

2024 Annual SADC SUSTAINABLE ENERGY WEEK

Venue: Gaborone International Convention Centre (TBC)
Gaborone, Republic of Botswana

Theme: “Accelerating Sustainable Energy Solutions
for an Energy Secure SADC Region”

ADMINISTRATIVE AND LOGISTIC NOTE

HOSTS

INSTITUTIONAL PARTNERS

1. Introduction

Welcome to the 2024 Southern African Development Community SADC Sustainable Energy Week, a pivotal event aimed at accelerating sustainable energy solutions to ensure energy security across the SADC region. This event is a collaborative platform where policymakers, industry leaders, entrepreneurs, investors, and other stakeholders will converge to discuss, strategize, and implement innovative solutions for a sustainable energy future. The 2024 SADC Sustainable Energy Week is jointly hosted by the Ministry of Minerals and Energy (MME) in Botswana and the SADC Centre for Renewable Energy and Energy Efficiency (SACREEE). The five-day event will be graced by SADC Energy Ministers, the SADC Executive Secretary and high-level international, regional, and national officials. It will comprise of plenaries, conferences, presentations, break-out Sessions, exhibitions, and technical site visits. The event will be officially opened by the President of the Republic of Botswana Advocate Duma Gideon Boko.



2. Purpose

The purpose of this note is to provide a comprehensive overview of the administrative and logistical arrangements for the 2024 SADC Sustainable Energy Week (SEW). This document will outline the key details to ensure the smooth planning and execution of the event.

3. Event Overview

- a. Theme: "Accelerating Sustainable Energy Solutions for an Energy Secure SADC Region"
- b. Dates: 24th - 28th February 2025.
 - Location: Gaborone International Convention Centre (GICC), Gaborone, Botswana.
 - Website: <https://grandpalm.bw/>
 - Physical Address: Corner Bonnington Farm and Molepolole Road, Gaborone, Botswana.

4. Key Administrative Details

4.1 Programme:

- Five-day agenda with each day dedicated to a specific theme within sustainable energy.
- Sessions include keynote speeches, panel discussions, presentations workshops, and technical site visits.
- The final agenda will be shared with delegates, speakers, panellists, and participants in due course.

4.2 Participants

Expected attendees include Energy Ministers, Policymakers, Regulators (local and International), Government Utility Institutions, Parastatals, Regional and International Energy Bodies, Energy Experts, Entrepreneurs, Investors and Financial Institutions (local and international), Donor Agencies, Government Officials, Financiers, Academia and Research Institutions, as well as non-governmental organisations.

4.2.1 Registration:

- Each delegate, speaker, and participant must confirm attendance by completing an online registration form available on the website, prior the event.
- A detailed list of confirmed delegates, participants, including speakers and moderators for the 2024 SADC SEW will be compiled.

4.2.2 Accreditation:

- Accreditation of delegations will be processed in person at the port of entry and at the Event Venue. To accredited in advance, delegates requested to submit copies of coloured passport size photos and passport biographic data pages in JPEG format along with the following details:
 - Full Name
 - Nationality
 - Passport Number
 - Name of Institution/Company
 - Designation
 - Gender
 - Arrival Date
 - Departure Date
 - Address and telephone (inclusive of country code) number in country of origin
 - Email address
- All accredited delegates will be required to wear their accreditation badges, at all times in order to be allowed access to the venue.
- Notably, name tags will be issued according to the following categories:
 - Delegate
 - Protocol
 - Media
 - Speaker
 - Task Team
 - SACREEE
 - Services
 - Exhibitor
 - Event Management
 - 2024 SADC SEW Technical Focal Working Group
 - 2024 SADC SEW Communications Focal Working Group



5. Media Coordination

Members of the media who wish to cover the 2024 SADC Sustainable Energy Week are required to be accredited through the Department of Information Services in the Ministry for State President.

NB: International Media practitioners covering the event are required to comply with Botswana Unified Revenue services equipment importation requirements

5.1 Accreditation:

a. Accreditation of Local Media

Local media practitioners who wish to cover the 2024 SADC SEW are encouraged to send a letter of request for coverage either through fax, post or by hand to the Department of Broadcasting Services.

b. Accreditation of International Media Practitioners

Facilitation of international journalists for news coverage while in the country takes is done through completing a press accreditation form which can be accessed from the following link: <https://www.gov.bw/diplomacy/accreditation-international-journalists>. The application must be submitted at least one month before the intended travel to Botswana.

