



LOGISTICS AND ADMINISTRATIVE NOTE

**27TH ORDINARY SESSION OF THE ATU
ADMINISTRATIVE COUNCIL**

19-21 MAY 2026

CAPE TOWN, SOUTH AFRICA

**LAGOON BEACH HOTEL & SPA
MILNERTON, CAPE TOWN**

1. MEETING VENUE

1.1 Location

The meeting will be held at Lagoon Beach Hotel & Spa in Milnerton, Cape Town, which is located approximately 19kms / 20 minutes drive from Cape Town International Airport.



Details of the venue are as follows (Full Address):

Lagoon Beach Hotel & Spa,
1 Lagoon Gate Drive, Lagoon Beach
Milnerton, Cape Town,
South Africa
Tel No: +27 21 528 2000

2. PARTICIPATION

2.1 The 27th Ordinary Session of the African Telecommunications Union (ATU) Administrative Council will be convened from the 19th to 21st May 2026 at Lagoon Beach Hotel & Spa, Milnerton, Cape Town, South Africa.

2.2 It is anticipated that the ATU Administrative Council will be attended by Senior officials from the ATU Member States, Associate Members, as well as key stakeholders and international experts.

2.3 Participants are responsible for making their travel arrangements for in-person participation.

- 2.4 The working languages for the 2026 Administrative Council will be facilitated on Simultaneous Interpretation Services from English to French.
- 2.5 Delegates coming to South Africa to attend the meeting are encouraged to bring their own laptops to download relevant documents and deliver presentations during the meeting, where applicable.
- 2.6 **Registration:** There will be online registration; with physical registration on the morning of 19th May 2026 from 08:00 - 08:45

3. ENTRY VISA REQUIREMENTS

- 3.1 Passports of participants should be valid for at least 30 days beyond the expected date of arrival and departure from South Africa; and should have at least two unused pages when presented for endorsements.
- 3.2 A valid visa (if applicable) should be obtained from the nearest South African Embassy or High Commission in country of origin. Also, please take cognisance that the use of temporary passports or emergency travel documents will not be acceptable.
N B : NO visas will be issued upon arrival in the Republic of South Africa.
- 3.3 For more information on visa requirements, visit <https://www.dha.gov.za>
- 3.4 For more information on visa exemptions, visit the Department of Home Affairs website: <https://www.dha.gov.za/index.php/immigration-services/exempt-countries>
- 3.5 In terms of both the South African Department of Health and the World Health Organisation (WHO) guidelines on Yellow Fever, a Vaccination Certificate from travelers over one year of age entering South Africa from Yellow Fever Endemic areas are required to be vaccinated against the disease before entering South Africa. Delegates are urged to confirm with the health authorities in their respective countries.

4. IMMIGRATION AND CUSTOMS

- 4.1 South African authorities will facilitate and expedite immigration procedures for foreign delegates attending the 27th Ordinary Session of the ATU Administrative Council. The primary entry point for international flights is OR Tambo International Airport (Johannesburg), which offers various international and domestic connections.
- 4.2 Upon arrival in South Africa, delegates should proceed through immigration, where expedited clearance procedures will be in place. After completing immigration formalities, passengers must retrieve their luggage for customs clearance. Once cleared, delegates can proceed to the designated area for

transfer to domestic flights. Passengers connecting on domestic flights should follow the appropriate signage at the domestic departure gates.

5. GROUND TRANSPORTATION: ARRIVAL AND DEPARTURES

5.1 The South African Government, through the Department of Communications and Digital Technologies (DCDT) will provide communal transport for delegates for the duration of the official meeting as set out below:

- **Pick up and transfer to and from Cape Town International Airport for arrivals (17th May 2026); and departures (23rd May 2026);**
- From the recommended hotels to the main conference venue for the duration of the meeting (please refer the list of hotels recommended).
- On arrival at Cape Town International Airport, delegates are advised that there will be officials displaying signage to welcome and direct all delegates to the shuttles that will take them from the airport to the respective recommended hotels.

TO NOTE:

- Delegates will only be provided with official transport to and from the recommended hotels, falling within a maximum radius of not more than 10kms from the main conference venue.
- **Early arrivals (before 17th May 2026) and longer stay (after 23rd May 2026):** Participants shall be responsible to cater for their own airport transfers in these instances.

