

# Scientific and Technical Advisory Panel

An independent group of scientists which advises the Global Environment Facility



## Mainstreaming Biodiversity Workshop 30 September to 3 October 2013 Logistics Information Note

### 1. Venue

The workshop will begin with a field trip on 30 September, 2013 (details will be provided later), followed by workshop discussions 1-3 October, at South Africa National Biodiversity Institute (SANBI), Kirstenbosch National Botanical Garden, Rhodes Drive, Newlands, Cape Town.

### 2. Meeting documentation

Noting that this information is provisional, you should receive final versions of meeting documents closer to the meeting dates. Be sure to check the STAP website as well for updates, and note that USB flash drives will be available at the meeting, preloaded with the documentation.

### 3. Accommodation

Provision for accommodation has been negotiated at The Vineyard Hotel & Spa, located in Cape Town (<http://www.vineyard.co.za>). The cost for Standard rooms will be ZAR 1,295 (single) or ZAR 1,745 (double). These prices are inclusive of breakfast and taxes. If you wish to take advantage of the reduced rate, please book directly, writing to [vuyani@vineyard.co.za](mailto:vuyani@vineyard.co.za) or [chantal@vineyard.co.za](mailto:chantal@vineyard.co.za), referring to the Mainstreaming Biodiversity workshop. (NB - **their website does not work for our discounted reservations**). Please note this is on a first-come, first-serve basis, so you should book as quickly as possible. It is imperative that you provide the relevant information in the credit card authorization form accompanying this note. **Also, as part of their policy to avoid fraudulent activity, guests must provide a copy of the front and back of their credit cards as well as a copy of their identity documents/passports. Details for transmitting this information can be elaborated with the Vineyard focal points.**

**You should also be aware of their cancellation policy which states: 25% of the booked value will be charged to guests who cancels 15-60 days prior to the arrival date; 100% of the booked value will be charged to guests who cancels 14 days or less prior to the arrival date.**

The Vineyard has also requested to receive the following information for each guest:

- Flight details (carrier, number and time of arrival)
- Carrier (bus, train, etc.) name and number
- Estimated time of arrival at the hotel and estimated time of departure from the hotel

### 4. Transportation between hotel and Kirstenbosch

Transport has been arranged to move participants between The Vineyard Hotel and Kirstenbosch. The schedule will be provided closer to the meeting dates.

## 5. Field Trip

Please note that a group field trip is being planned for Monday, September 30 – ahead of the workshop discussions. When making your travel arrangements, please keep this in mind. Details will be shared as they become available.

## 6. Transportation between airport and hotel

Flights arriving at Cape Town International Airport, should take a taxi from the airport to The Vineyard Hotel. Taxis are readily available at the airport. Always confirm the fare in advance if there is no meter and before getting into the vehicle. Should it be necessary, there are foreign exchange bureaus at the airport, which are open 24 hours a day.

It will take you approximately 20 minutes from the airport to the hotel (when there is little traffic). You may refer to the Cape Town International Airport website for further information about transportation from the airport to the hotel –

<http://www.southafrica.info/travel/advice/ctairport.htm#.UPhJgyfLTKN>.

The Vineyard Hotel can also arrange for airport transfers with Jarat Tours, either by shuttle bus, or private car. The prices range from ZAR 380 for private car, to ZAR 925 for a van. If you wish to use The Vineyard's transportation services please indicate this when making your booking. Note the cost of this service is your sole responsibility.

## 7. Per diem

If your costs are being covered by STAP, you will receive a per diem based on the U.N. rate for Cape Town for the days at the meeting. Currently, the per diem rate is US\$271, (to cover lodging, meals, etc). However, please note this rate may fluctuate by October 2013. When we distribute your DSA, **please be prepared to present a copy of 1) your passport (information page, as well as the page stamped with your arrival into South Africa, if you're travelling internationally,) or photo identification, 2) your airline or train ticket, and 3) boarding passes.** Without these copies, it will not be possible to distribute your DSA.

Note that as of 22 May 2013, the listed exchange rate is approximately ZAR 9.56 to the US dollar, ZAR 12.29 to the Euro, and ZAR 14.39 to the GBP. **Rates, however, should be monitored.**

## 8. Meals

If you are staying at The Vinyard Hotel, your breakfast is included in the hotel rate. Lunch will be provided for meeting participants at Kirstenbosch; and dinner will be available for purchase at a number of restaurants in the area.

## 9. Visas and vaccinations

Many countries are exempt from needing a visa to enter South Africa; however, you should contact the South African Embassy, or High Commission, in your country of residence for visa requirements, as well as to obtain a visa. <http://www.dfa.gov.za/webmissions/index.html>.

## 10. Safety and health

Please seek advice from your doctor, or travel health clinic, about the vaccinations you may need to travel to South Africa. For individuals residing in the U.S., a source of vaccination information can be accessed at - <http://www.passporthealthusa.com/>

We encourage you to become familiar with the general health care and safety awareness information included in the following link –  
<http://www.southafrica.info/travel/advice/healthtips.htm#.UPhScSfLTKN>

## 11. Exchanging currency, banking services, and credit cards

The South African unit of currency is a Rand (ZAR). You can exchange foreign currency at banks, hotels, and foreign exchange offices. All major international credit cards can be used in South Africa. Traveller's cheques are accepted at most banks, hotels, and foreign exchange offices. Automatic Teller Machines (ATM) are widely available throughout the area.

## 12. List of embassies

A list of the embassies in South Africa can be accessed at -  
<http://www.dfa.gov.za/foreign/forrep/index.htm>

## 13. Weather

The meeting coincides with the transition out of Spring into Summer in South Africa. Over much of South Africa, summer (mid-October to mid-February) is characterized by hot, sunny weather – often with afternoon thunderstorms that clear quickly, leaving a warm, earthy, uniquely African smell in the air. The Western Cape, with its Mediterranean climate, is the exception, getting its rain in winter. For Cape Town, maximum summer temperatures average around 26 °C, with minimum average of 16°C. The best time for game viewing is late spring (September and October). The southern right whales hang around off the coasts from about mid-June to the end of October.

Read more: <http://www.southafrica.info/travel/advice/climate.htm#.UVRqshzqnh4#ixzz2Oqq9IFvZ>

## 14. Electricity

Electricity in South Africa is 220-250 Volts. Electrical sockets (outlets) are typically “Type M” with some Type C & G also found in some areas.

## 15. Contacts

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