5.2 The Media Room

A Media Centre will be available at the Event Venue (GICC). Media practitioners will be accorded a working space with internet, where they will have coordinated arrangements for interviews.

5.3 Request for Interviews

The Press attaché of each delegation may request the Task Team and Event Communications Manager for 2024 SADC SEW to provide them with telephone number and email address pre-book interviews before and during the SEW.

5.4 Official Photographers and Cameramen

Official Photographers and Cameramen required register for accreditations illustrated in section 5.1 (a and b) above.

NB: Media Practitioners are advised to get accreditation first before registering for 2024 SADC SEW.

6. Language

Interpretation services for English, French, and Portuguese will be available during the 2024 SADC SEW.

7. Social Activities

Delegates are invited to the following events hosted during the 2024 SADC SEW:

- Official Culture Dinner - Monday, 24 February 2025
- Networking Cocktail Wednesday, 26 February 2025
- Technical Site Visits - Friday, 28 February 2025. It is recommended that delegates pack comfortable clothing, sunhats, and shoes.

8. Exhibition

The Exhibition at the 2024 SADC Sustainable Energy Week is a wonderful opportunity to display energy-related products and services to key investors, buyers, and decision-makers in the sustainable energy sector providing a purposeful space for collaboration, exploration, and exchange. We invite companies to join us in shaping the future of sustainable energy in Botswana and the SADC region. To secure your exhibition space, please visit our official website and complete the exhibitor registration form. Early registration is recommended due to high demand. Companies are required to complete all form fields and the organizers will be in touch with more information. All enquiries are to be submitted to: doepr@goov.bw, sadcsew@sacreee.org and copy Events Manager at events@craftgroup.co.bw.

9. About the 2024 SADC SEW host country- Botswana

The Republic of Botswana, is a landlocked country located in Southern Africa. It is known for its stable political environment, robust economy, and rich cultural heritage.

9.1 Official languages:

9.1.1 Setswana and English

9.2 Country Profile

9.2.1 Climate:

Botswana's climate is semi-arid. Though it is hot and dry for much of the year, there is a

- rainy season, which runs through the summer months.

9.2.2 Rainfall tends to be erratic, unpredictable and highly regional.

9.3 Key Facts about Botswana:

Attained Independence on 30th September 1966

- Botswana is a model democracy that boasts stable macro – economic and political
- stability.

Botswana is centrally located in Southern Africa; there is an opportunity for expansion

- and exporting to the wider Southern African region, which provides an even bigger market of over 250 million people of the SADC region.

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- Botswana is located centrally in Sub-Saharan Africa and is a stable middle-income upper country.
- Literacy rate stands at an impressive 82%.
- Botswana always ranks highly and positively in most recognised international rankings. Botswana consistently ranks among the best governed, most transparent, most peaceful and least corrupt countries of Africa.
- Botswana is home to two UNESCO World Heritage sites, being the Tsodilo Hills and the Okavango Delta.
- Houses the SADC Secretariat
- Follow the links below for more information on Botswana:
 - <https://www.gov.bw>
 - <https://brandbotswana.co.bw>
 - <https://www.bitc.co.bw>
 - <https://www.botswanatourism.co.bw/>

10. Arrival of Delegates

10.1 Port of Entry

The designated port of Entry and Departure for delegates is the Sir Seretse Khama International Airport. In the case that delegates opt for other official ports of entry, they are kindly requested to share their travel itineraries to facilitate the necessary logistical arrangements. All enquiries are to be submitted to: doepr@gov.bw , sadcsew@sacreee.org and copy Events Manager at events@craftgroup.co.bw .

Note: Appendix 1: Ports of Entry

10.2 Arrival Arrangements for Ministers/Government

Ministers, and Heads of International and Regional Organisations will be received by protocol personnel at the VIP lounge, ushered in to their VIP vehicles and proceed to their respective hotels.

10.3 Visas Requirements

Visa Application and Processing

- The list of countries whose citizens are not required to have a visa to enter Botswana is attached as **Appendix 3**.
- Please refer to **Appendix 4** for the list of countries whose citizens are required to have a visa to enter Botswana.
- **Note:** Each participant is personally responsible for obtaining necessary entry visa(s) for travel to Botswana. **Delegates MUST submit Visa applications 14 days before departing their home country. All Approved Visa applications submitted through the online platform will be collected at any point of entry.**

- Visa applications may be submitted through the following channels:
- Online: <https://evisa.gov.bw>
- Botswana Embassies and High Commissions abroad. (see Appendix 2: for the Embassy/ High Commission near you)

General Requirements for Visa Application:

- Fully completed Visa application Form 1 (One Form for each applicant)
- Certified copies of Passport pages (showing bio-data with at least 6 months validity, photograph and history of travel)
- Two recent coloured Passport size photos (Size - 30x40mm)
- Invitation letter from Host
- Application numbers should be emailed to sadcsew@sacreee.org , doepr@gov.bw and copy Events Manager at events@craftgroup.co.bw for follow-up of the visa application.

