



South African Reserve Bank

Towards a common future

40th
AACB Annual
Meetings

Administrative Circular

12-16 August 2017



Meeting details

Meeting venue

South African Reserve Bank (SARB) Conference Centre
370 Helen Joseph Street (previously Church Street)
Pretoria
South Africa

Date	Meeting name	Room
12-13 August 2017	Technical Committee	Conference A
14 August 2017	Bureau Meeting	Conference A
15 August 2017	Symposium	Auditorium
16 August 2017	Assembly of Governors	Conference A

Access to SARB Conference Centre

Governors and Heads of Delegation will be accompanied by individual VIP protectors assigned to them for the duration of the meetings. Officials will be met at the SARB Conference Centre entrance and accompanied to the meeting venue.

Participants need to show their passports to obtain access to the venue.

Interpretation services

Interpretation from English to Portuguese and French, and vice versa, will be provided.

Internet and Wi-Fi access

A number of computers with Internet and Wi-Fi access will be available for use by participants.

Medical support

In the event of any medical emergencies, medical support will be available at the SARB Conference Centre.

Major hospitals, Mediclinic Muelmed and Mediclinic Medforum are in close proximity to the hotels and SARB



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Airport transfers

Governors and Heads of Delegation will be provided with a VIP Protector-driven vehicle on arrival at O R Tambo International Airport in Johannesburg for the duration of their stay.

Transport for officials will be provided between O R Tambo International Airport and the hotels, and between the hotels and the SARB Conference Centre for the duration of the meetings.

A SARB Protection Services Official and SARB Liaison Officer will meet participants at the international arrival gate at O R Tambo International Airport. All delegations will be allocated a liaison officer.

All departures are to be confirmed with Carol Henning, either at the SARB Support Office or via email, the day prior to departure, whereafter participants will be advised of their pick-up time for departure.

Accommodation

Each central bank will be responsible for the accommodation costs of its delegation. Block bookings have been made at the hotels listed below.

Participants should contact the hotels directly to book their accommodation by 10 July 2017 to obtain the negotiated rates.

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Hotel	Address and contact details	Distance
Southern Sun Pretoria Hotel (4 star)	Cnr Steve Biko and Pretorius streets, Arcadia +27 12 444 5500 https://www.tsogosun.com/southern-sun-pretoria/	5 minutes' drive from the SARB building

Booking process

Email: sspretoria.reservations@tsogosun.com

https://bookings.tsogosun.com/tb3/index.cfm?bf=Tsogosun&arrivalDate=2017-08-10&rateaccesscode=*ng-7c&iatanumber=55GOV500ST&hotelcode=hytpypr

Reference: 1208SO_001 SARB AACB Meeting

Room rates

Standard room	R1 250.00 per night – single room including breakfast R1 420.00 per night – double room including breakfast
Superior room	R1 450.00 per night – single room including breakfast R1 620.00 per night – double room including breakfast
Suite	R4 000.00 per night – single room including breakfast R4 170.00 per night – double room including breakfast



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Accommodation

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Hotel	Address and contact details	Distance
Pretoria Premier Hotel (4 star)	573 Madiba Street, Arcadia +27 12 441 1400 http://www.premierhotels.co.za/Premier-Hotel-Pretoria/	5 minutes' drive from the SARB building

Booking process

Email: res.pretoria@premierhotels.co.za
Reference: SARB AACB Meeting

Room rates

Standard room
R1 085.00 per night – single room including breakfast
R1 460.00 per night – double room including breakfast

Executive room
R1 285.00 per night – single room including breakfast
R1 460.00 per night – double room including breakfast

Suite
R1 485.00 per night – single room including breakfast
R1 610.00 per night – double room including breakfast

3

Hotel	Address and contact details	Distance
Hotel 224 (3 star)	Cnr Francis Baard and Leyds streets, Arcadia +27 12 440 5281 www.hotel224.com	6 minutes' drive from the SARB building

Booking process

Email: book@hotel224.com
Reference: SARB AACB Meeting

Room rates

Participants will receive a quotation from Hotel 224 that needs to be accepted before the booking is confirmed.