5.2 All delegates are requested to provide flight information to the ATU Secretariat, copied to the Host Transport Coordinators at imalebye@dcdt.gov.za and smalebane@dcdt.gov.za on or before 1st May 2026 to allow for timely transport arrangements to be put in place.

6. TRAVEL INSURANCE

6.1 Delegates are encouraged to obtain travel insurance from reputable organisations to cover travelling associated incidentals, as well as valid medical aid cover, should medical treatment be required.

7. GENERAL COUNTRY INFORMATION

7.1 Time Difference

South African Standard Time (SAST) is the time zone is **two hours ahead of UTC** (UTC+02:00)

7.2 Currency and Exchange Rates

7.2.1 The local currency is the South African Rand (ZAR). Only the South African Rand (NOTES ONLY) is legal tender.

7.2.2 Currency exchange rates are available at banks, or they can be obtained

from <http://www.xe.com>. Visa and MasterCard are accepted everywhere and credit cards are essential for car hire. ATMs are open 24 hours a day.

7.2.3 Foreign exchange facilities are available through bureau de change facilities on weekdays. Most internationally recognised currencies and travellers' cheques can be exchanged at the airport and commercial banks. These can be found in most shopping malls in Cape Town. You may also find exchange facilities in some hotels.

7.2.4 **Banking hours are:** Official business hours are from 09h00 - 15h30 (weekdays) and 08h30 - 11h00 (Saturdays); with banks in major shopping malls closing at 13h00 (Saturdays) .

Banks are closed on Sundays and Public Holidays. All major credit cards are accepted at most establishments in the Western Cape.

7.2.5 **Currency Exchange as at 17/03/2026**

1 US Dollar	= R16.70
1 Great British Pound	= R19.23
1 Euro	= R22.26

7.3 Business and Shopping Hours

Official business hours are generally 08:00 to 17:00, Monday to Friday, Shopping hours vary, but most shops are open from 09:00 to 18:00 Monday to Friday; and from 09:00 to 17:00 on Saturdays. Some shops are also open on Sundays between 09:00 to 14:00.

Stores at major malls including V&A Waterfront and Canal Walk are open until 21h00 every day. Informal traders and flea markets generally trade from 09h00 to 16h00. Muslim-owned businesses are closed between 12h00 – 14h00 on Fridays for Prayer Time

7.4 Climate in Cape Town

The period from 18th to 22nd May marks the definitive transition into late autumn and the beginning of the winter rainy season. The weather during these four days is typically cool, crisp, and increasingly overcast.

Typical daily conditions

- **Temperatures:** Daytime highs usually range between 18°C and 22°C . Evenings and early mornings are significantly cooler, with temperatures dropping to an average of 10°C to 13°C.
- **Cloud Cover:** May is statistically one of the cloudiest days of the month, with an average 44% chance of overcast or mostly cloudy conditions.

- **Rainfall:** There is a rising probability of "wet days" (at least 1mm of rain) during this window as the month; progresses toward the winter peak in June.
- **What to Pack:** Lightweight layers are essential. A light jersey or sweater is usually enough for the day, but a windproof/waterproof jacket is highly recommended for the evening or sudden rain showers.

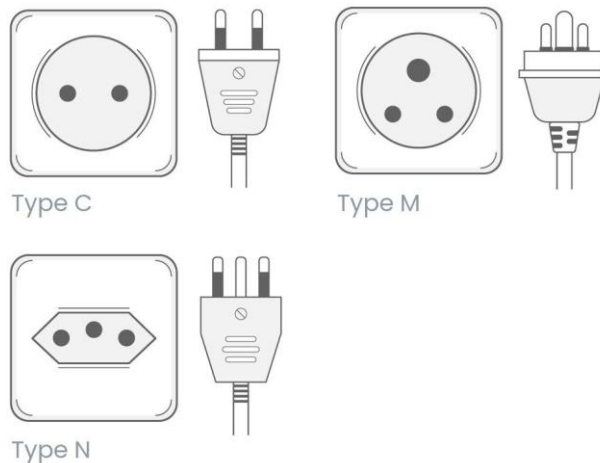
7.5 Electrical Appliances

South Africa primarily uses Type M (three large round pins in a triangle) for 15A. The voltage is 230V, and frequency is 50Hz. Please refer to the images below:



Type M and Type C

Adapter Needed : A Type M adaptor (3-pin) is required for most appliances. It is not commonly used internationally. Delegates will need a travel adapter for C or N plugs.



