



## **Administrative Note**

**G20 3<sup>rd</sup> Research and Innovation Working Group  
and Ministerial Meeting,  
21 – 24 September 2025**



**CSIR International Convention Centre, Pretoria  
(Tshwane), Gauteng Province, South Africa**

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# ADMINISTRATIVE NOTE

## 3<sup>rd</sup> Research and Innovation Working Group and Ministerial Meeting

### ABOUT

This Administrative Note is designed to provide delegates with all essential information regarding logistical and administrative arrangements for the meeting.

Updates on this document will be communicated to delegates via email.

## 1. Introduction and the Venues

The South African G20 Presidency welcomes you to Pretoria, Gauteng Province, South Africa. Pretoria is South Africa's administrative capital and is located within City of Tshwane Metropolitan Municipality in the Gauteng province. The city is celebrated for its rich historical significance, remarkable architectural heritage, and abundant green spaces, all contributing to its charm and appeal. It is also the heart of South Africa's National System of Innovation, hosting several of the country's leading research and technology organisations.

The 3<sup>rd</sup> G20 Research and Innovation Working Group and Ministerial will be held from Sunday 21 to Monday 22 September, with the Ministerial Meeting taking place on Tuesday 23 September 2025, at the Council for Scientific and Industrial Research International Conference Centre (CSIR ICC), Pretoria. The CSIR is Africa's largest public-funded research and technology organisation, and its campus also host the Ministry and Department of Science, Technology and Innovation, as well as the National Research Foundation. The CSIR ICC is traditional venue of the Science Forum South Africa, one of Africa's largest open science events.



## **2. STI Engagement Group meetings and Side Events at the CSIR – International Convention Centre**

### **2.1 G20 initiative on Bioeconomy (Thursday, 18 September to Saturday 20 September 2025)**

The 3<sup>rd</sup> G20 initiative on Bioeconomy meeting will be hosted by the Department of Science, Technology and Innovation (DSTI). Bio-economy experts will be invited directly by the organisers.

### **2.2 G20-UNESCO Women and Girls in Science Side Event (Saturday 20 September 2025)**

The organisation of the G20-UNESCO Women and Girls in Science Side Event is one of the 2025 RIWG Deliverables under the priority Diversity, Equity, Inclusion and Accessibility in Science, Technology and Innovation. All RIWG delegations are invited to nominate one young female scientist countries to participate in the side event. Delegations will receive separate communication in this regard. The event is organised by South Africa's Human Sciences Research Council and UNESCO (detailed programme to be shared).

### **2.3 G20 Chief Science Advisors Roundtable (Sunday, 21 September to– Monday 22 September 2025)**

The 2<sup>nd</sup> G20 Chief Science Advisors Roundtable will be hosted by South Africa's National Advisory Council on Innovation (NACI), which will directly invite representatives from institutions with responsibility for science advice in G20 members and guest countries to participate.

## **2.4 UNESCO Management of Social Transformations (MOST) Forum (13:00-17:30, 22 Sep 2025)**

The UNESCO MOST Forum is an annual event organised to encourage debate on the opportunities and challenges presented by social transformations. The 2025 Forum is organised as side event to the 2025 G20 Research and Innovation Ministerial Meeting to enable broader debate on its theme of “Science, Technology and Innovation for Solidarity, Equality and Sustainability.” The Forum will be open to the participation of all RIWG delegations and the civil society.

## **2.5 Visit to the South African site of the Square Kilometre Array Observatory (SKAO) radio telescope**

All Heads of Delegations (+1) are invited to visit the South African site of the SKAO telescope (a unique example of global science collaboration). Special transport is arranged per charter flight departing the morning and returning the afternoon of 24 September 2025. Further on the programme and arrangements will be communicated to RIWG heads of delegations.

## **2.6 Maropeng Cradle of Humankind visit, Wed, 24 Sep 2025**

The G20 RIWG delegates and guests, young women and girls in Science and young scientists will visit Maropeng Cradle of Humankind for the day. This is about an hour’s drive from Pretoria.

