

2nd IDWF Congress

2018 November 16-19

Congress Guide

Online version 2



**United and Strong –
Equal Rights, Respect and Justice
for Domestic Workers**

Table of Contents

A/ About the IDWF Congress 2018

- 1) Introduction
- 2) Meeting Venue
- 3) Registration
- 4) Participation
- 5) Delegates Speaking Procedures
- 6) Documentation
- 7) Interpretation
- 8) Communication Guidelines

B/ Traveling to South Africa

- 1) Before Travel
 - (a) About South Africa
 - (b) Yellow Fever Certificate
 - (c) Preparing Your Luggage
- 2) During Travel
 - (a) While You Are at the Airport
- 3) After Landing
 - (a) Exchange Money
 - (b) Transportation from the Airport to Hotel

C/ Logistic and Practical Information

- 1) Accommodation
- 2) Transportation
- 3) Meals
- 4) Reimbursement
- 5) Emergency Contacts

Appendix 1 – For Delegates Only

Appendix 2 – Map

D/ Funders Contributing to the Congress Convening

A/ About the IDWF Congress 2018

1) Introduction

The IDWF was founded in 2013, and this is our Second Congress.

According to the IDWF Constitution, the Congress is held every 5 years. This is the time for our affiliates gather together to review, learn, strategize and make decisions.

This will include the election of new leadership to the Executive Committee. There will also be a debate on how to improve our organization, involving changes of the Constitution.

2) Meeting Venue

Venue	Community House
Address	41 Salt River Rd, Salt River, Cape Town, 7925, South Africa
Phone	+27 21 447 7319
Website	http://communityhouse.org.za
Information Desk	Outside the Congress Hall, from 9:00 am-5:00 pm

3) Registration

Congress registration will start from November 15.

The registration table could be found in the following location:

- **Nov 15 (11:00 am-1:00 pm & 2:00 pm-9:00 pm):**
Lobby, DoubleTree by Hilton Hotel Cape Town
31 Brickfield Road, Woodstock, Cape Town, 7935, South Africa
- **Nov 16-19 (8:30-9:00 am):**
Community House
41 Salt River Rd, Salt River, Cape Town, 7925, South Africa

4) Participation

Congress shall be composed of the Executive Committee and delegates from affiliates, based on size of membership. Delegates shall be entitled to speak and vote.

- Affiliates with 51-1000 members, entitled to one delegate
- Affiliates with 1001-5000 members, entitled to two delegates
- Affiliates with above 5000 members, entitled to three delegates

Only affiliates which are up to date with their affiliation fees shall be entitled to full representational rights at Congress.

Delegation size shall be based on the number of members for whom affiliation fees have been paid in the previous year.

Other participants are (a) observers from affiliates, partner organizations and invited guests; (b) IDWF Team.

5) Delegates Speaking Procedures

Delegates to Congress wishing to take the floor must submit a request by raising hand, indicating their name, the name of their union and the items they wish to speak on after the relevant agenda item has been introduced or during the relevant Congress session.

According to the Standing Order, the time limit for a speaker shall be **5 minutes**, except for rapporteurs, panel members or presenters.

Delegates are entitled to speak more than once on any topic under discussion, but may speak a second time only after all delegates on the list of speakers have had an opportunity to take the floor.

Observers and IDWF Team may speak on invitation by the Chair.

6) Documentation

A set of Congress documents in English, Spanish and French will be provided at the Congress to all participants.

IDWF affiliates can also check out the IDWF Congress web page by using the username and password provided in the Congress circulars for more information.

7) Interpretation

The Congress will be conducted in English. Interpretation will be provided in Spanish, French, Portuguese and some African and Asian languages. Participants need to prepare their ID card with photo, such as social security, medical card or driver license, for renting the interpretation device.