Standard room
R740.00 per night – single room including breakfast
R1 200.00 per night – double room including breakfast

Bachelor apartment
R1 300.00 per night – single room including breakfast
R1 500.00 per night – double room including breakfast

1 bedroom apartment
R1 300.00 per night – single room including breakfast
R1 500.00 per night – double room including breakfast



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Accommodation

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Hotel	Address and contact details	Distance
Sheraton Hotel and Towers (5 star)	643 Stanza Bopape Street, Arcadia +27 12 429 9999 http://www.sheratonpretoria.com/	5 minutes' drive from the SARB building

Booking process

Via the website, with corporate ID 306771
Email: Tinus.Byleveld@sheratonpretoria.com
Reference: 2929264 – SARB AACB Meeting

Room rates	
Standard room	R1 500.00 per night – single room including breakfast R1 900.00 per night – double room including breakfast
Deluxe room	R2 505.00 per night – single room including breakfast (10 rooms available)
Club room	R3 465.00 per night – single room including breakfast R3 465.00 per night – double room including breakfast
Diplomatic suite	R12 075.00 per night – single room including breakfast (5 rooms available)

Note: The Sheraton Hotel is recommended for Governors, Deputy Governors and Heads of Delegations

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Hotel	Address and contact details	Distance
Court Classique Suite Hotel (4 star)	Cnr Francis Baard and Beckett streets, Arcadia +27 12 344 4420 www.courtclassique.co.za	8 minutes' drive from the SARB building

Booking process

Email: reservations1@courtclassique.co.za
Reference: SARB AACB Meeting

Room rates	
Studio suite	R1 220.00 per night – single room including breakfast R1 320.00 per night – double room including breakfast
1 bedroom suite	R1 360.00 per night – single room including breakfast R1 470.00 per night – double room including breakfast



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Accommodation

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Hotel	Address and contact details	Distance
Courtyard Hotel Arcadia (4 star)	Cnr Park and Hill streets, Arcadia +27 12 342 4940 www.citylodge.co.za/cy1.htm	9 minutes' drive from the SARB building

Booking process

Email: cyarc.resv@citylodge.co.za
Reference: 603BB278S – SARB AACB Meeting

Room rates

Studio suite R1 350.00 per night – single room including breakfast
R1 510.00 per night – double room including breakfast

1 bedroom suite R1 540.00 per night – single room including breakfast
R1 690.00 per night – double room including breakfast

Note: For all hotels, all room rates quoted exclude a 1% tourism levy per night on all room types.

Map





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Visa information



The following link provides information on the documents that are required for your visa application, if necessary, as well as the documents needed upon your arrival in South Africa:

<http://www.dha.gov.za/index.php/immigration-services/apply-for-a-south-african-visa>

The following link provides a list of countries that are exempt from visas – please carefully study the exemption requirements for your specific country:

<http://www.dha.gov.za/index.php/immigration-services/exempt-countries>

The following link provides a list of South African missions (embassies, consulates and high commissions) around the world:

<http://www.dirco.gov.za/webmissions/>

If there is no South African mission in your country, you would have to travel to the closest country where there is one to apply for a visa.

General

Electricity



The South African electricity supply is 220/230V and 50Hz AC. Most plugs are 15 amp 3-prong or 5 amp 2-prong with round pins.

United States-made appliances may need a transformer.

Most hotel rooms have 110V outlets for electric shavers and appliances. Kindly carry your own adaptor if required. Adaptors can be purchased locally.



Weather



The average temperature in Pretoria during August is mild at 14°C. Afternoons can be warm with average high temperatures reaching 22°C. Overnight temperatures are generally cool with an average low of 6°C.

An updated weather forecast can be viewed at <http://www.weathersa.co.za>

Time



South African Standard Time is two hours ahead of Coordinated Universal Time, and is the same as Central Africa Time, with daylight saving time not being observed.



Currency



The official currency in South Africa is the South African rand (R). The rand is subdivided into 100 cents (c). The currency is available in the following denominations:

Banknotes: R10, R20, R50, R100 and R200.

