



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat  
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

## **African regional workshop on preparing technology transfer projects for financing**

**2 – 4 September 2009  
Gaborone, Botswana**

### **INFORMATION FOR PARTICIPANTS**

#### **CONFERENCE VENUE**

The Workshop will be held at the Grand Palm Hotel-Casino and Convention Resort, Gaborone, Botswana.

**Address:** The Grand Palm Hotel-Casino and Convention Resort  
Bonnington Farm  
Molepolole Road  
Gaborone, Botswana  
Tel: +267 363 7777  
Fax: +267 391 2989  
Email : [info@grandpalm.bw](mailto:info@grandpalm.bw)  
Web : [www.grandpalm.bw](http://www.grandpalm.bw)

#### **HOW TO GET TO CONFERENCE VENUE**

The Grand Palm Hotel is situated 12 km from the Sir Seretse Khama International Airport. There is transport at the Airport in the form of CABs with charges of about P40.00.

#### **HOW TO GET ACCESS TO THE CONFERENCE VENUE**

The workshop will start on Wednesday, 2 September at 9.00 am. Participants are required to register and obtain identification badges prior to the opening of the workshop at 8:30 a.m. For this purpose, a registration counter will be set up in front of the meeting room.

#### **HOTEL ARRANGEMENTS FOR PARTICIPANTS:**

Participants are responsible for making their own hotel bookings. You can find a list of hotels located in Gaborone in Annex I. We encourage participants to reserve a room at the Grand Palm Hotel.

#### **VISA FOR BOTSWANA**

Participants requiring a visa for Botswana, or a transit visa, are strongly encouraged to contact the appropriate consular authorities as soon as the invitation is received. Participants requiring visa to enter Botswana from countries **without** a Botswana diplomatic establishment, are requested to complete the appropriate visa application form (see Annex II) and send it back to Magdalena Wegrzyniak:



mwegrzyniak@unfccc.int together with a copy of a national passport pages bearing the following information:

- photo
- full name
- date of birth
- date of issue
- expiry date

This copy should be certified by either the Police or Immigration Office in respective countries.

The complete set of documents will then be forwarded to the Botswana Immigration Office and a letter of confirmation will be issued to those participants who require an entry visa upon arrival. The fee of P500 has to be paid at the entry point.

### **General Restrictions**

The following details relate to holders of adult normal passports (requirements for children may be different), if any other type of passport or travel document is held, entry requirements should be checked with the relevant embassy or consulate

### **Special Notes**

All visitors must hold onward/return tickets & sufficient funds for length of stay

### **Passport General**

Required by all

### **Passport Validity**

Passports must be valid for at least 3 months

### **Visa General**

The following **DO NOT** require a visa:

- 1) Nationals of Botswana
- 2) For stays up to 90 days:
  - a) Holders of British passports
  - b) Nationals of Antigua & Barbuda, Argentina, Australia, Austria, Bahamas, Barbados, Belgium, Belize, Brazil, Brunei Darussalam, Canada, Cyprus, Denmark, Fiji, Finland, France, Gambia, Germany, Greece, Grenada, Guyana, Hong Kong (SAR China), Iceland, Ireland Rep, Israel, Italy, Jamaica, Japan, Kenya, Kiribati, Lesotho, Liechtenstein, Luxembourg, Malawi, Malaysia, Maldives, Malta, Mauritius, Mexico, Montenegro, Namibia, Nauru, Netherlands, New Zealand, Norway, Papua New Guinea, Portugal, Russia, St. Kitts & Nevis, St. Lucia, St. Vincent & Grenadines, Samoa, San Marino, Serbia, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, Spain, Swaziland, Sweden, Switzerland, Tanzania, Tonga, Trinidad & Tobago, Tuvalu, Uganda, United States, Uruguay, Vanuatu, Zambia & Zimbabwe

3) Commonwealth countries whose nationals **require** visas:

Ghana, India, Nigeria, Sri Lanka

4) Countries whose nationals **require** visas to enter Botswana:

Afghanistan, Albania, Algeria, Andorra, Angola, Argentina, Armenia, Azerbaijan, Bahrain, Bangladesh, Belarus, Benin, Bhutan, Bolivia, Bosnia and Herzegovina, Brazil, Bulgaria, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, Chile, China, Colombia, Comoros, Congo, Democratic Republic of Congo, Costa Rica, Côte d'Ivoire, Croatia, Cuba, Czech Republic, Djibouti, Dominican Republic, Ecuador, Egypt, El Salvador, Equatorial Guinea, Eritrea, Estonia, Etiópia,



