

For the attention of the ICOMOS National and International Scientific Committees

Our Ref.: GJ/BBR/CIRC/13

Paris, 05 June 2007

## PRACTICAL INFORMATION

### ICOMOS Advisory Committee, Scientific Seminar, Scientific Council, Bureau, Executive Committee and African National Committee meetings

University of Pretoria, Pretoria, Gauteng Province, South Africa  
October 2007

Dear Colleagues,

On behalf of the President of ICOMOS South Africa, Mr Ntsizi November, and his Committee members; the President of the ICOMOS Advisory Committee, Mr John Hurd; the Scientific Council coordinators, and the President of ICOMOS, I have the pleasure of forwarding you the definite dates of the 2007 meeting of the ICOMOS Advisory Committee and Scientific Council, which will take place in Pretoria, South Africa, as well as all the practical information concerning flights, accommodation, social events, excursions etc. provided to us by our colleagues of ICOMOS-South Africa. This information completes and up-dates the information already circulated to you in circular (GJ/BBR/CIRC10) on 8 March 2007. Note that ICOMOS South Africa is sharing organisational tasks – while the event is taking place in Pretoria, the registration component is performed by members in Cape Town.

Please also note that immediately before these meetings in Pretoria, the ICOMOS International Scientific Committee on **Shared Built Heritage** will be organizing an open Conference in Cape Town, South Africa, from 3 - 5 October 2007. All ICOMOS members travelling to South Africa on the occasion of the Advisory and Scientific Council meetings are warmly invited to attend this event (see below for more information, under point 18).

#### 1. SCHEDULE

Please note that not all meetings are open to all participants

**SA Museum, Company's Gardens, Cape Town, Western Cape Province, South Africa**  
**Wednesday, 3 October to Friday, 5 October**

ICOMOS Shared Built Heritage Conference and tour to the 1737 Moravian mission at Genadendal  
(Open to ICOMOS members and non-members)

**University of Pretoria, Pretoria, Gauteng Province, South Africa**  
**Saturday, 6 October**

Morning and afternoon: Meeting of the ICOMOS National Committees from Africa  
(Open to African National Committee Presidents/appointed delegates and the Executive Committee)

**Sunday, 7 October**

Morning and afternoon: Seminar on "*Heritage and global climate change*"  
organized by the ICOMOS Scientific Council  
(Open to ICOMOS members and non-members)  
Evening: To be confirmed with Seminar committee

### **Monday, 8 October**

Morning and afternoon: Scientific Council meeting  
(afternoon session also open to National Committee representatives)  
Evening: Bureau meeting

### **Tuesday, 9 October**

Advisory Committee meeting  
Morning: Plenary session  
Afternoon: Meetings of National Committees in regional groups  
– Africa and the Middle East, Americas, Asia/Pacific, Europe  
Evening: Reception

### **Wednesday, 10 October**

Morning and afternoon: Advisory Committee meeting - Plenary session  
Evening: Reception

### **Thursday, 11 October**

Full day excursion  
Evening: Short Executive Committee meeting

### **Friday, 12 October**

Morning and afternoon: Executive Committee meeting

### **Saturday, 13 October**

Executive Committee morning wrap-up

## **2. DELEGATES**

### **1. Right of attendance**

All the International Scientific Committees are invited to nominate one or more representatives to the Scientific Council meeting. The National Committees are invited and encouraged to participate in the afternoon session of the Scientific Council meeting on 8 October, if they wish.

The Bureau and Executive Committee meetings are only open to the members of these two bodies.

All National and International Scientific Committee Presidents are invited to attend the Advisory Committee meetings, the Seminar, the Excursion and all evening events.

The Seminar of the Scientific Council is open to ICOMOS members as well as non-ICOMOS parties.