NOTE. Copies of documents should be certified by Commissioner of Oath

Visa Fees:

- \$40 Single Entry – for a period up to 3 months
- \$80 multiple Entry- for a period up to 3 months
- Gratis - for Diplomatic/Service/Official passport holders. Delegates must still submit duly completed Visa application form

NOTE. All holders of Diplomatic/official/service and laissez-passer passports from countries whose citizens are required to have visas to enter Botswana will be granted a gratis visa. However, applicants should still submit their visa application documents as outlined above.

10.3.1 What To Observe

Participant Passport:

- Should be valid for at least six (6) months from the date of entry into Botswana
- Should at least have three (3) blank pages before entry into Botswana

11. Transport and Accommodation Arrangements Arrangement

Delegates attending the 2024 SADC Sustainable Energy Week are expected to make their own travel and hotel bookings. Notably, the Government of Botswana will provide VIP and WIP transportation for high-level participants between the airport, hotels and conference venue

11.1 Airport reception and transportation

a. High-level Participants-Ministers

- VIP Vehicle
- Luggage Van

b. Delegations led by Vice Presidents/Prime Ministers

- VIP Vehicle
- Protocol Vehicle

c. Former Heads of State

- WIP Vehicle
- Protocol Vehicle

d. Heads of Regional and International Organizations

- WIP Vehicle
- Protocol Vehicle

e. Shuttle Services

The event host and organiser will provide a minibus/shuttle service to ferry all delegates from the designated 2024 SADC SEW accredited hotels and to the venue throughout the entire event. The accredited hotels will provide shuttles services between Sir Seretse Khama International Airport and hotels, for the delegates and participants during arrival and departure. Airport and Delegates are to arrange with hotels for transportation between travelling outside the said dates and are expected to make their own travel arrangements.

11.2 Accommodation

In order to assist with accommodation, we have partnered with several hotels that offer competitive rates for event participants. Here is a list of 2024 SADC SEW accredited hotels:

- a. Room50Two (Discounted rates, use discount code:SADC): https://book.travelbookgroup.com/premium/index.html?id_stile=15216&lingua_int=eng&id_albergo=19507&dc=9797&generic_codice=SADC
- b. Protea Hotel Gaborone Masa Square (Discounted rates, use discount code: SADCSEW):<https://www.marriott.com/event-reservations/reservation-link.mi?id=1730195710266&key=GRP&guestreslink2=true>
- c. Hotel 430 (Discounted rates, use discount code: SADCSEW): <https://hotel430.com>
- d. Peermont Metcourt Inn at the Grand Palm: <https://booking.profitroom.com/en/metcourtinnatthegrandpalm/details/offer/631495?codes=SACREEE&no-cache=1¤cy=BWP>
- e. Peermont Walmont Hotel at the Grand Palm: <https://booking.profitroom.com/en/walmonthotelatthegrandpalm/details/offer/631491?codes=SACREEE&no-cache=1¤cy=BWP>
- f. Peermont Mondior Hotel at The Village: <https://booking.profitroom.com/en/peermontmondiorgababorone/details/offer/631493?codes=SACREEE&no-cache=1¤cy=BWP>
- g. Hilton Garden Inn Gaborone (Discounted rates, use discount code: 2024 SADC SEW):<https://www.hilton.com/en/attend-my-event/2024sadc sustainableenergyweek>

NB: Any individual wishing to stay at an unaccredited hotel is expected to make their own transport arrangements from their hotel and to the event venue through the entire duration of the SEW.

12. Medical & Health Services

12.1 Health Requirements

- Yellow Fever Certification from people staying countries to malaria or from people that might have visited countries with malaria

12.2 Health Insurance

12.3 All delegates should have Health Insurance

12.4 Event Clinic and Health Support

There will be provision of event clinic to offer health and safety to all attendees. The Event Health Support clinic will provide comprehensive healthcare services and emergency medical support throughout the 5-day event. The health facility will be fully equipped with professional healthcare providers and medical supplies and equipment necessary to handle routine healthcare needs and emergencies.