Gabon, Georgia, Guatemala, Guinea, Guinea Bissau, Haiti, Honduras, Hungary, Indonesia, Iran, Iraq, Israel,, Ivory Coast, Jordan, Kazakhstan, Korea DPR, Korea ROK, Kuwait, Kyrgyzstan (Kirghizia), Laos PDR, Latvia, Lebanon, Liberia, Libya, Lithuania, Macedonia, Madagascar, Mali, Marshall Islands, Mauritania, Mexico, Micronesia, Moldova ,Monaco, Mongolia, Morocco, Mozambique, Myanmar (Burma), Nepal, Nicaragua, Niger, Oman, Pakistan, Palau, Panama, Paraguay, Peru, Philippines, Poland, Qatar, Romania, Russia, Rwanda, Sao Tume and Principe, Saudi Arabia, Senegal, Slovakia, Slovenia ,Somalia, Sudan,. Suriname, Syria,. Taiwán, Tajikistan, Thailand, Togo, Tunisia, Turkey, Turkmenistán,Ukraine, United Arab Emirates,. Uzbekistan, Venezuela, Vietnam, Yemen.

#### **Visa Notes**

Visitors must hold return or onward journey tickets and sufficient funds for maintenance during their stay. For stays of more than 90 days visitors should apply to the Chief Immigration Officer, PO Box 942, Gaborone, Botswana prior to arriving in the country

#### **Transit General**

Required by all except those as noted above and:

- 1) Persons continuing their journey by the same of first connecting aircraft without leaving the airport

#### **DAILY SUBSISTANCE ALLOWANCE (DSA) PAYMENT FOR FUNDED PARTICIPANTS**

**All funded participants:** please bring you passport, flight ticket and boarding passes with you to the workshop. These documents need to be copied in order to make the DSA payment.

#### **PREPARATION FOR THE WORKSHOP**

Note that the workshop will include several interactive activities that would require some preparation before coming to the workshop. The agenda of the workshop and reference materials will be posted on TT:CLEAR at <<http://unfccc.int/ttclear/jsp/Events.jsp>>

#### **WORKSHOP ORGANIZERS**

The UNFCCC Secretariat is the main organizer of this workshop. For substantive information concerning the workshop, please contact Mr. Vladimir Hecl, e-mail: [vhecl@unfccc.int](mailto:vhecl@unfccc.int), for logistical information please contact Ms. Magdalena Wegrzyniak, e-mail: [Magdalena.mwegrzyniak@unfccc.int](mailto:Magdalena.mwegrzyniak@unfccc.int).

#### **LOCAL HOST CONTACT**

Mr. Balisi Justice GOPOLANG  
Botswana Meteorological Services  
P.O.Box 10100.  
Gaborone.  
Botswana  
Tel: 267 3612222  
Fax: 267 3956282



---

## GENERAL INFORMATION ON BOTSWANA AND GABORONE

Time zone: South African Standard Time (UTC GMT +2)  
Currency: Botswana's unit of currency is the Pula (P), which is divided into 100 Thebe (t). The word 'Pula' means rain and 'thebe' means shield. The shield appears on the national coat of arms. Bank notes come in denominations of P10, 20, 50 and 100, and coins in denominations of 5t, 10t, 25t, 50t, P1, P2 and P5.  
Telephone country code: ++267  
Average annual temperature: Average annual temperatures Summer 20° to 40°  
Winter 0° to 20°.  
Average annual humidity 30.7°  
Average annual rainfall 546mm15 to 20° C.

For information on Gaborone you may want to visit the following link:  
<http://www.botswanaturism.co.bw/attractions/gaborone.html>

