



ICAO EASTERN AND SOUTHERN AFRICAN REGIONAL OFFICE

THE SECOND AFI PLANS AND HRDF STEERING COMMITTEE MEETING Gauteng, South Africa | 3-4 December 2025

INFORMATION BULLETIN ¹

1. Place and Date

The Steering Committee Meeting in South Africa will take place in Centurion, Gauteng, South Africa, from 3 to 4 December 2025.

2. Venue

The event will be held at the South African Civil Aviation Authority's Head Office: Ikhaya Lokundiza, Blysbridge Blvd, Bylsbridge Office Park, Olievenhoutbosch Road, Doringkloof, Centurion. The venue can be easily picked up on Google Maps.
Meeting Room: *Aerospace Village*

3. Languages

South Africa has 11 official languages. English is widely used for business and in conference centres. The meeting will be conducted in English with interpretation services in French.

4. Documentation

The Eastern & Southern African Office (ESAF Regional Office) website will provide information about the AFI Plans Steering Committee documentation, including the Programme. Please check for updates at: <https://www.icao.int/ESAF/meetingdocs?fid=26953>. This event is anticipated to be paperless, and materials will be accessible online.

5. Hours of Business

The official working hours in South Africa are generally 09:00 to 17:00, Monday to Friday, and 09:00 am to 12:30 pm on Saturdays. Saturday afternoons and Sundays are typically non-corporate time, and most banks are closed.

6. Passport and Visa Requirements

Participants are advised to check visa requirements well in advance with the South Africa High Commission or Embassy in their respective countries. It is important to note that visas are generally not issued upon arrival. Please refer to the South African Department of Home Affairs website for detailed information: <http://www.dha.gov.za/index.php/immigration->

[services/apply-for-a-south-african-visa](#) .

Information on countries exempt from visa requirements can be found at <https://www.dha.gov.za/index.php/immigration-services/exempt-countries>.

7. Vaccination Requirements

Participants are responsible for ensuring they have adequate travel insurance (including health coverage) for the duration of their stay in South Africa.

Vaccination: Yellow fever certificates may be required at the point of entry for travellers arriving from certain countries. It is recommended to check the latest health regulations and requirements before travelling.

Certain regions within South Africa may also require malaria precautions. Participants are encouraged to consult their healthcare providers for personalised advice.

8. Currency / Banks

Exchange services are readily available at banks, airports, and exchange bureaus. Major credit cards are widely accepted in most establishments. The official currency is the South African Rand (ZAR). The current exchange parity rate, which fluctuates, should be checked closer to the meeting's date. Updated exchange rates can be found online.

9. Weather / Temperature

Centurion experiences warm summer weather during early December. Participants can expect the following typical conditions during the meeting period (3–4 December 2025):

- Average Daily Maximum Temperature: Approximately 28 – 30°C
- Average Daily Minimum Temperature: Approximately 16 – 17°C

Rainfall: December is one of the wettest months in this region, marking the peak of the rainy season. Afternoon or evening thunderstorms and showers are common and can be moderate to heavy. Rain is expected on roughly 50% of days.

Daylight Hours: Approximately 13½ to 13.7 hours of daylight can be expected, with sunrise around 05h10 and sunset near 18h50.

Humidity: Moderate to high humidity levels are expected, typical of the summer climate, especially preceding and during thunderstorms.

Practical Notes for participants:

- Light, breathable clothing is recommended for daytime activities.
- A light jacket or sweater may be useful for cooler evenings.
- An umbrella or light raincoat is advisable for possible afternoon or evening showers.
- For outdoor events or excursions, it is recommended to plan for early to mid-morning sessions to avoid potential late-day rainfall.

10. Transportation

When planning transportation, peak-hour traffic from OR Tambo International Airport should be taken into consideration. Approved Airport Metered Taxis and Uber services are available from the airport to the hotels, and the fare is typically between R100 and R500.

However, it is advisable to agree on the fare before getting into the vehicle. Enquiries may be made at the airport information desks/counters upon arrival.

Special Shuttle Services

Participants are kindly advised that airport transfers will be at their own cost. However, the organizers will provide complimentary daily shuttle services between the designated official accommodation venues and the meeting venue at the SACAA Head Office, with return transfers in the afternoon.

11. Pre-Approved Hotels

Accommodation Name	Direct Website	Starting Cost (ZAR)	Star Rating	Distance from SACAA Offices (Approx.)
Irene Country Lodge	https://www.irenecountrylodge.co.za/	From R1,734 per night	4-5 Star (Autograph Collection)	~8.5 km
Eco Park Lodge Centurion	https://www.ecoparklodge.co.za/	From R789 per night	4 Star	~5.7 km
Kleinkaap Boutique Hotel	https://kleinkaap.co.za/accommodation/	From R2,826 per night	4 Star	~5.2 km
Road Lodge Centurion	https://citylodgehotels.com/our-hotels/Road%20Lodge/102	From R865 per night	1 Star	~3.4 km
ANew Hotel Centurion Pretoria	https://anewhotels.com/hotels/centurion/	From R1,389 per night	4 Star	~4.4 km
The Royal Prime Guest Lodge Centurion	Booking.com Link	From R499 - R572 per night	3.5 - 4 Star	~7.2 km
Clubview Guest House Centurion	https://www.clubview.co.za/	From R870 per night (Bed Only Single)	3.5 - 4 Star	~5.3 km

Please note the following:

The "Starting Cost" is the lowest available rate found during the search and is highly subject to change based on the date, room type, and seasonality. Always check the direct website for your specific booking dates.

The distances are approximate road distances from the SACAA Centurion Office (Ikhaya Lokundiza, Blys Bridge Office Park, Doringkloof, Centurion).

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