



**Telecommunication
Development Bureau (BDT)**

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Subject: **ITU Regional Seminar on Costs and Tariffs and Meeting of Study Group 3 Regional Group for Africa (SG3RG-AFR) (former TAF Group) Gaborone, Botswana, 17 – 18 May 2011**

Dear Sir/Madam,

I refer to my letter BDT/POL/RME/DM/018 of 9 March 2011, further to which I now have the pleasure of sending you all the practical information relating to the forthcoming Telecommunication Development Bureau (BDT) seminar on costs and tariffs.

I would also like to inform you that for this seminar, to be held from **17 to 18 May 2011**, the contact details of the Botswana Telecommunications Authority (BTA), to whom delegates should send their information concerning arrival and departure or contact regarding any assistance, are the following:

Mr Twoba B. KOONTSE
Director of Communications, Compliance and Consumer Affairs
Botswana Telecommunications Authority (BTA)

Tel: +267 368 5503
Fax: +267 395 7976
Email: koontse@bta.org.bw

The Study Group 3 Regional Group for Africa (SG3RG-AFR) meeting will follow the seminar from 19 to 20 May.

Finally, please note that participants should enquire **in advance** whether they need a visa for Botswana and, where this is the case, that they should apply to the Consulate or Embassy of Botswana in their respective country. For further information in this regard, please refer to section 4 of **Annex 1**.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annex: 1

ANNEX 1

Practical information

BDT Seminar and SG3RG-AFR meeting Gaborone, Botswana, 17-20 May 2011

1 Meeting venue

The BDT seminar and the SG3RG-AFR meeting will both take place at the Gaborone International Convention Centre (GICC) in Gaborone, Botswana.

Tel : + 267 363 7777

Fax : + 267 390 5510

Email: info@grandpalm.com

2 Airport transfers

The Botswana Telecommunications Authority (BTA) will provide delegates with transportation between the airport and their hotels upon arrival and departure, as well as between the hotels and the meeting venue. Please note that transfers from the airport will be available solely to delegates having previously provided their flight details to the BTA contact person mentioned in this addendum.

3 Hotels

You will find below a list of hotels located close to the venue. While there are many hotels and lodges available in Gaborone, rates have been sought from the following recommended hotels. Please note that rates are inclusive of VAT and applicable tax:

Grand Palm Hotel

Telephone Number: +267 363 777

Accommodation per Room/Night: BWP 1 585.00

Breakfast: BWP 144.00

Lunch BWP 210.00

Dinner BWP 220.00

Peermont Metcourt

Telephone Number: +267 363 777

Email: reservations@peermont.com

Accommodation per Room/Night: BWP 647.00

Breakfast: BWP 95.00

Lunch BWP 210.00

Dinner BWP 220.00

Cresta President Hotel

Telephone Number: +267 3953631

Email: info@e-gnu.com

Accommodation per Room/Night: BWP 1080.00

Breakfast: BWP 126.00

Lunch BWP 156.00

Dinner BWP 158.00

Gaborone Sun Hotel

Telephone Number: +267 361 6000

Email: natsales@suninternational.com

Accommodation per Room/Night: BWP 1283.00 (Includes Breakfast)

Lunch BWP 145.00

Dinner BWP 170.00

Cresta Lodge

Telephone Number: +267 363 777

Email: info@e-gnu.com

Accommodation per Room/Night: BWP 1 126.00

Breakfast: BWP 144.00

4 Visa requirements

Visas are required for certain countries while others do not require Visas to enter Botswana. The visas should be obtained in advance at the nearest Botswana Diplomatic Mission. Airlines and Travel Agents can assist with information regarding Visas but application responsibility rests with the applicant.

5 Currency and exchange

The official currency is the Botswana PULA (100 thebe = 1 PULA). The currency is also abbreviated in both domestic and International Financial transactions as BWP.

USD 1	=	BWP 6.69344
GBP 1	=	BWP 10.7128
EUR 1	=	BWP 9.00563
SAR 1	=	BWP 0.968248

There is no limit on the amount of foreign currency, which can be brought into the country though it should be declared on arrival to prevent any restriction on the same amount being taken out when departing. Foreign currency can be exchanged in Botswana, both in cash and travellers cheques, at the international airports and in the larger cities.

6 Climate

Botswana's climate is semi-arid. Though it is hot and dry for much of the year, there is a rainy season, which runs through the summer months. Rainfall tends to be erratic, unpredictable and highly regional. Often a heavy downpour may occur in one area while 10 or 15 kilometres away there is no rain at all. Showers are often followed by strong sunshine so that a good deal of the rainfall does not penetrate the ground but is lost to evaporation and transpiration. 'Pula', one of the most frequently heard words in Botswana, is not only the name of Botswana's currency, but also the Setswana word for rain. So much of what takes place in Botswana relies on this essential, frequently scarce commodity.

The summer season begins in November and ends in March. It usually brings very high temperatures. However, summer is also the rainy season, and cloud coverage and rain can cool things down considerably, although only usually for a short period of time. The winter season begins in May and ends in August. This is also the dry season when virtually no rainfall occurs. Winter days are invariably sunny and cool to warm; however, evening and night temperatures can drop below freezing point in some areas, especially in the south-west. The in-between periods - April/early May and September/October - still tend to be dry, but the days are cooler than in summer and the nights are warmer than in winter.

7 Electricity

Botswana uses 220/240Volts, but you will need adapters if you are using 110v equipment. Most hotels have adapters available. But it is wise to bring your own, just in case.

The most current sockets are:



8 Business hours

Government offices: 0730h to 1630h, Monday to Friday (with lunch hour being 1245h to 1345h).

Shops: the opening hours of most shops are 0900h to 1700h, Monday to Saturday closed on Sunday.

Banks: Monday - Friday: 0830 - 1500 hours

Saturday: 0830 - 1145 hours

9 Driving

Driving is on the right-hand side of the road. A national or international driving licence must be carried. Wearing of seat belts is obligatory.

10 Languages

The official language is English and Setswana is the national language

11 Telephony

Botswana Country Code: +267.

Mobile Codes: 71, 72, 73, 74, 75, 76

Internet Code: .bw

A SIM card costs approximately P10.00. It has to be registered as per established regulations.

12 Local time

The standard time zone in Botswana is 2 hours ahead of Greenwich Mean Time (GMT +2). There are no daylight saving time arrangements.

13 Health and vaccinations

Those entering Botswana from other neighbouring countries infected with cholera and yellow fever, such as Kenya or Uganda, must provide international immunisation certificates. Expectant mothers are required to provide a medical certificate of fitness to travel at the time of making their reservations. Air travel is not permitted after the 32nd week of pregnancy.

14 Drinking water

Tap water is treated and safe for drinking. Bottled/Mineral water is also available and can be obtained in all hotels and restaurants and in shops.

15 Internet connectivity

Connectivity will be available at the meeting venue. It may require payment in some hotels.
