



ICAO ACCIDENT AND INCIDENT INVESTIGATION WORKSHOP

(17-21 AUGUST 2015, JOHANNESBURG, SOUTH AFRICA)

INFORMATION BULLETIN

Venue

The ICAO Accident and Incident Investigation Workshop will take place in Johannesburg, South Africa, 17-21 August 2015. The Department of Transport of the Government of the Republic of South Africa has kindly agreed to host the workshop. The venue of the workshop will be:-

**Protea Hotel
O.R Thambo Airport
Cnr York and Gladiator Streets, Rhodesfield,
Kempton Park, Johannesburg
Tel: + 27 (11) 977 2600
Fax: + 27 (11) 977 2601
www.proteahotels.com/ortambo**

Organizers

The South African Civil Aviation Authority and ICAO AFI Regional Comprehensive Implementation Plan for Aviation Safety in Africa (AFI Plan):

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Registration

The participants are requested to pre-register online <http://www.icao.int/ESAF/reg/Pages/default.aspx> or by filling the registration form and sending by fax or email to the organizers. Based on the duly completed pre-registration forms received by the organizers, name badges will be issued on site. Participants will be required to reconfirm their registration at the registration desk on the first day of the meeting on 17 August 2015 between 08:00 am and 09:00 am.

Opening Session

The official opening of the ICAO Accident and Incident Investigation Workshop will take place on 17 August 2015 at 09.00am.

The subsequent sessions for the workshop will be held daily from 08.00 am to 17.00 pm. Lateness is strictly prohibited. Peak hour traffic in Johannesburg area is to be taken into consideration when planning transportation.

Languages

The Workshop will be conducted in English language only.

Hotel Information

Participants are requested to make their own bookings directly with the Protea Hotel if they choose to stay there. A Block booking has been made with the hotel. The following conditions apply:-

- Rooms must be booked by no later than 7 August 2015.
- All accommodation bookings must be made directly with the Banqueting Coordinator (Lindia Da Silva, Tel: + 27(11) 977 2600, email: lindia.mangels@proteahotels.com)
- The block code to be used: 462450

A list of other suggested hotels is attached.

Transportation

Participants are requested to make their own transportation arrangements from OR Tambo Airport to any of the other hotels and back.

Protea Hotel (venue of the workshop) offers complimentary shuttle service for the delegates on arrival and departure.

Visas

Participants are requested to apply for visas well in advance from South Africa High Commissions or Embassies, which will be issued upon the presentation of documentation showing that the applicants are designated representatives to a particular UN meeting to be held in Johannesburg. **No visa will be issued upon arrival.**

Applying for a South African Visa

Documents required to apply for a visa:-

- A passport or travel document valid for no less than 30 days after the expiry of your intended visit
- Your passport must have at least one unused page for entry / departure endorsements
- A completed Form BI-84 (application for a visa)
- Payment of the prescribed fee
- A yellow-fever vaccination certificate if your journey starts or entails passing through the yellow fever belt of Africa or South America.(see detail under Health)
- Statement and/or documentation confirming the purpose and duration of your visit
- Two colour passport photographs
- A return or onward ticket if you are travelling by air.

Remember, either you have to submit your visa application in person or you can ask anyone else (such as a travel agent or courier services or another family member) to submit the application on your behalf.

Requirements for entering South Africa

You will need the following if you wish to visit South Africa:

- A valid and acceptable passport or travel document for your intended stay
- At least one blank page in your passport for endorsements
- A valid visa, if required
- Sufficient funds to pay for your day-to-day expenses during your stay
- A return or onward ticket
- Yellow fever certificates if your journey starts or entails passing through the yellow fever belt of Africa or South America.

Some countries are exempt from requiring Visas.

See <http://www.dha.gov.za/index.php/immigration-services/exempt-countries>

Health

Participants must ensure they take out travel insurance (including health) from their home country for the duration of their stay in Johannesburg.

Vaccination - Presentation of yellow fever certificate at the point of entry is required for the following African countries – Angola, Benin, Burkina Faso, Burundi, Comoros, Central African Republic, Tchad, Congo – DRC, Ivory Coast, Ethiopia, Gabon, Ghana, Gambia, Guinea Bissau, Guinea Equatorial, Kenya, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia, Congo, Rwanda, São Tomé e Príncipe, Senegal, Sierra Leone, Tanzania, Togo, Uganda.

Weather and Local Time Information

Winter in South Africa (May to August) is characterized in the higher-lying areas of the interior plateau by dry, sunny, crisp days and cold nights. So it's a good idea to bring warm clothes.

The month of August is **moderate** in Johannesburg with lowest temperature being below **10°C**, **averaging 4 ° C**, and highest temperature being **on average 17°C**. **During August cold fronts are experienced on occasion when the temperatures drop suddenly.**

South Africa local time is GMT+2. It is fixed across the country.

Local Currency and Foreign Exchanges Rates

The official currency is South African Rand (**ZAR**).

The current exchange parity rate as at 11 June 2015 is:

1 GBP = 19.19 ZAR

1 USD = 12.43 ZAR

1 EUR = 13.99 ZAR

Exchange is easily available in the banks and exchange agencies. Credit cards are accepted in most establishments. Most shops and hotels accept Visa Cards.

Language

The country has 11 official languages. English is the preferred language for corporate business, including training and for tourists.

Hours of Business

The official working hours in South Africa are 8.00 am to 4.00 pm, **Mondays to Fridays and 8.00 am to 12.30 pm on Saturday. Saturday afternoons and Sundays are treated as non-corporate time.**

Electrical Supply

The electrical out is 220/240 V, 50 Hz. The standard 3-pin British plugs are the most common outlets in most hotels.

Telephones

World wide direct connections are available, using the international code or telephone operator if necessary. From abroad dial 27 (country code) followed by required number.

LIST OF HOTELS**Country Code: +27 11**

HOTEL	CONTACT DETAILS	E-MAIL
Intercontinental Hotel O.R Tambo Intl hotel	Tel: +27 11 9615400 Fax: + 27 11 9615401	Email: reservations@icairport.com
Southern sun O.R Tambo Int Airport	Tel: +27 11 9773600 Fax: +27 11 9755846	Email: sortambo@southernsun.com
Garden Court O.R Tambo Int Airport	Tel: + 27 11 3921062 Tel:+ 27 11 9748097	Email: gcortairport@southernsun.com
City Lodge Airport	Tel: +27 11 3921750 Tel:+ 27 11 3922644	Email: clairport.resv@citylodge.co.za
Birchwood Executive Hotel	Tel: + 27 11 8970000 Fax:+ 27 11 8970001	Email: reservations@birchwoodhotel.co.za
Emperors Palace Peermont Metcourt	Tel: + 27 11 9281000 Fax:+ 27 11 9281001	Email: info@emprorspalace.com
Summer Garden Guest House	Te:+ 27 11 849 5359 Fax:+ 27 11 425 0482	Email: bookings@summergarden.co.za

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