8) Communication Guidelines

The official hashtag for the IDWF Congress:

- #IDWF2018 (English)
- #FITH2018 (Spanish)
- #FITD2018 (French)

If you use your personal Facebook or Twitter account:

- Ensure that the information you are about to share on social media can be made public
- Ensure all posts or tweets contain hashtag for the language you are posting or tweeting in and, when possible, direct posts or tweets to @IDWFED
- Focus on content that will contribute to a conversation and avoid general statements

If you are a member of the [IDWF FB Group](#) (If you haven't, join us today!):

- You are encouraged to post your reflection of the day during Congress period: share what you learn and what you think is the most interesting, inspiring and benefiting.
- Check what others are saying and trying to give constructive comments.

About photos taking and videos recording:

- The IDWF will take photos and videos for documentation and communication purposes. Participants who do not wish to be included in photos and videos have to inform the IDWF Team when Register.

B/ Traveling to South Africa

1) Before Travel

(a) About South Africa

Currency USD 1 = ZAR 14 South African Rands

First Language English

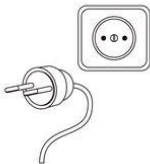
Area Code +27 (0)21

Time zone UTC+2 (SAST)

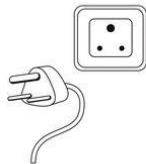
Emergency From a landline: 107
From a cellphone: 021 480 7700
More: [107 Emergency Contacts Pamphlet](#)

Weather Average daily maximum TEMP: 24°C (75 °F)
Average daily minimum TEMP: 13°C (55 °F)
More: [South Africa Weather in November](#)

Electricity Standard voltage is 230 V.
Standard frequency is 50 Hz.
Four associated plug types: [C, D, M and N](#).



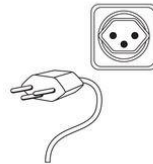
Type C



Type D



Type M



Type N

(b) Yellow Fever Certificate

Visit this website: [Yellow Fever Vaccination Requirements in South Africa](#) to check if you need to present the "Yellow Fever Certificate".

If you have question about whether you would be required to present the "Yellow Fever Certificate" while entering South Africa or transit airports, please consult your local or nearby travel agent, and/or South African Embassy/Consulate/High Commission, and/or airlines(s) for further assistance and information.

(c) Preparing your luggage

A few reminders while you are packing:

- Pack toiletries and a change of clothes in your carry-on bag in case there is an emergency.
- Print and bring along your e-ticket to the airport. The booking itinerary will not be accepted and recognized as air ticket.
- The weight allowance of the carry-on and checked baggage should have been listed on your e-ticket. In order to avoid any extra charges, double check with your airline and weight your luggage before leaving.

2) During Travel

(a) While you are at the airport

If you have transit flight(s), remember to ask your airline if your luggage will be directly transported to Cape Town by the time you are processing check-in at the airline counter in your home country.

If you need take back your luggage in the transit country-(ies), make sure you have adequate instruction from the airline before boarding.

3) After Landing

(a) Exchange Money

There will be no exchange service available in DoubleTree by Hilton Hotel.

You are strongly recommended to exchange money in your local country or at the airport in South Africa. Exchange stores can also be found in the city area, Victoria & Alfred (V&A) Waterfront.

(b) Transportation

- from the Airport to DoubleTree by Hilton Hotel

Airport Pick up and drop off –

Service provided by SADSAWU and already paid by the IDWF

The DoubleTree by Hilton Hotel is 15 km away from the Cape Town International Airport.

SADSAWU will be responsible for pick you up at the airport upon your arrival. Look for a person with a sign of IDWF and SADSAWU logo at the arrival hall.