13. Dietary Requirements

Delegations are required to indicate on the event registration form any special medical and dietary requirements.

14. Security

As we prepare to welcome you to the 1st annual 2024 SADC SEW, to be hosted in Botswana, ensuring the safety and security of all delegates and participants is our top priority. This section of the Administrative and Logistics Note provides detailed information on security requirements at the Botswana entry points and at the event venue, as well as measures in place to safeguarding all attendees.

14.1 Security Requirements at Botswana Entry Points

14.1.1 Customs, Declaration, and Screening

Delegates, exhibitors, and suppliers are advised to declare all items accurately and adhere to customs and declaration regulations to avoid delays. A dedicated team will be stationed at key entry points to assist with the screening process and address any queries. It is crucial to comply with the restrictions on prohibited items and to present all necessary documentation, including permits for special items, to facilitate a seamless clearance process. When making a baggage declaration you must ensure that you declare goods in your possession as well as their correct values. Failure to make such declaration may lead to seizure of goods as well as criminal prosecution or imposition of severe penalties. Kindly contact Botswana Unified Revenues Services for further clarity and inquiries before visiting Botswana at comms@burs.org.bw or +267 363 8000 / 363 9000. For more information also visit <https://www.burs.org.bw>

14.1.2 Prohibited Items:

- a. Weapons:** Firearms, knives, and other dangerous weapons are strictly prohibited.
- b. Explosives:** Any form of explosive materials or devices is not allowed.
- c. Drugs:** Illegal drugs and controlled substances without valid prescriptions.
- d. Sharp Objects:** Items like large scissors or tools that could be used as weapons.
- e. Flammable Materials:** Liquids or materials that are highly flammable.
- f. Liquids more than 50 ml**

14.1.3 Items Requiring a Permit:

- a. Weapons and equipment for VIP protection:** all VIP professional service weapons and equipment.
- b. Special Equipment:** Equipment for professional use, such as high-end cameras or drones, may require permits.
- c. Large Amounts of Cash:** Bringing significant amounts of cash up to BWP 10,000.00 into the country will require declaration and permission.
- d. Medical Equipment:** Certain medical devices may need to be declared and approved for entry.

14.1.4 Permit Application Procedures:

- a. Advance Application:** Submit permit applications at least 30 days before the event to the relevant Botswana authorities.
- b. Required Documentation:** Include detailed descriptions of the equipment or items, intended use, and any supporting documentation (e.g., medical certificates or professional licenses).
- c. Approval Process:** Follow up with the Botswana High Commission or Consulate for permit status.

14.2 Security Measures at the Venue

14.2.1 Professional Security Personnel:

- a. Engagement:** The event organisers will employ professional security personnel who are experienced in managing high-profile events.
- b. Roles and Responsibilities:** Security staff will be stationed at all entry points, and they will conduct thorough checks to ensure compliance with security protocols

14.2.2 Collaboration with Government Security Agencies:

- a. Coordination:** The event organizers will work closely with various government security agencies, including the Botswana Police Service and other relevant authorities.
- b. Support:** Agencies will provide additional support and intelligence to enhance security measures and respond to any potential threats.

14.2.3 Safeguarding Delegates/Participants:

- a. Access Control:** Strict access control measures will be enforced to ensure that only authorized individuals can enter specific areas.
- b. Emergency Response:** An emergency response plan will be in place, with designated evacuation routes and protocols to ensure the safety of all attendees.

14.3 Important Security Numbers

In case of an emergency, delegates and participants can contact the following numbers:

- a. **Botswana Police Service: Emergency Number or 999**
- b. **Events Manager: 3185819/72443042**

15. General Information

15.1 Time Zone

- Botswana is GMT +2

15.2 Phone

- The international dialing code for Botswana is +267.

15.3 Currency

- Botswana uses the Botswana Pula (BWP) as its official currency.
- Exchange facilities are available at various bureau exchanges and banks.

15.4 Mobile telecommunications services

- MASCOM www.mascom.bw
- ORANGE www.orange.co.bw
- BTCL www.btc.bw

15.5 Electricity Use

- The standard power voltage is 220 - 240 volts.
- Primary sockets generally require the 3 square-pin or round-pin variety, similar to the ones used in South Africa and the United Kingdom respectively.

