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**JOINT CONFERENCE OF 7th ASSD, STATCOM AFRICA AND FASDEV,
17 to 23 JANUARY 2012, CAPE TOWN, SOUTH AFRICA**

We, as ASSD Secretariat and host in our bid to facilitate your smooth travel and stay in Cape Town, South Africa, are pleased to provide you with the following regarding practical arrangements for the upcoming joint conference to be held at Lagoon Beach Hotel, Milnerton, Cape Town, South Africa from 17 to 23 January 2012 as follows:

1. 17 January 2012, FASDEV meeting
2. 18–20 January 2012, 7th Africa Symposium on Statistical Development
3. 18–23 January 2012, StatCom Africa III meeting

We hope that the information provided as an appendix below will assist you in preparing for the meeting and during the meeting.

Looking forward to seeing you in Cape Town (the Mother City) soon.

Lucky Ngwenya
Head of Secretariat

IMPORTANT INFORMATION

1 – Conference Venue

Address Lagoon Beach Hotel
Lagoon Gate Drive
PO Box 733
Milnerton, Cape Town
South Africa

Tel: +27(0) 21 528 2000
Fax: +27(0)21 528 2010
Confer1@lagoonbeachhotel.co.za

Secretariat Contacts

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After workshop hours, emergency numbers in South Africa are 10111 (toll free). Should you require further information about Cape Town, visit www.aboutcapetown.com or www.tourismcapetown.co.za

2 – Language

The workshop will be held in English and French, with interpretation services.

3 – Registration, Opening Session and Closure

There will be official registration on 17 and 18 January 2012 in the hotel from 08:30 to 10:00. Participants will be registered to receive the necessary documents/folders and any pertinent information for the meeting. Apart from official registration, there will be registration as and when delegates arrive before checking in at hotel/s.

4 – Workshop Material

All necessary workshop material will be distributed during registration at the Lagoon Beach Hotel. The draft agenda will be submitted to you by email and a final version to be circulated prior to the commencement of the meeting.

5 – Working Hours Based on Draft Agenda

The workshop will begin in the morning at 09:00 and will close by 17:00. There will be breaks for refreshments in the mornings and in the afternoons, as well as a lunch break.

6 – Visa Arrangements.

Holders of a UNLP do not require a visa to enter South Africa.

Participants without a valid UNLP and travelling **on national passports have to comply with the information below:**

- A South African visa is needed prior to departure from your duty station.
- South Africa does not issue visas at the airport, hence participants have to get their visas in their country of residence.
- An arrangement will be made to facilitate visas only for countries that do not have South African embassies, and the affected participants will have to notify the Secretariat to raise their request as soon as possible.

7 – Travel Authorisation

In preparing travel authorisations, participants should be provided with 88% of their DSA to cover dinner and accommodation inclusive of breakfast. The conference package will include lunches offered from the time of arrival until departure from the hotel. This arrangement also caters for participants arriving several days earlier due to flight bookings. Please note that the Secretariat has made block-bookings for all participants and upon arrival, self-funded and sponsored delegates will have to make payment arrangements for their meals and accommodation bills upon check-in at the hotel.

Flight ticket discounts have been negotiated with South African Airways (SAA) and the link will be posted onto the website once arrangements have been finalised. Please ensure that you send your travel itineraries to the Secretariat to allow for pick-up transport arrangements to transfer to the hotel on arrival. (Please refer to contacts indicated above).

8 – DSA

The secretariat will reimburse visa fees and per diems for delegates sponsored by them only. UN DSA rates will be applicable. Participants should receive 88% DSA to cover accommodation, dinner and incidentals. **As no DSA will be paid in South Africa,** participants are urged to secure the indicated DSA as well as the **full terminal expenses within their countries or offices.**

9 – Accommodation

Lagoon Beach Hotel is situated on Lagoon Beach in Milnerton, Cape Town, South Africa. It is the only hotel in Cape Town with direct beach access. The town's central business district is only minutes away. Not only do residents have the beach on their doorstep, but also the eclectic vibe of city life.

The accommodation rate is negotiated at R1 800 per night (sharing apartment), a person will pay R900 in a sharing apartment (which includes dinner, bed & breakfast) inclusive of all taxes.

A single apartment (non-sharing) is R1 250 per night (which includes dinner, bed & breakfast) inclusive of all taxes.

Please note that participants are kindly requested to arrive a day before their meeting and depart not earlier than the last day of their meeting, depending on which meeting they will be attending.

Rooms have to be paid for upon arrival. Alternatively, credit card details can be provided upon arrival, in which case the bill can be settled on departure. Kindly mention the “block-booking done by STATS SA” to obtain the indicated rate.

The hotel provides wi-fi Internet connections at the business centre and at various “hotspots” within the hotel. There will be a computer room equipped with computers and a printer for those who need access to such facilities. (Detailed information will be provided in the next information update).

Kindly visit the hotel website for other services offered:

<http://www.lagoonbeachhotel.co.za/accommodation.html>

Other hotel facilities include:

- Spa
- Business Centre
- Cocktail Bar
- Gymnasium

A block reservation has been made at the hotel for all participants from Monday 16 January 2012 to 23 January 2012. Special arrangements will be made for delegates arriving prior to the aforementioned dates and late departures due to flight schedules.

All participants have to be lodged in at the Lagoon Beach Hotel. Nearby hotels will be used for an overflow. (More details on nearby hotels will be provided in the next information update).

10 – Meals

- Lunch and soft drinks will be provided during the conference as part of the conference package.
- Participants will be expected to settle their bills for dinner, extra drinks and alcohol beverages separately.

