



REPUBLIC OF BOTSWANA



E/ECA-SA/ICSOE.XXVIX/2023/Info.3

INFORMATION NOTE

Twenty-ninth Meeting of the Intergovernmental Committee of Senior
Officials and Experts (ICSOE) of Southern Africa

8 – 9 November 2023
Gaborone,

Venue: Hotel 4:30



1. INTRODUCTION

Botswana, officially the **Republic of Botswana** is a landlocked country in Southern Africa. The largest city and capital of Botswana is Gaborone. Botswana is topographically flat, with approximately 70 per cent of its territory being the Kalahari Desert. It is bordered by South Africa to the south and southeast, Namibia to the west and north, and Zimbabwe to the northeast. It is connected by the Kazungula Bridge to Zambia, across the world's shortest border between two countries.

A country of slightly **over 2.3 million** people, Botswana is one of the most sparsely populated countries in the world. It is essentially the nation state of the Tswana, who make up 79% of the population- About 11.6 per cent of the population lives in the capital and largest city, Gaborone. Formerly one of the world's poorest countries—with a GDP per capita of about US\$70 per year in the late 1960s—it has since transformed itself into an upper-middle-income country, with one of the world's fastest-growing economies. The currency of Botswana is the **Botswana Pula (BWP). One Pula (P) equals 100 Thebe (t)**. Here shows the state motto again: **Pula** means 'rain' and **Thebe** 'shield'.

Botswana, a landlocked country in Southern Africa, has a landscape defined by the Kalahari Desert and the Okavango Delta, which becomes a lush animal habitat during the seasonal floods. The massive Central Kalahari Game Reserve, with its fossilized river valleys and undulating grasslands, is home to numerous animals including giraffes, cheetahs, hyenas and wild dogs.

The following are a list of top attractions what to see and where to go in Botswana:

- Chobe National Park
- Okavango Delta
- Tsodilo Hills
- Nxai Pan National Park
- Tuli Block
- Kgalagadi Transfrontier Park
- Mokolodi Game Reserve
- Moremi Game Reserve

2. MEETING DETAILS

The 29th Intergovernmental Committee of Senior Officials and Experts (ICSOE) of Southern Africa meeting on the theme ***“Accelerating Implementation of the (AFCFTA) for Inclusive Development in Southern Africa: Building on the (FTAs) of the (RECs) and Harnessing Technology and Innovation for Private Sector and Value Chains Development.”*** will take place at Hotel 4:30 Gaborone, Botswana on 8th and 9th November 2023. It will be preceded by three Ad hoc Experts Group Meetings (AEGMs) to validate background study reports that underpin the ICSOE theme on the 6th and 7th November 2023 at the same venue.

The meeting will be attended by Senior Officials and experts from SADC countries, development partners, representatives of the UN and other relevant international organizations.

3. VENUE

The Regional Review Meetings will be held at Hotel 4:30, which is located at the Central Business District, city Centre approximately 13.5 kilometers from the Sir Seretse Khama International Airport.

Details of the venue are as follows:

Physical Address: Plot 54350, 430 Square
Hotel 430
CBD (Central Business District)
Gaborone, Botswana

4. MEETING FORMAT

The meeting will be in hybrid format.

5. LANGUAGES

The Meeting will be conducted in English with simultaneous Portuguese interpretation.

6. REGISTRATION

All invited participants (Member states, Organizations, Agencies and others) are requested to register for the meeting by sending their duly completed registration forms to eca-dsrdcsa@un.org, copying: mfunwa@un.org, mundia.hangubo@un.org, and to: sletsoga@gov.bw; msmotsamai@gov.bw; mtatlhelelo@gov.bw. Only the names of duly registered participants will be included in the list of participants.

7. LOGISTICAL ARRANGEMENTS

The Government of Botswana will be responsible for Security, Protocol, Ground Transport and Accreditation for invited guest attending the twenty-ninth session of the intergovernmental committee of senior officials and experts for Southern Africa. Please note that, for coordination purposes, the Government of Botswana have selected a number of Hotels where delegates are encouraged to lodge at. The room rates have been negotiated and transport from the listed hotels to the meeting venue and airport will be provided.