**Annex I****HOTELS IN GABORONE**

<b>Name</b>	<b>Grading</b>	<b>Town</b>	<b>Telephone</b>
<a href="#">Boiketlo Lodge</a>	*	P.O. Box 1968, Gaborone	3952347/ 72231823
<a href="#">Brackendene Guest House Ext 10</a>	GP	P.O. Box 621, Gaborone	3912886
<a href="#">Brackendene Lodge</a>	*	P.O. Box 621, Gaborone	3912886
<a href="#">Broadhurst Inn</a>	UN	, Gaborone	3953536
<a href="#">Cresta Lodge</a>	***	P/ Bag 126 , Gaborone	3975375
<a href="#">Cresta President Hotel</a>	***	P.O. Box 200, Gaborone	3953631
<a href="#">Ditshane Lodge</a>	*	P/ Bag Bo 11, Gaborone	3163737
<a href="#">Falcon Crest Suites</a>	****	P O Box 4873, Gaborone	3935373
<a href="#">Gaborone Hotel &amp; Casino</a>	UN	P/ Bag 00127, Gaborone	392 2777
<a href="#">Gaborone Sun Hotel</a>	****	P/ Bag 0016, Gaborone	3616000
<a href="#">Hotel Crystal Palace</a>	**	P/ Bag 386 , Gaborone	3165110
<a href="#">Innisfree Apartments</a>	***	P.O. Box 301294, Tlokweng	3953603
<a href="#">Kgale View Lodge</a>	***	P.o. Box 45100 Riverwalk , Gaborone	3121755
<a href="#">Letlhakeng Lodge</a>	***	P/ Bag Br 57, Gaborone	3958028
<a href="#">Lolwapa Lodge</a>	GP	P.O. Box 46692, Gaborone	3184865
<a href="#">Metcourt Inn</a>	***	P.O. Box 2025, Gaborone	3912999
<a href="#">Mondior Summit</a>	****	P/ Bag 324, Gaborone	3190600
<a href="#">Mopken Guesthouse</a>	SND	P.o. Box 1231, Gaborone	
<a href="#">Motheo Apartments</a>	**	P/ Bag BR282, Gaborone	3181587
<a href="#">Planet Lodge -Block 3</a>	**	P.O. Box 46015, Gaborone	3910117/6
<a href="#">Planet Lodge -Ext 4</a>	*	P.O. Box 46015, Gaborone	3910118
<a href="#">Rehoboth Guest House</a>	**	P.o. Box 21721, Gaborone	3932168
<a href="#">Roadside Lodge</a>	**	P.O. Box 2132, Gaborone	3930888
<a href="#">Sedibeng Guest House</a>	**	P.O. Box 502481, Gaborone	3186669/ 3907239
<a href="#">South Ring Lodge</a>	UN	Bag Br 286, Gaborone	3185551
<a href="#">Super Guest House</a>	*	P.O. Box 50407, Gaborone	3182134
<a href="#">Tholo Guest House</a>	*	P.o. Box 502670, Gaborone	3903818
<a href="#">Tie Du Guest House</a>	*	P.o. Box 50828, Gaborone	3105626
<a href="#">Tindi Lodge Ext 4</a>	UN	P.O.Box 20067, Gaborone	3953648
<a href="#">Tindi Lodge Ext 9</a>	UN	Box 20067, Gaborone	
<a href="#">Tony's Serviced Apts</a>	**	P.o.box 201885, Gaborone	3950006
<a href="#">Walmont Ambassador at the Grand Palm</a>	****	P/ Bag Br 105, Gaborone	3637777

REPUBLIC OF BOTSWANA

# Application for a Grant of a Visa to enter Botswana

No. ....

1. Name (in full).....  
(Surname in Block Capitals)
2. Age, Place and Date of .....  
Birth, and whether  
Married or Single .....
3. If Married woman give maiden name .....
4. Nationality of applicant .....
5. Type of visa required (single or multiple journey(s)) .....
6. Address in Botswana .....
7. Address in country of domicile .....
8. Occupation .....
9. Proposed length of stay on whether in transit without break of journey .....
10. Reasons in full for wishing to travel to the Republic of Botswana  
(Satisfactory evidence will be required as to the object of the proposed journey. Employees of firms or persons acting on behalf of firms must produce certificates from their employers as to the nature of the business on which they are proceeding abroad. Banker's reference may be required.  
.....  
.....
11. Proposed date of arrival in Botswana .....
12. Proposed date of Departure from Botswana .....
13. Reference in Country of Destination (with Address).  

(I)	(II)
.....	.....
.....	.....
.....	.....
14. Please indicate what money or cash will be at your disposal during your visit .....
15. Particulars of Passport or other travel documents which should be submitted with this application.  
Number ..... Place of Issue .....  
Date of Issue ..... Date of Expiry .....  
Return Visa to ..... Valid until .....

I DECLARE that the above particulars given by me are true in substance and in fact.

Date ..... Signature of applicant .....  
AT LEAST FOURTEEN DAYS NOTICE should be given for each application.

**NOTE:** Any visa granted on this application will be subject to compliance with the Immigration Regulation of the Republic of Botswana