no visas will be issued at OR Tambo International Airport.

All participants must also ensure that they are in possession of the necessary health certificates, as these are equally important when entering the country.

Insurance

Participants are strongly advised to obtain insurance coverage, either at their own, their government's or their organization's expense, against costs arising out of sickness, accident (including the cost of medical attention), temporary or permanent disability, death and third-party risks, for the entire duration of the Meeting, including travel time. The Office neither supplies insurance coverage nor accepts any liability for a participant's claim arising from a medical disorder arising before, during or after the Meeting. Participants are kindly advised that they should only travel when in good health, and are encouraged to pay serious attention to such medical procedures as may be introduced at departure and arrival points.

Medical service

On-site medical services will be available during the meeting at the Sandton Convention Centre. These services will however only provide basic assistance and treat emergency matters.

Internet facilities

A cyber cafe will be available with Wi-Fi Internet access in the lobby area of the Centre.

Cellular telephones

Participants wishing to use their cellular telephones in South Africa should check with their provider, prior to departure, to verify whether the phone will operate in South Africa. Phones may be rented after arrival at OR Tambo International Airport. Participant's addresses during the Meeting and their travel documents are required to complete the application forms for these services.

Duty-free import

Goods falling within the following allowances may be imported without the payment of customs duty and VAT as accompanied baggage: 200 cigarettes, 20 cigars, 250g of cigarette or pipe tobacco, no more than 50ml perfume and 250ml eau de toilette per person, no more than 2 litres of wine and no more than 1 litre in total of spirituous and alcoholic beverages per person. Persons under the age of 18 years of age may claim duty-free allowances on goods imported by them, with the exception of alcohol and tobacco products. Firearms, narcotics, weapons and ammunition are strictly prohibited.

Weather

It will be summer season during the period of the Regional Meeting and temperatures range from 18 to 28 degrees Celsius. This is also the rainy season and thunderstorms can occur. An umbrella could prove a useful item of baggage.

Currency exchange

Regular shops and restaurants **only** accept the South African rand (ZAR). Rand may be purchased at foreign exchange banks and other authorized change bureaux on presentation of a valid passport. The current exchange rate is in the region of 6.8 rand to the US dollar. The rate fluctuates, so this must only be seen as a guideline.

Traveller's cheques and credit cards

The use of traveller's cheques in South Africa is not as popular as in some other countries. Traveller's cheques are only accepted by leading banks in Gauteng. Credit cards, including Visa, MasterCard, Diners Club and American Express, are widely accepted at hotels, department stores, shops, restaurants and entertainment areas.

Tipping

Tipping at restaurants is customary but not compulsory. Ten per cent of the total cost is the normal level. The tipping of porters and car guards, etc. is usually in the order of ZAR5 to ZAR10.

Electricity

Electric current is at 220 volts, but South Africa has its own unique wall plug configuration. It is therefore important to acquire a local adapter for South Africa.

Shopping

Shops and other sales outlets in South Africa are generally open seven days a week, as well as on national holidays. The opening hours are: Monday to Thursday, from 9 a.m. to 6 p.m.; Fridays from 9 a.m. to 9 p.m.; Saturdays from 9 a.m. to 3 p.m.; and from 9 a.m. to 2 p.m. on national holidays and on Sundays.

Tourism

For tourism activities in Gauteng, visit the following website:
http://www.gautenghappenings.co.za/places_to_see.htm.

Water

Water throughout the country is safe for drinking. Bottled water is available in hotels, restaurants and supermarkets, etc.

Contact information

ILO Country Office (Pretoria, South Africa)

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Website of the 12th African Regional Meeting

www.ilo.org/afrm2011.

Appendix

South Africa visa requirements (subject to change without notice)

The citizen who is a holder of a national passport (diplomatic, official and ordinary) of the foreign countries/territories/international organizations listed below are not required to hold a visa when reporting to an immigration officer for an examination at a South African port of entry, subject to the terms and conditions set out in this list, including, inter alia, the intended period of stay in the Republic.

