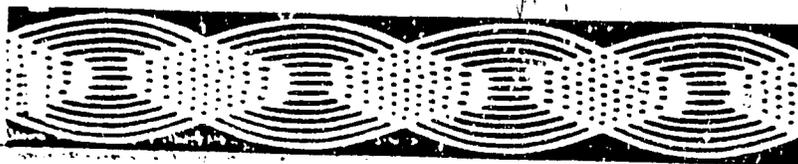


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Handbook for Delegates



SADCC 2

SECOND SOUTHERN AFRICAN DEVELOPMENT COORDINATION CONFERENCE
Segunda Conferência para a Coordenação do Desenvolvimento na África Austral
Conferência do Maputo 27-28 de Novembro de 1980

HANDBOOK FOR DELEGATES

SECOND SOUTHERN AFRICAN DEVELOPMENT

COORDINATION CONFERENCE (SADCC2)

Maputo, 27/28 November 1980

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The Second Southern African Development Coordination Conference (SADCC2) will take place in Maputo on the 27th and 28th November. Immediately prior to this Conference there will be a meeting of the Ministerial Council of the SADCC.

The Conference Centre will be the Clube Militar, Avenida Kwame Nkrumah, Maputo.

(1) RESPONSIBILITY FOR ARRANGEMENTS

The Government of the People's Republic of Mozambique will be responsible for the organisation and the servicing of the Conference. In addition, as the host country, the Government of the People's Republic of Mozambique will be responsible for providing conference facilities, security arrangements, catering, accommodation and transport.

The Government of the Republic of Botswana, as Chairman of the SADCC, will be responsible for matters pertaining to the business of the meeting including the agenda and circulation of documents. Hon P.S. Mmusi, Minister of Finance and Development Planning, Republic of Botswana, will chair the Conference. The Government of the Republic of Botswana will be assisted by the SADCC Steering Committee.

(2) SECRETARIAT

Mr Lebang Mpotokwane, Permanent Secretary, Ministry of External Affairs, Republic of Botswana, will be the Secretary General for the Conference.

Mr Antonio Marrufo, Ministry of Finance, People's Republic of Mozambique, will be the Conference Secretary and will deal with matters relating to administrative arrangements.

The Government of the People's Republic of Mozambique will be responsible for providing Secretariat Assistance for the Conference.

(3) ARRIVAL

Registration will take place on arrival at the airport. Prior to arrival all delegates should have informed the Mozambican authorities of the details of their arrival, their full names, nationalities, passport numbers, places and dates of issue of passports, proposed length of stay in Mozambique. (A copy of the Delegate Form is attached to the Handbook for those who have not already completed one.)

It is particularly important that people planning to enter Mozambique other than by Mavalane International Airport inform the Conference Office well in advance so that the necessary arrangements can be made. On arrival in Maputo delegates must make their way to the airport to complete registration formalities. Transport will be provided for the convenience of such delegates.

Delegates, observers and officials will be issued with identification badges which will allow entry to the Conference. Liaison personnel will assist delegates with visa formalities and will help them secure their baggage. Delegates should advise the liaison personnel of their departure times for information and flight reconfirmation.

Special arrangements have been made to accord diplomatic courtesies to all delegates both on arrival and departure.

Heads of Delegation will be appropriately received at the airport. The reception will be informal, i.e. Heads of Delegation will not be expected to make a speech at the airport. They may, however, be approached by journalists for interviews or statements on arrival.

The same procedures, in so far as they may be relevant, will apply to arrangements for departure by all delegations provided departure plans are notified well before the end of the Conference to the Government of the People's Republic of Mozambique.

(4) PROGRAMME OF OPENING CEREMONY ON 27th NOVEMBER

Members of delegations are requested to arrive at the Conference Centre 30 minutes before the scheduled opening and to proceed directly to the auditorium on the Ground Floor.

Delegates will be advised of the detailed timing of the Opening Ceremony on arrival.