15.6 Emergency contact information

- a. Ambulance 997 Toll-Free
- b. Police 999 Toll-Free
- c. Fire Brigade 998 Toll-Free

16. Questions / Additional Information

16.1 Please visit the official 2024 SADC SEW website at <https://www.sadcenergyweek.org/> to get updated information on the event.

16.2 For any other questions, do not hesitate to send an e-mail to sadcsew@sacreee.org or Department of Energy at email doepr@gov.bw

16.3 Department of Energy-Task Team contact details: 267 3640200

16.4 Event Manager contact details: events@craftgroup.co.bw

APPENDIX 1: BOTSWANA PORTS OF ENTRY

The following ports of entry/Exit are operational from Sunday to Saturday:

NO.	PORT OF ENTRY	OPERATING HOURS	IMMIGRATION CONTACT DETAILS
AIRPORTS			
1.	Sir Seretse Khama International Airport	0600-2200hours	+267 3914177
2.	Phillip Matante Airport	0600-2200hours	+267 2414251
3.	Maun Airport	0600-2200hours	+267 6863328/+267 6861549
4.	Kasane Airport	0600-1830hours	+267 6250178
BOTSWANA/SOUTH AFRICA BORDERS			
1.	Ramatlabama Border Post	0600-2200hours	+267 5486277/259
2.	Pioneer Border Post	0600-0000hours	+267 5330225/+267 5301161
3.	Tlokweng Border Post	0600-0000hours	+267 3105409
4.	Martin's Drift Border Post	0600-2200hours	+267 4940254
5.	Ramotswa Border Post	0700-1900hours	+267 5390256
6.	Zanzibar Border Post	0800-1600hours	+267 2630220
7.	Point drift Border Post	0730-1630hours	+267 72625733
8.	Sikwane Border Post	0600-1900hours	+267 5778209
9.	Phitshane Molopo Border Post	0700-1800hours	+267 5487204
10.	Parshalt Border Post	0600-1800hours	+267 4930047
11.	McCarthy Rest Border Post	0800-1600hours	+267 5430513
12.	Bray Border Post	0700-1630hours	+267 6530130
13.	Makopong Border Post	0730-1630hours	+267 6544032
14.	Middlepits Border Post	0800-1600hours	+267 651198
15.	Two Rivers Border Post	0700-1600hours	+267 6530228
16.	Bokspits Border Post	0800-1600hours	+267 6511049
BOTSWANA/ZIMBABWE			
17.	Ramokgwebana Border Post	0600-2200hours	+267 2470184/+267 2470185 +267 2470187/+267 2470188
18.	Kazungula Road Border	0600-2000hours	+267 6251617
19.	Maitengwe Border Post	0600-1800hours	+267 2986269
20.	Matsiloje Border Post	0600-1800hours	+267 2483205

21.	Pandamatenga Border Post	0800-1700hours	+267 6232029
BOTSWANA/NAMIBIA			
22.	Mohembo Border Post	0600-1800hours	+267 6875504
23.	Ngoma Boorder Post	0700-1800hours	+267 6200000
24.	Mamuno Border	0700-0000hours	+267 6592014/+267 6592123
BOTSWANA/ZAMBIA			
25.	Kazungula Bridge Border Post	0600-2200hours	+267 6240409

