



UNITED NATIONS
ESWATINI



National Capacity Building Workshop on “Improved Local and National Government Capacities for Localizing SDGs Through Voluntary Local Reviews in Eswatini”

DATE

15 – 17 October 2024 (arrival on 14 October, departure on mid-day of 17 October)

VENUE

The workshop will take place at the Esibayeni Lodge, Matsapa.

WORKING LANGUAGE:

The working language of this workshop is English.

MATERIALS:

Participants are encouraged to bring a laptop or tablet, as some of the sessions will require them.

LUNCH AND REFRESHMENTS

Coffee, tea, water and lunch will be provided for all participants during the workshop.

Food, drinks and refreshments ordered by participants outside of the workshop (i.e. room service at the hotel) will not be covered by the organizers.

PARTICIPATION

- 1) United Nations Department of Economic and Social Affairs
- 2) Representatives from the RCO/UNCT Eswatini
- 3) Representatives from the Ministry of Economic Planning and Development (MEPD)
- 4) Representatives from the Ministry of Housing and Urban Development
- 5) Representatives from the Ministry of Tinkhundla Administration and Development
- 6) Local Government Representatives from town councils/boards
- 7) Deputy Prime Minister’s Office
- 8) Representatives from Eswatini Local Government Association
- 9) Civil society representatives
- 10) Development Partners
- 11) Special /major groups representatives: Women, Youth, PWD

CONFIRMATION OF ATTENDANCE

- Government representatives, town councils/boards, CSO and other stakeholders invited by MEPD are requested to confirm attendance with Mr. Sam Sibiya, email address: sibiyasam01@gmail.com by Monday 14th **October 2024 at 09h00**.
- UNCT members are kindly requested to confirm attendance with Bongani Dlamini, email address: bongani.dlamini@un.org dlamini@un.org and copy to Lesedi.lesolle@un.org, mpho.sedibe@un.org by Monday 14th **October 2024 at 09h00**.

COSTS

- UN DESA will provide Daily Subsistence Allowance (DSA) for **resident** participants (proof of hotel check-in at the Esibayeni Lodge) invited by the government in the amount of SZL 8,430 (SZL 2,810 * 3 nights). In addition, a transportation allowance of SZL 210 (for 51-

100 km distance) or SZL 300 (for over 100km) will be provided to participants who live beyond commuting distance to support costs for round trip transportation. DSA payment will be made to the participants via UNAYO, Standard Bank payment system.

- Non-resident participants who reside at the place of the meeting shall receive a daily subsistence allowance at one fifth of the usual rate for each full day of attendance to cover their incidental expenses.
- UN DESA has allocated funds to provide Daily Subsistence Allowance for RCO/UNCT participants who actively support the conference (e.g. contribute as speaker or administrative support). Additional UN RCO/UNCT participants will be requested cover their own travel/transport and Daily Subsistence Allowance.
- UN DESA is providing the conferencing cost.
- A block reservation has been made at the Esibayeni Lodge for the workshop. Participants must indicate in their confirmation of attendance whether they intend to stay at the Esibayeni Lodge. Participants are encouraged to check in on 14 October 2024 and check out on 17 October.
- The organizers may facilitate payment of the accommodation for Resident Participants (residing at the Esibayeni Lodge) and provide the remainder of the DSA via UNAYO, Standard Bank mobile phone payment system.

ACCOMMODATION

Hotel Name	Bed and Breakfast
Esibayeni Lodge	SZL 1050+15% VAT per night (standard room bed & breakfast)

TRAVEL ARRANGEMENTS

Note that the workshop organizers will not provide transport to and from the workshop venue. Participants are expected to organize their transport and to arrive on **14 October 2024 (check-in starts at 2:00pm)** and stay at ideally at the Esibayeni Lodge for ease of access to the workshop venue. Please note that the workshop will conclude on mid-day of 17 October 2024.

Any arrival before **14 October 2024** or departure after **17 October 2024** will be considered a personal trip.

VISAS REQUIREMENTS

The Government of Eswatini allows entry into the country upon presentation of a valid United Nations Laissez-Passer for a period of up to 90 days. A valid national passport is required from everyone who enters into Eswatini. Passport must be valid for a minimum period of three months from the date of entry into Eswatini and have several blank pages remaining on arrival. If in need of an entry visa, liaise with RCO Mpho Sedibe - Johnston, on email address: mpho.sedibe@un.org for facilitation to obtain Eswatini visa before arrival in country. For travellers using their national passports, should kindly refer to the following link for further information: <http://www.theKingdomofeswatini.com/visa-guide>

WEATHER

Please check weather conditions for Eswatini as we get closer to the retreat date. In general temperatures in October are comfortable with low of 10°C and high up to 30°C, but occasional rainfall and winds can be expected. Kindly monitor the weather app for planning purposes.

MOBILE AND INTERNET CONNECTIVITY

Complimentary Wi-Fi will be provided at the hotel.

ELECTRICITY

In Eswatini power plugs and sockets (outlets) of type M are used. The standard voltage is 230 V at a frequency of 50 Hz.

HEALTH

In issuing invitations to the meeting participants, the United Nations assumes that the participants concerned are in good health and have no illness or disability that might prevent them from travelling to or participating in the meeting as required by the Organization. In light of the above, participants are required to make their own medical insurance arrangements. The organizers will not cover any accident or illness expenses during the meeting period.

For all medical emergencies the Clinic Group of Hospitals and Ezulwini Private Hospital are recommended. Note that you may be required to present proof of medical insurance or provide guarantee of payment before a non-emergency health assistance is provided.

- <http://theclinicgroup.com/>
- <https://www.ezulwiniprivatehospital.com/>

CONTACT DETAILS

- Jurgen Gafke, Senior Programme Management Officer, UN DESA, cell: +1 646 286 9458, e-mail: gafke@un.org
- Sibiya Thandazani Sam, Economist, MEPD, tel.: +268 2404 6344, Ext 205. cell: + 268 7624 8197, e-mail: sibiyasam01@gmail.com
- Mpho Johnston, Administrative Assistant, tel.: +268 2409 6673, cell: +268 7808 6113, e-mail: mpho.sedibe@un.org

Emergency contacts:

- 1) Diplomatic Police – +268 7604 4746
- 2) Police – 999
- 3) Ambulance response – 977

We look forward to seeing you at the workshop. Keep Safe!