Transport will be organized for participants between the airport in Gaborone and the designated hotels as well as between the designated hotels and the Meeting venue. There will be protocol officers at the airport to receive delegates. Please look for placards written, "ICSOE". There will also be protocol officers to assist those who require assistance with VISA application upon entry at Sir Seretse Khama International Airport.

8. VISA AND IMMIGRATION REQUIREMENTS

All delegates entering the Republic of Botswana should be in possession of a valid national passport (valid for at least six months before the expiry date).

Participants requiring visa to enter Botswana are strongly advised to apply for a visa from the Botswana diplomatic or consular missions in their home countries **as soon as possible**, or through the through the e-visa platform on <https://evisa.gov.bw>.

The use of temporary passports or emergency travel documents will not be acceptable. Turnaround time for visa application is 7-14 days.

8.1 Visa requirements

The following will be required in order to facilitate delegates:

- Certified copy of Passport Bio Page (s) – the passport should be valid for at least **6 months** from the date of entry into Botswana
- Passport should at least have 2 blank pages before entry into Botswana
- Visa application form
- Covering letter from the host Ministry.
- Delegate participation confirmation

NB: Documents are to be submitted well before travel dates so that Visas and/or Visa authorization letters can be issued for delegates to board flights or to be allowed into the country at any port of entry.

8.2 Options for VISA Application

Delegates from Countries requiring visas to enter Botswana can use either of the following options to apply for visa:

Option A: Embassy Application

Applying at the nearest Embassy reduces waiting period upon arrival. Contacts for Botswana Embassies and High Commissions are attached as Annexure I

Option B: E Platform

Applying through the e-visa platform on <https://evisa.gov.bw>. Through this platform, delegates will be issued with visa approval letters, however, their visas will be endorsed on their passport upon arrival in Botswana. (Turnaround time for the E-VISA application is 14days from the day of submitting the application)

Option C: Application on Arrival

Those who are interested in applying for visa upon their arrival in Botswana should submit their bio pages of their passport to the Ministry of Trade and Industry at email address (mmotsamai@gov.bw and kcharowe@gov.bw) for the Ministry to facilitate. Letters will then be issued to such delegate which must be sent to them before boarding flights. (These are letters that confirm that Botswana does issue Arrival Visas.) Delegates will then be required to process their visas and pay a prescribed fee upon arrival in Botswana. Visa on arrival gives a single entry and guest can stay up to (fourteen) 14 days only. This option does not allow to extend the visa and one's duration of stay in Botswana.

Visa fees

- Gratis - Diplomatic/service /official passport holders
- Other Passport holders
 - Business VISA @ P500 (USD 50) valid for 3 months and single entry.
 - If applying on arrival (at port of entry), validity of visa and stay is 14 days and it's not extendable.
- Business visa multiple entry P1000-P1500 (USD 100 – 150). The visa is not issued on arrival.

NB: Fees to be paid at time of arrival in BWP currency or through swiping (using Master Card or Visa cards).

Botswana Ports of entry list is attached as Annexure I

United Nations staff travelling on a United Nations laissez-passer (UNLP) are required to also produce their National Passports. They will however be issued VISA Gratis.

9. LIAISON OFFICERS

The list and contact details of Liaison officers responsible for the overall organization of the Meeting are attached to the documents. The Liaison officers are available to assist delegates before they travel to Botswana and during their stay in Botswana. The liaison officers can be contacted between 0600hrs and 2100hrs. Only emergency phone calls will be permitted outside the stipulated times.

10. TRAVEL

Travel arrangements for sponsored participants will be made through ECA, who will provide participants with a round trip economy class air ticket and daily subsistence allowance (DSA), in accordance with United Nations rules applicable to Gaborone, Botswana.

United Nations Travel guidelines of “most economical, most direct route” will apply, for sponsored participants. Non-sponsored participants are encouraged to utilize Botswana’s national airline where available.

