

ORGANISATION  
INTERNATIONALE DE  
NORMALISATION



INTERNATIONAL  
ORGANIZATION FOR  
STANDARDIZATION

**ISO training seminar in Africa**  
**Consumer participation in standardization**

August 31 - September 1, 2006

Gaborone, BOTSWANA

**HOSTED BY:**



**Botswana Bureau of Standards (BOBS)**

**ISO Training Seminar in Africa on  
Consumer Participation in Standardization  
INFORMATION BROCHURE**

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# MEETING INFORMATION

## 1. DATE AND VENUE OF THE MEETING

**Date of meeting** : August 31 to September 1, 2006  
**Venue of meeting** : Botswana Bureau of Standards Headquarters  
Plot No. 55745  
Block 8, Main Airport Road  
Gaborone, Botswana  
Tel: + 267 3903200  
Fax: + 267 3903120  
Email: [infoc@hq.bobstandards.bw](mailto:infoc@hq.bobstandards.bw)  
Web: [www.bobstandards.bw](http://www.bobstandards.bw)

## 2. ACCOMMODATION



The Metcourt Inn is situated in The Grand Palm resort in Gaborone, the capital city of Botswana. The physical address is: Bonnington farm, Molepolole Road. This new select services hotel, promises to be one of the country's most modern and affordable hotels.

The guests will have access to a wide range of facilities including: Bar and Lounge area, the Business Centre, The Grand Palm, Hotel Casino. The organizing committee has already block booked a number of rooms for the delegates at very special rates. For more information participants can visit the hotel website at [www.metcourt.com](http://www.metcourt.com)

The hotel offers courtesy airport transfers. The Botswana Bureau of Standards will offer a stand-by transport to assist participants in case of any problems encountered with the hotel transport. BOBS staff will meet the participants at the airport.

## 3 PRE-REGISTRATION

Delegates are requested to complete the registration form and return it to Botswana Bureau of Standards (BOBS) by **August 15**, at the following address:

Mrs Regina Sarumi/or Mr Bofeto Lekone  
Botswana Bureau of Standards  
Private Bag BO 48  
Gaborone, Botswana  
Tel: +267 3903200, Fax: +267 4903120  
Email: [r\\_motsisi@bobstandards.bw](mailto:r_motsisi@bobstandards.bw) or [b\\_lekone@bobstandards.bw](mailto:b_lekone@bobstandards.bw)

# GENERAL INFORMATION

## 1 BOTSWANA IN BRIEF

The Republic of Botswana is a multi-party democracy. It became independent on 30 September 1966. It has an executive President as Head of State. The National Assembly elects the President for a term of five years. The current President is His Excellency Festus Mogae. For more information on Botswana, please visit the official government site at [www.gov.bw](http://www.gov.bw)

## 2 GEOGRAPHY

Botswana is situated in the center of southern Africa. Its surface area is 581,730 sq km. It is entirely landlocked, bordered by its neighbours South Africa, Namibia, Zambia and Zimbabwe. Botswana is 84% covered by the Kalahari (Kgalagadi) Desert. Most of the population is settled in the east and southeast of the country.

## 3 POPULATION

The total population estimated for 2006 is 1.85 million growing at a rate of 3.5% per annum. The population is heavily weighted towards younger age groups. About 43% of the population is younger than 15 years of age. Over 50% of the population is settled in urban areas.

## 4 URBAN CENTRES

Gaborone, is located in the extreme southeast and is the capital city. Its population is almost 250,000. It has good communications by road and air to Southern Africa. Other main towns are Francistown (Pop 105,000), Lobatse (60,000), Selebi-Phikwe (50,000), Ghanzi, Mahalapye, Maun and Kasane.

## 5 CLIMATE

### Summer:

November to March. High temperatures average 30 °C to 35 °C with lows around 18 °C and rain particularly in December and January.

### Winter:

June to August. Daytime temperatures around 23 °C with night-time lows averaging 5 °C.

## 6 LANGUAGES

The official language is English, which is used in government and business affairs. Setswana is the national language, and is widely spoken. Other ethnic groups speak their own languages

*Setswana Greetings*

Hello — Dumela rra/mma

(Its polite to add sir "rra" or madam "mma" after the greeting)

How are you? — O tsogile jang (formal)      Lekae (informal)

I am fine and how are you

Sentle, mma/rra, wean o tsogile jang (formal)

Re teng mma/rra

All visitors entering Botswana must hold a passport that is valid for at least six months, except those with United Nations Convention travel documents. Visitors must also have outgoing travel documents and sufficient funds to finance their stay.

## 7 VISAS

Valid entry visas for the countries which do require them may be obtained from Botswana's various embassies and high commissions abroad. In countries where Botswana is not represented, visas may be obtained from the British High Commission. Entry visas obtained at border posts are valid for a maximum of 30-90 days. Extensions may be obtained from any immigration office in Botswana. No visitor is allowed more than a 90-day stay in every calendar year, unless permission has been granted in the form of a waiver pending the outcome of a residence permit application. Arrangements have been made with the Department of Immigration for those that would require VISA at the airport. A formal letter of invitation will be required to qualify for the VISA at the airport.

