



Republic of Botswana

**11<sup>TH</sup> AFRICA CO-OPERATIVE  
MINISTERIAL CONFERENCE, 2015  
GABORONE, BOTSWANA**



**12-15<sup>TH</sup> OCTOBER 2015  
GABORONE, BOTSWANA**



**International Co-operative  
Alliance – Africa**  
A Region of the International  
Co-operative Alliance



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## CONFERENCE BACKGROUND

In the late seventies, the Alliance Regional Office for Africa commissioned the meeting to help improve relations between African governments and their Co-operative movements and as a result in 1984, Africa Co-operative Ministerial Conference was launched. Ministers responsible for Co-operatives and Co-operative leaders agreed to meet every three years to review progress and set targets for the future.

The Africa Co-operative Ministerial Conference (ACMC), since 1984 has been held in the following countries: Botswana (1984), Tanzania (1993), Mauritius (1996), Swaziland (1999), Uganda (2002), Lesotho (2005), Kenya (2009), and Rwanda (2012).

The objectives of this year's 11<sup>th</sup> ACMC are twofold and include:

- To bring Governments and the Co-operative Movement leaders in a forum to take stock of achievements made based on resolutions of the 10th Africa Co-operative Ministerial Conference held in Kigali, Rwanda.
- To deliberate on how best the advantages of the Co-operative business model can be harnessed to contribute towards the AU Agenda 2063 and to engage with the Governments to achieve this objective.

This year's conference will be held in Gaborone, Botswana from the 12<sup>th</sup> -15<sup>th</sup>, October 2015.

The Ministers' meeting will be preceded by:

- a) The Regional Board Meeting on the 11<sup>th</sup>, October, 2015
- b) Pre-Conference Sessions on the 12<sup>th</sup> October, 2015
- c) Ministerial Conference on the 13<sup>th</sup> – 14<sup>th</sup> October, 2015 and
- d) On 15<sup>th</sup> October, 2015 a field visit to selected Co-operatives.

The main theme for this year's conference, "**Contribution of Co-operatives to African Union (AU) Agenda 2063: The Africa we want**" will be analysed and discussions will focus on the following seven major sub-themes:

- 1. A prosperous Africa based on inclusive growth and sustainable development through the Co-operatives business model;**
- 2. Reviving Pan Africanism and the vision of Africa's Renaissance through Co-operative identity;**

3. **Fostering an Africa of good governance, democracy, respect for human rights, justice and the rule of law through Co-operative enterprises;**
4. **The Role of Co-operatives in building a peaceful and secure Africa;**
5. **Matching Co-operative Values and Principles with African cultural identity, heritage, values and ethics;**
6. **Accelerating Africa's development by encouraging the participation of youth and women at all levels in Co-operatives ;**
7. **Contribution of Co-operatives to a strong, united and influential Africa.**

## **1. DATES AND VENUE OF THE SUMMIT**

### **1.1 Key Dates**

The ACMC2015 will be held in Gaborone, Botswana on the 12<sup>th</sup> to the 15<sup>th</sup> of October 2015.

### **1.2 Venues**

**The ACMC2015 will be held at Gaborone International Conference Centre (GICC), Botswana on the 12<sup>th</sup> to 15<sup>th</sup> of October 2015. For more information about GICC go to <http://www.gicc.co.za>. (Note that for more information about the conference visit the ICA website at [www.icaafrica.coop](http://www.icaafrica.coop)).**

A networking dinner will take place in the evening of the 12<sup>th</sup> of October 2015 at Lions Park Resort, which is about 15km south of Gaborone City.

Ministers' Dinner (**strictly by invitation**) will be held at GICC in the evening of the 13<sup>th</sup> of October 2015.

## 2. PROGRAMME

### 2015, CO-OPERATIVE MINISTERIAL CONFERENCE PROGRAM

	DATE	TIME	ACTIVITIES
<b>PART I</b>	Sunday 11 <sup>th</sup> October 2015	9.00-17.00	<b>Closed Meeting (Regional Board Meeting)</b>  <b>ARRIVAL OF DELEGATES</b>
	Monday 12 <sup>th</sup> October 2015	8.00 - 9.00	<b>MC Prof. Shitanda</b> <b>Registration</b> <b>Entertainment</b>
		9.00 - 10.30	<b>Welcoming and Opening Remarks</b> <ul style="list-style-type: none"> <li>➤ Program Director</li> <li>➤ BOCA, Chairman</li> <li>➤ Alliance Africa, Regional Director</li> <li>➤ Alliance, Director General</li> <li>➤ Alliance Africa, President</li> <li>➤ Alliance, President</li> </ul>
		10.30 - 11.00	<b>Group Photo &amp; Tea/Coffee</b>
		11.00 - 11.05	<b>Setting the Tone:</b> Conference Objectives, Dr. Chiyoge B. Sifa
		11.05 - 12.05	Key Note Speaker: <i>AU Agenda 2063: The Africa We Want: Mr. Oumar Diop, AU</i>
		12.05 - 13:05	<b>Contribution of Co-operatives to AU Agenda 2063: Small Group Discussions on:</b> <b>Sub-theme 1:</b> A prosperous Africa based on inclusive growth and sustainable development through the Co-operatives business model. <b>Mr. Jeff Ndumo/ Mr Gobe Taziba</b> <b>Sub-theme 2:</b> Reviving Pan Africanism and the vision of Africa's Renaissance through Co-operative identity <b>Mr. Musemakweli, CEO UCA</b> <b>Sub-theme 3:</b> Fostering an Africa of good governance, democracy, and respect for human rights, justice and the rule of law through Co-operative enterprises. <b>Ms. Ursula Titus, Interim Chairperson Alliance Africa Law Committee</b>
		13:05 - 14.00	<b>Lunch/Networking</b>
		14.00 - 16.00	<b>Small Group Discussions continued</b> <b>Sub-theme 4:</b> The Role of Co-operatives in building a peaceful and secure Africa <b>Mr. Joseph Ojeyemi Adeleke, President NNPC/Dr Dama Mosweunyane</b> <b>Sub-theme 5:</b> Matching Co-operative Values and Principles with African cultural identity, heritage, values and ethics <b>Mr. Shimelles Tenaw</b> <b>Sub-theme 6:</b> Accelerating Africa's development through youth and women in Co-operatives <b>Mr. George Ombado, CEO ACCOSCA</b>