Members of the international press accredited to the Conference and invited guests will be free to attend the Opening Ceremony. Photographers and TV camera men will be permitted to take photographs.

PROGRAMME

Address of Welcome The President of the People's Republic
of Mozambique, Samora Moises Machel

Opening Speech The Chairman of the Conference,
Hon P S Mmusi, Minister of Finance
and Development Planning, Government
of the Republic of Botswana

Responses to the Address of Welcome

Conference adjourns

Photographs

Invited Guests and Press Withdraw

Conference Reconvenes in Closed Session

(5) CONFERENCE INFORMATION CENTRE

An Information Centre will be established on the Ground Floor of the Conference Centre and will be manned at all times when the Conference is in session. Documents will be distributed from this Centre. Delegates requiring typing, duplication of the shredding of confidential papers should contact the Centre. The Information Centre will also be responsible for the distribution of messages to participants. Telephones will be available and staff at the Centre will be able to assist delegates with telex and telecommunications. While local calls can be made free of charge by delegates, long distance calls will be charged to the respective delegations.

A limited number of offices will be available to delegations on an "as and when required" basis through the Information Centre.

(6) REFRESHMENTS

There is an anteroom for delegates adjoining the Auditorium on the Ground Floor of the Conference Centre. Soft drinks, tea, coffee, snacks and biscuits will be served throughout the day. Post-dinner snacks will be available free of charge to officials working late at the Conference.

(7) ACCOMMODATION

Delegates will be accommodated in one of the following hotels:

Polana Hotel
Avenida Julius Nyerere
CP 1151, Maputo

Tel: 741001
Telex: 6-278 POLAN MO

Price per single: \$30
per double: \$47

(Breakfast included)

Polana Mar (annex)

Price per single: \$40
per double: \$60

(Breakfast included)

Cardoso Hotel
Avenida Martires do Mueda 707
CP 35, Maputo

Tel: 741071
Telex: 6-327 HOCAR MO

Price per single: \$30
per double: \$50

(Breakfast included)

The approximate price of lunch or dinner at these hotels is \$10.

(8) TRANSPORT

There will be a chauffeur driven car at the disposal of each delegation. Depending on the size of delegations other cars or minibuses will be available. The transport for delegations will be clearly marked and easily identifiable. Coaches will also be provided at the airport. Coaches will operate at intervals from the Hotels to the Conference Centre and back for delegates. Coach transport will be provided to delegates and members of the Secretariat for social functions if desired.

The Protocol Liaison Group at the Hotels and the Conference Centre should be contacted if assistance is required.

(9) MEDICAL FACILITIES

First Aid Centres will be established in the Polana and Cardoso Hotels and in the Conference Centre. A doctor will be available for delegates at all times. There will also be an ambulance stationed outside the Conference Centre during the day and at the Polana Hotel at night. Special arrangements have been made with the Central Hospital for emergencies. Relevant telephone numbers are indicated in the telephone directory at the back of this Handbook.

Delegates have been advised to begin taking anti-malaria tablets two weeks before their arrival in Mozambique. Delegates are also required to have vaccinations against Cholera and Yellow Fever. Innoculation is also advised against Typhoid and Smallpox.

(10) BANKING FACILITIES

The Bank of Mozambique will set up a special counter on the ground floor of the Conference Centre. Services include money changing facilities. The Polana and Cardoso Hotels have money changing facilities situated near the receptions. A list of exchange rates is given at the back of the Handbook.

(11) AIR BOOKINGS

As delegations have already been advised, air travel should be booked well in advance. The port of entry for Maputo is Mavalane International Airport which receives direct flights from Lisbon, Paris and Rome.

We advise that the most convenient connections are as follows:

Monday 24th November

TM 735	20.44	Paris (Charles de Gaulle)
	08.00	Maputo (Mavalane)

Tuesday 25th November

UT 743	23.50	Paris (Charles de Gaulle)
	14.00	Maputo (Mavalane)

Sunday 30th November

TM 734	18.00	Maputo (Mavalane)
	06.15	Paris (Charles de Gaulle)

We recommend that delegates contact the UTA offices or representatives in Paris or their own countries if they have any difficulties in making reservations.

