

Situation Analysis Workshop
for South Africa
(NCCR - UNICEF)
Gaborone, 8-12 April 1991

unicef QB

United Nations Childrens Fund P.O. BOX 20678

Fonds des Nations Unies por llenfance

Fondo dc Ias Naciones Unidas para la Infancia

GABORON E BOTSWANA

Lckgotla Ia Mafatshe la Dithuso Tba Bana Telephone: 352752851909

Telex No; 2887 80

Cable Address: ICEF

Fax: 351233

Workshop on the Situation Analysis of

Mtnen and Children in South Africa,

Sheraton Gaborone Hotel & TCHEFS,

8 - 12 April 1991

Dear Participant,

welcome to Gaboronel We hope your trip was comfortable. Below is a bit of useful information to help you during your stay.

1.

HAVE YOU IMMUNIZED YOUR CHILD?

Transport

Transport will be provided from and to the airport. Transport will also be on standby throughout the workshop. Should you require transport during working hours, please co-ordinate with Mr. Peter Chege. Transport after office hours will be the responsibility of individual participants.

Financial Arrangements

UNICEF will pay directly to the hotel, the cost of bed and lunch. Each participant will be given P85.00 per day to cover breakfast dinner and other incidental expenses. The price for breakfast ranges from P12 to 17 while the cost for supper is P27 at the Sheraton Hotel. LNICEF will also provide P124.1b to each participant from South Africa to cover terminal expenses (for the participants travelling by air). Please note that telephone Charges for calls outside of the country are high. For example, a three minute call to Johannesburg would cost P16. Kindly settle your bill with the hotel before departure.

REgistration and Identity Badges

There is a registration form in each participantls file. Kindly complete it and return it to the Conference Secretary, Ms Sylvia Fungamwango. A plain name tag has also been provided. These name tags should be worn for ease of identification.

Accommodation

All participants will be accommodated at the Sheraton Hotel. We have obtained 20 rooms for double occupancy and 9 rooms have been reserved for single occupancy for the most senior participants and/or those with special needs. Please select your rooming partner and inform the hotel at the Reception Desk as you register.

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10.

Secretarial and Administrative Support

Secretarial support staff include Ms Sylvia Fungamwango from the Lusaka office and Ntesang Mantu of the Gaborone office. They are available throughout the workshop to assist you with services; typing, communication, reproduction etc. All drafts to be typed should first be submitted to Mr. Peter Chege for smooth co-ordination.

Mr. Abdurahman Hersi, the Finance/Admin Officer for UNICEF Gaborone, will be on call during the meeting to deal with administrative matters as need arises.

In order to confirm your return ticket, please submit your ticket along with the attached travel schedule form to Ms Mantu.

Health Precautions

Botswana is a relatively healthy place. Water drawn from the tap may be used for drinking. For all medical emergencies, the Princess Marina 4 Hospital in Gaborone is open 24 hours. In case of emergencies, please see item 15 of this information note for useful telephone numbers.

Health Requirements

Visitors coming to the country from infected areas must possess valid yellow fever vaccination certificates.

Travel Documents

All persons visiting Botswana must be in possession of valid travel documents. Travellers who need visas may obtain them upon their arrival at Gaborone Airport.

DUSToms REgulations

Botswana is a member of the Southern African Customs Union comprising South Africa, Lesotho and Swaziland. Personal property which is to be re-exported at the end of the visit is not subject to customs duties. There are no restrictions on bringing in any amount of foreign currency. However, one can only take out P200 in bank notes and the equivalent of P300 foreign currency in bank notes. The rest should be in traveller's cheques. If the money brought into Botswana is to be re-exported, it must be registered with an authorized dealer.

Money

The Botswana currency is the Pula (P). One Pula is divided into 100 Thebe. Pula notes are issued in the following denominations:

Pula notes - P1, P2, P5, P10, P20 and P50.

Pula coins - 1T, 2T, 5T, 10T, 25T, SOT, P1.

At the moment the exchange rate is roughly US\$1.00 : P1.74

11. Craftwork

One of the main attractions for visitors to Botswana is the traditional craftwork. Traditional basketry is a popular handicraft. Others include animal skins, leather work, Basarwa crafts, pottery, weaving, rugs, tapestries, wall hangings. Interested participants may take opportunity to shop in Gaborone on Friday morning 12 April.

12. Business Hours

There are several shopping centres and supermarkets in the City within a 10-15 minutes drive from the Sheraton Hotel. They include the Main mall, the African mall, the Broadhurst mall and Station mall. Prices are high as the bulk of consumer and household food items are imported. Shops are usually open between 8:00 a.m and 5:00 p.m. on weekdays. They are open from 8:00 a.m. to 1:00 p.m. on Saturdays. Bank business hours are from 8:15 am to 12.45 p.m., Monday through Friday, and from 8:15 a.m. to 10:45 a.m. on Saturdays. Post offices are open from 8:15 a.m. 12:45 p.m. and from 2:00 pm. to 4:00 p.m. Monday through to Friday, and from 8:00 a.m. to 11:00 on Saturdays.

13. Photography

Film stock can be purchased and developed in Gaborone. However, there are no camera repair facilities. Taking photographs of Government buildings, the State House, Military Stations, vehicles and people in military uniform is not allowed.

14. Language

Setswana and English are the official languages of Botswana.

15. Useful Pddresses and Telephcnes anbers Cgmocm 35'!!!

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a. Sheraton Hotel W

5. Princess Marina Hospital, Gaborone 353221

Air Botswana 351921

c. UNICEF

Office 352752/351909

Fax 351233

Telex 2867BD

Assistant Representative,

Ms Sheila Barry-Tacon 312165 Direct Line

Finance/Admin Officer,

Mr. Abdurahman Hersi 356226 Home

Senior Project Officer, Health

Dr. Isiye Ndombi 374500 Home

Consular Missions and International Organisations:

People's Republic of China, 3097 North Ring Road

Federal Republic of Germany, 161 House, the Mall

India

Socialist People's Libyan Arab Jamhariya

Federal Republic of Nigeria, Nigeria House,

The Mall 1313561

Sweden, Development House, The Mall

United Kingdom, Queens Road

USA, Badiredi House, The Mall

USSR, 4711 Tswana Close

Zambia, Zambian House, The Mall

Zimbabwe, IGI Building, The Mall

CIDA, Queen's Road

DANIDA, 142 Megwe Close

EEC, 68 North Ring Road

France Trade Office and Consulate, The Mall

Norway (NORAD), Badiredi House, The Mall

SADCC, Impala House

USAID, Barclays House,

UNDP, Barclays House, Khama Crescent

LBPCR, BCC Building

LBCN, BCC Building

WHO, Rizka House, African Mall

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We wish you all success in your work this week and an enjoyable visit.

All best wishes.

Yours faithfully,

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Sheila Barry-Tacon

Assistant Representative