1. The holder of a national South African passport, travel document and document for travel purposes.
2. The citizen who is a holder of a national passport (diplomatic, official and ordinary) of the following countries/territories/international organizations is not required to hold a visa in respect of purposes for which a visitor's permit may be issued or by virtue of being a person contemplated in section 31(3)(b) [diplomatic and official visit] for an intended stay of **90 days** or less and when in transit:

African Union laissez-passer	Italy	United Kingdom of Great Britain and Northern Ireland
Andorra	Jamaica	British Islands Bailiwick of Guernsey and Jersey, Isle of Man and Virgin Islands
Argentina	Japan	British Overseas Territories namely: Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, St Helena and Dependencies (Ascension Island, Gough Island and Tristan da Cunha), Pitcairn, Henderson, Ducie and Oeno Islands, the Sovereign Base Areas of Cyprus, South Georgia and South Sandwich Islands, the Turks and Caicos Islands
Australia	Liechtenstein	Uruguay
Austria	Luxembourg	Venezuela
Belgium	Malta	United States
Botswana	Monaco	Zimbabwe
Brazil	Netherlands	
Canada	New Zealand	
Chile	Norway	
Czech Republic	Paraguay	
Denmark	Portugal	
Ecuador	San Marino	
Finland	Singapore	
France	Spain	
Germany	St Vincent and the Grenadines	
Greece	Sweden	
Iceland	Switzerland	
Ireland	Tanzania, United Republic of (90 days per year)	
Israel		

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3. The citizen who is a holder of a national passport (diplomatic, official and ordinary) of the following countries/territories/international organizations is not required to hold a visa in respect of purposes for which a visitor's permit may be issued or by virtue of being a person contemplated in section 31(3)(b) [diplomatic and official visit] for an intended stay of 30 days or less and when in transit:

Antigua and Barbuda	Hong Kong [only with regard to	Maldives
Barbados	holders of Hong Kong British	Mauritius
Belize	National Overseas passports and Hong	Mozambique
Benin	Kong Special Administrative Region	Namibia
Bolivia, Plurinational	passports]	Peru
State of	Hungary	Poland
Cape Verde	Jordan	Seychelles
Costa Rica	Republic of Korea	Slovakia
Cyprus	Lesotho	Swaziland
Gabon	Macau [only with regard to holders of	Thailand
Guyana	Macau Special Administrative Region	Turkey
	passports (MSAR)]	Zambia
	Malaysia	
	Malawi	

4. Agreements have also been concluded with the following countries for holders of diplomatic and official passport holders.

Citizens who are holders of diplomatic, official and service passports of the following countries do not require visas in respect of purposes for which a visitor's permit may be issued or by virtue of being a person contemplated in section 31(3)(b) [diplomatic and official visit] for the period indicated and transit:

Albania (120 days)	Madagascar (30 days)
Algeria (30 days)	Mexico (90 days)
Angola (90 days)	Morocco (30 days)
Belarus (90 days)	Mozambique (90 days)
Bulgaria (90 days)	Paraguay (120 days)
China (PROC) (only diplomatic passport holders) (30 days)	Poland (90 days)
Côte d'Ivoire (30 days)	Romania (90 days)
Comoros (90 days)	Russian Federation (90 days)
Croatia (90 days)	Rwanda (30 days)
Cyprus (90 days)	Slovakia (90 days)
Egypt (30 days)	Slovenia (120 days)
Guinea (90 days)	Tanzania, United Rep of (90 days)
Hungary (120 days)	Thailand (90 days)
India (90 days)	Tunisia (90 days)
Kenya (30 days)	Viet Nam (90 days)

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5. Notwithstanding this Schedule, a foreigner whose visa exemption has been withdrawn shall comply with the visa requirements until notified by the Department that his or her visa exemption has been re-instated by the Department on petition or of its own accord.
 6. ...
 7. Staff members of the Southern African Development Community (SADC) who travel on SADC laissez-passers are exempt from visa requirements for bona fide official business visits up to 90 days and transit.
 8. The following categories of the UN as well as their spouses, dependent relatives and other members of the households are exempt from visa requirements when visiting the Republic for periods not exceeding 90 days for purposes for which a visitor's permit may be issued, and for official business purposes and transits and when accredited for placement at a UN mission in the Republic for the duration of their accreditation, provided they are in possession of the relevant letters or identification documents to identify themselves at ports of entry as personnel of a UN agency.
 - Holders of United Nations laissez-passers.
 - Volunteers attached to the UN.
 - Persons involved in any United Nations agency.
 - Persons performing services on behalf of the UN.