### **2. Delegation of powers**

Please note that according to Art. 7 of the "Rules for the Advisory Committee" any member of the "Advisory Committee who is unable to attend a session may be represented by someone else:

- *the President of a National Committee by a member of the National Committee of his country*
- *the President of an International Committee by a member of his International Committee*

*Designation shall be made by written, signed and dated proxy, to be sent to the President of the Advisory Committee (via the ICOMOS International Secretariat) at least 15 days before the session".*

**Note:** In practical terms that would be 15 days before the 9<sup>th</sup> October, ie by 24:00 (Paris) on 24 September 2007.

## **3. REGISTRATION**

Please complete the attached registration form and return it as soon as possible but not later than **06 August 2007** to Laura Robinson of the ICOMOS South Africa secretariat in Cape Town, c/o Nicky Veloza at [admin@heritage.org.za](mailto:admin@heritage.org.za) or Fax + 27 21 421 0285.

The registration form can be downloaded from the ICOMOS website at <http://www.international.icomos.org/pretoria2007/>. Following receipt of your registration form, ICOMOS South Africa will send you a confirmation email.

#### 4. LANGUAGES & SIMULTANEOUS TRANSLATION

There will be simultaneous translation English – French during the Advisory Committee plenary sessions and the Scientific Council meeting. There will be no simultaneous translation during the Executive Committee meeting or during the meetings in regional groups. The main working language of the Scientific Seminar on “*Heritage and global climate change*” will be English.

#### 5. VENUE

The majority of meetings and the Seminar will be held at The Sanlam Conference Centre, University of Pretoria, Lynnwood Road, Pretoria. See University of Pretoria campus map: <http://www.up.ac.za/maps/UPcampusmap.pdf> [1.04Mb].

#### 6. THE CITY AND REGION

**The Metropolitan City of Tshwane and Pretoria:** Pretoria is situated in the metropolitan City of Tshwane. Tshwane is a city with a low density/low skyline/large area.

City map: <http://www.tshwane.gov.za/streetmaps/city.htm> [467 KB] (All the precinct maps can be downloaded from there, eg map 34 <http://www.tshwane.gov.za/streetmaps/map34.swf>)

Tshwane (Greater Pretoria) map: [http://www.tshwanetourism.com/MAP\\_FOR\\_TSHWANE3.gif](http://www.tshwanetourism.com/MAP_FOR_TSHWANE3.gif)

You can find out more about Tshwane at <http://www.tshwane.gov.za/visitors.cfm> and wider info at <http://www.saeverything.co.za/tshwane.htm>

For any general information on Pretoria <http://www.tshwane.gov.za/travelinformation.cfm> and the Tshwane Tourism Association, <http://www.tshwanetourism.com/> and Tel +27 12 342 3101, Fax +27 12 342 3101, Cell +27 72 5995 168, or the Administrative Officer [marilet@tshwanetourism.com](mailto:marilet@tshwanetourism.com)

**Johannesburg, other travel destinations around Gauteng Province and in South Africa:**

SA Tourism - Tel: + 27 (0)11 895 3000; Fax: +27 (0)11 895 3001; E-mail: [info@southafrica.net](mailto:info@southafrica.net)  
Tourism Helpline: +27 83 123 6789; web site <http://www.southafrica.net/satourism/>.

#### 7. ACCOMMODATION & MEALS

##### 1. Accommodation

**Please note that delegates must book and pay their own accommodation.**

There is a range of hotels and bed & breakfast guest houses around or near the University – (See List of Recommended Accommodation on the ICOMOS web site). A few hotels, apartment hotels, and bed & breakfast guesthouses are within close walking distance of the meeting venue and you are urged to concentrate on those. Approximate room prices can be noted in the mentioned List, but must please be checked with establishments when booking.

If all accommodation is fully booked, additional accommodation can also be found on the Tshwane Tourism Telitourism web pages <http://home.intekom.com/telitourist/>

##### 2. Meals

Breakfasts are served at the places of accommodation at the expense of the delegates. Light lunches will be served at the meeting venue at no cost to the delegates. Evening meals, other than the formal receptions, can be had at private restaurants around the University or in town, at the individual initiative and expense of the delegates. A list of restaurants, their locations and telephone numbers of taxi/shuttle companies will be provided to you at the venue. Please note that during evenings, formal Taxi travel is the only available and reliable transport.