			<b>Sub-theme 7:</b> Contribution of Co-operatives to a strong, united and influential Africa. <b>Mr. Guy Tchami, ILO</b>
		16:00 - 16.30	<b>Tea/Coffee</b>
		16.30 - 17.30	Plenary Session: <b>Summary, Recommendations and Conclusion</b> of Day 1 proceedings
		19.00 - 21.00	Networking Dinner (Open to all delegates) <b>Entertainment</b>
<b>PART II</b>	Tuesday 13 <sup>th</sup> October 2015	8.00 - 8.30	<b>Registration</b> <b>Entertainment</b>
		8.30 - 10.30	<b>MC: Modukanele Modukanele</b> <b>Official Opening: Inaugural Session</b> <ul style="list-style-type: none"> <li>➤ Conference Called to Order</li> <li>➤ Adoption of Conference Agenda</li> <li>➤ Election of Conference Chairperson</li> <li>➤ Address by Outgoing Chairperson <b>Hon. Francois Kanimba</b></li> <li>➤ Acceptance Address by Incoming Chairperson: <b>Hon. Minister Vincent T. Seretse</b></li> <li>➤ Statement: Alliance Africa President <b>Mr. Stanley Muchiri</b></li> <li>➤ Statement: Alliance Director General <b>Mr. Charles Gould</b></li> </ul> <b>Entertainment: Gaborone Youth Singers</b> <ul style="list-style-type: none"> <li>➤ Opening Address: Guest of Honour: <b>His Honour Vice President Mokgweetsi Masisi</b></li> <li>➤ Statement of Appreciation: Chairperson BOCA <b>Mr. Smarts Shabani</b></li> </ul> <b>Entertainment</b> <b>Tour of Exhibitions:</b> Vice President and Ministers led by <b>MTI Permanent Secretary Ms. Peggy Serame</b>
		10.30 - 11.00	<b>Photo Session and Tea/Coffee</b>
		11.00 - 11.10	Recognition of Delegations: <b>Mr. Modukanele Modukanele</b>
		11.10 - 12.05	Update on Alliance Vision 2020 Alliance Director General <b>Mr. Charles Gould</b>
		12.05- 13.00	Progress Report on Co-operative Development in Africa period 2012-2015-Summary of Country Reports: <b>Prof. Bee</b>
		13.00 - 14.00	<b>Lunch</b>
		14.00 - 15.00	<b>MC: Mr. Modukanele Modukanele</b> Aligning The Africa Co-operative Development Strategy with the AU Agenda 2063 Alliance Africa Regional Director <b>Dr. Chiyoge B. Sifa</b>
		15.00-16.00	Information Session on: EU Commission, PFD and EU country Road Maps
		16.00 - 16.30	<b>Tea/Coffee</b>

		16.30-17.30	Information Session on Alliance Africa Activities
		17.30	End of Day 2 Proceedings
		16.30 - 22.00	Ministers Welcoming Dinner/ Networking ( By Invitation Only)
Wednesday 14 <sup>th</sup> October 2015	8.30 - 12.00		<b>Plenary Session</b> Ministerial Country Statements By <b>All Ministers Present</b> <ul style="list-style-type: none"> <li>➤ To consider and adopt Conference Conclusions and Recommendations</li> <li>➤ Venue and Date of Next Ministerial Conference</li> <li>➤ Signing of Communiqué</li> </ul> <b>Entertainment</b>
	12.00 - 12.30		<b>Closing Ceremony: Hon. Vincent T. Seretse</b>
	12.30 -14.00		<b>Tea/Coffee/ Lunch</b>
Thursday 15 <sup>th</sup> October 2015	8.00 - 17.00		<b>Field Visits to Selected Co-operatives (Optional)</b>



### **3. ACCREDITATION PROCEDURES**

#### **3.1 Registration**

Registration will be done through ICA Africa Regional Office.

Registration fees are as follows:

Host country	USD100 per delegate
Other member countries	USD200 per delegate
Non-member organisations	USD200 per delegate

#### **3.2 Delegates passes**

Upon registration all delegates will be issued with an official welcome pack. This will contain an identification badge which should be worn and displayed at all times whilst within designated ACMC2015 venues.

### **4. ACCOMODATION**

It is important to take note that accommodation in Gaborone is limited and in high demand, therefore we encourage all delegates to book and confirm their hotel reservations as soon as possible.