### 3. Proposed 3<sup>RD</sup> RIWG Meeting Programme

#### DAY 1 - SATURDAY, 20 SEPTEMBER 2025

18:00-20:30 Welcome barbeque/braai (CSIR International Convention Centre)

#### DAY 1 - SUNDAY, 21 SEPTEMBER 2025

##### 3<sup>RD</sup> RIWG MEETING

Venue: CSIR International Convention Centre

09:00-10:30	3 <sup>rd</sup> RIWG Meeting
10:30-11:00	Tea break and Group Photo
11:00-12:30	3 <sup>rd</sup> RIWG Meeting
12:30-13:30	Lunch break
13:30-15:00	Discussion on the Tshwane Declaration
15:00-15:30	Tea break
15:30-17:00	Discussion on the Tshwane Declaration
18:00-20:30	Working Dinner

#### DAY 2 - MONDAY, 22 SEPTEMBER 2025

##### 3<sup>RD</sup> RIWG MEETING

Venue CSIR International Convention Centre

09:00-10:30	Discussion on the Tshwane Declaration
10:30-11:00	Tea break
11:00-13:00	Discussion on the Tshwane Declaration
12:00-13:00	Lunch break
14:00	Closing session ( <b>Open to media</b> )
	Chairperson's remarks
	Comments from the G20 RIWG Troika
	Comments from the G20 RIWG Delegates
18:00-20:30	Welcome reception for Ministers

## Proposed Research & Innovation Ministers Meeting Programme

### DAY 3 – TUESDAY, 23 SEPTEMBER 2025

**Venue:** CSIR International Convention Centre

09:00 – 10:30	Opening Session (Media) Welcome remarks Keynote address Presentation of the Tshwane Package of Deliverables Reflection by Knowledge Partners
10:30 - 11:00	Break
11:00 – 13:00	Statements by Heads of Delegations (5 minutes)
13:00 – 14:00	Lunch
14:00 – 15:00	Statements by Heads of Delegations (5 minutes) (Continued)
15:00 – 15:15	Adoption of Tshwane Declaration and Conclusion



## 4. Accommodation

### 5-Star Hotels

#### Hotel 1: The Capital Menlyn Maine



Address: 194 Bancor Avenue, Menlyn, Pretoria, 0010

Contact: +27 12 942 5000 (locally) or central reservations +27 10 446 8045

Estimated rate: ~R1,980–R3,010 (110–170 USD)

Distance to CSIR ICC: ~3 km (~5–7 min drive)

<https://thecapital.co.za/menlyn/>

#### Hotel 2: Menlyn Boutique Hotel



Address: 209 Tugela Road, Ashlea Gardens, Pretoria, 0081

Contact: +27 12 425 9580 | +27 83 232 5590 | [email protected]

Estimated rate: ~R1,300–R1,600t (73–86 USD)

Distance to CSIR ICC: ~2.7 km (~5–7 min drive)

<https://www.menlynhotel.com/>

## 4-Star Hotel

### Hotel 1: Pretoria Hotel Fire and Ice



Address: Summit Place Precinct, 221 Garsfontein Road, Menlyn, Pretoria, 0181

Contact: +27 12 471 8600

Estimated rate: R1,400–R1,700 (80–95 USD)

Distance to CSIR ICC: ~12 km (~12–15 min drive)

Website link: <https://www.marriott.com/en-us/hotels/pryme-protea-hotel-fire-and-ice-pretoria-menlyn/>

### Hotel 2: The Regency Apartment Hotel Menlyn



Address: Matroosberg Road, Menlyn, Pretoria, 0081

Contact: +2767 086 8208

Estimated rate: R1,400–R1,700 (80–95 USD)

Distance to CSIR ICC: ~2.7–3 km (~5–7 min drive)

Website link: <https://www.regencymenlyn.co.za>

### Hotel 3: The Maslow Time Square Hotel



Address: 209B Aramist Avenue, Menlyn, Pretoria, 0181 (Menlyn Maine precinct)

Contact: +2712 003 6151

Estimated rate: ~R1,500–R2,000 (85–100 USD)

