



ADMINISTRATIVE NOTE

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

22-26 JUNE 2026,

HARARE, REPUBLIC OF ZIMBABWE



1. INTRODUCTION

The SADC Cluster Meeting of Ministers Responsible for Transport, ICT, Information and Meteorology will be held from 22-26 June 2026, ZITF Grounds Hall 2, Bulawayo, 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	22 nd to 24 th June 2026
SADC High Level Ministerial Round Table Dialogue (Building Climate Smart and Resilient and AI-Enabled Infrastructure to Accelerate Regional Integration and Sustainable Development in SADC)	25 th June 2026
SADC Cluster Meeting of Ministers Responsible Transport, ICT, Information and Meteorology	26 th June 2026

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 **ZITF Ground Hall 2, Bulawayo**. 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 June 2026 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 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 from 19 June 2026 at ZITF Ground Hall 2, Bulawayo.

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

All delegates and support staff from Member States are expected to register on the link below:

Click [here](#) and follow instructions as indicated. To assist in logistics and transportation please fill in the attached forms to assist the host country in facilitation and ease of movement to hotels and places of accommodation.

Badges will also be issued according to the following categories:

- 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 **14 May 2026, 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 ZITF Ground Hall 2. 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 Joshua Mqabuko Nkomo 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: protocoldirectorate@gmail.com and copy strategy@motid.gov.zw; ropafadzochasekwa@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 19 June 2026 and cease on 28 June 2026. 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

All delegates should have Health Insurance. There will be a clinic at the venue with medical personnel available to provide primary health care and emergency health care. Should there be need for admission; the delegates' health insurances will be used. Hospitals available are:

- United Bulawayo Hospital
- Mpilo Central Hospital
- Mater Dei 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

This period is the winter season for Zimbabwe which is generally cool and dry. During the month of June rainfall is negligible. Rainfall is rare in Bulawayo though drizzle, which brings about chilly weather, can be experienced. Average Rainfall is 0.1mm.

Minimum Temperature **8°C**

Maximum Temperature **22°C**

There are significant drops of temperature in the city during the night and mornings.

Plugs: Electric Power in Zimbabwe is 220- 230 volts at a frequency of 50Hz. If you are travelling from a country with different voltage and frequency, you might need to carry a power adapter. The Plug types common in Bulawayo are both round and square.

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 are as follows:

Ministry of Transport and Infrastructural Development
Mr. A. Ndawana, Deputy Director Parastatals
Mobile Number: +263 773446182
E-Mail : andawana@gmail.com

Mrs. V. Madenya, A/ Deputy Director Protocol and Conference Services
Direct Line: +263-242-723960
Mobile Number: +263 772955326
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 June 2026**.

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
Bulawayo Rainbow Hotel	3	1 Presidential Suite 5 Luxury Suites 2 Family Suites 9 Executive Suites 12 Executive rooms 63 Deluxe rooms 22 Standard Double 58 Standard Twin 9 Standard Single	TBA \$130 \$110		www.rtgafrika.com	+263292 2881273	reservations.rainbowbo@rtg.co.zw	
Holiday Inn	3	36 Suites 31 Executive rooms 90 standard twin	\$ 210	\$260 Dinner & juice 33usd	www.ihg.com	+263 292 2252464	reservations@holidayinnbulawayo.co.zw	

Cresta Churchill Hotel	3	10 Suite	\$160	www.crestahotels.com	+263 292 244243-7 086 7700 4878	reservations@churchill.cresta.co.zw
		15 Standard Twin	\$140			
		25 Standard Double	\$110			
Sparrow Boutique Hotel		1 Presidential	\$250	sparrowboutique.co.zw	+263 78 972 2785	reservations@sparrowboutique.co.zw
		3 Deluxe	\$150			
		8 Executive Suites	\$180			
10 on Pauling		2 Presidential	\$350	www.10onpaulinghotel.org	+263 78 086 4116	info@10onpaulinghotel.com
		2 Executive suites	\$280			
		11 Standard	\$215			
10 on Brooke		2 Premium	\$145	www.10onbrooke.com	+263 78 053 4946	info@10onbrooke.com
		4 Deluxe	\$115			
		4 Executive	\$135			
		3 Standard	\$95			
Mavuna Lodge		Standard	\$65	www.mavunalodge.co.zw	+263 78 413 5911	marketing@mavunalodge.co.zw
		Self-catering	\$80			
		Deluxe	\$90			
		Semi	\$115			
		Executive	\$125			

