



ADMINISTRATIVE NOTE

SADC CLUSTER MEETING OF MINISTERS RESPONSIBLE FOR TRANSPORT, ICT, INFORMATION AND METEOROLOGY

24-28 FEBRUARY 2025,

HARARE, REPUBLIC OF ZIMBABWE



1. INTRODUCTION

The SADC Cluster Meeting of Ministers Responsible for Transport, ICT, Information and Meteorology will be held from 24-28 February 2025, Harare, Republic of Zimbabwe. Attached is the Draft Agenda proposed by the SADC Secretariat. The meeting will feature three main events:

Activity	Date
Joint Meeting of SADC Senior Officials Responsible for Transport, ICT, Information and Meteorology	24 th to 26 th February 2025
SADC High Level Ministerial Round Table Dialogue (Infrastructure to support the North-South Corridor (NSC))	27 th February 2025
SADC Cluster Meeting of Ministers Responsible Transport, ICT, Information and Meteorology	28 th February 2025

2. VENUE

VENUE OF THE SADC AND THE PREPARATORY MEETINGS

The SADC Cluster Meeting of Ministers Responsible for Transport, ICT, Information and Meteorology be held at the **Rainbow Towers Hotel, Harare**. During the meeting, some side events will also take place as part of the Ministerial Meeting.

3. DELEGATION LISTS

- Delegation lists must be sent in the form of a Note Verbale no later than 12 February 2025 to:
- Foreign Affairs Focal Point

Mrs P. Nyagura, Chief Director Multilateral Affairs E-Mail: sadczim@yahoo.com:
Contact 263-4-723960/ 263772955326, 263775033659

Delegation lists must be submitted in order of seniority with the names, surnames, passport numbers and designations of each member of the delegation.

Attached is the delegation list form.

4. VISA REQUIREMENTS

All Delegates entering Zimbabwe must hold a valid national passport (valid for at least six months before the expiry date).

SADC Member States that require visas to enter Zimbabwe will receive visas upon arrival (Robert Gabriel Mugabe International Airport). However, Member States are invited to send a copy of passports and tickets of their delegations for visas upon arrival; not later than **12 February 2025**.

SADC Member States with the exception of the Union of the Comoros do not require visas to enter Zimbabwe. Furthermore, holders of diplomatic and service/official passports are issued gratis visas on arrival.

Holders of passports other than those specified above are requested to check on the visa requirements (See Annex 1). Delegates requiring visas should apply on the following platform www.evisa.gov.zw. Visas will only be granted upon arrival in exceptional circumstances by giving prior written request to the Ministry of Foreign Affairs and International Trade, indicating all the particulars of the member(s) of the delegation as contained in the passport

NB: Delegates should be in possession of valid travel documents.

Visa Contact Details

For any protocol and visa enquiries, please contact the following:

Preferably Ministry of Foreign Affairs

5. YELLOW FEVER CERTIFICATE

All delegates coming from yellow fever endemic regions, any country with an active outbreak of yellow fever disease or those who have travelled through these regions in the last 72 hours must have a Yellow Fever Vaccination Certificate to enter Zimbabwe.

6. PROGRAMME

The final programme detailing the sequence of the meetings has been circulated to all SADC Member States and invited guests prior to the meeting.

7. ACCREDITATION

Accreditation of delegations will be processed in person and electronically from 22 February 2025 at Rainbow Towers Hotel, Harare

All accredited participants will be required to wear their accreditation badges at all times in order to be allowed access to the Venue.

To be accredited in advance, delegates from member states are requested to submit electronic copies of white background passport photos and passport biographic data pages in JPEG format along with the following details:

- Full name
- Nationality
- Ministry/Department/Institution
- Title (Designation)
- Gender (Male/ Female)
- Date of Arrival

- Date of Departure
- Passport no
- Address and telephone number in Country of Origin
- Address during Visit
- E-mail address

Badges will also be issued according to the following categorie:

- a) Delegate
- b) Security
- c) Media
- d) Protocol
- e) Secretariat
- f) Services

Media Accreditation

All members of the media who wish to cover the SADC Cluster Meeting of Ministers Responsible for Transport, ICT, Information and Meteorology and have access to the venue and other areas accessible to media practitioners are required to be accredited through the Ministry of Information, Publicity and Broadcasting Services by **7 February 2025, by submitting the following details:**

- 1 – Duly completed Media Accreditation Form.
- 2 – Copy of identification document.
- 3 – 1 colour passport-size photograph.

Media Centre

A Media Centre will be available at the Rainbow Towers. Media practitioners will have at their disposal a work area with Internet, phones, printers, faxes and photocopy machines.

Official photographers

Official photographers and cameramen are required to be accredited as media practitioners and not as delegates.

Clearance of Media Equipment

Journalists covering the event are requested to comply with the Zimbabwe Revenue Authority equipment importation requirements.