#### 4.1 HOTELS IN GABORONE, BOTSWANA

NO	HOTEL NAME	RATE PER NIGHT STANDARD (BWP)	HOTEL STAR RATINGS	PLACE	DISTANCE FROM VENUE	CONTACTS	ANY OTHER INFORMATION
1	Walmont hotels casinos Resorts	1655.00	****	GICC	Within conference premises	+267 363 7777	WIFI Gym Recreation facilities
2	Metcourt Inn		****	GICC	Within conference premises		WIFI Gym Recreation facilities
3	Avani Gaborone Hotel & Casino	1095.00	****	Extension 9	7.3Km Chuma Drive, Gaborone	+267 361 6000 gaborone@avanihotels.com	Internet, complimentary ironing for two items on arrival, golf club, complimentary to and from airport and gym facilities

4	Town lodge	1015.00,	None, but aiming for *****	Airport junction mall	12Km	316 0490 tlgabs.resv@clng.com	WIFI, swimming pool, bar, laundry service, we are city lodge group of Hotels.
5	Regent select hotel	1070.00,	*****	Ext 10	7 Km	+267 318 2572 info@regentselect.co.bw	WIFI, English and Continental breakfast, private swimming pool, 24hour security, electric fence, executive boardroom.
6	Lansmore Masa Square	1500.00, USD175.00 Suite- BWP1890.00, USD200.00	*****	CBD	5.2Km	315 9984 sales@lansmorems.com	All group reservations of 10 rooms or more, 10% discount offered, Fastest WIFI, Friendliest team Leading hotel in the city.

7	Cresta Lodge	1439.00	***		10Km	397 5375 reslodge@cresta.co.bw	WIFI, sport Bar, outside bar, mini Bar, gym, room service, tea and coffee making facilities, swimming pool, restaurant and cocktail Bar, Direct dial telephone , Conference facilities, Paraplegic facilities
8	Yarona Hotel	889.30	***	Mogoditshane	8.8km	+2673933680/+26775570742 yarona@botsnet.bw	Internet Bar Satellite TV Swimming pool
9	Travel Lodge	830.00	***	Block 3	4.3km	+2673105000 reservations@travelodge. co.bw	WIFI Laundry facilities Bar DSTV

10	The Capital Guest House	1200.00	****	Next to BTV	4.8km	+2673915905 bookings@thecapitalguesthouse.co.bw	WIFI Laundry services Swimming pool
11	Sunbeam Hotel	685.00	****	Mogoditshane SSKB	5.2km	+2673500146 reservations@sunbeamhotel.co.bw	
12	Stay easy Inn	600.00	**	Opposite Gaborone Sun	7km	+2673953648 stayeasyinn@yahoo.com	WIFI
13	Bathopele Lodge	490.00	***	Mogoditshane	4.1km	+2673165284/+26772191898 bathopele@botsnet.bw	WIFI Laundry Swimming pool
14	Boiketlo Lodge	400.00	**	Extension 2	5.8km	+2673952347/+26772231823	
15	Brackendene Lodge	490.00	*	Extension 2	6.3km	+2673912886/+2673906651 brackendenelodge@gmail.com	WIFI
16	Camels Inn Lodge	559.00	**	Mmopane	3km	+2673167005 camelsinn@hotmail.com	
17	Ditshane Lodge	545.00	*	Phase 2 Baobab	3km	+2673923293/+26771901104 ditshanelodge@yahoo.com	
18	Planet Lodge	608.00	***	Block 3	5.2km	391 0116 planetlodge@mega.bw	Internet Self-catering

							Swimming pool Laundry services
19	Sedibeng Lodge	650.00	***	Phase 4	2km	+2673186669/+26775388941 bookings@sedibenglodge.co.bw	
20	Emerald Hotel	560.00	**	Tlokweng		+2673924192 emerald.bedbreakfast@gmail.com	WIFI 24 hours security
21	Exec Closets Hotel	750.00	****	Phase 4		+2673922300 reservations@execclosets.co.bw	Internet 24 hour security Laundry
22	Indaba Lodge	1235.00	***	Tlokweng Next to River Walk		reservations@indabagaborone.co .bw	WIFI Laundry
23	Tlotlo Hotel and Conference Center	895.00	-	Block 5	10 km from GICC	+2673935020 reservations@tlotlohotel.co.bw	WIFI

## 5. TRAVEL INFORMATION

### 5.1 Air Botswana

Delegates choosing to book their own flights are advised that Air Botswana has added non-scheduled flights to their schedule in order to accommodate delegates' flight needs. The following flights are available:

FROM GABORONE TO JOHANNESBURG								FROM JOHANNESBURG TO GABORONE											
Flight No	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dep	Arr	Flight No	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dep	Arr
BP209	•	•	•	•	•			06H30	07H30	BP210	•	•	•	•	•			06H40	07H40
BP207			•				•	09H00	10H00	BP200	•		•			•		08H15	09H15
BP207	•						•	08H30	09H30	BP208				•				09H55	10H55
BP223							•	08H00	09H00	BP208		•					•	10H10	11H10
BP203					•		•	09H55	10H55	BP208	•		•		•			10H20	11H20
BP203		•						10H00	11H00	BP204	•			•				12H00	13H00
BP203				•				10H10	11H10	BP220			•					13H40	14H40
BP225			•					11H55	12H55	BP206	•	•		•	•	•	•	15H00	16H00
BP205	•	•		•	•	•	•	13H30	14H30	BP222			•		•	•	•	16H45	17H45
BP227	•		•					15H00	16H00	BP224	•		•		•			19H00	20H00
BP229	•							18H50	19H50	BP218		•						18H00	19H00
BP201					•			16H55	17H55	BP202		•		•		•	•	20H15	21H15
BP201	•	•		•			•	17H00	18H00	BP228	•							17H10	18H10
BP217		•	•	•	•			18H25	19H25	BP9202							•	18H30	19H30
BP217							•	18H30	19H30						•				
BP221	•		•		•			07H25	08H25										
FROM GABORONE TO KASANE								FROM KASANE TO GABORONE											
Flight No	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dep	Arr	Flight No	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dep	Arr
BP022			•					09H45	11H45	BP021			•					12H15	14H15
BP022	•						•	10H00	12H00	BP021	•						•	12H45	14H45
BP022					•			10H20	12H20	BP021					•			12H50	14H50
BP024							•	11H55	13H55	BP023							•	14H40	16H40
FROM GABORONE TO FRANCISTOWN								FROM FRANCISTOWN TO GABORONE											
Flight No	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dep	Arr	Flight No	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dep	Arr
										BP041			•					08H25	09H35
BP042	•	•	•	•	•			06H45	07H55	BP041					•			08H40	09H50
BP044			•		•		••	17H30	18H40	BP043	•	•	•	•	•		••	19H10	20H20

## 5.2 Nairobi Flight

FLIGHT TIMETABLE: NAIROBI-GABORONE-NAIROBI

# 2015 schedule

NBO-GBE	DEP	ARR	GBE-NBO	DEP	ARR
SUNDAY KQ716	2205	0110	MONDAY KQ717	0155	0650
<b>MONDAY KQ716</b>	<b>2205</b>	<b>0110</b>	<b>TUESDAY KQ717</b>	<b>0155</b>	<b>0650</b>
WEDNESDAY KQ710	2205	0110	THURSDAY KQ717	0155	0650
FRIDAY KQ710	2205	0110	SATURDAY KQ711	0155	0650



### 5.3 Station flight schedule – Ethiopian airlines

#### MONDAY

ARRIVAL GABORONE				DEPARTURE GABORONE			
FLIGHT NO	FROM	DEP	ARR	FLIGHT NO	TO	DEP	ARR
ET828	CAPE TOWN	0935	1145	ET828	ADDIS ABABA	1245	1945

#### TUESDAY

ARRIVAL GABORONE				DEPARTURE GABORONE			
FLIGHT NO	FROM	DEP	ARR	FLIGHT NO	TO	DEP	ARR
ET829	ADDIS ABABA	0930	1430	ET829	CAPE TOWN	1520	1730

#### THURSDAY

ARRIVAL GABORONE				DEPARTURE GABORONE			
FLIGHT NO	FROM	DEP	ARR	FLIGHT NO	TO	DEP	ARR
ET828	CAPE TOWN	0935	1145	ET828	ADDIS ABABA	1245	1945
ET829	ADDIS ABABA	0930	1430	ET829	CAPE TOWN	1520	1730

#### SATURDAY

ARRIVAL GABORONE				DEPARTURE GABORONE			
FLIGHT NO	FROM	DEP	ARR	FLIGHT NO	TO	DEP	ARR
ET828	CAPE TOWN	0935	1145	ET828	ADDIS ABABA	1245	1945
ET829	ADDIS ABABA	0930	1430	ET829	CAPE TOWN	1520	1730

#### **5.4 Private planes**

Delegates wishing to arrive in Gaborone, Botswana using private aircraft will be required to liaise directly with the Civil Aviation Authority of Botswana.

For further information, contact:

*Civil Aviation Authority of Botswana*

Plot 61920, Letsema Office Park,  
P.O.Box 250 Gaborone, Botswana.

Tel.: +267 368 8200

Fax No. : +267 391 3121/2222

E-mail: [caab@caab.co.bw](mailto:caab@caab.co.bw)

<http://www.caab.co.bw/caab-content.php?cid=164>

## 6. TRANSPORTATION

Transportation will be provided for all delegates during the ACMC2015 program.

### 6.1 Delegates

A coach shuttle service will be provided to transfer all delegates as follows:

- Sir Seretse Khama International Airport to designated ACMC2015 accommodation facilities
- Accommodation facilities to networking dinner venue (return)
- Accommodation facilities to conference venue (return)
- Accommodation facilities to Ministers' dinner (return)
- Accommodation facilities to Sir Seretse Khama International Airport

### 6.2 Additional transportation

Transport requirements outside of the official ACMC2015 program will not be provided by the ACMC2015 organising committee.

Additional transportation can be arranged independently through:-

#### a. Car hiring (rental) services

- AT&T Monnakgotla +267 399 5912
- Mahube Express +267 392 2660
- Avis +267 397 5469 /395 3745

#### b. Cab Services

- Final Bravo Cabs +267 312 1785
- Smiley Cabs +267 310 5858
- Dintwe Cabs +267 74 965 061

#### c. Public transport

Public transport is recognised by blue number plates.

## **7. PROTOCOL**

### **7.1 Protocol Officers**

The Botswana Government will dedicate one (1) Protocol Officer for each Minister and the Alliance and Alliance Africa Chairpersons.

### **7.2 Arrivals and Departures**

Arrivals to the conference venue will be in protocol order and we request that Heads of Delegation arrive at the allotted time where a Government official will be waiting to greet.

