

V-LED Africa Workshop: "LOCALISING CLIMATE FINANCE AND ACTION"

23-25 April 2018, Irene, South Africa

Thank you for attending the V-LED Africa Regional Workshop "LOCALISING CLIMATE FINANCE AND ACTION". We look forward to welcoming you on 23-25 April 2018 in Irene, South Africa.

The following notes contain important logistical information for workshop participants. Please read them carefully and contact africa.workshop@localclimateaction.org for any remaining questions.

Visas and travelling from abroad

Participants from outside South Africa must complete all visa formalities to visit prior to departure. Visas cannot be issued upon arrival. All foreign citizens should hold a valid passport. If you are travelling by plane, you should have already received your flight booking from the organising team. Please double check that you have received your booking.

Kenyan participants need to provide a proof of yellow fever vaccination upon arrival.

All participants are kindly requested to **keep their boarding passes and receipts for visa payments** to present them to the organising team.

Workshop venue and accommodation

River Meadow Manor Lodge

Address: 1 Twin Rivers Estate, 53 Jan Smuts Avenue, Irene | S 25 53 37.4 | E 28 13 66

Contacts: Rhona Topka

(info@rmmanor.co.za) and Bonnie

Breedt (bonnie@rmmanor.co.za)

Phone: +27 (0) 12 – 667 96 / 509660

Cell: +27 (0) 082 343 1518

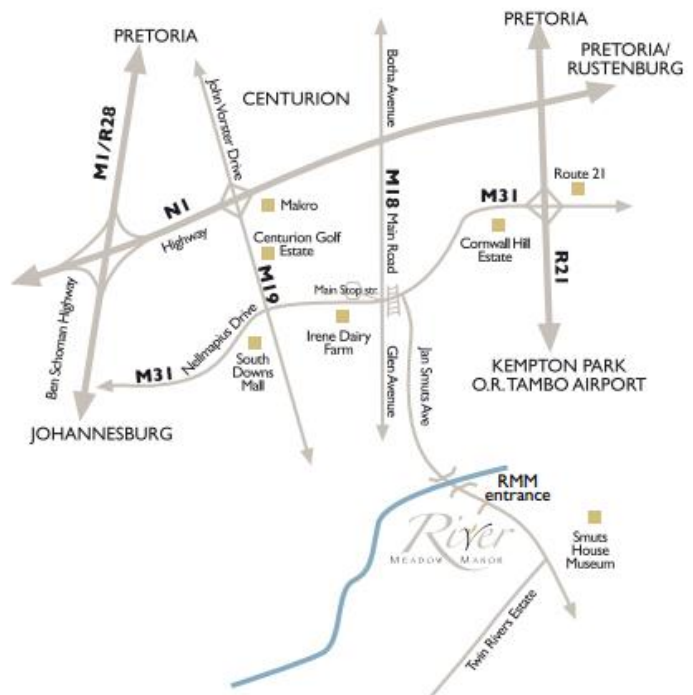
Website: <http://www.rmmanor.co.za/>

For participants who requested accommodation as part of the registration, hotel accommodation is provided at the River Meadow Manor Lodge.

Fees, meals and accommodation

No conference fees will be charged. The registration covers access to all sessions of the V-LED Africa Regional Workshop. Meals are covered by the organisers for the duration of the workshop.

Accommodation is covered for those participants who have indicated that accommodation is needed. Additional services will not be covered by the event organisers.



| <i>Date</i> | <i>Accommodation</i> | <i>Breakfast</i> | <i>Lunch</i> | <i>Dinner</i> |
|------------------|---|--------------------------------------|--------------|---------------|
| Sunday, 22.04 | Provided to participants arriving on Sunday before the workshop | n/a | n/a | n/a |
| Monday, 23.04 | Provided for participants who indicated the wish to stay at the venue | Provided for those who arrive on Sun | n/a | Provided |
| Tuesday, 24.04 | | Provided | Provided | Provided |
| Wednesday, 25.04 | | Provided | Provided | Provided |
| Thursday, 26.04 | n/a | Provided | | |

Transportation from airport to venue

The O.R. Tambo international airport is located 38 km from the workshop venue.