8. ARRIVAL OF DELEGATIONS

8.1 Port of Entry

The designated Point of Entry and Departure for delegates is the Robert Gabriel Mugabe International Airport. Delegates who will be using other points of entry are kindly requested to share their travel itineraries to facilitate the necessary logistical arrangements. Delegates can email the Protocol and Conference Services Directorate on Email: strategy@motid.gov.zw and copy csrkuewa68@gmail.com; kmanyanga@gmail.com; sakuringwaedmond@gmail.com

9. TRANSPORT AND ACCOMMODATION COURTESIES

The Government of the Republic of Zimbabwe will extend the following courtesies:

6.1 Accommodation

Delegates are encouraged to book their accommodation from the recommended hotels listed. All delegates are expected to meet their costs of accommodation.

Shuttle Services

The Government of Zimbabwe will provide a shuttle/minibus service to transport all other delegates from the airport to designated hotels and from hotels to the venue. The shuttle service will commence on 21 February 2025 and cease on 01 March 2025. Transportation for the delegates be arranged during their stay will be arranged from the airport and to and from their accommodation and to the venue throughout their stay. Delegates travelling outside these dates are expected to make their own transport arrangements.

NB: Any individual staying at an undesignated hotel is expected to make their own transport arrangements to the designated pick-up points.

The delegations wishing to travel by road should inform the Zimbabwean authorities beforehand. They should provide the following details:

- a) Type of vehicle;
- b) Registration number;
- c) Names and number of passengers;
- d) Point of entry and exit (route); and
- e) Date and time of arrival and departure

10. MEDICAL AND HEALTH SERVICES

The Medical Centre where medical personnel will be available to provide emergency and primary health care facilities. Other health facilities available include:

- Parirenyatwa Group of Hospitals
- Avenues Clinic
- St Annes Hospital
- Milton Park Hospital

11. DIETARY REQUIREMENTS

Delegations should indicate through the Ministry of Foreign Affairs and International Trade – Protocol Directorate any special medical and dietary requirements.

12. GENERAL INFORMATION

Weather

The average minimum and maximum temperatures usually registered in Harare February are between **15°C and 35°C**. Zimbabwe normally experiences rainfall during this period

13. BANKING SERVICES

The majority of hotels and some shops accept credit cards like Visa/MasterCard or American Express. Zimbabwe has a multi-currency legal tender system. The Botswana Pula, South African Rand, the United States Dollar, Chinese Yuan,

Australian Dollar, Japanese Yen, Indian Rupee and the Euro are acceptable tender. Banking hours are from 0800 hours to 1500 hours.

14. CONTACTS

The Contact details for the Ministry of Foreign Affairs are as follows:

Mrs P. Nyagura, Chief Director Multilateral Affairs

SADC National Contact Point

Mobile Number:

E-Mail: sadczim@yahoo.com

Mr. L. Mugejo, Director Protocol and Conference Services

Direct Line: +263-242-723960

Mobile Number: +263 771544236

E-mail: protocoldirectorate@gmail.com

OR

Ministry of Foreign Affairs and International Trade

P.O. Box 4240

Samora Machel Avenue/Sam Nujoma Street

Harare.

Telephone: (+263)-242-794681-6; (+263)-242-793372-5; (+263)-242-706114-5

Confirmations of attendance and delegation lists should be sent to the aforementioned address, with a copy to the SADC Secretariat by **12 February 2025**.

15. RECOMMENDED HOTELS

FACILITY	GRADING	TYPES AND NO: OF ROOMS THAT WILL BE AVAILABLE DURING THE SUMMIT	SADC SPECIAL RATES SINGLE BB	SADC SPECIAL RATES DOUBLE BB	WEBSITE	CONTACT DETAILS (COUNTRY CODE+263)	BOOKING EMAIL	DISTANCE
RAINBOW GROUP OF HOTELS								
Rainbow Towers Hotel	5	1 Presidential Suite 10 Diplomatic suites 22 Executive Suites 100 standard	\$1350 \$ 720 \$ 495 \$ 240		Rtgafrica.com	774423950	reservations@rtg.co.zw	
New Ambassador Hotel	3	45 Standard	\$ 240	\$ 270	Rtgafrica.com	242708121	Reservations.NewAmbassador@rtg.co.zw	
Meikles	5	1 Presidential 1 Imperial 5 Executive Suites 70 Deluxe	\$2525 \$1650 \$ 550 \$ 315		www.meikleshotel.com	719340926	Reservations@meikleshotel.com	
Monomotapa	4	1 Presidential	\$ 900		www.africansunhotels.com		242704501-10	

		2 Executive suites 43 Leisure King 186 Standard	\$ 450 \$ 227 \$ 168					
CRESTA GROUP OF HOTELS								
Cresta Lodge	3	2 Executive Suites 100 Standard rooms	\$ 310 \$ 235	\$ 310 \$ 270	www.crestahotels.com	242486204 772395490	fom@lodge.cresta.co.zw Cc elliot@cresta.co.zw	
Cresta Jameson	3	5 Executive Suites 3 Family 64 Deluxe 29 Standard	\$ 260 \$ 260 \$ 200 \$ 160	\$ 260 \$ 260 \$ 220 \$ 170	www.crestahotels.com	242486204 772395490	fom@lodge.cresta.co.zw Cc elliot@cresta.co.zw	
Cresta Oasis	3	2 Suites 24 Executive 20 Deluxe 62 Standard	\$ 260 \$ 240 \$ 195 \$ 175	\$ 290 \$ 275 \$ 240 \$ 195	www.crestahotels.com	242704217-9 772395490	astfom@oasis.co.zw Cc elliot@cresta.co.zw	