### **7.3 Dress Code**

The dress code for ACMC2015 program is formal, smart casual, day dress or national dress unless specified otherwise.

## **8. INTERPRETATION**

The summit will be conducted in English.

Simultaneous interpretation will be available in French.

Only interpreters provided by the official event organiser will interpret in the booths during official meetings.

## **9. SECURITY**

### **9.1 Firearms and weapons**

Delegates are reminded that under Botswana law, the carrying of firearms, batons, CS spray, tasers and knives and other weapons by security/protection officers accompanying delegates is not permitted.

## **9.2 Communication equipment**

Authority for the use of radio frequencies must be obtained and the following information must be provided: bandwidth, frequency range, any preferred frequencies, area usage and power output. This information must be sent by email to [bgabanamotse@gov.bw](mailto:bgabanamotse@gov.bw) and [motlhabanye@gov.bw](mailto:motlhabanye@gov.bw).

## **10. IMMIGRATION**

### **10.1 Visa requirements**

All ACMC2015 participants visiting Botswana should be in possession of a valid passport (valid for at least six (6) months before expiry date) and visa to enter the Republic of Botswana if necessary.

All delegates requiring visas for the Republic of Botswana will be responsible for ensuring that they have the appropriate visa to enter the country. Please ensure that you apply for Business visas in good time, as the approximate time frame for visa issuing is three (3) weeks, from receipt of application.

Participants will be required to submit the following:

- a. Copy of Passport showing validity of not less than 6 months and details of the bearer
- b. Fully completed Application Form
- c. Covering letter
- d. Flight itinerary and accommodation bookings
- e. Summit registration
- f. Visa fee (where applicable)

Applications for visa should be submitted through the ACMC Secretariat in Gaborone who will then liaise with Department of Immigration and Citizenship for the processing of visa applications. Where convenient, participants can use Botswana Embassies.

The following countries **DO NOT** require a visa to enter Botswana:

1. Angola
2. Antigua & Barbuda
3. Argentina
4. Australia
5. Austria
6. Bahamas
7. Bahrain
8. Barbados
9. Belgium
10. Belize
11. Brazil
12. Brunei Darussalam
13. Bulgaria
14. Cameroon
15. Canada
16. Cuba
17. Chile
18. Costa Rica
19. Croatia
20. Cyprus
21. Czech Republic
22. Denmark
23. Dominica
24. Dominican Republic
25. Estonia
26. Finland
27. France
28. Gambia
29. Germany
30. Greece
31. Grenada
32. Guyana
33. Holy Sea
34. Hong Kong
35. Hungary
36. Iceland
37. Ireland
38. Israel
39. Italy
40. Jamaica
41. Japan
42. Kenya
43. Kiribati
44. Kuwait
45. Latvia
46. Lesotho
47. Liechtenstein
48. Lithuania
49. Luxembourg
50. Malawi
51. Malaysia
52. Maldives
53. Malta
54. Mauritius
55. Mexico
56. Monaco
57. Mozambique
58. Namibia
59. Nauru
60. Netherlands
61. New Zealand

- |   |                               |
|---|-------------------------------|
| 62. Norway                              | 84. Solomon Islands           |
| 63. Oman                                | 85. South Africa              |
| 64. Papua New Guinea                    | 86. South Korea               |
| 65. Paraguay                            | 87. South Sudan               |
| 66. Peru                                | 88. Spain                     |
| 67. Poland                              | 89. Swaziland                 |
| 68. Portugal                            | 90. Sweden                    |
| 69. Qatar                               | 91. Switzerland               |
| 70. Republic of Ireland                 | 92. Tanzania                  |
| 71. Romania                             | 93. Tonga                     |
| 72. Russia                              | 94. Trinidad and Tobago       |
| 73. Saint Kitts and Nevis               | 95. Turkey                    |
| 74. Saint Lucia                         | 96. Tuvalu                    |
| 75. Saint Vincent and the<br>Grenadines | 97. Uganda                    |
| 76. Samoa                               | 98. United Arab Emirates      |
| 77. San Marico                          | 99. United Kingdom            |
| 78. Saudi Arabia                        | 100. United States of America |
| 79. Seychelles                          | 101. Uruguay                  |
| 80. Sierra Leone                        | 102. Vanuatu                  |
| 81. Singapore                           | 103. Venezuela                |
| 82. Slovak Republic                     | 104. Yugoslavia               |
| 83. Slovenia                            | 105. Zambia                   |
|   | 106. Zimbabwe                 |

Botswana Visas are not issued on arrival hence prior arrangements should be made for one to acquire a visa.

Further information on visa application procedures and a downloadable visa application for is available at: [http://www.gov.bw/Ministries--  
Authorities/Ministries/Ministry-of-Labour--Home-Affairs-MLHA/Tools--  
Services/Services--Forms/Requirements-for-VISA-application/](http://www.gov.bw/Ministries--Authorities/Ministries/Ministry-of-Labour--Home-Affairs-MLHA/Tools--Services/Services--Forms/Requirements-for-VISA-application/).

## **10.2 Transit Visa for South Africa**

Delegates should ascertain, prior to travel, whether they require a transit visa for entry into South Africa, and should make arrangements to obtain it if necessary.

Please ensure that you apply for visas in good time, as the approximate time frame for visa issuing is four (4) weeks, from receipt of application.