Coins: 10c, 20c and 50c, and R1, R2 and R5.

Foreign currency can usually be exchanged at bureau de change offices, commercial banks and hotels.

Automatic teller machines (ATMs) (cash machines) are available throughout South Africa. Major credit and debit cards are accepted at ATMs, and instructions are available in English.

Foreign exchange facilities will be available at the SARB Conference Centre from 14 to 16 August 2017 between 12:00 and 14:00.

Passports will be required for currency exchange.

Other transport requirements



Officials who require transport for private engagements should kindly request information from their hotels about the complementary services offered. Alternatively, officials may contact the following service provider:

EZ Shuttle

Tel.: +27 12 861 EZSHUTTLE (397 488)

Email: info@ezshuttle.co.za

www.ezshuttle.co.za

South African Reserve Bank contacts



Jason Milton (AACB coordinator)

Tel.: +27 12 313 4638

Cell: +27 82 460 3441

E mail: jason.milton@resbank.co.za

Carol Henning (event planning and logistics)

Tel.: +27 12 313 4222

Cell: +27 82 372 4052

E mail: carol.henning@resbank.co.za

Jan Seymour (transfers and security)

Tel.: +27 12 313 3948

Cell: +27 71 350 2594

E mail: jan.seymour@resbank.co.za



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Attractions in Pretoria

Pretoria (Tshwane), in Gauteng Province, is the administrative capital of South Africa. Known as the 'Jacaranda City' for its thousands of Jacaranda trees, it is also home to universities and government buildings.

The following tourist attractions can be enjoyed by visiting participants, but are to be arranged by participants themselves at their own expense.



Union Buildings

The Union Buildings are home to the office of the President of South Africa as well as the official seat of the government of South Africa. The buildings are beautiful and an architectural feat. The structure is representative of the union of formerly divided people. The spectacular gardens form the perfect surroundings for this architectural feat.

Address: 2 WF Nkomo, Pretoria, South Africa
Tel.: +27 12 323 5649
Opening hours: Daily 24 hours



Freedom Park

Freedom Park is a testimony to the countless sacrifices made by the heroes of South Africa throughout history for South Africa to emerge as a free nation. It is a monument built on the cornerstones of human dignity, rights and freedom. The Wall of Fame at the park is engraved with the heroes of South African history. It is a monument for South Africa to gain closure while at the same time drawing inspiration and courage from its past.

Address: Cnr Frikkie de Beer Street, Glen Manor Avenue, Menlyn, Pretoria, South Africa
Tel.: +27 79 873 9092
Opening hours: Daily, free tours at 09:00, 12:00 and 15:00.



Voortrekker Monument

The Voortrekker Monument is a massive historical structure carved out of granite to commemorate and honour the heroes of the Great Trek. The monument sits atop a hill overlooking the entire city of Pretoria. The historical frieze portrays the warriors of the Great Trek in vivid detail, while also depicting the daily life and beliefs of the Voortrekkers.

Address: Eeufees Road, Pretoria, South Africa
Tel.: +27 12 326 6770
Opening hours: 08:00 to 17:00



Pretoria National Botanical Garden

The Pretoria National Botanical Garden is a must see for the wide variety of fauna and flora as well as just for the pleasure of its soothing atmosphere. It is a rich tapestry woven with native trees of South Africa and other species. The Garden is an indigenous attempt to bridge the gap between scientific research and recreation.

Address: 2 Cussonia Avenue, Brummeria, Pretoria, South Africa
Tel.: +27 12 843 5194
Opening hours: 08:00 to 18:00



Shopping malls



Sancardia shopping centre

Address: 524 WF Nkomo Street
Operating hours: 09:00 to 19:00

Brooklyn mall

Address: Cnr Fehrsen and Veal streets
Operating hours: 09:00 to 19:00

Menlyn park shopping centre

Address: Cnr Atterbury Drive and Lois Avenue, Menlo park
Operating hours: Monday-Thursday: 09:00 to 20:00
Friday-Saturday: 09:00 to 21:00
Sunday: 09:00 to 18:00