IDWF



SADSAWU

Contact persons from SADSAWU:

- Jacqui Michels: +27 (0) 833199114
- Gloria Kente: +27 (0) 717209563

C/ Logistic and Practical Information

1) Accommodation

Hotel	DoubleTree by Hilton Hotel Cape Town - Upper Eastside
Address	31 Brickfield Road, Woodstock, Cape Town, 7935, South Africa
Phone	+27 21 404 0570
URL	http://bit.ly/CTHDoubleTree
Information	<ul style="list-style-type: none">• Check-in: 2:00 pm• Check-out: 11:00 am• Non-Smoking rooms• If you arrive before the check-in time, you can approach the hotel reception/concierge for the possibility of early check-in. If the room is not available yet, the hotel can store your luggage(s).• If you have an evening flight, you can ask the hotel reception/concierge to help store your luggage(s) by the time of your check-out.• Participants will need to pay on their own for extra consumptions.

2) Transportation

From Hotel to the Community House: [Reference on Appendix 2](#)

Instruction from DoubleTree by Hilton to Community House:

- Head northeast on Brickfield Rd toward Friend Street
- Turn right onto Victoria Road/M4
- Turn left onto Shannon Street
- Continue onto Kremer Road

From Hotel to the City

Free Hotel shuttle bus to city area, Victoria & Alfred (V&A) Waterfront, will be available. The driving time by shuttle bus from Hotel to V&A Waterfront is 10 minute. Ask for the shuttle bus schedule at the Hotel's front desk.

3) Meals

- **Breakfast** is included if you are staying in the DoubleTree by Hilton.
- **Lunch and coffee** will be provided at the meeting venue.
- **Delegates Arrival Dinner:** November 15, DoubleTree by Hilton
- **Solidarity Dinner:** November 19, Community House
- **Meal Per Diem (dinner)** of ZAR 290 per day will be provided for the delegates whenever dinner is not arranged.
- **Breakfast for early check-out:** If you will take an early flight and check out your room early in the morning, contact the Hotel directly one day before you leave and ask them to prepare a breakfast to-go on the day of your departure.

4) Reimbursement

(a) Transportation for reimbursement

Please provide original receipts.

IDWF WILL NOT make reimbursement for any expenses without original receipts.

Your airport transfer by public transport in your home country will be covered by the IDWF – but you must provide an original receipt for at least for one-way. Referring to the [Appendix 1](#), prepare receipts for the drivers (such as tuk tuk, motorcycle drivers) to sign in case they do not issue receipts.

Please fill in the reimbursement form in the Congress folder together with the receipts. Provide your name and amount converted to USD/ZAR to Ivan Wong and Phyllis Law during the Congress.

Reference (Forms can be found in the Congress Documents Folder)

- English Form # : CF03
- Spanish and French Form # : CF06

(b) Exchange rate for reimbursement

Unless there is a proof of actual exchange rate at the time when the exchange is made, such as receipt from banks and/or exchange shops, all exchange rate calculation will be adopted according to the standard exchange rate from the UN Operational Rate of Exchange:

<https://treasury.un.org/operationalrates/OperationalRates.php>

(c) Boarding Pass

If your air tickets are purchased by the IDWF, make sure you keep your boarding pass and give it to Ivan Wong or Phyllis Law at the registration before the Congress.

5) Emergency Contacts

Contact	Position	WhatsApp
Jacqui Michels	SADSAWU, South Africa	+27 (0) 833199114
Gloria Kente	SADSAWU, South Africa	+27 (0) 717209563
Adriana Paz Ramírez	Regional Coordinator, IDWF Latin America	+1 647 879 4096
Daphne Ip	Project Manager, IDWF Hong Kong	+852 9349 6343
Phyllis Law	Administrative Officer, IDWF Hong Kong	+852 9756 9596

Appendix 1

For Delegates Only

☞ Receipt ☜

Date: _____

Tuk tuk / taxi / motorcycle from

_____ (Address) to

_____ (Name of place or address).

Total transport fare: _____ (Amount) _____ (Currency)

Signature by the Driver: _____

Name: _____

Appendix 2

Map

**Congress Venue:
Community House**



**DoubleTree by
Hilton Hotel**

D/ Funders contributing to the Congress Convening

We thank SADS AWU for hosting our 2nd Congress
and the following funders contributing to the convening:



Thank you very much!