11. HOTEL ACCOMMODATION

Accommodation for all **sponsored participants has been reserved and will be paid for by UNECA-SA** at Hotel 4:30.

Self-sponsored participants may stay at a hotel of their choice. Should they wish to stay at the Hotel 4:30, the UNECA-SA, through the host Ministry will make bookings for them. The negotiated rate is **P1400.00** per person, bed and breakfast.

Table 1: List of Hotels

Names of Hotels	Disc prices	Distance	Contact
Protea Masa Hotel	BWP 1400 (USD 103)	1.5 km	+2673159954
Hillton Hotel	BWP 1753 (USD 129)	0.65 km	+2673704200
Metcourt Inn	BWP 1381 (USD 101)	4.1 km	+2673637907
Tlotlo hotel	BWP 1035 (USD 76)	7.0 km	+2673935020
Travel lodge	BWP 1071 (USD 78)	4.9 km	+2673105000
Town lodge	BWP 1267 (USD 93)	7.5 km	+26775090519
Avani	BWP 1716 (USD 126)	4.7 km	+2673616000
Aquarian Tide	BWP 878 (USD 64)	7.6 km	+2673187480
Hotel 4:30	BWP 1400 (USD 103)	VENUE	+26773029990

All participants are kindly requested to note that the meeting organizers will not provide transport to those who fail to arrange their hotel accommodation directly with the recommended hotels. Those who book accommodation outside the above stipulated Hotels are advised to make their own transport arrangements to get to the meeting venue.

12. AIRPORT RECEPTION AND TRANSPORTATION

All delegates will be welcomed by local ushers with identification and transported from Sir Seretse Khama International Airport to their hotels.

13. COVID-19 REQUIREMENTS

Currently, there are no requirement for a COVID-19 PCR test/vaccination card to enter Botswana.

14. CURRENCY

Botswana Pula (BWP), is the national currency; in paper denominations of P200, P100, P50, P20, P10 and coins of P5, P2, P1, 50t, 25t, 10t, 5t. Most international currencies are convertible to Botswana Pula (and vice versa) at Banks and various Exchange Bureaus. Exchange rates float in accordance with the market forces. As of (insert actual date) 1 USD is approximately equivalent to BWP 13.00 and 1 EUR is approximately equivalent BWP 14.30 and 1 GBP is approximately equivalent BWP 16.30. Exchange rates are however subject to fluctuations.

Banks open at 09:00hrs until 15:00hrs from Monday to Friday and from 9:00hrs to 11:00hrs on Saturday. Banks remain closed on Sundays and Public Holidays.

Banking amenities are available at all the commercial banks. Local and regional banks hold agreements with a variety of credit card networks. Bureau de Change facilities are available in most of the branches of Botswana major banks.

Major credit cards are accepted in most hotels, restaurants and shops.

Taxes: Value Added Tax (VAT) is 14%.

Tel: +267 360 6000; Website: www.bankofbotswana.bw

15. ARRIVALS AND DEPARTURES

15.1. Arrivals

The official port of entry will be the Sir Seretse Khama International Airport (SSKIA) located in Gaborone City.

To facilitate delegates, immigration counters will be operating at the main terminal for necessary assistance. Assistance with transport and currency exchange will also be available at ports of entry.

15.2. Departures

Delegates departing through the Sir Seretse Khama International Airport (KIA) will be expected to undergo aviation security screening process and be facilitated through the dedicated check-in and immigration counters.

The schedule for departure of chartered aircrafts should be communicated to the Ministry of Foreign Affairs of the Republic of Botswana at least 24 hours in advance.

16. SECURITY

The Government of the Republic of Botswana will provide security and public order at the venue hosting the Regional Meetings.

17. GENERAL INFORMATION

Botswana is a landlocked country located in the Southern part of Africa, sharing borders with Namibia, South Africa, Zambia and South Africa. Botswana's time zone is **GMT+2**. The country's area totals 581,730 km², and its population is 2.588 million according to 2022 population census.

