



**3-6 OCTOBER 2022**

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**LEAP-RE**

Long-Term Joint EU-AU Research  
and Innovation Partnership on Renewable Energy

## **STAKEHOLDER FORUM**

**Hybrid Meeting: Pretoria, South Africa & Online**

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### **REGISTRATION**

This workshop is limited to participants who have received an individual invitation.

If this is the case, you can register at the following link: <https://site.evenium.net/>

### **LOCATION AND OTHER PRACTICAL INFORMATION**

#### LOCATION IN PRETORIA

The conference will take place at Protea Fire and Ice Menlyn, Pretoria, 26 minutes from the [OR Tambo International Airport](#). During conference days, registration takes place at the registration desk on the first floor of the Hotel. Upon registration, participants will be given a name badge, which must be worn for security reasons throughout the conference during the sessions and mealtimes.

#### REMOTE ACCESS

A remote access will be possible via audioconference (Zoom). Information will be given directly to the participants who will contribute remotely.

### **GUIDANCE FOR THE WORKSHOP**

In the event that we run out of time, we will address open questions through direct email with experts. Audio-recording might be used to support accurate minute making. Housekeeping for the virtual participation will be established in the beginning of each session. Most of the key sessions in the programme are open to all participants, however kindly note that there are also sessions that have restricted participation. During these sessions, we kindly recommend you get to know Pretoria.



## TRAVEL

Travel and accommodation expenses will be partly covered by LEAP-RE, through budget transfer between project partners, upon presentation of original receipts (train or plane tickets, hotel rooms, meals).

**Transport:** For flights, economic class at the best available rate is the general rule. The maximum reimbursement will be as follows:

COUNTRY OF DEPARTURE	MAX TRANSPORT REIMBURSEMENT
Rwanda, Botswana, Uganda, Tanzania, Mozambique,	300€
Finland, Italy, Kenya, Zambia, Nigeria, Belgium, Egypt	400€
Algeria, France, Germany, Austria, Portugal, Morocco, Togo, Slovenia, Burkina Faso, Cameroon, Madagascar, Ethiopia, Netherlands, Djibouti, Norway, Benin, Senegal, Spain, Romania, Switzerland	500€

- When possible, train and public transportation are encouraged
- Where possible and within budget, no-connection air travel will be recommended
- The choice of biofuel flights or flights with energy efficient aircraft can be made, depending on the budget
- Fully cancellable reservations are encouraged
- Taking a reimbursable ticket may be considered an eligible expense (excluding business, first class, etc.) but covid-19 is no longer considered a force majeure, which means that the eligibility of such a ticket is not fully assured (see “costs’ eligibility” section).

## AIRPORT TRANSFERS

Taxis from the airport to the Menlyn, Pretoria will cost approximately €45 (R 755,21), Uber and Bold are also available outside the arrival terminal. Where possible, participants are also encouraged to arrange with their hotel of choice an airport reception as well as transportation, for ease of transport.

## ACCOMMODATION

Participants are advised to book at Protea Hotel Fire & Ice Menlyn, Pretoria or at the two alternative hotels listed below; participants are encouraged to make bookings as early as possible.



No.	Hotel Name	Address	Contact details
1.	Protea Hotel Fire & Ice Menlyn	221 Garsfontein Road, Menlyn, 0181 Pretoria	<a href="mailto:fireandicemenlyn@proteahotels.com">fireandicemenlyn@proteahotels.com</a> +27 (0) 12 471 8600
2.	The Capital Menlyn	194 Bancor Avenue, Waterkloof Glen, 0010 Pretoria	<a href="mailto:menlyn@thecapital.co.za">menlyn@thecapital.co.za</a> +27 (0) 12 942 5000
3.	The Maslow Hotel, Time Square	209 Aramist Avenue, Waterkloof Glen Ext 02, Waterkloof Glen, 0181 Pretoria	<a href="mailto:timesquare.reservations@suninternational.com">timesquare.reservations@suninternational.com</a> +27 (0) 86 084 6377

Local public transport and taxi will be at the expense of the partners, but group travel schemes may be considered (see below on safety).