Sethule Lodge		15 Executive 15 Standard		\$105 \$85	www.sethulelodge.com	+263 77 606 4612	customercare@sethulelodge.com
Fairbridge Place		9 Standard	\$100	\$150	https://www.instagram.com/fairbridge_place_byo/?e=e3e39d31-b433-46ea-84b8-b74ed5c56d6b&g=5	+263 78 284 5415	fairbridgeplace@gmail.com

Restaurants

Facility	Type	Address	Email
Smokehouse	Western sit in	Busters Sports Club, Fairbridge Way, Malindela, Bulawayo +263 785 871 510	manager@thesmokehouse.co.zw
Shangri La	Chinese restaurant	31 Pauling Road Suburbs, Bulawayo +263 772 362 518	songxi991121@gmail.com
King's Kraal	Western restaurant	16475 Hillside Rd, Bulawayo +263 78 099 2696	
Sis Bee's Kitchen	Traditional restaurant	Shop 4 Parkade Centre, Corner Fife & 9 th Avenue, Bulawayo +263 77 233 0633/0777851664	

KaMandazi	Traditional restaurant	Corner 8 th Avenue/R. Mugabe Way 0772953618	flanosyy@gmail.com
Spur Hillside	Fast food	36 Cecil Avenue, Hillside, Bulawayo +26371 387 4731	spurbuffalo.hills@simbisa.co.zw
Nando's Drive Thru	Fast food	Yellow Wood Lane, Woodlands, Bulawayo	
Dejavu	Western and Kosher restaurant	62A Townsend Road, Suburbs, Bulawayo +263 292 2250728	dejavubyo@gmail.com
Eastern Delights	Indian food take away	140 Fort Street, Between 13th and 14th Ave, Bulawayo +263 78 683 8788	
Brookes	Western restaurant	Zonkizizwe Shopping Centre, Hillside Rd, Bulawayo +263 292 2888 997	
Mozambik Restaurant	Seafood restaurant	26 Livingstone Road, Suburbs, Bulawayo	bulawayo@mozambik.co.za
The Bowery	Western restaurant	Located at 10 on Pauling Boutique Hotel	info@10onpaulinghotel.com
Verandah Cafe	Western restaurant	34 Burns Dr, Malindela, Bulawayo Phone: +263 78 674 4418	alexiajayne16@gmail.com verandahcafe2024@gmail.com

True Elegance	Traditional restaurant	1st and 2 nd along Joshua Mqabuko Nkomo Bulawayo +263 77 867	Sigangatshathenjiwe@gmail.com trueelegance@gmail.com
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Car Rental Services

Facility	Contact Details	Physical Address	Email Address
Impala Car Rental	+263 712 840 076		info@impala.co.zw
The Best Car Rental	+263 77 684 6041	11 Robert Mugabe Way, Bulawayo	sales@thebest.co.zw
Murare Car Rental	+263 712 079 299	1 Coghlan Avenue, Khumalo, Bulawayo	info@murare.co.zw
CMED	+263 784 932 157	19 Ironbridge, Belmont, Bulawayo	samib@cmed.co.zw
Avis	+263 2922 296918	JMN Airport, Main Terminal	avisbyo@zol.co.zw
Europcar	+263 292 96185 +263 712 605 943	JMN Airport, Main Terminal	reservations@europcar.co.zw

ANNEXES

1. ACCREDITATION FORM



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

22 – 26 JUNE 2026

SURNAME.....

FIRST NAME(S).....

I.D NO/PASSPORT NO:

PORT OF ENTRY DATE OF ENTRY.....

DATE OF DEPARTURE

HOTEL/ ACCOMMODATION

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

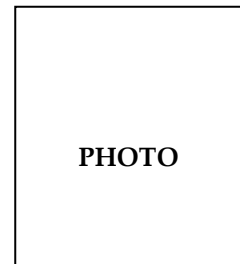
L/MEDIA SECURITY FACILITATOR GUEST

(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							