Further information on a South African transit visa is available at: <http://www.home-affairs.gov.za/index.php/immigration-services>.

## **10.3 Customs and Excise**

1. **TEMPORARY IMPORTS-** All those goods that are imported temporary for the conference and are to be re- exported from Botswana should be cleared with Customs at the first port of entry into Botswana. Customs Form CE 70 should be completed and a list of goods showing quantities, descriptions and values attached. The form can be obtained from Customs offices. On completion all imported goods should be exported under Customs supervision.
2. **PERMANENT IMPORTED GOODS-** This refers to goods which will remain permanently in Botswana, i.e. consumables and give-away (T-shirts, pens etc.) At the time of importation they should be entered for home consumption with duty and VAT paid.
3. **CUSTOMS EXEMPTION CERTIFICATES-** CE 112, It is used by government ministries and departments to facilitate exemption from payment of customs duties on imports while VAT is payable. This form is used only for those goods imported as state stores. The certificate should be submitted with the following:
  - a) Transport documents- Airway bill/Bill of lading
  - b) Invoices from the supplier
  - c) Government purchase order
  - d) Tender/ contract document
  - e) Project memorandum
  - f) Letter of credit



Only authorized signatories (their signatures submitted to BURS HQ) can sign form CE112.

#### **10.4 Yellow Fever vaccinations**

Botswana requires travellers from Yellow Fever endemic countries to produce a valid Yellow Fever certificate, as according to International Health Regulations of 2005 (IHR 2005).

Yellow fever vaccines approved by the World Health Organisation (WHO) provide protection against infection starting 10 days following the administration of the vaccine; the validity of a certificate of vaccination against Yellow Fever shall extend for a period of 10 years, beginning 10 days after the date of vaccination.

The following countries are declared Yellow Fever infected areas:

Angola	Côte d'Ivoire	Nigeria
Argentina	Ecuador	Panama
Benin	Equatorial	Paraguay
Bolivia	Guinea	Peru
Brazil	Ethiopia	Rwanda
Burkina Faso	French Guiana	Senegal
Burundi	Gabon	Sudan
Cameroon	Gambia	Suriname
Central African Republic	Ghana	Togo
Chad	Guinea-Bissau	Trinidad and Tobago
Colombia	Guinea	Uganda
Congo (Republic of)	Guyana	Venezuela
Congo (Democratic Republic of)	Kenya	
	Liberia	
	Mali	
	Mauritania	
	Niger	

## **10.5 Ebola Risk**

An outbreak of Ebola/Viral Haemorrhagic Fever (VHF) is reported in some West African Nations.

Travellers from West African countries shall be subjected to the Ebola screening and asked to complete a passenger tracing form.

<http://www.botswanaturism.co.bw/ebola-outbreak-update>

## **11. INFORMATION TECHNOLOGY**

Internet access will be available at the ACMC2015 venue in the main conference room as well as the tea area. This will be free of charge and available to all delegates.

## **12. MEDIA**

### **12.1 Media accreditation**

Members of the media, both national and international, are welcome to cover parts of the event. Some sessions of ACMC2015, will be closed to the public and media.

All registration, including that of the media will be done prior to the event. Members of the media will receive an invitation to cover the event. Upon acceptance of the invitation to the conference, each member of the media will receive an email with a unique registration code to log onto event online system. It is essential that the member of the media log onto the system and input correctly all information in order for the event organisers to accredit.

Members of the media who have not received an invitation to ACMC2015, are welcome to cover the event, but must submit their request via email to the event organisers: [kedpule@gov.bw](mailto:kedpule@gov.bw), [kmosieman@gov.bw](mailto:kmosieman@gov.bw) and [btjikwakwa@gov.bw](mailto:btjikwakwa@gov.bw).

All delegates, participants, media and others with an accreditation pass will be required to pass through security screening points at designated ACMC2015 venues.

It is important to note that ACMC2015 participants can be accredited either as a delegate or as media, not both.

## **12.2 Media relations**

The ACMC2015 will have a dedicated media relations team who will be on standby to attend to any questions, facilitate one on one interviews and coordinate the final press brief. For further information on media, please contact: [kedpule@gov.bw](mailto:kedpule@gov.bw).

International media requires a temporary permit issued by the Office of the President, the permit will be valid for the duration of the summit. Prior arrangements should be made for accreditation and permits prior to the event.

Members of the media arriving from outside of Botswana should declare their equipment to customs agents at point of entry.

## **12.3 Media Centre**

A Media Centre dedicated to ACMC2015 will be provided at Gaborone International Convention Centre

The Media Centre will be an area where accredited media can access footage, compile material, receive a media kit with speeches, complete and file reports to their home agency.

## **12.4 Official press conference and releases**

- i. An official press conference will be held at:
  - **Venue:** CBD Ministry of Trade and Industry Ground Floor Conference room
  - **Date:** 21<sup>st</sup> of September, 2015
  - **Time:** 1400hrs
- ii. An official press released will be issued out to the media prior to the event to publicise it and after the event to increase coverage.

## **12.5 Interviews**

Interviews with both the local and international media will be arranged for the ICA spokesperson (s) prior to the event to publicise it and after the event to increase coverage.

### 13. EXHIBITION INFORMATION

The objective of the exhibition is to create an interactive face-to-face platform between exhibitors and consumers. This will allow co-operatives to promote their products and to demonstrate their product's functionality and benefits.