Where to Buy: Adapters are available at Cape Town International airport, but cheaper to buy at local stores like Clicks, Checkers, Pick n' Pay or Spar.

7.6 Mobile networks

7.6.1 Major mobile network providers in South Africa include Telkom, MTN, Vodacom, Cell C. Prepaid SIM cards are available for purchase at authorised stores, shopping centres, and at the airport. International roaming is available for most

networks but may incur high costs. Delegates are encouraged to check with their home carrier prior to travel. A valid passport is required to register a SIM card.

7.7 Safety and Security

Travellers are encouraged to take precaution to ensure a safe and pleasant visit. Avoid walking in deserted and dark places at night. Never allow strangers to assist you in any way at ATMs. At night, park in a secure and well-lit area with guards. Keep photocopies of all valuable documents in a safe place.

7.8 Emergency Telephone Numbers

- From mobile devices: 112 for all emergency services (police, ambulance, fire brigade and traffic police);
- From fixed line: Police: 10111; Ambulance: 10177 ● **Private medical assistance:**

Key Medical Facilities in close vicinity of the meeting venue	Contact details	Distance from Lagoon Beach Hotel & Spa
Netcare Clinics: (Specialised or private care) Various locations, generally serving the Cape Town area	(Netcare 911) 082911 or 084 124	
Mediclinic Milnerton(Private): offering 24-hour emergency services. Address: 117 Racecourse Rd, Milnerton, Cape Town, 7441	+27 86 122 4555	4.1kms
Healthfort Clinic Milnerton: Provides GP appointments, urgent care, and multidisciplinary service	Call: +27 86 782 0888 WhatsApp: +27 71 428 0061	5kms
Healthfort Clinic Tableview: Provides GP appointments, urgent care, and multidisciplinary services.	Call: +27 87 163 9064 WhatsApp: +27 72 138 8262	8kms

7.9 Prayer Room

A prayer room will be available at the meeting venue for the convenience of delegates.

8. CONTACT INFORMATION

ORGANISATION	NAME & CONTACT DETAILS
<p>ATU Secretariat</p>	<p>Mrs Alice Koech Programme Coordinator Mobile: +254 722 510012 Email: a.koech@atuuat.africa</p>
<p>Host Country contacts:</p>	
<p>Department of Communications and Digital Technologies (DCDT)</p>	
<p>Accommodation coordinator</p>	<p>Ms Thulisile Msimang Mobile: +27 72 174 6062 email: tmsimang@dcdt.gov.za</p>
<p>Transport Coordinators</p>	<p>Mr Ishmael Malebye Mobile: +2782 340 0551 Email: imalebye@dcdt.gov.za</p> <p>Mr Simon Malebane 082 885 1972 / 068 506 1530 Email; smalebane@dcdt.gov.za</p>
<p>Visa assistance</p>	<p>Ms Olgah Zitha Mobile: +27 79 6631610 Email: ozitha@dcdt.gov.za</p>

LOGISTICS AND ADMINISTRATIVE GUIDELINES

9. HOTEL ACCOMMODATION

All accommodation and related costs shall be borne by the delegate. It is recommended that participants book at the following recommended hotels, negotiated by the Host Country.

HOTEL	ROOM TYPE	RATES(ZAR) B&B	CONTACT/ LIAISON PERSON	DISTANCE FROM MAIN CONFERENCE VENUE
1. Lagoon Beach Hotel & Spa (4 star) (main conference venue) 1 Lagoon Gate Drive, Lagoon Beach, Milnerton, Cape Town, South Africa Tel No: +27 21 528 2000 www.lagoonbeachhotel.co.za	Standard room	R1648-00	MsTaryn Niedermayor Reservations: +27 21 528 2140 Email: centralres@lagoonbeachhotel.co.za	N/A. main conference venue
2. StayEasy, Century City (3 star) Century Boulevard, Milnerton. Cape Town Tel: +27 21 529 1100 www: southernsun.com/stayeasy-century-city	Standard room	R1550-00	Reservations: +27 21 529 1100 email: StayEasyCenturyCity.Reservations@southernsun.com	8kms
3. SmartCity Stays Apartments The Residences Crystal Towers, Rialto Rd, Century City, Cape Town Tel: +27 21 552 0690 Website: www.smartcitystays.co.za	Standard room	R1570-00	Reservations: Tel: +27 21 552 0690 Email: bookings@theresidencescapetown.com	8kms