## 8. SOCIAL EVENTS & POST MEETING EXCURSION

ICOMOS-South Africa and the National Heritage Council have the pleasure to invite you to several official social occasions during your stay in Pretoria – this information will be updated as specific detail is forthcoming.

As concerns the excursion, the intention is to among other visit the historic core of the CBD and Freedom Park in Pretoria, followed by the Apartheid Museum, Newtown urban regeneration area, the Constitutional Court and the Old Fort and Womens' Prison in Johannesburg.

Please use the Registration form to indicate the dates on which you will attend an official social event, and if you are joining the excursion.

For the social events only, please indicate whether you will be accompanied. Please note that for the excursion, there is a priority to delegates. The excursion is free of charge.

## 9. TRANSPORT

### 1. Getting about in the city:

If you choose accommodation as close as possible to the university campus, you will be able to get there with an easy and enjoyable walk! If you feel you cannot walk, you can use a Taxi or a Bed & Breakfast/Hotel shuttle. If you stay at a Bed & Breakfast or hotel further than a 1 km range, or in the city centre, you should not walk but rather use the Hotel shuttles, or else order a private shuttle (eg EZSHUTTLE, local cellular: 0861ezshuttle, at ZAR 40/person minimum charge or ZAR 80/vehicle) or a proper Taxi (Bed & Breakfasts and Hotels can help you with reservations).

Pretoria has a public bus transport system, but take note that it has long waiting times in between departures. The bus routes in the area are operated by the Municipality, for which the stops can be pointed out by hoteliers. There is a bus stop at the University entrance (we will provide bus route maps at the venue). There is also a minibus taxi system of which the routes are not published and the operating system is mostly incomprehensible to newcomers to the city.

### 2. Transport to and from airport:

**NB: The organisers are NOT able to pick individual delegates up at the airport or take them there for their departure. Here are suggestions on how to reach your hotel:**

- Sorry, the long announced Gautrain Rapid rail system from the airport to Pretoria has not yet been completed (partly due to heritage activists).
- Most hotels or Bed & Breakfasts offer shuttles - inquire when you book and check prices (you may get cheaper).
- Airport shuttle: There is a regular shuttle service run by the Airport Company of South Africa (ACSA) from the O.R. Tambo Airport (<http://www.southafrica.to/transport/Airports/O-R-Tambo-International/O-R-Tambo-International-Airport.php5>) to the city centre and return (ACSA has appointed a concessionary shuttle service that covers all major towns - Approved operators display the ACSA logo on their vehicles and are available outside the arrivals terminal). To get to the taxi and shuttle terminus: follow the taxi and shuttle icons to the terminus, which is opposite International Arrivals (Terminal A). However if you use this service you will need a 2<sup>nd</sup> Taxi from the city centre to get to your hotel or Bed & Breakfast destination.
- Private shuttle services: You can use any of the following companies who have a door-to-door service (we advise you to pre-book a shuttle):
- EZSHUTTLE (local cellular: 0861ezshuttle, or book online at [www.EZSHUTTLE.co.za](http://www.EZSHUTTLE.co.za) at ZAR 220/vehicle (1-3 persons) or ZAR 240/vehicle (4-7 persons) one way, from O.R.Tambo International Airport to your destination in Pretoria central, or Pretoria central to O.R. Tambo International Airport);
- The Magic Bus: <http://www.magicbus.co.za/default.asp>,
- The 'Friends of Foreigners' shuttle service (cellular +27 82 6762585 [all hours] or +27 12 346 2675 at ZAR 280 one way; ZAR 540 return, quoting 'Icomos-Ref-Bakker' at Petro at email: [ffsupport@webmail.co.za](mailto:ffsupport@webmail.co.za), website <http://www.foreignersfriend.co.za>
- People staying in backpacker accommodation close to the university can take the Baz- bus which is usually included in the accommodation price (<http://www.bazbus.com/>).