The exhibition is scheduled for the 12<sup>th</sup>-15<sup>th</sup> October 2015

Opening times: 0830hrs – 1730hrs

Organisers: Ministry of Trade and Industry/Botswana Co-operative Association/ ICA Africa

Contact persons: Ms. K. Tlhomelang (+267 3712438, Email: [ketlhomelang@gov.bw](mailto:ketlhomelang@gov.bw) ) and

Ms. K. Masinya (+267 3994600, Email: [kegobagoba@gov.bw](mailto:kegobagoba@gov.bw) )

Website: [www.mti.gov.bw](http://www.mti.gov.bw)

#### Cost of exhibition stalls:

SADC Countries: \$100/m<sup>2</sup> (maximum space of 4m<sup>2</sup>/exhibitor)

Other Countries: \$200/m<sup>2</sup> (maximum space of 4m<sup>2</sup>/exhibitor)

#### Account Details

Account Number	276665
Bank/Sort Code	290167
Swift Code	BARC BWG XXXX
Name of Bank	Barclays Bank of Botswana LTD
Branch Name	Mall
Name of Account	Botswana Co-operative Association LTD

**NOTE:** When making a direct payment into our account, kindly fax/email proof of payment to +267 3951657, [kegobagoba@gov.bw](mailto:kegobagoba@gov.bw) or [ketlhomelang@gov.bw](mailto:ketlhomelang@gov.bw).



**11<sup>th</sup> Africa Co-operative Ministerial Conference  
12<sup>th</sup> - 15<sup>th</sup> October 2015**



**Application to Exhibit**

**SOCIETY DETAILS**

<b>Society name:</b>	
<b>Fax No:</b>	
<b>Postal Address:</b>	
<b>Physical Address:</b>	
<b>Applicant name</b>	
<b>Title/Designation:</b>	
<b>Mobile No:</b>	
<b>Email Address:</b>	
<b>Website:</b>	

**PRODUCT DETAILS**

Description of Products and/ or services Exhibited	

**EXHIBITION CATEGORIES**

Producer	<b>MANUFACTURING</b>
	Pottery
SACCOS	Textile and garments
	Arts and Crafts
Service	
<b>OTHERS</b>	

**EXHIBITION SPACE REQUIREMENTS**

SADC : USD 100 per square meter  
 Maximum space is 4M<sup>2</sup> at USD 400  
 Other Countries: USD 200 per square meter  
 Maximum space is 4M<sup>2</sup> at USD 800

Charge is for entire period. Deadline for payment is 15<sup>th</sup> September 2015.

## **14. MEDICAL AND HEALTH SERVICES**

### **14.1 Health insurance**

Participants will be financially responsible for all medical services and are advised to make appropriate arrangements for insurance to cover expenses.

Participants are requested to bring documentation with them whilst travelling and attending ACMC2015 of their medical travel insurance.

### **14.2 Medical Facilities**

A medical centre will be located at Gaborone International Convention Centre to provide emergency or primary health care if required. This will be operated by MRI (Med Rescue International).

Further information on Med Rescue International is available at:

[http://www.mri.co.bw/contact\\_us.html](http://www.mri.co.bw/contact_us.html)

### **14.3 Local Wellness**

Botswana has good primary health care facilities, which are available throughout the country. However, the following health precautions are advised.

#### Sun and Heat Related Problems

Throughout the year Botswana enjoys mostly clear skies and strong sunshine. Travellers are advised to take precautions such as using sunscreen and wearing a hat, and to keep hydrated during the hottest times throughout the day.

## **15. GENERAL INFORMATION**

### **15.1 Gaborone destination**

Once proudly referred to as “Africa’s fastest growing city,” Botswana’s capital, Gaborone, has been – since its inception – continually expanding, to the point that now the sprawling urban centre of some 300 000 residents has become nearly unrecognisable from the tiny, dusty administrative town it was at the country’s independence in 1966.

The city was named after Kgosi Gaborone, leader of the Batlokwa people, who migrated from their ancestral homelands in the Magaliesberg Mountains and in 1881 settled in the Tlokweng area (then called Moshaweng). Gaborone literally means “it does not fit badly” or “it is not unbecoming.”

Twenty-first century Gaborone now boasts four, large American-style malls, replete with cinema complexes, a host of hotels, guest houses and restaurants, an international airport, a cultural centre, discos and nightclubs, a national museum and art gallery, as well as two golf courses and other sports facilities.

What makes Gaborone so unique, however, is that the visitor can enjoy all the familiar modern conveniences of home, but can gain entry into rural Africa, or wildlife areas, within minutes – having then the best of both possible worlds.

## **15.2 Time Zone**

The time zone in Botswana is GMT+2.

## **15.3 Banking services**

Bank services are mostly available from 0830 to 1530 on weekdays and 0830 to 1100 on Saturday. (Most Banks are closed on Sunday). There are also a number of foreign exchange bureau and automatic teller machines (ATMs) in and around Gaborone.

The currency of Botswana is the Botswana Pula. The Pula is divided into 100 thebe. Notes are P200, P100, P50, P20 and P10. Coins are P5, P2, P1, 50t, 25t, 10t and 5t.

## **15.4 Business and shopping hours**

Offices and businesses are generally open from 0800 to 1700 weekdays; however business hours for government offices are from 0730 to 1630 on weekdays. Most shops will be open on Saturday, and some on Sunday.