APPENDIX 2: BOTSWANA EMBASSIES & HIGH COMMISSIONS

Botswana Embassies & High Commissions	
<p>AUSTRALIA Botswana High Commission in Canberra, Australia Address 130 Denison Street Deakin ACT 2600 P.O. Box 3812 Manuka, ACT 2603 Australia</p> <p>Telephone (+61) 2 6234 7500 Fax: (+61) 2 6282 4140 Email: botaus-info@gov.bw Office hours Monday-Friday: 09:00-13:00 and 14:00-17:00</p>	<p>MOZAMBIQUE Botswana High Commission in Maputo, Mozambique Address 3812 Julius Nyerere Sommersshield Maputo Mozambique</p> <p>Telephone (+258) 21 243 800 (+258) 21 494 918 / 19 Fax: (+258) 21 494 917 Email: botmoz@gov.bw infobotmoz@gov.bw</p> <p>Social media Facebook www.facebook.com/botswanahighcommissionmozambique/ Office hours: Monday-Thursday: 08:00-12:45 and 14:00-16:30 Friday: 08:00-13:00</p>
<p>BELGIUM Botswana Embassy in Brussels, Belgium</p> <p>Address Avenue de Tervuren 169 Woluwe-Saint-Pierre 1150 Brussels Belgium</p> <p>Telephone (+32) 2 735 20 70 (+32) 2 735 61 10 Fax: (+32) 2 735 63 18 Email: boteur@gov.bw Website: www.botswana-brussels.com Social media Facebook: www.facebook.com/Embassy-of-Botswana-to-the-European-Union-100299695202965 Twitter: twitter.com/EmbassyBWtoBR Office hours: By appointment</p>	<p>NAMIBIA Botswana High Commission in Windhoek, Namibia</p> <p>Address 101 Nelson Mandela Avenue P. O. Box 20359 Windhoek Namibia</p> <p>Telephone: (+264) (61) 221 941 / 2 / 7 Fax: (+264) (61) 236 034 Email: botnam@gov.bw mmabutho@gov.bw</p> <p>Office hours Monday-Friday: 08:00-13:00 and 14:00-16:30</p>
<p>BRAZIL Botswana Embassy in Brasilia, Brazil</p> <p>Address SHIS QI 9, Conjunto 16, Casa 3 Lago Sul Brasília CEP: 71.625-160 Brazil Telephone: (+55) 61 3120-1250 / 1251</p>	<p>NIGERIA Botswana High Commission in Abuja, Nigeria</p> <p>Address Plot 1241, Oguta Lake Street Off River Benue Street Maitama Extension Abuja Nigeria</p>

<p>Fax: (+55) 61 3120-1271 Email: info@botbraz.org.br botbraz@gov.bw Website: www.botswanaembassy.org.br Office hours Monday-Friday: 09:00-13:00 and 14:00-17:00</p>	<p>Telephone: (+234) 97 822 818 / 782 Fax: (+234) 7034 103 830 Email: botnig@yahoo.com botnig@gov.bw Office hours: Monday-Friday: 08:30-13:00 and 14:00-16:30</p>
<p>CHINA Botswana Embassy in Beijing, China</p> <p>Address No. 1, Dong San Jie, San Li Tun Chao Yang District Beijing China Telephone: (+86) (10) 6532 6898 Fax: (+86) (10) 6532 6896 Email: botchin@gov.bw Office hours: By appointment</p>	<p>South Africa, Johannesburg Botswana Consulate in Johannesburg</p> <p>Address 66 Jorrisen Strret, Braamfontein Ground Floor, Jorrisen Place P.O. Box 32051 2017 Johannesburg South Africa Phone: +27-11-403-3748 Fax: +27-11-403-1384</p>
<p>ETHIOPIA Botswana Embassy in Addis Ababa, Ethiopia</p> <p>Address Nifas Silk Lafto Sub city, K-04, House No 1230 P.O. Box 22282 Code 1000 Addis Ababa Ethiopia Telephone: (+251) 113 71 54 22 / 3 Fax: (+251) 113 71 40 99 Email: botetho@gov.bw</p> <p>Office hours Monday-Friday: 08:30-12:30 14:00-17:00</p>	<p>South Africa, Pretoria Botswana High Commission in Pretoria, South Africa</p> <p>Address 24 Amos Street Colbyn 0083 P O Box 57035 Arcadia, 0007 Pretoria South Africa Telephone: (+27) 12 430 9640 Fax: (+27) 12 342 1845 Social media Facebook: www.facebook.com/Botswana-High-Commission-408105482573928 Twitter twitter.com/BOTSAPretoria Office hours: By appointment</p>
<p>FRANCE Botswana Embassy in Paris, France</p> <p>Address 121 Avenue de Malakoff 16ème arrondissement Paris France Telephone: (+33) 6 20 78 70 07 Email: botfra@gov.bw</p> <p>Office hours: By appointment</p>	<p>Stockholm, Sweden Botswana Embassy in Stockholm, Sweden</p> <p>Address Tyrgatan 11 Box 26024 100 41 Stockholm Sweden Telephone:(+46) 8 545 258 80 Fax: (+46) 8 723 00 87 Email: botstock@gov.bw Office hours: Monday-Friday: 09:00-13:00 and 14:00-17:00</p>
<p>GERMANY Botswana Embassy in Berlin, Germany</p> <p>Address Lennestrasse 5</p>	<p>UNITED KINDOM Botswana High Commission in London, United Kingdom</p> <p>Address 6 Stratford Place</p>