There will be a charter flight to Kuwait leaving Maputo immediately after the Conference. It is scheduled to arrive on the 29th November in time for the meeting of the Independent Commission on International Development Issues (ICIDI). If delegates wish to travel on this flight please inform the Conference Office.

LAM (Linhae Aereae de Mocambique/Mozambique Airlines) will have a desk at the Conference Centre. In case of difficulties Liaison Officers at the Conference Information Centre will assist delegates in making onward bookings or reconfirmation arrangements.

(12) LIAISON OFFICERS

A bilingual liaison officer will be attached to every delegation. Protocol liaison groups will be on duty at the airport, the hotels and the Conference Centre for any assistance required.

(13) HOSPITALITY

Since the duration of the Conference is only two days only two receptions have been scheduled. The Government of the People's Republic of Mozambique will host a reception for delegates at the opening of the Conference. The Government of the Republic of Botswana, as Chairman of SADCC, will host a reception for delegations at the close of the Conference. Delegates will be advised of details on their arrival.

(14) TOURISM

For delegates who wish to take the opportunity of seeing more of Mozambique the Centre for Information and Tourism (CIT) will have arranged a series of tourist trips. Details of these will be available from the Tourism Counter at the Conference Centre.

(15) SHOPS

There will be a number of foreign currency shops established at the Conference Centre for the convenience of delegates (including a foreign currency 'Interfranca' shop). Duty free shops will also be available at the airport and the hotels.

(16) POST OFFICE

There will be a Post Office counter at the Conference Centre. Stamps, postcards, etc. will be available at this desk and there will be a regular collection of letters.

(17) PHOTOGRAPHS

A Conference photographer will be based on the ground floor of the Conference Centre. Photographs will be exhibited and will be available for sale.

(18) SECURITY

Restricted Areas

Entry and Exit points at the Conference Centre will be monitored and access to the venue of and approaches to sessions will be restricted to Delegates and Conference Officials. Security arrangements will also be made at the hotels where delegates are staying.

There are certain restrictions concerning the taking of photographs in some areas of Mozambique. Delegates will be advised of these restrictions on arrival. If delegates are in any doubt they should consult the Liaison Personnel.

Control of Entry

Entry at the Conference Centre will be regulated by the issuing of passes of the relevant category: Delegate, Observer, Official.

The Press will also be issued with passes. Their entry into restricted areas will be regulated according to the exigencies of the programme.

Separate passes will be issued to service personnel to facilitate their entry into the Conference venue and suitable performance of their duties.

Passes will be issued to delegates on their arrival and the Liaison Officer attached to the delegation will be in charge of this. The passes must be shown at all points of entry into restricted areas. It would be advisable for delegates to wear the passes prominently on the lapel at all times. The loss of a pass must immediately be reported. Delegates are requested not to receive private visitors in the restricted area.

Opening Ceremony

The Opening Ceremony on November 27th will be restricted to delegates, officials and invited guests.

(19) DELEGATION DIRECTORY

A Directory of Delegations and Secretariat will be published separately for presentation to delegations on their arrival in Maputo.

Delegations, in conjunction with their Liaison Officers are requested to inform the Conference Secretary in writing, of any alterations or amendments they wish to have incorporated in the final version of the Directory.

(20) PRESS FACILITIES

A Press Centre will be set up in the Conference Centre where facilities for the media will be provided. Communications facilities will be available at the Press Room in the new Post Office (at the rear of the main Post Office), Sala de Imprensa, Rua Zedequias Manganhela, nº 291.

Accommodation

Rooms at the Hotel Tivoli will be made available to journalists against payment during the period of the Conference. Those journalists requiring accommodation should send their requirements early as the accommodation will be based on availability.