### 3. **International flights:**

Flights to Pretoria arrive at O.R. Tambo International Airport, which is approx 60 km from Pretoria. The contact numbers for international airlines flying to O.R. Tambo are listed on the web site of the Airport Company of South Africa (ACSA) <http://www.southafrica.to/transport/Airports/O-R-Tambo-International/O-R-Tambo-International-Airport.php5>.

South Africa is well connected to international air travel routes and there is a good network for internal destinations, with competitive prices. It is hence worth shopping around for good prices on flights. The Europe - South Africa route in particular is one of the world's most competitive and there are several bargain airlines flying major internal routes. Flights are regular and frequent throughout the week.

For delegates interested in getting a good deal on travel costs here are some tips:

- a) It is often cheaper to fly from North America to South Africa via Europe or South America than on a direct flight.
- b) Sometimes flights via other African countries are cheaper than direct flights to South Africa.
- c) Most international flights come into Johannesburg, but sometimes flights to Durban or Cape Town can be cheaper, even if the cost of the additional internal leg is included.
- d) Because of the way travel agent's commissions on internal flights in South Africa work, it is often cheaper to book internal flights on the Internet than to go through a travel agent. This may also apply to international flights on South African carriers.

#### **South African International Carriers:**

Nationwide <http://www.flynationwide.co.za/>

SAA [http://ww2.flysaa.com/saa\\_home.html](http://ww2.flysaa.com/saa_home.html)

#### **European Carriers:**

British Airways

Virgin Atlantic

Lufthansa

KLM

Swiss

TAP

Air France

Olympic

Iberia

#### **Far East / Pacific:**

Cathay Pacific

Qantas

Malaysian (also services Johannesburg South America route)

Singapore Airlines

#### **Middle East:**

Emirates

Etihad

Gulf Air

Qatar Airways

Saudi Arabian Airlines

EIAI

#### **African Airlines with regular connections to other continents:**

Egypt Air

Air Mauritius

Air Kenya

Ethiopian

#### 4. **Travel to/from national destinations:**

Delegates who want to add a trip to other venues in South Africa before or after the Advisory Committee meeting, can do so by using air travel, bus, train or rental car:

##### 1. **National air travel:**

National air flights from and to Pretoria depart from O.R. Tambo National Terminal, directly adjacent the International terminal. South Africa has three internal bargain airlines that offer very competitive prices on flights between major internal destinations, often cheaper than an add-on flight your travel agent may offer you from Johannesburg. These can only be booked and paid for online and the earlier one books the cheaper the ticket. (See information below.)

##### **Internal Bargain Airlines:**

1 Time <https://www.1time.aero/aqueduct/1time/Booking>  
Kulula <https://www.kulula.com/>  
Mango <http://ww5.flymango.com/>

##### **Other Major Internal Airlines:**

Nationwide <http://www.flynationwide.co.za/>  
SAA [http://ww2.flysaa.com/saa\\_home.html](http://ww2.flysaa.com/saa_home.html)  
British Airways [http://www.britishairways.com/travel/home.jsp/home/public/en\\_za](http://www.britishairways.com/travel/home.jsp/home/public/en_za)

If you have travelled to other national destinations before the event, or attended the ICOMOS Shared Built Heritage Conference between 3-5 October, you will arrive from Cape Town at the same airport, but at the National Terminal building next to the International terminal (walking distance). You can check flight times and details at the Airport Company of South Africa (ACSA) (<http://www.southafrica.to/transport/Airports/O-R-Tambo-International/O-R-Tambo-International-Airport.php5>) by:

- phoning +27 86 72 77 888 for ACSA's automated flight-information service;
- phoning the ACSA helpdesk, which is open 24 hours a day, seven days a week, on +27 11 921 6262;
- using your cellphone to send to the number 35007 an SMS containing the flight number, in reply to which you will receive up-to-date flight details.