<p>10785 Berlin Germany</p> <p>Telephone: (+49) 30 8871 950 10 Fax: (+49) 30 8871 950 12 Email info@embassyofbotswana.de botgerm@gov.bw Website: embassyofbotswana.de</p> <p>Office hours: Monday - Friday: 09:00-17:00</p>	<p>London W1C 1AY United Kingdom</p> <p>Telephone (+44) 20 7499 0031 / 020 (+44) 20 7647 1000 Fax (+44) 20 7495 8595 (+44) 20 7409 7382 Email bohico@gov.bw bohico@govbw.com</p> <p>Office hours: Monday-Friday: 09:00-17:00</p>
<p>INDIA Botswana High Commission in New Delhi, India</p> <p>Address C-9/3, Vasant Vihar New Delhi 110057 India</p> <p>Telephone: (+91) 11 4653 7000 Fax: (+91) 11 4603 6191 Email: botind@gov.bw Website: www.botswanahighcom.in</p> <p>Office hours: Monday-Friday: 09:00-13:00 and 14:00-17:00</p>	<p>Washington, D.C., United States Botswana Embassy in Washington, D.C., United States</p> <p>Address 1531-1533 New Hampshire Avenue, NW Washington, D.C. 20036 United States</p> <p>Telephone: (+1) 202-244-4990 Fax: (+1) 202-244-4164 Email: info@botswanaembassy.org Website: www.botswanaembassy.org</p> <p>Office hours: By appointment</p>
<p>JAPAN Botswana Embassy in Tokyo, Japan</p> <p>Address Kearny Place Shiba, 6th Floor 4-5-10, Shiba, Minato-ku Tokyo 108-0014 Japan</p> <p>Telephone: (+81) 3-5440-5676 Fax: (+81) 3-5765 7581 Email: info@botswanaembassy.or.jp Website: www.botswanaembassy.or.jp Office hours: Monday-Friday: 09:00-13:00 and 14:00-17:00</p>	<p>ZAMBIA Botswana High Commission in Lusaka, Zambia</p> <p>Address 5201 Pandit Nehru Road Diplomatic Triangle P.O. Box 31910 Lusaka Zambia</p> <p>Telephone (+260) 211 250 555 (+260) 211 250 804 Fax: (+260) 211 253 895 Office hours: By appointment</p>
<p>KENYA Botswana High Commission in Nairobi, Kenya</p> <p>Address Bock No. 91/238 Gigiri Drive Gigiri 00606 Sarit Centre P.O. Box 754 Nairobi</p>	<p>ZIMBABWE Botswana Embassy in Harare, Zimbabwe</p> <p>Address 22 Phillips Avenue, Belgravia P.O. Box 563 Harare Zimbabwe</p> <p>Telephone</p>

<p>Kenya</p> <p>Telephone: (+254) 20 712 3412 - 4 Fax: (+254) 20 712 3418 Email: botken@gov.bw botkenya47@gmail.com Office hours: Monday-Friday: 08:30-13:00 and 14:00-17:00</p>	<p>(+263) (242) 794 645 / 7 / 8 or (+263) (242) 745 179 Fax (+263) (242) 793 030 (+263) (242) 793 416 Email: botzim@gov.bw Website: www.botswanaembassy.co.zw Office hours: Monday-Friday: 08:00-12:45 and 14:00-16:30</p>
<p>KUWAIT Botswana Embassy in Kuwait City, Kuwait</p> <p>Address Block 3, Street 319, House 3 Mubarak Al Abdulla Al-Jaber Area West Mishref P.O. Box 26145 Kuwait City 13122 Kuwait</p> <p>Telephone (+965) 2539 3529 (+965) 2538 3619 Fax: (+965) 2539 3529 Email: admin@botswanagulf.com Website: www.botswanagulf.com</p> <p>Social media Facebook: www.facebook.com/botswanagulf Office hours: Sunday-Thursday: 08:30-16:00</p>	

