



LOGISTICAL INFORMATION NOTE

For:

Nairobi Convention National Focal Points and Partners Consultative Meeting

25–28 March 2024

Venue: The Edward Hotel, Durban, South Africa

Welcome Note

The United Nations Environment Programme - Nairobi Convention Secretariat welcomes you to Durban, South Africa to participate in the National Focal Points and Partners consultative meeting from 25–28 March 2024. The meeting will deliberate on priority thematic areas and emerging issues of importance in the Convention area in preparation for the 11th Conference of Parties (COP11) of the Convention.

Venue for the Meeting

The meetings will be held in Durban, South Africa.

Physical Address

The Edward, Durban

Telephone: +27 31 337 3681

Hotel Reservations: +27 11 461 9744 | 0861 44 77 44

Email: Edward.Reservations@southern.sun.com

Web: <https://www.southern.sun.com/the-edward>

Contact Person

Mr Sibusiso Ngubane

Reservations Agent G&C

Tel: 031 337 3341

Email: Sibusiso.Ngubane@southern.sun.com

Accommodation

Participants are encouraged to book their accommodation at The Edward, Durban or in any of the hotels around the meeting venue. Some of the possible hotels are provided in Annex 1 below.

Visa Arrangements

For nationals of countries requiring visas, application of the visa must be made ahead of your departure as visas are not issued on arrival. UN Environment will assist with invitation letters to allow delegates to apply for their visas (refer to the [list of countries exempt from visa fees](#)). The visas must be affixed to your passport and shown to immigration officials on landing. Applications must be made through South African diplomatic or consular representatives.



All participants are advised to carry their invitation letters, recent passport (valid for no less than 30 days after the expiry of their intended visit), yellow fever card, and return or onward ticket.

Yellow fever certificates are required if your journey starts or passes through the yellow fever belt of Africa or South America

Flight Arrangements

For UNEP supported participants, the Nairobi Convention Secretariat will provide the most direct economy class flight ticket. Please note that if you decide to upgrade your flight or extend your stay in South Africa, the Nairobi Convention Secretariat will unfortunately not meet any costs related to the change of your return date (tickets), including meals, accommodation and immigration procedures.

Airport Transfer and Transport to Meeting Venue

Participants are required to make their own transport arrangements from the airport to their hotels. No transport will be provided during the meeting.

Daily Subsistence Allowance (DSA)

The Nairobi Convention will be pay daily subsistence allowance (DSA) in Durban, South Africa. The DSA will be provided in the form of cash cards to participants upon provision of their **boarding pass during registration** on 25 March 2024

Please Note: It is a **UN requirement** that the participants produce their boarding passes for their DSA to be paid.

The DSA rate for Durban is \$224/night. Any participant who is unable to stay for the duration of the meetings is requested to inform the Nairobi Convention secretariat as soon as possible, so that their daily subsistence allowance can be adjusted accordingly.

Communication

Personal phone calls will be at the participants expense however, wireless internet will be provided in the hotel thus participants will have access the internet. For more information, please contact the hotel reception. To call South Africa from abroad the country code is +27. South Africa is served by Vodacom, MTN and Cell among other mobile network providers.

Languages

There are eleven (11) official languages in South Africa with Zulu and Xhosa being the most widely spoken languages in the country. The meeting will be conducted in English. The common language used in Durban is Zulu. Some useful Zulu phrases and words:

Phrase	Translation
Yebo	Yes
Cha	No

Ngiyabonga	I thank you
Ngicela	Can I please have...?
Amanzi	Water
Unjani? (Plural: Ninjani?)	How are you?
Kuhle	Good, fine
Ngiya phila. Wena?	I am fine. And you?
Hamba Kahle	Goodbye. (Go well)
Sala Kahle	Goodbye. (Stay well)
Siyabonga	We thank you
Ngifuna	I'm looking for
Malini	How much?

Weather and Time Zone

- Average temperature in South Africa in March reaches a high of 29°C (80° F)
- South Africa receives an average of 6 mm of precipitation in March.
- South Africa is GMT+2
- You can obtain the current weather forecast for South Africa using the link below:
https://www.holiday-weather.com/country/south_africa/

Electricity Supply

In South Africa there are four (4) associated plug types, types C, D, M and N. Plug type C is the plug which has two round pins, plug type D is the plug which has three round pins in a triangular pattern and plug types M and N both have three round pins. South Africa operates on a 230V supply voltage and 50Hz. You can use your electric appliances in South Africa, if the standard voltage in your country is in between 220 – 240 V



Plug type C



Plug type D



Plug type M



Plug type N

You are advised to carry a power plug adapter if your appliances do not conform to the above specifications.

