



5TH GLOBAL CONFERENCE ON THE ELIMINATION OF CHILD LABOUR

DURBAN, 15-20 MAY 2022



ADMINISTRATIVE CIRCULAR

5th GLOBAL CONFERENCE ON THE ELIMINATION OF CHILD LABOUR

1. INTRODUCTION

The Government of the Republic of South Africa, in collaboration with the International Labour Organisation (ILO) has the honour to welcome you to the 5th Global Conference on the Elimination of Child Labour to be held in Durban, KwaZulu-Natal Province from 15 to 20 May 2022.

The Conference is open for ILO constituents, international and regional organizations, civil society organizations, research institutions, foundations and individual experts.

This Administrative Circular provides logistical and other general information regarding the arrangements for this meeting. Any additional information will be issued to all delegates via the website.

For any administrative or logistical matters related to this conference please contact: logistics_5GC@ilo.org

2. MEETING DATES AND VENUE

The 5th Global Conference on the Elimination of Child Labour will commence on the afternoon of Sunday 15 May 2022 and conclude on Friday 20 May 2022. The meeting will be held at the **Inkosi Albert Luthuli International Conference Centre** in Durban, KwaZulu-Natal Province.

Inkosi Albert Luthuli International Conference Centre (ICC)

45 Bram Fischer Rd

City of Ethekwini (Durban),

SOUTH AFRICA

NB: A detailed programme of the meeting will be forwarded to all delegates separately.

3. REGISTRATION

Registration for the conference will be via the Conference Website:
<https://www.5thchildlabourconf.org/en>

Confirmation of the names of delegates from all constituents attending in-person or online need to be sent to logistics_5GC@ilo.org by **20 April** as a first step. Organisers of the conference will then follow up and send clear guidelines on the full registration process.

4. ACCREDITATION

Accreditation will take place from **Thursday 12 May** and access badges will be issued at an offsite venue.

Durban Exhibition Center (DEC)
This is opposite the meeting venue

Participants are advised to go to the accreditation centre as soon as they have checked into the various hotels. Scheduled transport will be made available from Thursday 12 May to Friday 20 May (See transport Manager details below).

5. MEETING ARRANGEMENTS

5.1 Participation

Due to covid-19, physical attendance to the conference will be limited to 2000 face-to-face delegates. The maximum number of face-to-face delegates by constituent and by group will be two (a total of six), that is, two representatives of government, two from employers' organizations and two from workers' organizations; one additional support staff for governments will also be allowed. Additional online participation is open for up to six representatives for governments, six for employers' organizations and six for workers' organizations by country.

The Conference will also be broadcast online for a general audience, however without the ability to ask questions or engage directly with the panellists.

Workers' and employers' organizations are being nominated by the Secretariats of Workers and Employers Groups.

The organisers of the conference will cover the participation costs (economy air ticket, via the most direct route, accommodation, meals, and visa costs) for the participation of tripartite delegations (one representative per group) from LDC countries.

For non-LDC countries the organisers of the conference will cover accommodation for the Minister or Head of Delegation attending in person.

5.2 Format and topics of the agenda

The agenda will comprise an opening session; a high-level panel with Nobel Peace Laureates; two high-level panels focused on decent work; eight thematic panels (on education, social protection, agriculture, youth employment, crisis and climate change, supply chains, vulnerabilities, and financing); a CSO forum; Children forum; a legacy session; adoption of the outcome document; and a closing session. All these sessions will take place during the core hours of the Conference, that is, between 12:30 and 16:30 CAT. Group meetings will take place before the core hours, and side events will take place, both before and after the core hours.

Other items such as the impact of COVID19, gender equality, tripartism, partnerships, innovation, inequalities, and informality will be mainstreamed throughout the panels.

5.3 Language of the Conference

The 5th Global Conference on the Elimination of Child Labour will be conducted in three ILO official languages, namely, English, French and Spanish. Sign language will also be provided.

6. ACCOMMODATION

6.1 Accommodation

In order to suitably accommodate meeting participants, block reservations have been arranged at the following hotels. All rooms will be offered at a negotiated price as reflected per hotel.

NB: The rooms and negotiated price will be held until **22 APRIL 2022**; thereafter charges will be at normal hotel rates and depend on availability.

NB: Member states are thus encouraged to confirm their accommodation by **22 April 2022**.

