

## UNI Communicators' Forum 2008

9-11 April 2008, Cape Town, South Africa

# Practical Information

Welcome to the UNI Communicators' Forum.  
In this pamphlet you will find practical information related to the meeting.

### UNI's South African affiliates

There are 7 unions affiliated to UNI in South Africa.

The Banking, Insurance and Finance Workers' Union (BIFAWU), the Chemical, Energy, Paper, Printing Wood & Allied Workers Union (CEPPWAWU), the Communication Workers' Union of South Africa (CWU-za), the Finance Union (SASBO), the SIYAGUNDA Association for Hair and Beauty Workers, the Transport and Allied Workers' Union (SATAWU) and SACCAWU, the Commercial, Catering and Allied Workers' Union.

### General Cape Town information

<http://www.cape-town.net/html/visit1.htm>

### Forum Venue

The Forum will take place at the Fountains Hotel with interpretation (English-French) – where participants will also be staying.

### Fountains Hotel details

Fountains Hotel, Suites & Conference Centre

1 St Georges Mall - Cape Town - South Africa

Tel: +27 21 443 1100 - Fax: +27 21 425 6070

E-mail: [conferences@fountainshotel.co.za](mailto:conferences@fountainshotel.co.za) - Website [www.fountainshotel.co.za](http://www.fountainshotel.co.za)

The Fountains Hotel is located in Cape Town City Centre (Western Cape)

• 5 km from the beach • 1 km from the ICC • 4 km from the V&A Waterfront • 2 km to Cape Town Central Railway Station • 2 km to the Castle of Good Hope • 7 km to Camps Bay and Clifton Beaches • 22 km from Cape Town International Airport

### Fountains Hotel Bookings

UNI has negotiated special rates at the Fountains Hotel.

The room rate is 375 South African Rand (ZAR) per night for a single room (about 60 USD) and 475 for a double (about 75 USD). Apartments including a double room plus extra twin beds can be booked too for larger delegations but only well in advance. Breakfast and taxes are included.

**Participants should book their rooms directly with the hotel, providing them with Credit Card information, and in parallel, register to the Forum with UNI.**

### Travelling from the Airport to Fountains hotel

Our South African affiliates have offered a free pickup for participants upon arrival at the airport, to drive them to the hotel. If you wish to benefit from this service, **please send us your flight information (company, number, arrival date and time) before March 20<sup>th</sup>: [forum2008@uniglobalunion.org](mailto:forum2008@uniglobalunion.org)**

### Airport Information

#### IMPORTANT NOTICE TO TRAVELLERS GOING THROUGH JOHANNESBURG

If you are to land in Johannesburg before getting your connecting flight to Cape Town on your way to the Forum, please make sure you pick up your luggage in Johannesburg and check it in again for the last flight to Cape Town. Even if it's marked "Cape Town" as your final destination, the luggage will not follow unless you pick it up and check it in again.

Cape Town International Airport offers convenient, international-standard banking, forex and car rental services. It is 22 kilometres from the city centre, with a range of transport options to get you where you need to go. Besides car rental services, these include metered taxis and shuttle services.

<http://www.acsa.co.za/home.asp?pid=229&selAirport=cpt>



### Banking and Currency Exchange

The South African unit of currency is the Rand (R), which is divided into 100 cents.

The coin denominations are; 1c, 2c, 5c, 10c, 20c, 50c, R1, R2 and R5. The notes are R10,00, R 20,00, R 50,00, R 100,00 and R 200,00.

South Africa's banking system is efficient and easily accessible. Banks offer a wide range of services, including cash withdrawals, foreign exchange, electronic transfers (wiring), cashing of traveller's cheques and PIN withdrawals. If your card belongs to the worldwide Cirrus network, you should have no problem using your card.

There are a number of branches of the major banks, and Automatic Teller Machines (ATM's). ATM's can be found in shopping centres, at some petrol stations, and in the city centre.

Banking hours vary but are generally from 09:00 to 15:30 on weekdays. On Saturdays banks open at 09:00 and close at 11:00. Banks are closed on Sundays and Public Holidays.

Credit cards, especially Visa and Master Card are widely accepted.

