

## Administrative Note

### **'Hub & Spokes' Phase II Gaborone Workshop**

#### **Dates of Workshop**

The Workshop is being held from Wednesday 9<sup>th</sup> – Thursday 10<sup>th</sup> December.

#### **Workshop Venue**

The Workshop will be held at the conference facilities at:

Gaborone Sun Hotel  
Ben Bella Road  
PO Box 30051  
Lusaka

#### *Gaborone-based Participants:*

The Workshop will take place at the conference room at the Gaborone Sun Hotel. We urge local participants to arrive **by 8.45am** each day.

#### *Inter-State Participants:*

The Workshop is being held at the same hotel as where accommodation has been arranged for you. Please arrive at the conference room **by 8.45am** each morning for transport to the conference venue.

#### **Documentation for Workshop**

IMPORTANT — ALL relevant documents for the workshop will be made available via our website: [www.thecommonwealth.org/hubandspokes](http://www.thecommonwealth.org/hubandspokes)

*Please navigate to the Phase II webpage and click on the Gaborone Regional Workshop.*

#### **Hotel Accommodation (for inter-state participants):**

For inter-state participants, a pre-paid room has been booked in your name at the following hotel:

Gaborone Sun Hotel  
Chuma Drive  
Gaborone  
Telephone: 00 267 361 6000  
Facsimile: 00 267 390 2555

A room booking will be made for three (3) nights from the 8<sup>th</sup> - 10<sup>th</sup> December 2009. Breakfast is provided each morning as part of your accommodation booking.

#### **Air Travel Arrangements (for inter-state participants):**

For inter-state participants, a pre-paid air ticket (Economy Class) by the most direct route to and from Gaborone, Botswana will be sent to you from the Hub and Spokes Team based at the SADC Secretariat. Unless otherwise advised, travel bookings will be made on the basis that participants arrive Tuesday 8<sup>th</sup> December 2009 and depart (AM) on Friday 11<sup>th</sup> December 2009.

**Subsistence Allowance (for inter-state participants):**

Participants traveling from outside of Botswana will receive a total of **USD 360** subsistence allowance from the SADC Secretariat 'Hub and Spokes' Project Team.

Subsistence allowance is based on the UN per diem rate for Gaborone after taking due account of the pre-paid expenses—such as the cost of accommodation (including breakfast), and the lunches and refreshment breaks provided as part of the workshop.

**Please note the following:**

- Subsistence Allowance is based on the UN per diem rate for Gaborone in respect of the evenings of 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> December 2009 after taking due account of accommodation costs and other expenses covered by the conference.
- The Subsistence Allowance provision is for ALL travel related costs while in Gaborone and meals not provided by the conference (lunch and refreshments) and accommodation (breakfast).
- Travel and subsistence allowance is offered solely to yourself or your nominated representative or your organisation for the duration of the workshop.
- You (or your organisation) will be responsible for ALL travel related expenditure in your country of origin.
- You (or your organisation) are solely responsible for arranging any necessary visas.
- You should comply with international health requirements.
- You should have adequate and appropriate insurance cover for all eventualities.
- The Commonwealth Secretariat will not accept responsibility or liability for any loss or damage of personal effects or compensation in the event of any illness, disability or death.
- Your organization is responsible for meeting all other expenditure. This includes travel related costs other than the airfare.

**Contact Persons:**

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