Hotel Tivoli	Price per single room: \$17
Avda 25 de Setembro	per double room: \$30
CP340	(Breakfast included)
Telephone: 22005	

Accreditation

Journalists wishing to cover the Conference will require special accreditation for the purpose. This will apply equally to journalists based in Mozambique and those coming from abroad. Journalists and other media personnel are requested to send in their applications early indicating the nature of their work. Applications for accreditation should be sent to the Ministry of Information and should be accompanied by a letter/telex from the principals of the newspaper/agency/television chain etc. stating that the correspondent or technician has been deputed to cover this particular Conference. The application should be accompanied by three recent photographs of the journalist.

The Ministry of Information will arrange visa formalities for journalists to this Conference. Journalists are requested to telex the following information: Name, Address, Nationality, Passport No., Place and Date of Issue and Expiry, Employer, Purpose of Visit. Ministry of Information Telex No. 6-487 MINFO MO.

Facilities

Communication facilities will consist of international trunk telephone connections, national trunk telephones, public call telephones (coin-operated), and telex lines, set up in the Press Room at the new Post Office. The Press Room will be open from 8.00 am to midnight.

Tele-photo booking (maximum size 21.5 x 6 cm) and press telegram booking facilities will be made available. Those correspondents coming from abroad and wishing to make use of credit facilities for communications should bring their ITU cards and should also verify with their local authorities that these are valid for use in Mozambique.

A working area with tables and typewriters will be available. Radio interview studios will also be available to those wishing to use them.

One of the rooms in the Conference Centre will be available for Press Conferences the timings of which will be made known to the media in advance. The Press Centre will coordinate all Press Conferences which are to take place in the Conference Centre.

Transport

Buses from the Hotel will be provided for the transport of journalists to and from the Conference Centre.

Media Liaison Personnel will be available at the Hotel Tivoli and at the Press Centre to assist journalists. Should Press or Media wish to arrange interviews with delegates they can contact the Media Liaison Officer for assistance.

APPENDIX ATELEPHONE DIRECTORY

Conference Office	744380/743750/742018
Conference Secretary	742022
Polana Hotel	741001
Cardoso Hotel	741071
Tivoli Hotel	22005
Central Hospital	24510 or 25001

APPENDIX BTIME DIFFERENCES FOR AREAS REPRESENTED

When it is 12.00 noon in Mozambique:		<u>Time Difference</u>
Abu Dhabi	13.00	+ 1
Algeria	11.00	- 1
Angola	11.00	- 1
Australia	20.00	+ 8
Austria	11.00	- 1
Belgium	11.00	- 1
Botswana	12.00	-
Brazil	07.00	- 5
Canada	05.00	- 7
Czechslovakia	11.00	- 1
Denmark	11.00	- 1
Finland	12.00	-
France	11.00	- 1
GDR	11.00	- 1
FGR	11.00	- 1
India	15.30	+ 3½
Iraq	13.00	+ 1
Ireland	10.00	- 2
Italy	11.00	- 1
Japan	19.00	+ 7
Jugoslavia	11.00	- 1
Kuwait	13.00	+ 1
Lesotho	12.00	-
Luxembourg	11.00	- 1
Malawi	12.00	-
Mexico	04.00	- 8
Netherlands	11.00	- 1
Norway	11.00	- 1
Saudi Arabia	13.00	+ 1
Swaziland	12.00	-
Sweden	11.00	- 1

TIME DIFFERENCES (continued)

Tanzania	13.00	+ 1
United Kingdom	10.00	- 2
United States (East Coast)	05.00	- 7
USSR	13.00	+ 1
Venezuela	06.00	- 6
Zambia	12.00	-
Zimbabwe	12.00	-