South Africa has adopted a Value Added Tax system of 14% on purchases and services. If you are a foreign visitor to the Cape, you can reclaim your VAT on purchases over R 250, 00 that are taken out of the country unused. There are a number of VAT refund offices. You may find it convenient to use Airport offices or the VAT Refund kiosk at the V&A Waterfront or at Cape Town Tourism in Burg Street, Cape Town. Leave yourself enough time to do this – you'll need your original tax invoice and your passport, and will need to fill in a form and have the goods you bought available for inspection. For more information see [www.taxrefunds.co.za](http://www.taxrefunds.co.za)

In February 2008, the exchange rate for the South African Rand (ZAR) was as follows:

1 Euro	=	ZAR	10.80
1 CHF	=		6.68
1 USD	=		7.30
100 CFA	=		1.65

### **Tipping and Bargaining**

Tipping is an accepted practice in the Cape. Tipping in bars and restaurants is normally between 10% and 15%. Tipping taxi drivers and petrol attendants is also a common practice at about 10%. Bargaining is not a South African habit but it is worth asking about special deals and any discounts that may apply.

### **Insurance**

UNI does not have a general insurance policy covering participants. Insurance coverage must be provided by individuals or their union. Those participating in the meeting do so at their own risk.

### **Visas and Health Requirements**

Detailed information on visa requirements is available here:

[http://www.southafrica.info/public\\_services/foreigners/travel\\_requirements/visas.htm](http://www.southafrica.info/public_services/foreigners/travel_requirements/visas.htm)

Should you need a visa to attend the Forum in South Africa, please contact UNI head office after registering to the events. We will provide you with a personal invitation to obtain such a visa.

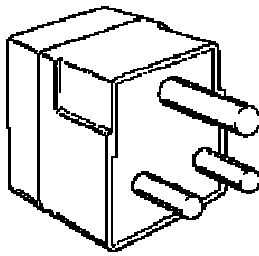
### **Climate**

The Cape's climate is described as Mediterranean with warm, dry summers and mild, moist winters. The Cape has a mostly temperate climate. Near the coast, summer temperatures range from a pleasant low of 15°C (59°F) to highs of 27°C (80.6°F). Inland temperatures are some 3 to 5 degrees higher, making for gorgeous summer days and nights.

To many, March and April signals the arrival of idyllic Cape weather. Summer's heat subsides, the wind settles, and autumn/fall casts its crimson, orange and yellow mantle over the vineyards, generating red, russet vistas spreading from the mountain tops to the sea. One can expect day temperatures around 22°C.

### **Electricity - Voltage**

The South Africa voltage is 220-230 volts. The plug has three thick round prongs that form a triangle.



To avoid any inconvenience, please bring the "Traveller Multi Purposes Plugs" which can be purchased in electrical stores in your country or at the airport.

### **Phone/Overseas' Calls**

Public phones (painted either bright blue or green) are widely available. The blue public phones take coins while the green public phones work with phone cards. You can purchase these at a variety of shops and at post offices. Phone cards are available in denominations from R 10,00 to R 200,00. Calls cost 80c per 3 minutes for a local call and you can make national and international calls with the cards as well.

To make an international call from South Africa dial 09, drop the first 0 of the number and dial the rest of the number. To make an international call to South Africa, dial 27 followed by the area code (drop the 0 of the area code) and number. Should you wish to make a collect call nationally, dial 0020. To make a collect call internationally dial 0900. To make local and national enquiries or to find a number, you may call 1023. For international enquiries dial 0903.

South Africa served by three service providers: MTN, Vodacom and Cell C. All three networks operate on GSM digital. If your phone is compatible, you may want to speak to your network operator about international roaming. Hire a cell-phone at the airport or other centres. It is relatively inexpensive to purchase a local Sim card. Some international cell-phones will work here if you purchase a local Sim Card. The South African networks cover the whole country and provide excellent service – enabling you to call or exchange text messages at any time. The number prefixes for the networks are; Vodacom (082 and 072), MTN (083 and 073) and Cell C (084).

*Participants (including those sponsored) calling from their hotel rooms will have to bear the cost themselves.*

### **E-mail and Faxes**

In addition to the internet access provided at the hotel (wifi in all rooms and common areas), 10 computers with internet will be available in the meeting room. Faxes for participants should be sent to the Fountains hotel (+27 21 425 6070). Participants can also use the hotel's business centre if needed –but at their own expense.