Any challenges with regard to accommodation please contact our Department logistics coordinator Tumelo Malindzisa @ [tumelo.malindzisa@labour.gov.za/](mailto:tumelo.malindzisa@labour.gov.za) +27 82 762 6726

HOTEL	BOOKING REFERENCE		CONTACT PERSON
Onomo Hotel 1km to ICC	FLEET1305	Single BB R1100.00 Sharing/ Double BB R1310.00 Single DBB R1340.00 Sharing/ Double DBB R1920.00	Leyah Rahim Reservations.durban@onomohotel.com +27 31 492 3917
The Capital Pearls 17km to ICC		Luxury Studio DBB R1440.00 Superior Studio DBB Apartments R1440.00 2 Bed Room Apartments DBB R2880.00	Liverne Delpaul liverne@thecapital.co.za +27 31 945 0000

Royal Palm hotel & Apartement	Global Child Labour	DBB Single R1440	Allan Pillay +27 31 581 8000 reserve@royal-palm.co.za
Coastland Umhlanga	29988702	DBB Single R1440	DBB SinGugu Mthembu+27 31 514 6500 frontoffice@coastlandsu mhlanga.co.zagle R1440
AHA Gateway 17km to ICC	280835	Dinner, Bed & Breakfast Standard single R1440.00 Bed & Breakfast R1300.00	Sumayya Adam Res2@thegatewayhotel.co.za +31 536 9200
Hilton Garden Inn 17km to ICC	GDELB GDELA	Dinner, Bed & Breakfast Standard single R1550.00 Double/Twin R1950.00 Bed & Breakfast single R1265 Double R1460	Yita Madolo Chwayita.madolo@hilton.com +27 31 007 0775/0784
Premier hotel 17km to ICC	SMP2600.1A	Dinner, Bed & Breakfast Standard single R1595.00 Bed & Breakfast single R1350	Ritash Lutchman Fom.umhlanga@premierhotels.co.za +27 31 161 0000
Garden Court South Beach 4km to ICC	1504274	Bed & Breakfast Standard single R1495.00 Double/Twin R1695.00 Superior single R1595 Double/Twin R1895.00 Deluxe single R1945.00	Sayeshni Pillay Sayeshni.pillay@tsogosun.com https://hotelreservations.tsogosun.com/?chain=24151&arrive=2022-05-14&Dest=ILO&rate=LABOUR15&themecode=tsh&onfigcode=grp +27 31 366 7022

Garden Court Marine Parade 5km to ICC	1504273	Bed & Breakfast Standard single R1695.00 Double/Twin R1895.00	Sayeshni Pillay Sayeshni.pillay@tsogosun.com https://hotelreservations.tsogosun.com/?chain=24151&arrive=2022-05-14&Dest=ILO&rate=LABOUR15&themecode=tsh&configcode=grp +27 31 366 7022
Garden Court Umhlanga 17km to ICC	1504275	Standard single R1695.00 Double/Twin R1895.00 Suit R2695	Sayeshni Pillay Sayeshni.pillay@tsogosun.com https://hotelreservations.tsogosun.com/?chain=24151&arrive=2022-05-14&Dest=ILO&rate=LABOUR15&themecode=tsh&configcode=grp +27 31 366 7022
Protea Hotel Fire & Ice, Marriot, Umhlanga 17km to ICC	1431622	Dinner, Bed & Breakfast Standard single R1815.00	Bongophiwe Ngqulunga Bongokuphiwe.Ngqulunga@proteahotels.com +27 31 582 6000
The Edward Hotel 5km to ICC	1504272	Bed & Breakfast Standard single R1895.00 Superior single R2095.00 Executive single R2295.00 Suite single R5995.00	Sayeshni Pillay Sayeshni.pillay@tsogosun.com https://hotelreservations.tsogosun.com/?chain=24151&arrive=2022-05-

			14&Dest=ILO&rate=LABO UR15&themecode=tsh&c onfigcode=grp +27 31 366 7022
Suncoast Towers & SunSquare Suncoast 2.8km to ICC	1497707	Bed & Breakfast Standard single R1895.00 Superior single R2095.00 Executive single R3445.00 Executive room R3445.00 Suite single R5995.00	Sayeshni Pillay Sayeshni.pillay@tsogosun.com https://hotelreservations.tsogosun.com/?chain=24151&arrive=2022-05-14&Dest=ILO&rate=LABOUR15&themecode=tsh&c&onfigcode=grp +27 31 366 7022
Protea Hotel Durban Umhlanga	1017203 1017953	Bed and Breakfast Single R1950 Dinner, Bed and Breakfast single R2200	Lucky Mahlumba Group.durum@proteahotels.com +315 614 413
Southern Sun Elangeni & Maharani 1.5km to ICC	1504269	Bed & Breakfast Standard single R2050.00 Double/Twin R2230.00 Superior single R2250.00 Double/Twin R2450.00 Executive single R2600.00 Double/Twin R2850.00 Suite single R6150.00 Presidential single R9550.00	Sayeshni Pillay Sayeshni.pillay@tsogosun.com https://hotelreservations.tsogosun.com/?chain=24151&arrive=2022-05-14&Dest=ILO&rate=LABOUR15&themecode=tsh&c&onfigcode=grp +27 31 366 7022
Beverly Hills	1504270	Standard single R5995.00 Double R6270.00	Sayeshni Pillay Sayeshni.pillay@tsogosun.com