Local Currency and Exchange rate



The unit of currency in South Africa is South African Rand. The most accepted foreign currency is US dollars, but Euros and GBP are easily changed. The Current Exchange rates for against ZAR estimates are as below. These rates are bound to change from time to time:

1 USD = 18.67 ZAR

1 EUR = 20.41 ZAR

1 GBP = 23.94 ZAR

Credit cards

Most major credit cards (MasterCard, American Express and VISA) are widely accepted. In addition to credit cards, it is advisable to carry easily exchangeable currency in cash.

Banking hours

Banks are open from Monday to Friday between 0900hrs to 1530hrs, but certain branches may be open for longer. Branches in malls follow mall trading hours.

Health and Insurance

UNEP – Nairobi Convention assumes that as an invited participant to a Nairobi Convention meeting, you are in good health and have no illness that might prevent you from travelling to or participating in the meeting. It is your responsibility to inform the Nairobi Convention Secretariat of any such health impediment prior to accepting the invitation to participate in the above meeting.

The Nairobi Convention Secretariat accepts no responsibility for the death, illness or injury of any participant in a meeting which is not attributable to the performance of services on behalf of the Nairobi Convention.

You are advised to arrange your own travel insurance against sickness, accident and third-party risk for the period of the meeting. The Nairobi Convention will not assume responsibility for any expenditure on insurance, including the following:

- Cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting
- Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants
- Compensation in the event of death or disability of participants in connection with attending the meeting.

Security Information

While KZN offers a vibrant and diverse experience, like any other metropolitan area, it is important to exercise caution due to potential risks associated with crime and unfamiliar surroundings. Please take note of the following safety recommendations:

Transportation: Utilize reputable transportation services, such as Uber, through their official app. This guarantees a secure and reliable means of navigating the city. Always verify the details of your ride within the app to ensure your safety during transit. Please consider the use of airport



transfer services from the airport to your accommodation (booked in advance) as King Shaka Airport is approximately 30 minutes from The Edward, Durban.

Avoiding Walking Alone: For your safety, we strongly advise against walking alone in unfamiliar areas, particularly during the evening and night. Whenever possible, travel with companions to enhance your security and create a more enjoyable experience. Keep personal belongings secure and avoid engaging in distractions such as prolonged use of electronic devices while in public.

Securing Valuables: Exercise caution when carrying valuable items, especially laptops. Conceal expensive belongings to avoid attracting unnecessary attention while walking in public spaces. This precautionary measure contributes significantly to your overall safety.

Nighttime Precautions: To further enhance your safety, it is recommended to limit walking during nighttime hours, and opt for transportation services even for short distances to ensure a secure journey to your destination. This precaution is particularly important in unfamiliar or less illuminated areas.

For more information, please contact:

For Technical Matters:	For Administrative and Logistical matters:
<p>Theuri Mwangi Ecosystems Division United Nations Environment P.O. Box 30552 Nairobi 00100 Tel: +25-20-7624584 Email: bonface.mutisya@un.org</p>	<p>Caroline Cherotich Ecosystems Division United Nations Environment P.O. Box 30552 Nairobi 00100 Tel: +25-20-7621910 Email: Caroline.Cherotich@un.org</p>

List of the Possible Hotels in **Durban** around the **Edward**

No.	Name	Contacts	Proximity to Meeting Venue	Rate USD
1.	The Edward	+27 31 337 3681 ; +27 114619744 Email : Edward.Reservations@southern.sun.com	Meeting Venue	92
2.	Parade Hotel	+27 31 337 4565 reservations@paradehotel.co.za	230m to the Meeting Venue	74
3.	Gooderson Tropicana Hotel	+27 31 337 4222 bookings@tropicanahotel.co.za	280m to Meeting Venue	95
4.	Garden Court Marine Parade	Telephone : +27 31 337 3341 gcmarineparade.reservations@southern.sun.com	300m to the Meeting Venue	70
5.	Garden Court South Beach	+27 31 337 2231 gcsouthbeach.reservations@southern.sun.com	400 m to the Meeting Venue	65
6.	Balmoral Hotel	+27 31 368 8200 http://www.balmoralhotel.info/en/contact	800m to Meeting Venue	71