### **Post Offices**

The main post office in Cape Town is at the Grand Central Building on Plein Street (Tel +27 21 4641754). It's open Mon - Fri 08h00 - 16h30 & Sat 08h00 - 12h00. Postage stamps are widely available (e.g. at some cafes and branches of the Central News Agency - CNA).

### **Breakfast /Lunch/Dinner**

Please inform [forum2008@uniglobalunion.org](mailto:forum2008@uniglobalunion.org) ASAP of your dietary requirements so we can order the right food for you.

Participants can have breakfast at the Fountains Hotel – it's included in the seminar packages. Lunches will be provided during the Forum at the hotel and participants will be invited for dinner on Wednesday 9<sup>th</sup> and Thursday 10<sup>th</sup> April 2008.

### Wednesday 9<sup>th</sup> April: Dinner offered by UNI's South African unions

UNI affiliates in South Africa are kindly offering all participants dinner on the 9th April. Details will be provided during the first day at the Forum.

### Thursday 10<sup>th</sup> April: Excursion and dinner

UNI is pleased to invite all participants to go on a Catamaran Sunset Cruise from 6:30 PM until 8 PM, with magic views of Cape Town, sparkling wine and finger food. Following the cruise, we will treat you a typical South African meal at a restaurant directly at the Waterfront.

More information will be provided during the Forum.

### Do not miss Robben Island

<http://www.robben-island.org.za>

For nearly 400 years, Robben Island, 12 kilometres from Cape Town, was a place of banishment, exile, isolation and imprisonment. It was here that rulers sent those they regarded as political troublemakers, social outcasts and the unwanted of society.

During the apartheid years Robben Island became internationally known for its institutional brutality. The duty of those who ran the Island and its prison was to isolate opponents of apartheid and to crush their morale. Some freedom fighters spent more than a quarter of a century in prison for their beliefs, as did Nelson Mandela.

Those imprisoned on the Island succeeded on a psychological and political level in turning a prison 'hell-hole' into a symbol of freedom and personal liberation. Robben Island came to symbolise, not only for South Africa and the African continent, but also for the entire world, the triumph of the human spirit over enormous hardship and adversity.

- UNI strongly recommends a visit, during your stay in Cape Town. The standard tour is 3,5 hours, including the two half-hour ferry rides. Ferries depart at 9am, 10am, 12pm, 1pm, 2 pm and 3pm, weather permitting, from the V & A Waterfront in Cape Town.

The tour is extremely popular and you should really try to book places ahead of time – which can be done with a credit card. Call +27 (0)21 413 4208 / 9 or fax +27 (0)21 419 1057

The cost is: 150 Rand per adult.

### Local Phrases

Become part of the Cape by learning a few phrases that will make you understand the locals better.

#### Biltong

Similar to jerky, it is dried meat. You may choose to enjoy it plain or lightly salted, or to have it spiced.

Biltong is mostly made of beef, mutton and ostrich meat, however, South Africa also has a variety of game (springbok and kudu) biltong.

#### Lekker

Also pronounced "lekka". An Afrikaans word meaning nice, it is used to express approval. The connotation of the term implies more than just approval. It also implies enjoyment.

#### Robot

A robot is a traffic light.

#### Ag shame

What a pity. An expression of sympathy. Often used as sarcasm.

#### Jislaaik

You don't say. Used to express surprise or amazement.

#### Sharp

Means good or okay.

#### Sis

An expression of disgust. May mean "ugh" or "eewh". Used to express an extreme dislike to something.

#### Kwaai

Pronounced as "k-why". Means great or terrific. Used to emphasise your agreement to something. For example; "That's a kwaai car".

### **Shopping Information**

Shopping links:

<http://www.sa-venues.com/attractionswc/cape-town-shopping.htm>

[http://www.southafrica-travel.net/westcape/capetown\\_shopping.htm](http://www.southafrica-travel.net/westcape/capetown_shopping.htm)

<http://www.aboutcapetown.com/shopping.htm>

### **Questions**

If you have any questions about the meeting, contact Christine Revkin (tel: +41 22 365 21 30, fax +41 22 365 21 21 or e-mail: [forum2008@uniglobalunion.org](mailto:forum2008@uniglobalunion.org)).