11 – Transportation

Transportation to and from the airport will be arranged by the Secretariat. In the event of an emergency regarding transport issues, please contact the Secretariat on the numbers listed above. Participants will be responsible for providing their travel details (arrival and departure) to the contact persons mentioned above.

12 – Sightseeing and Tours

Information with regard to sightseeing and other touring possibilities will be made available to participants.

13 – Return-travel Arrangements

Participants will be transported back to the airport after meetings and re-confirmation of travel arrangements can be provided by the Secretariat at the hotel.

14 – Internet Connection

Internet vouchers will be issued to delegates and usage is the responsibility of the delegates themselves and they will be expected to pay for extra usage if the vouchers are exhausted.

15 – Weather

Temperatures in January range between 25 and 30 degrees Celsius, with south-easterly winds during the day but overall warm to hot. Minimum rainfall can be expected sometimes.

Kindly refer to the South African Weather Bureau's website for more information:
<http://www.weathersa.co.za>

16 – Health and Vaccinations

South Africa requires a Yellow Fever vaccine for Central African countries and will charge travellers without certificates a fee of 450 Rand (or US\$50) after having been quarantined and inoculated. Kindly visit the following link which contains further information regarding South Africa entry requirements:

http://www.southafrica.info/publicservices/foreigners/travel_requirements/visas.htm

In case of emergency medical services, a hospital is situated within a five-minutes' drive from the hotel.

17 – Security Information (as issued by the South African Police)

- The hotel has security services 24 hours on site.
- Delegates are encouraged to become more vigilant, aware of surroundings and report security incidents to the security focal person/operations officer.
- Carry traveller's cheques rather than large amounts of cash. Do not countersign the cheques until you actually need to use them. Carry only what you need; keep most of your traveller's cheques in the hotel safe. Separate cash from credit cards.
- Make a note of your credit card numbers, the customer service numbers for issuing banks, etc. Put the note in a sealed envelope and ask the hotel front desk to keep it for you.

18 – Currency and Exchange Rate

Enquiries can be made at the hotel reception.

We once again wish you a very happy and fruitful stay in Cape Town/South Africa.

Security Tips for South Africa

In the Hotel

- Do not leave your luggage unattended unless it is locked away in your room.
- Store valuables in the safe deposit box.
- Keep your room locked at all times.
- If someone knocks, check who it is before opening the door.
- Use the chain or loop, even better get a rubber doorstop.
- DO NOT enter your room if you find your door unlocked. Go back to the reception and inform them.
- DO NOT leave the sign "Please clear the room" on your door when you go out.
- While you go out in the evening leave the sign "Do not disturb" on your door.
- Make sure that luggage is only given to the hotel's bell staff and a receipt is issued for stored luggage.

In the Street

- Plan your route beforehand.
- Don't stop people to ask for directions or check your map on the street.
- Try not to look like a tourist by making obvious that it is your first time in the area.
- It is better to explore in groups and stick to well-lit busy streets.
- Avoid drawing attention to you by wearing lots of jewellery and showy displays of cameras and other valuables.
- Carry just as much money as you require for the day.
- Keep your handbag and cellular phone with you and do not leave them unattended.
- Always keep an eye on what's going on around you.
- If you think someone is following you get yourself to the nearest public place as quickly as possible.
- Avoid going out unnecessarily after hours.
- If you want to call a taxi, your hotel or the nearest tourism info office can recommend a reliable service.
- A policeman or a traffic officer will be glad to direct you if you get lost.

At the ATM

- If possible, use ATMs you are familiar with or choose well-lit, well-situated ATMs, like outside banks where there normally is a guard.
- Scan the area before you approach the ATM and avoid using an ATM if there are suspicious-looking people around or if it is isolated or looks unsafe in any way.
- Avoid opening your purse, bag or wallet while in the ATM queue. Have your card in your hand or pocket before you approach the ATM.
- If the ATM appears to have attachments to the card slot keypad, use another ATM and inform the bank.
- Insert the card and press CANCEL, retrieve the card and start again. If the card doesn't come out DON'T insert your PIN.
- Do not accept help from strangers and never give your PIN to anyone (even people claiming to be bank employees or security guards. Criminals work in teams - one to distract you, while the other steals your card and money.
- Be on the lookout for "shoulder surfing" - people standing close behind you to watch you enter your PIN.
- Do not key in your PIN until the ATM prompts you to do so.
- If you feel the ATM is not working as it should, press cancel, withdraw your card and go to another ATM. Report the matter to the bank.
- Finally, do not forget to take your receipt or transaction records with you to protect information of your account.

On the Road

- Plan your route in advance.
- Keep the doors locked at all times and wind the windows up.
- Do not leave your cellular phone or other devices where it is visible from outside the car.
- Lock your valuables inside the boot (trunk) before your departure.
- Do not ask strangers to take you a group picture no matter how friendly they seem.
- At night, park in well-lit areas.
- Do not pick up hitchhikers.
- If in doubt about the safety of an area, phone a police station for advice.
- Practice the same prevention skills you do in parking lots or garages at home.
- Become familiar with your route before you start the trip.
- Get a map of the route and study it.
- Make sure your car is in a good working order.
- Learn how all the windows, door locks and other equipment work before you leave.
- Keep your maps concealed, not lying on the seat or the dashboard where others can see them.
- Keep car doors locked and windows up while you are driving.
- If your car is bumped by another car, think before you get out. If you are in doubt or feel uncomfortable, signal to the other driver to follow you to a nearby police station or a busy, well-lit area where it is safe to get out.
- If you see an accident or accidents, don't stop; call the police.

Emergency Contacts

Secretariat details listed above

Police 10111

Ambulance 10177