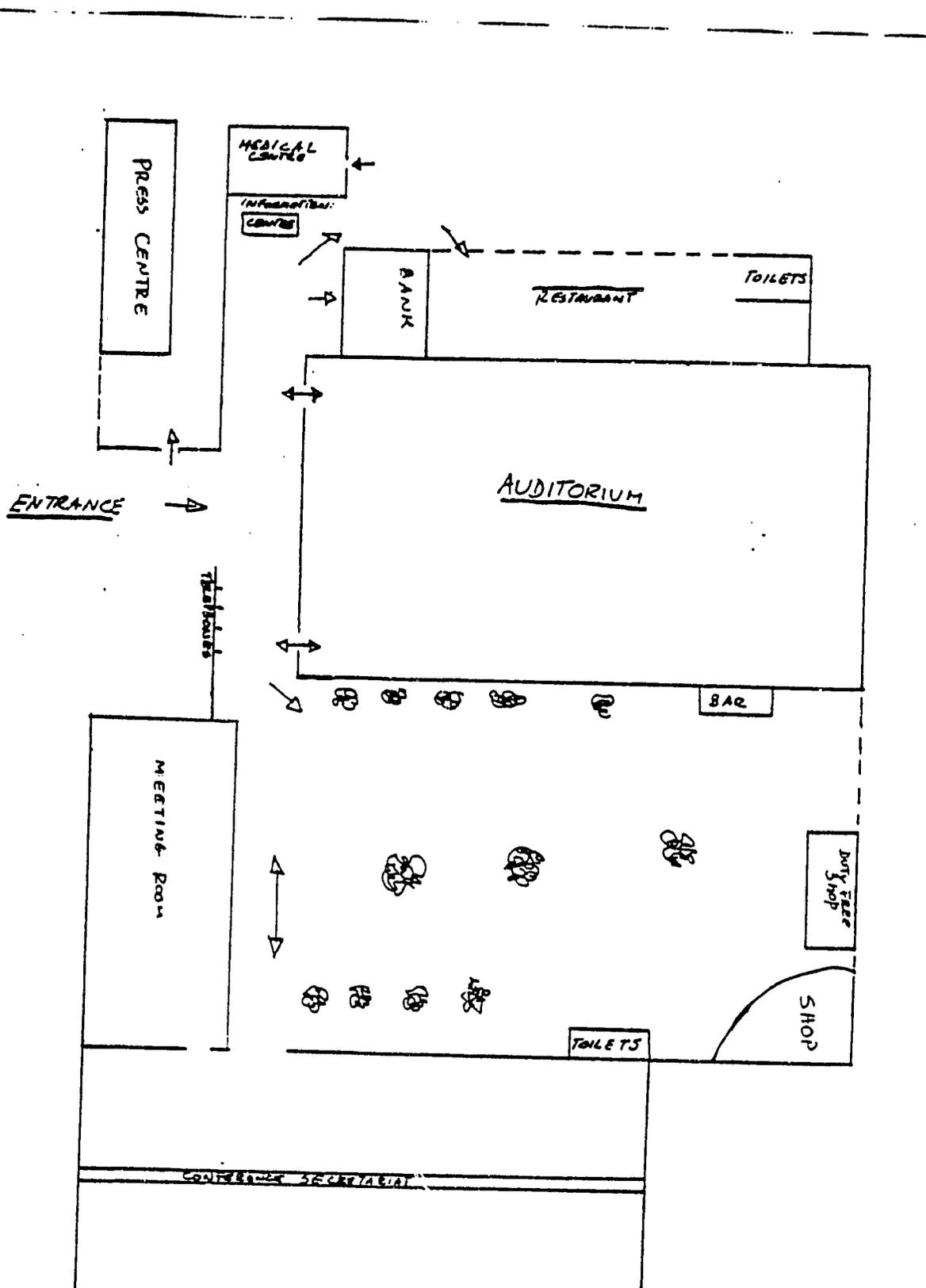
APPENDIX CRATES OF EXCHANGE

(These will of course fluctuate)