Holiday Inn	3	Executive Suites Standard Suites Leisure King Standard	\$ 235 \$ 405 \$ 227 \$ 168	\$ 280 \$ 405 \$ 270 \$ 192	www.africansunhotels.com	242251200-14	reservations@holidayinnharare.co.zw	
Bronte	3	8 Executive Suites 4 Superior 72 Standard 18 Kingsley Wing 24 Queensgate Budget	\$ 315 \$ 215 \$ 160 \$ 110 \$ 100	\$ 340 \$ 240 \$ 185 \$ 135 \$ 125	www.brontehotel.com	242707522-7	reservation@brontehotel.co.zw	
N1 GROUP OF HOTELS								
N1 Rotten Row	2	4 Superior rooms 20 Standard single 8 Standard twin	\$ 90 \$ 70 \$ 70		www.n1hotel.co.zw	777604291	rottenrow@n1hotel.co.zw	
N1 Samora Machel Avenue	2	2 Superior 4 Deluxe 4 standard twin 30 Standard single	\$ 90 \$ 80 \$ 70 \$ 70		www.n1hotel.co.zw	775585737	samoramachelmgr@n1hotel.co.zw	
Highlands	4	3 Executive suites	\$ 310		www.highlandsho	242884468	reservations@highland	

House		2 Standard rooms	\$ 200		use.co.zw	771133687	shouse.co.zw	
St Luxotel	4	10 Executive Suites 4 Standard rooms	\$ 250 \$ 200		www.sttropez.co.zw	772915234		
Villa Gianni	2	5 Executive Suites 5 Standard rooms 2 Self Catering	\$ 120 \$ 100 \$ 150		www.villagianniboutiquehotel.com	242335324 784802055	reception@villagianni.co.zw	
258 Hotel Chitepo Street		1 Standard Suite 1 Executive Suite 6 Greenview room 8 Standard rooms	\$ 500 \$ 300 \$ 180 \$ 150		www.258hotel.com	0779189214		
The Gray	3	45 Standard rooms	\$ 165	\$ 180	tendai@thegray.co.zw	773945080	bookings@thegray.co.zw	

ANNEXES

1. ACCREDITATION FORM



**SADC CLUSTER MEETING OF MINISTERS RESPONSIBLE FOR TRANSPORT,
ICT, INFORMATION AND METEOROLOGY**

24 – 28 FEBRUARY 2025

SURNAME.....

FIRST NAME(S).....

I.D NO/PASSPORT NO:

PORT OF ENTRY DATE OF ENTRY.....

DATE OF DEPARTURE

MOBILE NO..... EMAIL ADDRESS

ORGANISATION.....

DESIGNATION.....

COUNTRY OF RESIDENCE.....

RESIDENTIAL ADDRESS.....

TICK YOUR CATEGORY

VVIP VIP DELEGATE OFFICIAL

SECRETARIAT PROTOCOL L/EXHIBITOR SERVICES

INTERPRETER F/MEDIA F/EXHIBITOR SPEAKER

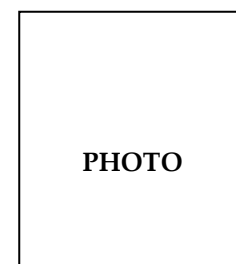
L/MEDIA SECURITY FACILITATOR GUEST

(To be completed by the accreditation officer)

ACCREDITATION OFFICER'S FULL NAME.....

DATE.....CARD SERIAL NO.....

SIGNATURE.....



3. MEDIA ACCREDITATION FORM

FAMILY NAME:.....

FIRST NAME (S)

NATIONALITY:.....

SEX (M/F):.....

JOB TITLE:.....

MEDIA ORGANISATION:.....

PASSPORT NO:.....

PROFESSIONAL CARD NO:.....

CONTACT ADDRESS:.....

TELEPHONE NO:.....

EMAIL:.....

DATE/TIME OF ARRIVAL:.....

FLIGHT NO.:.....

DATE/TIME OF ARRIVAL:.....

FLIGHT NO.:.....

Tick as appropriate in the boxes below duties that will be performed in Zimbabwe:

Journalist

Video Camera Person

Technician

Photographer

Other-Specify _____

Signature of Applicant:

Date.....

MEMBER STATES DELEGATION LIST

COUNTRY:

No	FULL NAME	TITLE (MR/MRS/MS/DR/PROF)	PASSPORT	MINISTRY/ORGANIZATION	POSITION	ARRIVAL DATE	DEPARTURE DATE
1							
2							
3							
4							
5							
6							
7							
8							