		<p>Deluxe Room R9 145.00</p> <p>Suite single R10 195</p> <p>Presidential Single R12 295.00</p>	<p>https://hotelreservations.tsogosun.com/?chain=24151&arrive=2022-05-14&Dest=ILO&rate=LABOUR15&themecode=tsh&onfigcode=grp</p> <p>+27 31 366 7022</p>
--	--	---	---

NB: More hotels will be added to the list and updated via the website

7 INFORMATION FOR ARRIVING PARTICIPANTS

7.1 Visas

A valid passport or appropriate travel documentation is required to enter South Africa. For information on entry requirements, delegates should contact the closest South African Embassy, High Commission or Consulate.

General information on visa requirements for entry to the Republic of South Africa will be furnished via the [website](#)

7.2 Transport

Domestic transport arrangements between the hotel (meeting venue) and the airport will be facilitated by the Organising Task Team. Delegates are requested to furnish their travelling details to Tumelo.malindzisa@labour.gov.za

7.3 Arrivals and Departures

The port of entry into South Africa is **through OR Tambo International Airport in Johannesburg. Those arriving through OR Tambo will still need to connect on to Durban.** There are however direct flights to Durban from some international destinations. Delegates arriving at the King Shaka International Airport (Durban) will be welcomed by the Organising Task Team officials and guided to the shuttle buses. For further details on flights into Durban, please see the “into Durban by air” section below.

Delegates departing from either the King Shaka International (Durban) or OR Tambo International Airports in Johannesburg (international) will be assisted by the Task Team from the hotel lobby to the shuttle buses.

7.4 Baggage and items prohibited for carriage

Airlines operating in the territory of the Republic of South Africa strictly regulate limits on the size and weight of baggage. For security reasons, some items and substances are forbidden for transport aboard passenger aircraft. Participants are advised to get information regarding the rules of air travel on the airline's website in this regard.

8 GENERAL INFORMATION

Durban is located on the east coast of South Africa, in the province of KwaZulu-Natal, looking out upon the Indian Ocean. The city lies at the mouth of the Umgeni River, which demarcates parts of Durban's north city limit, while other sections of the river flow through the city itself. Durban has a natural harbour, Durban Harbour, which is the busiest port in South Africa and is the 4th-busiest in the Southern Hemisphere.

Durban is a sophisticated cosmopolitan city of over three million people - a city where east meets west - a city beneath which beats the pulse of Africa.

The Outer West area of the city of Durban includes the beautiful Valley of a Thousand Hills, up the winding and picturesque Botha's Hill. To the south of the centre of Durban is Amanzimtoti which is a popular KwaZulu-Natal or Zulu Kingdom seaside destination for the family and is an important element of the greater Durban Metropolitan area of Ethekewini.

Umhlanga and Umdloti is a tropical paradise, which has been dubbed the 'Riviera' of Durban. Gateway Mall in nearby Umhlanga is a big attraction, as are two exciting casino complexes – Sibaya just beyond Umhlanga and Suncoast "down the road" on Durban Beachfront.



Into Durban by Air

There are a number of ways of flying into our city of Durban from where ever you are in the world, mostly with one connection. Emirates airline connects from Dubai directly. Durban is one of the most popular routes. There are other flights connecting into Durban such as Ethiopian Airlines, British Airways and many others.

Domestically, almost all domestic budget airlines fly into the city. these are all worth considering - after all Durban is only approximately 45 minutes flying from Johannesburg and only 2 hours from Cape Town.



Driving in Durban

In Durban we drive on the left-hand side of road, the highest speed limit on our national freeways (highways) is 120 Kilometres per hour and local areas is about 60 kilometres per hour. Whilst an international driver's license is mainly preferred, some foreign drivers' licenses are permissible, and they must have a driver's photo and must in be issued in English.

▪ **Safety tips**

Personal safety is every individual's responsibility. Please apply common sense and follow these simple rules.