Austria	2.45
Belgium (Franc)	1.10
Canada (Dollar)	27.00
Denmark (Kroner)	5.65
France (Franc)	7.50
Federal Republic of Germany (Mark)	17.35
Italy (Lira)	0.04
Japan (Yen)	0.14
Norway (Kroner)	6.45
Sweden (Kroner)	7.55
Switzerland (Franc)	19.15
United Kingdom (Pound)	75.80
United States (Dollar)	31.40

APPENDIX D

PLAN OF THE CONFERENCE CENTRE



APPENDIX ELIST OF EMBASSIES IN MAPUTOKINGDOM OF BELGIUM

Av. Kenneth Kaunda 127

Tel: 74 35 77

FEDERAL REPUBLIC OF BRAZIL

Av. Kenneth Kaunda 296

Tel: 74 23 87/8 and 74 28 63

POPULAR REPUBLIC OF BULGARIA

Av. Zimbabwe 864-868

Tel: 74 49 89 and 74 30 45

CANADA

Barclays Bank, Caero Road, Lusaka

Tel: 7 51 87/8

SOCIALIST REPUBLIC OF CZECHOSLOVAKIA

Av. Julius Nyerere 2763

Tel: 74 37 46

KINGDOM OF DENMARK

Bank House, Independence Av., Das es Salaam

Tel: 2 70 77/78

REPUBLIC OF FINLAND

Independence Av./Mirambo Str., Dar es Salaam

Tel: 3 03 96/7

REPUBLIC OF FRANCE

Av. Julius Nyerere 2361

Tel: 74 34 44/74 34 48/74 22 83

DEMOCRATIC REPUBLIC OF GERMANY

Av. Francisco Orlando Magunbwe 954

Tel: 74 47 03/74 42 25

FEDERAL REPUBLIC OF GERMANY

Mapulangwene Street 506

Tel: 74 29 96/74 27 14

POPULAR REPUBLIC OF HUNGARY

Av. Kenneth Kaunda 714

Tel: 74 29 53

REPUBLIC OF INDIA

Av. Kenneth Kaunda 167

Tel: 74 46 49/74 24 37

REPUBLIC OF ITALY

Av. Kenneth Kaunda 387

