

**EXPERT GROUP ON THE STANDARD MINIMUM RULES
FOR THE TREATMENT OF PRISONERS****Cape Town, South Africa, 2 – 5 March 2015****INFORMATION NOTE FOR PARTICIPANTS*****Place, date and time:***

The meeting of the Expert Group will be held at the International Convention Centre (CTICC) in Cape Town, South Africa, from 2 to 5 March 2015 (<http://www.cticc.co.za>; Tel: +27 21 410 5000; Email: info@cticc.co.za). Daily working hours are from 10:00 am to 1:00 pm and from 3:00 to 6:00 pm.

Registration:

Registration will take place from 8:45 to 09.45 am on Monday, 2 March 2015. A registration desk will issue badges and desk name plates for delegations at the CTICC. Participants are requested to contact the central reception desk at the CTICC for directions and guidance.

Documentation:

Participants are expected to bring their own copies of documents for the meeting, which can be downloaded from the UNODC website at: <http://www.unodc.org/unodc/en/justice-and-prison-reform/expert-group-meetings-8.html>.

UNODC Secretariat contact details:

For substantive matters, please contact Ms Piera Barzanò and Mr. Philipp Meissner, Crime Prevention and Criminal Justice Officers, Justice Section, Division for Operations, UNODC; Emails: piera.barzano@unodc.org, Tel: +43 1 26060 ext 4323; philipp.meissner@unodc.org, Tel: +43 1 26060 ext 4222. For logistical/administrative matters, contact Ms Nadia Staufer, Programme Assistant, Justice Section, Division for Operations, UNODC; Email: nadia.staufer@unodc.org, Tel: +43 1 26060 ext 3027.

Host contact details:

Please contact the Ministry of Justice and Correctional Services: Mr. Lucky Mthethwa, Director, Correctional Services; Email: lucky.mthethwa@dcs.gov.za, Tel: +27 12 305 8798, Mobile: +27 78 801 1847.

Visit to Robben Island (optional):

Date and time: Sunday, 1 March 2015, **1pm**;
Departure point: **main entrance of the CTICC**;
Duration: 3.5 hours; Attire: Comfortable walking shoes, hat, sunglasses and sun protection cream. *Interested delegates are requested to confirm their participation with the Secretariat by 23 February 2015 at the latest.*

Robben Island is internationally known for the fact that Nobel Laureate and former President of South Africa, Nelson Mandela, was imprisoned here for 18 of the 27 years he served behind bars before the fall of apartheid. Today, the island represents a powerful symbol for the triumph of the human spirit over adversity, suffering and injustice (<http://www.robben-island.org.za>).

Visas:

Participants who require entry visas for South Africa should apply directly to the Consular authorities in their respective countries.

Transportation:

Cape Town Airport is located 22 km (14 miles) away from the centre of the city. Subject to traffic, the transfer from the airport to central Cape Town will take approximately 30 minutes. All fares are in South African Rand (R):

- **Taxi:** Arriving passengers should only use Touch-Down Taxis, the officially authorised airport taxi service provider. *Do not take a taxi from a person who verbally offers the service inside the airport hall, as they are often not authorized to carry passengers.* Fare: 300-400 R (one-way).
- **Shuttle services:** Shared, scheduled airport shuttles equally offer efficient and safe public transport across the city. The CTICC is conveniently located on most of the routes which run from the airport to the city. Service providers include Citi Hopper (<http://www.citihopper.co.za>), Centurion

Tours (<http://www.centuriontours.co.za>) or My Citi (<http://myciti.org.za>). Fare: 240 R (one-way).

- **Airport Express Bus:** MyCiti operates an Airport Express Bus (A01) departing every 20 minutes from the airport to Civic Station in central Cape Town. Fare: 70 R (one-way).