Botswana's International Dialing is **+267**.

18. EMERGENCY NUMBERS

Ambulance: 997

Police: 999

Fire: 998

19. MALARIA CONTROL

All delegates from endemic countries will be tested for Malaria if symptomatic.

20. DRESS CODE

Dress Code for the meeting is Business/Formal

21. HEALTH AND MEDICAL SERVICES

Delegates attending the meeting are required to buy Medical Insurance before travelling to Botswana.

22. GENERAL INFORMATION

22.1. Electricity plug Type

Botswana generally uses South Africa Round or Three pin square sockets. You are therefore advised to carry an adaptor.

22.2. Weather and Clothing

The meeting will be convened during the summer season in Botswana, temperature will reach minimum of 15 Degrees Celsius at night and highs of around 39 Degrees during the day, some rains expected. Participants are advised to pack warm clothing for cases where it will be raining.

22.3. Safety and Security

Botswana is generally a safe country. Delegates, however, are urged to take appropriate precautions to ensure their security and safety of their belongings at all times. Delegates must therefore ensure that attractive belongings such as laptop computers, mobile phones, cameras and cash are kept out of sight and are in secure facilities available at their hotels. The liaison officer should also be contacted.

23. Important Contact Details

Host Country:

- i. **Ms Jamah Mudarikirie-Gopane**
Department of Industry Development
Ministry of Trade and Industry
Email address: jmударикirie-gopane@gov.bw
- ii. **Mr. Thero Mokoti**
Senior Foreign Affairs Officer
Department of Multilateral Affairs and Cooperation
Ministry of Foreign Affairs and Cooperation
Email: tomokoti@gov.bw
Call: +267 3600847
Mobile: +267 72655298
- iii. **Ms. Mosetsana Motsamai**
Department of Industry Development
Ministry of Trade and Industry
Tel; +267 3995236
Email; mmotsamai@gov.bw
- iv. **Ms. Sarah Letsoga**

Department of Industry Development
Ministry of Trade and Industry
Email: sletsoga@gov.bw
Tel: +267 3995262

UNECA-SA:

Mr. Mundia Hangubo
Programme Management Assistant
Subregional Initiatives Section
United Nations Economic Commission for Africa
Sub regional Office for Southern Africa
P.O. Box 30647,
Lusaka, Zambia
Tel: (260) 211 228 502-5
Fax: (260) 211 236 949
Email: mundia.hangubo@un.org

Mr. Mzwanele Mfunwa
Economic Affairs Officer
Sub-regional Initiatives Section
United Nations Economic Commission for Africa
Sub regional Office for Southern Africa
P O Box 30647,
Lusaka, Zambia
Tel: (260) 211 228 502-5
Fax : (260) 211 236 949
Email: mfunwa@un.org

ANNEXURE I

Contacts of the Botswana Embassies and High Commissions:

Mozambique

Botswana High Commission in Maputo

3812 Julius Nyerere

Sommersshield

Maputo

Mozambique

Telephone

(+258) 21 243 800/ (+258) 21 494 918 / 19

Fax: (+258) 21 494 917

Email: botmoz@gov.bw ; infobotmoz@gov.bw

Facebook www.facebook.com/botswanahighcommissionmozambique/

Office hours:

Monday-Thursday: 08:00-12:45 and 14:00-16:30; Friday: 08:00-13:00

NAMIBIA

Botswana High Commission in Windhoek

101 Nelson Mandela Avenue

P. O. Box 20359

Windhoek

Namibia

Telephone: (+264) (61) 221 941 / 2 / 7

Fax: (+264) (61) 236 034

Email: botnam@gov.bw; mmabutho@gov.bw

Office hours

Monday-Friday: 08:00-13:00 and 14:00-16:30

SOUTH AFRICA, JOHANNESBURG

Botswana Consulate in Johannesburg

66 Jorrisen Strret, Braamfontein

Ground Floor, Jorrisen Place

P.O. Box 32051

2017

Johannesburg

South Africa

Phone: +27-11-403-3748

Fax: +27-11-403-1384

SOUTH AFRICA, PRETORIA

Botswana High Commission in Pretoria

24 Amos Street

Colbyn 0083

P O Box 57035

Arcadia, 0007

Pretoria

South Africa

Telephone: (+27) 12 430 9640

Fax: (+27) 12 342 1845

Facebook: www.facebook.com/Botswana-High-Commission-408105482573928

Twitter twitter.com/BOTSAPretoria

Office hours: By appointment

ZAMBIA

Botswana High Commission in Lusaka

5201 Pandit Nehru Road

Diplomatic Triangle

P.O. Box 31910

Lusaka

Zambia

Telephone: (+260) 211 250 555; (+260) 211 250 804

Fax: (+260) 211 253 895

Office hours: By appointment

ZIMBABWE

Botswana Embassy in Harare

22 Phillips Avenue, Belgravia

P.O. Box 563

Harare

Zimbabwe

Telephone: (+263) (242) 794 645 / 7 / 8 or (+263) (242) 745 179

Fax: (+263) (242) 793 030; (+263) (242) 793 416

Email: botzim@gov.bw

Website: www.botswanaembassy.co.zw

Office hours: Monday-Friday: 08:00-12:45 and 14:00-16:30

ANNEXTURE II**BOTSWANA PORTS OF ENTRY**

The following ports of entries are operational from Monday to Sunday:

	PORT OF ENTRY	OPERATING HOURS AIRPORTS	IMMIGRATION CONTACT DETAILS
1.	Sir Seretse Khama International Airport	0600-2200hours	+267 3914177
2.	Phillip Matante Airports	0600-2200hours	+267 2414251
3.	Maun Airport	0600-2200hours	+267 6863328/+267 6861549
4.	Kasane Airport	0600-1830hours	+267 6250178

BOTSWANA/SOUTH AFRICA BORDERS

1.	Ramatlabama Border Post	0600-2200hours	+267 5486277/259
2.	Pioneer Border Post	0600-0000hours	+267 5330225/+267 5301161
3.	Tlokweng Border Post	0600-0000hours	+267 3105409
4.	Martin's Drift Border Post	0600-2200hours	+267 4940254
5.	Ramotswa Border Post	0700-1900hours	+267 5390256
6.	Zanzibar Border Post	0800-1600hours	+267 2630220
7.	Point drift Border Post	0730-1630hours	+267 72625733
8.	Sikwane Border Post	0600-1900hours	+267 5778209
9.	Phitshane Molopo Border Post	0700-1800hours	+267 5487204
10.	Parshalt Border Post	0600-1800hours	+267 4930047
11.	McCarthy Rest Border Post	0800-1600hours	+267 5430513
12.	Bray Border Post	0700-1630hours	+267 6530130
13.	Makopong Border Post	0730-1630hours	+267 6544032
14.	Middlepits Border Post	0800-1600hours	+267 651198
15.	Two Rivers Border Post	0700-1600hours	+267 6530228
16.	Bokspits Border Post	0800-1600hours	+267 6511049

BOTSWANA/ZIMBABWE

17.	Ramokgwebana Border Post	0600-2200hours	+267 2470184/ +267 2470185 +267 2470187/ +267 2470188
18.	Kazungula Road Border	0600-2000hours	+267 6251617
19.	Maitengwe Border Post	0600-1800hours	+2672986269
20.	Matsiloje Border Post	0600-1800hours	+267 2483205
21.	Pandamatenga Border Post	0800-1700hours	+267 6232029

BOTSWANA/NAMIBIA

22.	Mohembo Border Post	0600-1800hours	+267 6875504
23.	Ngoma Border Post	0700-1800hours	+267 6200000
24.	Mamuno Border	0700-0000hours	+267 6592014/ +267 6592123

BOTSWANA/ZAMBIA

25.	Kazungula Bridge Border Post	0600-2200hours	+267 6240409
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