Tel: 74 16 05 and 74 32 81

FEDERAL SOCIALIST REPUBLIC OF JUGOSLAVIA

Mkinto Kylido Street 26

Tel: 74 46 20

KINGDOM OF LESOTHO

Av. Kun II Sung 1138

Tel: 74 39 59

KINGDOM OF THE NETHERLANDS

Antonio Bocarro Street 193

Tel: 74 42 21/74 46 48

KINGDOM OF NORWAY

Av. Julius Nyerere 1178

Tel: 74 18 88

POPULAR REPUBLIC OF POLAND

Tel: 74 24 33

SOCIALIST REPUBLIC OF RUMANIA

Antonio Caldeira Street 59

Tel: 74 29 99

KINGDOM OF SWAZILAND

Av. Zimbabwe 608

Tel: 74 21 17/74 24 51

KINGDOM OF SWEDEN

Kassuende Street 118

Tel: 74 20 44/74 36 31/74 32 91

UNITED REPUBLIC OF TANZANIA

Av. of The Martyrs of Machava 852

Tel: 74 40 25/6/7

UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND

Av. Vladimir I. Lenin 310

Tel: 2 60 11/2

UNITED STATES OF AMERICA

Rua da Mesquita 33

Tel: 2 60 51/2/3

UNION OF SOCIALIST SOVIET REPUBLICS

Av. Agostinho Neto 1103

Tel: 2 88 67/2 88 23

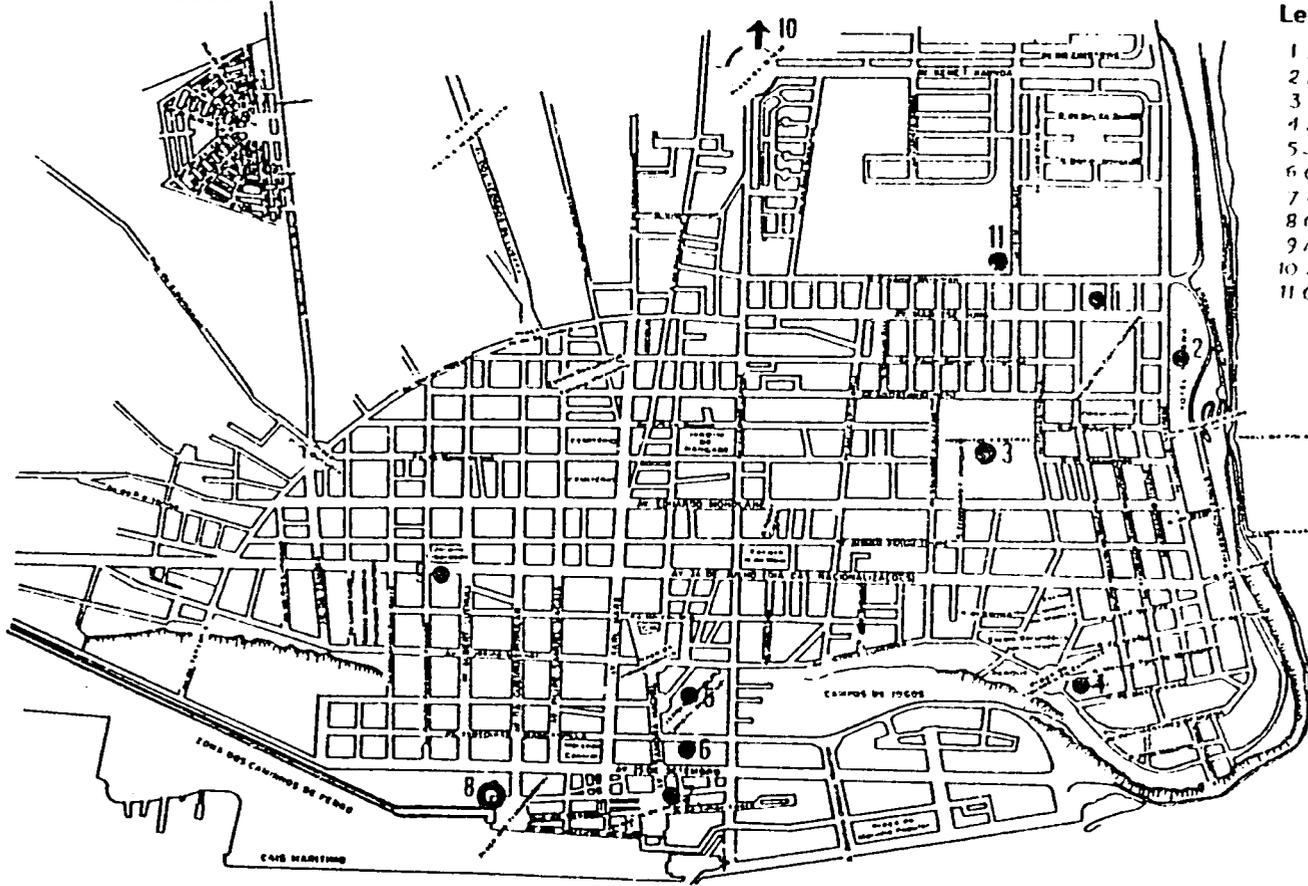
REPUBLIC OF ZAMBIA

Av. Kenneth Kaunda 1286

Tel: 74 24 52

APPENDIX F
 MAP OF MAPUTO WITH RELEVANT PLACES MARKED

mápa da cidade



Legenda

- 1 Interfranca
- 2 Hotel Polana
- 3 Hospital Central
- 4 Museu de História Natural
- 5 Jardim Botânico
- 6 CTT - Post Office
- 7 Interfranca
- 8 Comissão T.C.A.A. S.A.T.C. Commission
- 9 Museu da Revolução
- 10 Aeroporto
- 11 Club Militar (Conferência com)

BAIA DE MAPUTO