## **15.5 Climate**

The climate of Botswana during ACMC2015 will be considered summer with high temperatures averaging between 25C to 35C. October is also part of the rainy season with sporadic heavy rain and thunder storms.

## **15.6 Voltage**

The electrical voltage used in Botswana is 220-240V. Travellers are advised to equip themselves with a multi socket adaptor that fits both round and square plugs.

## **16. TOURISTIC EXCURSIONS**

### **16.1 The Botswana National Museum**

The Botswana National Museum, also known as the National Museum and Art Gallery, is located in the Botswana capital of Gaborone and is a multi-disciplinary institution that includes the National Art Gallery and Octagon Gallery as well as the National Botanical Garden.

The Museum is home to a collection of wildlife exhibits, as well as crafts and paintings by local artists, dating from the 1960s onwards. This purpose-built gallery also hosts a number of exhibitions, many of which are aimed at showcasing the work of local artists. In the courtyard outside is a collection of transport-related exhibits, including a steam locomotive.

### **16.2 Three Dikgosi Monument**

The Three Dikgosi Monument is a bronze sculpture located in the Central Business District of Gaborone, Botswana. The monument features 5.4-metre (18 ft) tall bronze statues of three dikgosi (tribal chiefs): Khama III of the Bangwato, Sebele II of the Bakwena, and Bathoen I of the Bangwaketse. The three chiefs traveled to Great Britain in 1895 to ask Joseph Chamberlain, Secretary of State for the Colonies, and Queen Victoria to separate the Bechuanaland Protectorate from Cecil Rhodes's British South Africa Company and Southern Rhodesia (present-day Zimbabwe). Permission was granted, and meant that the Batswana remained under direct British rule until independence in the 1960s.



Events are held at the monument such as the 2008 Miss Independence Botswana. A study conducted between January and August 2007 shows that the monument is the most visited tourist destination in Gaborone.

### **16.3 Mokolodi Nature Reserve**

Mokolodi Nature Reserve is approximately 14 km south of Gaborone along the Gaborone-Lobatse road. The nature reserve is a home to a variety of mammals. The reserve provides accommodation and camping sites and tourism activities.

Environmental and conservation education are the key objectives of The Mokolodi Wildlife Foundation. The nature reserve hosts children from across Botswana, some of whom are from disadvantaged backgrounds.

The fee-based activity and accommodation services offered to the public by Mokolodi Nature Reserve support the Foundation's charitable objectives, to present the children of Botswana with the opportunity to embrace the natural world and to promote the wider protection of Botswana's natural environment.

### **16.4 Bahurutshe Cultural Village**

The cultural village is in Mmankgodi village about 15km to the west of Gaborone. It is steeped in the mystical cultures and traditions of Bahurutshe people. Bahurutshe are one of the many Tswana tribes found in Botswana. Guests to the cultural village are welcomed in the traditional Bahurutshe style and would be welcomed by the Chief and other village elders to the Kgotla (courtyard) and other cultural sites.

There are captivating simulated shows on traditional ceremonies such as weddings and healing rituals. Also there are presentations on the significance of plants in one's health and life, cattle rearing and a wide range of traditional cuisine.

### **16.5 Oodi Weavers Cooperative Society**

Oodi weavers live in Oodi, a small village about 10km to the north-east of Gaborone. The weavers have a factory in which visitors can view products of woven crafts.

## **16.6 Matsieng Footprints**

Just 40km outside Gaborone, and closer to Mochudi village, there is an archaeological site with engravings of human footprints and animal tracks on the rocks believed to be of giants that lived in the area.

## **16.7 Okavango Delta**

The Okavango Delta is one of the world's largest inland water systems and is Botswana's most famous and popular tourist attraction. Millions of years ago it used to flow into what is now known as the **Makgadikgadi Pans**. But activity in the earth's crust causing a break in the layers of rock interrupting the flow of the river, caused it to backup and reform as what is now known as the Okavango Delta. This transformation has created an unparalleled system of waterways and channels that support a kingdom of flora and fauna.

## **16.8 Tsodilo Hills**

Close to the Okavango Delta, the hills have the oldest and highest concentration of human rock art in the caves. The Tsodilo Hills are a UNESCO World Heritage Site (WHS), consisting of rock art, rock shelters, depressions, and caves. The site consists of a few main hills known as the Child Hill, the Female Hill, and the Male Hill. These hills are of great cultural and spiritual significance to the San People of the Kalahari.

## **16.9 Gaborone Game Reserve**

Although small (just under 600 hectares), Gaborone Game Reserve is ideal for a quick visit or to escape the hustle and bustle of city; and is now Botswana's third busiest game reserve. Offering picnic sites, game and bird hides and a reeded wetland area, Gaborone Game Reserve is home to a variety of beautiful birds as well as eland, ostrich, zebra, rhino and much more game.

## **16.10 Kalahari Desert**

The Kalahari Desert is a large semi-arid sandy savannah in southern Africa extending 900,000 square kilometers, covering much of Botswana, parts of Namibia and South Africa. A semi-desert, with huge tracts of excellent grazing

after good rains, the Kalahari supports more animals and plants than a true desert.

### **16.11 Lentswe la Baratani**

Lentswe La Baratani (meaning hill of lovers) is in the village of Otse on the west side of the road, about 40 kilometres from Gaborone. It carries a legend about two young lovers who were refused permission to marry. Despondent, they both flung themselves off the cliff to their deaths.