##### 2. **Long distance train travel:**

Train trips can be booked on Spoornet on Shosholozza Meyl sleeper trains (<http://www.spoornet.co.za/SpoornetWebContentSAP/html/passengers.htm>). Luxury trips are available by Spoornet Premiere Classe or Blue Train. There are also luxury rail tours to Cape Town, Durban, George, Namibia, Victoria Falls and Dar es Salaam by Rovos Rail (<http://www.rovos.co.za/>).

##### 3. **Long distance bus coach travel:**

Long distance bus coaches to all major destinations can be booked on Greyhound (<http://www.greyhound.co.za/>), Translux, Intercap, Luxliner or others: ([http://www.google.com/Top/Regional/Africa/South\\_Africa/Transportation/Bus\\_and\\_Coach/](http://www.google.com/Top/Regional/Africa/South_Africa/Transportation/Bus_and_Coach/)). Cheap travel with very young people can be had on the Baz-bus which also connects to backpacker hostels close to the meeting venue (<http://www.bazbus.com/>).

##### 4. **Car Hire:**

All the major international companies have South African operations or are allied with South African operators, eg: Alamo, National, Budget, Hertz, Avis and Sixt. The largest car hire company in South Africa is Imperial, a local operator (See <http://www.imperialcarrental.co.za/>).

## 10. **VISAS, INSURANCE & HEALTH**

We kindly ask that all delegates check with the South Africa Department of Foreign Affairs website [www.dfa.gov.za](http://www.dfa.gov.za) for visa details and visa forms or phone +27 12 351 1000.

Should you need an official invitation letter from ICOMOS South Africa please indicate this on the Registration Form. Please do not forget to indicate a fax number and/or e-mail where the letter can be returned to, and any details that need to be included eg. Passport details.

You can find the contact details of South African Embassies overseas on the website <http://www.saembassy.org>

Remember that visa, vaccination and travel and health insurance arrangements are each delegate's individual responsibility, and we in particular advise you to make appropriate visa arrangements as early as possible.

In what concerns health matters, there are doctors (Dr Lubbe +27 82 4570562) and chemists (+27 12 342 8072) in the vicinity of the meeting venue. Tap water is safe to drink. Pretoria is a malaria free area. Delegates who want to visit the Kruger National Park, and certain areas of the provinces of Mpumalanga and Kwazulu-Natal, should take anti-malaria treatment).

## 11. TEMPERATURES & JACARANDAS

Month	Average sunlighth (hours)	Temperature C				Discomfort from heat and humidity	Relative humidity		Average Precipitation (mm)	Wet Days (+0.25 mm)
		Average		Record			am	pm		
		Min	Max	Min	Max					
Oct	9	13	27	3	33	Moderate	60	34	56	7

The weather in Pretoria in October is mild to hot - occasional light showers or thunderstorms can occur, mostly in the afternoon. It is advisable to bring a small travel umbrella or light rainjacket.

October is Jacaranda blooming time in Pretoria. The excursion will include a detour to take in some of the great streets.

## 12. EXCHANGE RATE

As an indication, to help you in establishing your budget, on 28 April 2007 the exchange rate for the South African Rand (ZAR) was as follows:

Currency ZAR per Unit	Currency Unit per ZAR
1 \$US = ZAR 7.0212013618	1 ZAR is \$US 0.1424257685
1€ = ZAR 9.5705534473	1 ZAR is €0.1044871653

There are ATM's on the University campus where cash may be drawn, and there are Bureaux de Change/Foreign Exchange offices in the vicinity (Hatfield Plaza [walking distance] and Brooklyn Square Shopping Centres).

A simple dinner can be had for ZAR 50-75, a 375ml Coke costs ZAR 5.50, and a bottle of wine at a restaurant will cost you anything from ZAR 75 for basic, good wine to ZAR 250 for top range wine.