Hotel accommodation:

It is suggested that participants book in one of the hotels listed below, which are in the vicinity of the CTICC. The following rates apply:

Hotel	Room	Rates / night	Distance
Southern Sun The Cullinan Tel: +27 21 415 4000	Standard	\$ 219 USD	0,15 km
	Executive	\$ 332 USD	
http://www.tsogosunhotels.com/pages/home.aspx			
Hotel	Room	Rates / night	Distance
Harbour Bridge Tel: +27 21 431 9202	Luxury	\$ 136 USD	0,14 km
http://www.harbourbridgehotel.co.za			
Hotel	Room	Rates / night	Distance
Circa on the Square Tel: +27 21 431 8820	Single	\$ 104 USD	0,25 km
	Luxury	\$ 122 USD	
	Superior	\$ 139 USD	
http://circahotel.co.za/			
Hotel	Room	Rates / night	Distance
Hollow on the Square Tel: +27 21 421 5140	Standard	\$ 105 USD	0,35 km
	Deluxe	\$ 165 USD	
http://www.seasonsinafrica.com/hotels/in-south-africa/cape-town-hotels/hollow-on-the-square-hotel/			

Delegates are requested to make their own hotel arrangements. Please make reference to the meeting, and inquire whether airport pick-up is offered.

Exchange rate and money exchange:

The current exchange rate of the South African Rand is approximately US\$ 1 = R 11,58, and €1 = R 13,43. Foreign exchange facilities are widely available and can be found at the Cape Town International Airport, V&A Waterfront and at bureaux de change in various major shopping centres. Automated Teller Machines (ATMs) accept most international bank and credit cards. South Africa has a modern and sophisticated banking and commercial system, and most shops and hotels accept all major credit cards.

Climate:

Cape Town has a Mediterranean climate as the ocean shelters the land and moderates temperatures. Summer months are between December and April, characterized by dry and warm conditions. These are the most popular months for visitors, who come to enjoy the 11 or more hours of sunshine every day. The average temperature in Cape Town in March is

between 24 to 27 °C (75 – 81 °F). Note, however, that weather in Cape Town can also be changeable, and may include strong winds or even rain.

Safety and security:

Visitors should take the precautions they would in any major city. Avoid carrying large sums of cash, carrying cameras or video cameras in plain sight and leaving belongings unattended. Heed the advice of your hosts, Cape Town Tourism Visitor Centre staff or locals on where to go after dark. Try not to walk alone. Do not allow strangers to assist you in any way at ATMs. To report any safety incident, phone the following numbers:

- All emergencies from your cell phone: 112
- All emergencies from a landline: 107
- South African Police Services (SAPS): 10111

Health tips:

High-quality tap (faucet) water is available across the city, and it is safe to drink straight from the tap. Medical services are of a high standard in Cape Town, and there is an extensive network of both state and private hospitals. You won't need any inoculations unless you're travelling from a yellow-fever endemic area, in which case you will need certification to prove your inoculation status when you arrive in South Africa. Cape Town is not a malaria area.

Eating out:

The quality of the food is excellent, and Cape Town has some of the top restaurants in the world. Rich choice of seafood is one of the brightest distinctive features of the national cuisine. Fans of meat will also have no trouble choosing the right treat. Another distinctive feature of Cape Town cuisine is a rich choice of fresh fruit and local desserts.

Other useful tips:

VAT: South Africa has a Value Added Tax (VAT) system of 14% on purchases and services. Foreign visitors can reclaim VAT on collective purchases of more than 250 R. A VAT Refund Office can be found at the Ground level, International Departures, of Cape Town Airport (Tel: + 27 21 934 8675).

Tipping: A 10% tip is standard in restaurants. Larger tables in restaurants often have an automatic service charge added to the bill. A tip of 5-10 R per piece of luggage is acceptable for porters in hotels and at airports.

Electricity: The electricity supply in South Africa is 220/230 volts AC 50 HZ. Adapters can be purchased locally, if needed.

Further information: For further information about Cape Town, please refer to the Cape Town Tourism Office (Tel: +27 861 322 223; info@capetown.travel; <http://www.capetown.travel/>).