APPENDIX 3: COUNTRIES WHICH DO NOT REQUIRE VISA FOR BOTSWANA

<u>NO:</u>	<u>COUNTRY</u>	<u>NO:</u>	<u>COUNTRY</u>	<u>NO</u>	<u>COUNTRY</u>	<u>NO:</u>	<u>COUNTRY</u>	<u>NO:</u>	<u>COUNTRY</u>
1.	Angola	27.	Gambia	53.	Mauritius	79.	Sierra Leone	105	Zimbabwe
2.	Antigua & Barbuda	28.	Germany	54.	Mexico	80.	Singapore		
3.	Argentina	29.	Greece	55.	Monaco	81.	Slovak Republic		
4.	Australia	30.	Grenada	56.	Mozambique	82.	Slovenia		
5.	Austria	31.	Guyana	57.	Namibia	83.	Solomon Islands		
6.	Bahamas	32.	Holy Sea	58.	Nauru	84.	South Africa		
7.	Bahrain	33.	Hong Kong	59.	Netherlands	85.	South Korea		
8.	Barbados	34.	Hungary	60.	New Zealand	86.	South Sudan		
9.	Belgium	35.	Iceland	61.	Norway	87.	Spain		
10.	Belize	36.	Ireland	62.	Oman	88.	Swaziland		
11.	Brazil	37.	Israel	63.	Papua New Guinea	89.	Sweden		
12.	Brunei Darussalam	38.	Italy	64.	Paraguay	90.	Switzerland		
13.	Bulgaria	39.	Jamaica	65.	Peru	91.	Tanzania		
14.	Canada	40.	Japan	66.	Poland	92.	Tonga		
15.	Cuba	41.	Kenya	67.	Portugal	93.	Trinidad & Tobago		
16.	Chile	42.	Kiribati	68.	Qatar	94.	Turkey		
17.	Costa Rica	43.	Kuwait	69.	Republic of Ireland	95.	Tuvalu		
16.	Croatia	44.	Latvia	70.	Romania	96.	Uganda		
19.	Cyprus	45.	Lesotho	71.	Russia	97.	United Arab Emirates		
20.	Czech Republic	46.	Liechtenstein	72.	St Kitts & Nevis	98.	United Kingdom		
21.	Denmark	47.	Lithuania	73.	Saint Lucia	99.	United States America		
22.	Dominica	48.	Luxemburg	74.	St Vincent & Grenadines	100	Uruguay		
23.	Dominican Republic	49.	Malawi	75.	Samoa	101	Vanuatu		
24.	Estonia	50.	Malaysia	76.	San Marico	102	Venezuela		
25.	Finland	51.	Maldives	77.	Saudi Arabia	103	Yugoslavia		
26.	France	52.	Malta	78.	Seychelles	104	Zambia		

APPENDIX 4: COUNTRIES WHICH REQUIRE A VISA FOR BOTSWANA

<u>NO</u>	<u>COUNTRY</u>	<u>NO</u>	<u>COUNTRY</u>	<u>NO</u>	<u>COUNTRY</u>	<u>NO</u>	<u>COUNTRY</u>
1.	Afghanistan	26.	Ecuador	51.	Macedonia	76.	Taiwan
2.	Albania	27.	Egypt	52.	Mali	77.	Tajikistan
3.	Algeria	28.	El Salvador	53.	Madagascar	78.	Thailand
4.	Andorra	29.	Equatorial Guinea	54.	Marshall Islands	79.	Togo

5. Armenia	30. Eritrea	55. Mauritania	80. Tunisia
6. Azerbaijan	31. Ethiopia	56. Micronesia	81. Turkmenistan
7. Belarus	32. Fiji	57. Moldova	82. Ukraine
8. Benin	33. Gabon	58. Mongolia	83. Uzbekistan
9. Bhutan	34. Georgia	59. Morocco	84. Vietnam
10. Bolivia	35. Guatemala	60. Myanmar (Burma)	85. Yemen
11. Bosnia & Herzegovina	36. Guinea	61. Nepal	
12. Burkina Faso	37. Guinea Bissau	62. Nicaragua	
13. Burundi	38. Haiti	63. Niger	
14. Cambodia	39. Honduras	64. Pakistan	
15. Cameroon	40. Indonesia	65. Palau	
16. Cape Verde	41. Iran	66. Panama	
17. Central African Republic	42. Iraq	67. Philippines	
18. Chad	43. Jordan	68. Rwanda	
19. China	44. Kazakhstan	69. Sao Tome & Principe	
20. Colombia	45. Korea DPR	70. Serbia	
21. Comoros	46. Kyrgyzstan (Kirghizia)	71. Senegal	
22. Costa Rica	47. Laos DPR	72. Somalia	
23. DR Congo	48. Lebanon	73. Sudan	
24. Cote D'ivoir/ Ivory Coast	49. Liberia	74. Suriname	
25. Djibouti	50. Libya	75. Syria	

COMMONWEALTH COUNTRIES WHICH REQUIRE VISA FOR BOTSWANA

1. Bangladesh
2. Ghana
3. India
4. Nigeria
5. Pakistan
6. Sri Lanka