## 13. CONTACTS

### ICOMOS South Africa:

#### President

Ntsizi NOVEMBER

Private Bag X447

PRETORIA 0001

South Africa

Tel : 27 12 310 3829

Fax : 27 12 320 4087

[nnovember@deat.gov.za](mailto:nnovember@deat.gov.za)

**ICOMOS South Africa organizing committee in Pretoria** (advice re Pretoria venue/events/problems)

Karel Bakker

Tel: +27 83 5640381

[kabakker@telkomsa.net](mailto:kabakker@telkomsa.net)

#### **ICOMOS South Africa Secretariat**

Laura Robinson (Treasurer ICOMOS South Africa)  
c/o Cape Town Heritage Trust,  
PO Box 16092,  
VLAEBERG, 8018,  
South Africa  
Tel: +27 21 421-0287  
Fax: +27 21 421-0285  
[cth@heritage.org.za](mailto:ctht@heritage.org.za)

**For information concerning registration and official invitation letters:** Please contact Nicky Veloza, Assistant to Laura Robinson (Director), CapeTown Heritage Trust, 63 Riebeeck Street, Cape Town, 8001. PO Box 16092, Vlaeberg, 8018. Tel: +27 21 421 0287, Fax: +27 21 421 0285) Email [admin@heritage.org.za](mailto:admin@heritage.org.za)

#### **For further information on South Africa:**

The best South African search engines for further information on the country are as follows:

Aardvark <http://www.aardvark.co.za>

Ananzi <http://www.ananzi.co.za>

#### **14. FINANCIAL SUPPORT**

Unfortunately, at this point in time, we do not dispose of financial support to be able to help participants attend the meeting.

#### **15. AGENDAS AND OFFICIAL COMMUNIQUES**

In due course, you will be sent the provisional agendas and programmes for the meetings.

All the official information on the ICOMOS Advisory Committee and Scientific Council meetings will be posted on the ICOMOS web site – <http://www.international.icomos.org/pretoria2007/>– at the Advisory Committee 2007 item. The site will also contain further information on Pretoria, the venue, maps on how to get there, etc.

On the website you will also find the **Registration form** and **List of recommended accommodation**.

Delegates attending the open ICOMOS **Shared Built Heritage Conference** in Cape Town between 3-5 October 2007, can find the workshop information, programme and contact details on the ICOMOS web site and at [www.saheritage.co.za/sbh2007/](http://www.saheritage.co.za/sbh2007/). Take note that a separate organising committee stationed in Cape Town is responsible for the logistics of this event, which has to be booked separately (follow link on website or contact Ashley Lilly at [ashley@saheritage.co.za](mailto:ashley@saheritage.co.za)).

#### **16. SECURITY**

Like in most large cities one must take care of personal safety in public spaces and streets. The University campus is a safe environment, but surrounded by shopping environments where sporadic crime does occur. Some basic rules are not to walk alone during dusk, night or dawn, not to carry unnecessary valuables, to keep cameras and expensive items out of sight, and if confronted, to keep money/credit cards/passports/cellphone in separate bags/holders/pockets and to part with any material possessions without any confrontation. While your daytime walking to and from the campus will be safe and in view of other motorists and pedestrians, it would be best if you could walk with another delegate.

#### **17. ICOMOS SHARED BUILT HERITAGE CONFERENCE - CAPE TOWN 3-5 OCTOBER 2007**

The ICOMOS International Scientific Committee on Shared Built Heritage will be hosting a conference to take place in Cape Town prior to the Advisory Committee meeting in Pretoria.

The conference will address issues relating to mutual architectural heritage and the benefits of closer engagement in the conservation of these resources and the exchange of expertise. The programme will include contributions from local and international speakers, as well as visits to relevant heritage sites.

Further information on the Shared Built Heritage conference is available from Ashley Lillie - [ashley@saheritage.co.za](mailto:ashley@saheritage.co.za)

## **18. CONCLUDING REMARKS**

ICOMOS thanks ICOMOS South Africa for the kind invitation and all the organisational efforts they are making to welcome us in their country. I hope that you or the designated representative of your Committee will be able to participate in the meeting and that the information provided above is useful to you. Our South African colleagues and the ICOMOS International Secretariat are at your disposal for any further information.

With best regards  
Yours sincerely

Gaia Jungeblodt  
Director  
ICOMOS International Secretariat