The budget transfer will be effective once all required documentation has been sent to [leonard.leveque@lgi-consulting.com](mailto:leonard.leveque@lgi-consulting.com) and [mathilde.videlo@lgi-consulting.com](mailto:mathilde.videlo@lgi-consulting.com) (expense report and proofs of payment to be sent by post once validated by email by the LEAP-RE consortium). The eligibility of costs related to this travel in South Africa will only be ensured if they correspond to recurring practices specific to each organization. Thus, each partner will have to justify that any extraordinary costs are included in the usual accounting internal practices.

The costs concerned are the following:

- Additional costs related to the purchase of reimbursable air tickets,
- Additional costs related to the performance of covid tests carried out during the mission,
- Additional costs related to possible quarantine fees,
- Additional costs related to the subscription to a carbon offset system

## MEALS

All conference participants will be provided with lunches and coffee/tea for the four days of the conference. Opening Dinner will be provided on 03 October 2022 at Protea Hotel Fire & Ice Menlyn and Closing Dinner on 06 October 2022 at Summit Grill and Sky Bar Menlyn, on the other days dinner is self-financed. The lunch will be served at Protea Hotel Fire & Ice Menlyn throughout all the days of the conference.

## TRAVEL LETTER & VISA

Travel letters are available upon demand to the coordination team.

Please click on the link below for information on VISA requirements for travelling to South Africa. Should you have difficulty obtaining a visa let us know immediately. Note: it is the traveller's responsibility to obtain all the necessary visas, including transit visas.

<http://www.dha.gov.za/index.php/applying-for-sa-visa>

## CURRENCY

Local South African Currency is a Rand; Participants are encouraged to change all banknotes upon arrival at OR Tambo International Airport. VISA and MasterCard are accepted in most formal establishments in South Africa.

## COVID-19 PROTOCOL & HEALTH

Covid-19 measurements may change rapidly. Please click on the link below for information on the regulation of persons entering South Africa to contain the spread of COVID-19:

<https://www.gov.za/covid-19/individuals-and-households/travel-coronavirus-covid-19>

## SAFETY

Participants will be responsible for their own security, and therefore having a travel insurance is recommended. The venue within which the Forum will be is safe, with security on site 24-hours a day. Moving around alone, during the nighttime and in unfamiliar areas should be avoided. Hospitals and their services are of high standard. Tap water in general is drinkable. The emergency number is 112, however downloading the free MySOS app also provides necessary emergency contacts: <https://mysos.co.za/index.php>. It is advisable to save copies of important documents such as a passport, and keep them separate from the original ones.

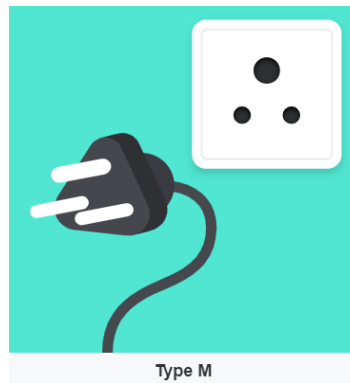
## TIME

Pretoria uses the South Africa Standard Time (UTC+2). For the time difference between South Africa, Pretoria and your country, please refer to:

<http://www.timeanddate.com/worldclock>

## PLUG TYPES

There is one main type of plug, largely used in South Africa, i.e. the three prong round pin plug (type M). Participants are strongly encouraged to obtain adaptors prior to travelling. See below image for further guidance:



## WEATHER

October is early summer in South Africa and the temperature in Pretoria around the time of the Stakeholder Forum can be slightly high with the average temperature of 28°C and a possibility of rain, participants are advised to pack accordingly.

## RESTAURANT TIPPING:

Most restaurant prices do not include service. It is customary to leave a 10% tip.

## MEETING CONTACT PERSON

South Africa: Sigfried Tivana [Sigfried.Tivana@dst.gov.za](mailto:Sigfried.Tivana@dst.gov.za)

Kibibi Ndope [kibibindope@gmail.com](mailto:kibibindope@gmail.com)

Autio Antti [antti.j.autio@helsinki.fi](mailto:antti.j.autio@helsinki.fi)

Léonard Lévêque [leonard.leveque@lgi-consulting.com](mailto:leonard.leveque@lgi-consulting.com)