<p style="text-align: center;">When on foot</p> <ul style="list-style-type: none"> ● Grasp bags firmly under your arm; ● Don't carry excessive sums of money on you; ● Don't leave valuables exposed (on a seat or the ground) while having a meal or drink; ● Don't let strangers get too close to you – especially people in groups. 	<p style="text-align: center;">On the Road</p> <ul style="list-style-type: none"> ● Lock all your car doors; ● Look out for pedestrians and animals on the road; ● Never leave anything worth stealing in view when your car is unattended.
<p style="text-align: center;">On the Beach</p>	<p style="text-align: center;">In General</p> <ul style="list-style-type: none"> ● Don't carry a camera openly in the city;

- | | |
|---|---|
| <ul style="list-style-type: none"> ● Only swim at designated swimming beaches, with life guards on duty – do not swim at night; ● Do not swim after drinking alcohol; ● Take only the bare essentials; ● Don't leave valuables, especially cameras, unattended; | <ul style="list-style-type: none"> ● Avoid wearing jewellery, expensive watches or designer shades; ● If you're accosted, remain calm and be co-operative; ● Be extra careful at ATMs. |
|---|---|

▪ **Activities to do in Durban**

Leisure facilities abound in Durban. Visit uShaka Marine World, Wilson's Wharf on the Victoria Embankment and the nearby BAT centre. Enjoy fine and traditional dining, entertainment and shopping in scenic surroundings. Shop till you drop in modern shopping malls. Grey Street and the Warwick Triangle boast vibrant local's shops and markets. Beachfront stalls sell traditional arts and crafts. Enjoy the excellent entertainment on offer at the city's theatres and clubs or take a township tour.

▪ **Climate**

Durban has a humid subtropical climate, with hot and humid summers and pleasantly warm and dry winters, which are snow and frost-free. Durban has an annual rainfall of 1,009 millimetres (39.7 in). The average temperature in summer ranges around 24 °C (75 °F), while in winter the average temperature is 17 °C (63 °F).

▪ **International dialling codes**

The country code for South Africa is 27. To make an international phone call, dial 00 + country code + phone number.

▪ **Electricity supply**

The mains voltage for electricity is 220/ 230V and AC 50Hz.

▪ **Currency, banking, credit cards and ATMs**

The official currency in South Africa is the South African Rand (ZAR) available in the following denominations: banknotes: 10, 20, 50, 100 and 200 ZAR; coins: 5, 10, 20, 50 cents as well as 1, 2 and 5 ZAR. Cash can usually be exchanged at Foreign Exchange facilities and at most major commercial bank outlets.

Exchange rates are published daily in South African newspapers and selected sites. The exchange rate of 1 USD is around 13 ZAR.

Banking hours are generally from 08:30 to 15:30, Monday to Friday. Cash machines (ATMs) are available throughout Durban, accepting major credit and bank cards and instructions are available in English and other languages.

EMERGENCY NUMBERS

Police

10111 – National Flying Squad

086 001 0111 – Report a Crime

031 361 0000 – Emergency: Metro Police & Metro Fire

Fire & Disaster Management

031 361 0000

Ambulance

10177 – Ambulance

031 309 1404 / 1778 – City Med

031 337 6522 – S A Red Cross

031 305 6588 – St Johns Ambulance

082 911 or 0800 333 444 – Netcare

Hospital

St Aidan's Hospital

Location: 33 Centenary Road Berea | Berea | Durban

Tel: +27(0)31 314 2200

St Augustine's Hospital

Location: 107 Chelmsford Road Glenwood | Glenwood | Durban

Tel: +27(0)31 685 0000

Addington Hospital

Location: 16 Erskine Terrace South Beach | South Beach | Durban

Tel: +27(0)31 327 2000

Albert Luthuli Hospital

Location: 800 Bellair Road Cato Manor | Bellair | Durban

Tel: +27(0)31 240 1000

National Helplines

0861 435 722 – Alcoholics Anonymous (AA)

084 409 2679 – The Open Door Crisis Care Centre

080 005 5555 – Childline KZN

086 132 2322 or 031 312 2323 – LifeLine

080 001 2322 – AIDS helpline

083 900 6962 – *Narcotics Anonymous (NA)*

9 CONTACT INFORMATION

For any questions concerning the event please contact:

Mr. SJ Ndebele

Department of Employment and Labour

Cell phone: +27 76 910 1750

E-Mail: sipho.ndebele@labour.gov.za

Mr. K. Letoaba

Department of Employment and Labour

Cell phone: +27 82 908 1906

E-Mail: Kgomotso.letoaba@labour.gov.za

[Ms Tumelo Malindzisa](#)

Department of Employment and Labour

Cell phone: +27 83 762 6466

E-Mail: Tumelo.malindzisa@labour.gov.za

General questions:

Logistics_5GC@ilo.org

Coordination_5GC@ilo.org



Inspiring new ways