### Requirements for visa application:

#### Visitors

- Completed immigration supplementary Form D by the applicant (Visa form).
- Letter of support from the host.
- Two passport size photos (identical).
- Fee of P25.00 (around USD 5)
- Return visa or residence permit from his/her country of residence.
- Return air ticket.
- Confirmation letter from the country if the person is coming for business purposes

## 8 IMPORTATION OF PERSONAL AND HOUSEHOLD BELONGINGS

The following goods declared at the place where the traveller enters the Common Customs Area (Botswana, South Africa, Swaziland, Lesotho and Namibia) may be admitted free of duty and, where applicable, Sales Tax:

Wines	2 litres
Spirits and other alcoholic beverages	1 litre
Cigarettes	400
Cigars	50
Cigarette or pipe tobacco	250gms
Perfume	50ml
Toilet water	250ml
Other new or used goods of a total value not exceeding <b>ZAR 1250</b>	

Additional goods, new or used of a total value not exceeding ZAR 10,000 (South African Rands) per person, are admissible at a flat rate of 20%, if the importer so elects. This concession is lost if the total value exceeds this amount, and items are taxed individually.

### **Domestic pets**

Domestic pets and livestock may be imported subject to animal health restrictions. Details can be obtained from the *Director of Animal Health and Production*, Private bag 0032, Gaborone, telephone (267) 397 1169 / 3950500

### **Seeds, bulbs, plants, trees, etc.**

These may be imported subject to plant health restrictions. Details can be obtained from the *Chief Agricultural Research Officer*, Private bag 0033, Gaborone, telephone (267) 3928-780

### **Firearms and ammunition**

Firearms and ammunition may only be imported into Botswana under the authority of an import permit issued by the *Director of Commerce and Consumer Affairs*, Private bag 00252, Gaborone, telephone (267) 3911-233 upon application on the form IC 2 and production of a Police permit issued by the *Central Arms Registry*, P. O. Box 334, Gaborone.

The issue of firearms licences in Botswana is strictly controlled and all firearms imported under the authority of an import permit must be licensed immediately upon arrival in Botswana.

## **9 BANKS AND FOREIGN CURRENCIES**

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 5P. Major credit cards, including Visa, MasterCard, American Express and Diners Club, are accepted widely. Most hotels and lodges accept foreign currency or travellers' cheques. There are also Exchange bureaus at major border posts. Credit card cash advances are available in major cities through Barclays Bank or Standard Chartered Bank or First National Bank. Cash transfers are easiest through Western Union money transfers. Business hours for commercial banks are: 09.00 - 1500hrs for Monday to Friday and 08:30 - 1100 on Saturday.

Botswana abolished exchange controls in February 1999. Foreign exchange transaction forms must be completed, as the Bank of Botswana requires a record of the amount of currency in circulation.

While cash of any amount is no longer restricted, any person entering or leaving Botswana is required to declare Pula and/or foreign currency bank notes in their possession if the amount is equal to or exceeds an equivalent of P10, 000.00 (ten thousand Pula). A family unit must declare any amount carried by each member if the aggregate in the possession of the family is P10, 000.00 or more.

## **10 ELECTRICITY**

Voltage 220V 50 cycles.

**TIME:** Standard time zone:UTC/GMT +2 hours

## 11 SHOPS, STORES, MALLS

Shops, stores and malls are normally open seven days a week from 0900 to 1800. They accept Botswana currency (Pula). Some shops will accept major credit cards but visitors are always advised to check with the vendor before a purchase is made.

## 12 Safety

Botswana remains a relatively safe place to visit, however there are a few incidents of crime. It is advisable to take basic precautions as in any large city: Always lock your car doors, always lock your hotel room, do not leave valuables in your hotel room or car; and take care with your bags in crowded places, particularly in the malls and night-clubs.

## 13 PLACES OF INTEREST IN AND AROUND GABORONE

### Gaborone

The capital, Gaborone, is situated in the southeast of the country. There is an excellent National Museum open from Tues-Fri 0900-1800 and weekends 0900-1700, with natural history and ethnological exhibitions. As well as permanent displays, there are also temporary exhibitions and various symposia and conferences. Gaborone has several good bookshops and libraries, including the University of Botswana Library which has a 'Botswana Room' devoted solely to publications on the country. There are good craft shops and markets in the town, where pottery, basketwork, leatherwork and handwoven objects can be bought.

### Excursions

**The 600 ha Gaborone Game Reserve**, along the Ngotwane River, about 5km east of central Gaborone, is nothing like as good for game as the major parks, but does have a number of species of antelope.

Ten km southwest of the city is the privately operated, 3000 ha **Mokolodi Nature Reserve**, where visitors can do guided game walks amongst the elephant, cheetah, leopard, and antelope. Both reserves have small numbers of white rhino.

**The St Claire Lion Park**, 14km from the city on the Lobatse road, is a good place to see the animals up close, but in a situation far from a natural environment. It also has a vulture restaurant, children's playground, riding and other entertainments.

**The Gaborone Dam** is a centre for watersports, and day trips can be made to see **local crafts at Oodi, Thamaga and Pilane**. A trip to the weaving centre at **Lentswe-La-Odi**, just north of Gaborone, is especially recommended. Local craftwork can be bought here at a fraction of its cost in the big cities. The centre is a non-profitmaking organisation, with proceeds going back to the craftspeople. Mochudi, also north of Gaborone, is the regional capital of the Bakgatla tribe. The **Phuthadikobo Museum** chronicles the history of the Bakgatla people in fascinating detail.

For more information please visit the official Botswana Tourism site at: [www.botswana-tourism.gov.bw](http://www.botswana-tourism.gov.bw)