Siyasizana Shuttle Services will facilitate all airport transports from O.R. Tambo airport to River Meadow Manor lodge. **After arrival please look out for a sign 'V-LED Workshop'**. The shuttle service will take you to the workshop venue. The shuttle fees are paid directly by the organisers. Please note that there is no reimbursement for alternative transportation from O.R. Tambo airport to Irene, as a shuttle service is available for all participants arriving at the airport. If you face difficulties to find the shuttle service, please contact the agency's number below or get in touch with the organisers.

Siyasizana Shuttle Services

Website: www.siyasizanashuttle.co.za

Tel/fax: + 27 12 644 1757

Cell: + 27 78 551 2236

Email: info@siyasizanashuttle.co.za

Transportation from Kwale

If you are traveling from Kwale county, a mini bus has been organised to take you to Moi international airport in Mombasa. Do contact Velma Mashedi v.mashedi@ilegkenya.org, +254 721 279 035 or +254 739929383 if you have any questions.

Transportation to your departure airport

You will be reimbursed a lump sum of EUR 20 for each leg of travel to the airport. Participants travelling more than 100 km to the airport will receive a lump sum of EUR 40 for each leg of travel.

Transport by private car

For participants located in the Gauteng region who are driving to the venue, gasoline costs for transportation by private car will be reimbursed with a lumpsum of 20 euros in total to the ones who requested it at registration. Parking spots are available at the venue.

Other transport

Other transportation is not covered by the organisers. Here are some options in case you need it:

- Taxis: You can contact a trusted driver based in Pretoria: Job, +27 76 478 1924



- Gautrain: The Gautrain is a mass rapid transit railway system that connects Johannesburg, Sandton, the O.R. Tambo International Airport, Midrand, Centurion and Pretoria. For more information visit <https://www.gautrain.co.za/>.
- Uber: Users will need to download the app on their phone and register.

Daily subsistence allowance (DSA)

Participants travelling long distances on the weekend before the workshop will receive a daily allowance (lump sum) intended to account for meals, gratuities and other expenses before the begin on the workshop, in accordance with the provisions of the German State travel cost policy (*Bundesreisekostengesetz*). This will be provided to you by the organisers during the workshop by Velma Mashedi.

Footprint of the event

All flights booked by the organisers have an estimate of CO2 emissions on the last page of the booking. Your flight's carbon footprint has been offset.

To reduce the environmental impact of the event, printing of workshop materials will be limited. Participants will receive a flash drive containing all workshop materials.

Weather and Time Zone

During your visit it will be the autumn season in South Africa. In April temperatures average at around 22°C during daytime and 9°C at night. Hence, mornings and evenings tend to be chilly. It is therefore recommended to also pack some warm clothes. The time zone is UTC/GMT +2 hours.

Currency

The South African Rand (ZAR) is the currency in South Africa (1 ZAR =0.0828 USD at today's rates).

Safety

For safety reasons, the shuttle service encourages participants not to exchange currency at the O.R. Tampo airport but to do so at a bank closer to the venue.

Contact

The organising team will have a cell phone number to be arranged upon their arrival in the country on the weekend before the workshop. This number will be circulated to the participants before begin of the workshop.

Until then, please get in touch with important questions by email africa.workshop@localclimateaction.org or by telephone/whatsapp with the V-LED team members:

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Emergency contacts

South African Police Services (Pretoria Central): +27 (0) 12 393 1000

Ambulance services: ER24: 084 124/ Netcare: 082 911

Kenyan Embassy in South Africa: +27 (0) 12 362 2249/51

Tanzanian Embassy in South Africa: +27 (0) 12 342 4371; +27 (0) 12 342 4393

Zimbabwean Embassy in South Africa: +27 (0) 11 615 5879; +27 (0) 11 037 3400



Supported by:



based on a decision of the Parliament of the Federal Republic of Germany