Distance to CSIR ICC: ~3 km (~5–7 min drive)

Website link: <https://themaslowhoteltimesquare.za>

### 3-Star Hotel

#### Hotel 1: City Lodge Hotel Lynnwood



Address: Hilden Rd, Lynnwood Manor, Pretoria, 0081

Contact: +27 (0)12 471 0300

Estimate price per one night stay: 1700.00 ZAR or 93.58 USD

Distance from ICC: 2.4 km

Website link: <https://citylodgehotels.com/hotels/141/city-lodge-hotel-lynnwood-pretoria>

**Hotel 2: Protea Hotel by Marriott Pretoria Loftus Park (Hatfield/Arcadia)**

Address: 416 Kirkness Street (corner of Kirkness & Park South),  
Arcadia, Pretoria, 0007

Contact: +27 12 030 0420

Estimated rate: ~R1,535 (90 USD)

Distance to CSIR ICC: ~3 km (~7–10 min drive)

Website link: <https://www.marriott.com/en-us/hotels/plylp-protea-hotel-pretoria-loftus-park>

**Hotel 3: Casa Toscana Lodge**

Address: 5 Darlington Road, Lynnwood Manor, Pretoria, Gauteng

Contact: +27 (0)12 348-8820 or +27 (0) 82 971 3004

Estimate price per one night stay: R2250.00 ZAR or 123.44 USD

Distance from ICC: 1.1 km

Website link: <https://www.casatoscana.co.za/>

## 5. Airport Transfers

South African authorities will expedite immigration procedures for all foreign delegates attending the G20 meetings in 2025. The South African Government will provide appropriate transport from OR Tambo International Airport to the hotels and return for all Ministers and RIWG delegation.

## 6. Accreditation

Participation at the third G20 Research and Innovation Working Group meeting and Ministerial Meeting is strictly for registered delegates only. The registration and accreditation process for all member countries/organizations will be done on an online platform. The portal for accreditation will be **opened 20 days (29 August 2025)** before the meeting in September 2025 and will close 1- days before the meeting on 07 **September 2025**. Each country/organization will be requested to nominate a representative **Delegation Accreditation Officer (DAO)** to capture information of their delegation. The name of the DAO should be submitted by **19 August 2025**. Each country/organisation will be allowed to register a maximum of **10 delegates**. The link to the portal will be communicated/shared to all delegates once its opened.

## 7. Immigration

Passports of guests should be valid for at least 30 days beyond the expected date of arrival and departure from South Africa and should have at least two unused pages when presented for endorsements. A valid visa (if applicable) should be obtained from the nearest South African Embassy or High Commission in each country. **NO** visas will be issued upon arrival in the Republic of South Africa. For more information on visa requirements and exemptions, visit the Department of Home affairs- <https://www.dha.gov.za/>



## 8. Immunization

South Africa is signatory to the International Health Regulations, 2005 (IHR, 2005) and is committed to safeguarding the health of both citizens and persons travelling to the country.

- To ensure compliance with the IHR 2005 policies and legislative prescripts, health measures will be applied to delegates entering the country.
- All travellers will be subjected to screening by Port Health Officials at the point of entry which will include temperature screening.
- Persons who, during screening, are found to have signs and symptoms consistent with communicable diseases, will be subjected to further assessment, which may include medical examination at the delegate's cost.
- This exercise is conducted as a preventative measure at the ports of entry against the spread of communicable diseases like yellow fever, hepatitis A and B, malaria, etc.
- Should a delegate experience any signs and symptoms consistent with a communicable disease while in South Africa, they are advised to seek medical attention and inform the medical practitioner of their travel history.
- In line with the World Health Organisation (WHO) recommendations, aircraft arriving from a yellow fever or malaria endemic area must be disinfected for the control of mosquito vectors.
- On arrival at the point of entry, proof of disinfection must be provided to the health specialists prior to disembarkation of delegates.

## Yellow Fever Vaccination Requirements In South Africa

In line with the International Health Regulations 2005 (IHR 2005) and the country's Yellow Fever Policy, South Africa requires a valid yellow fever certificate from all citizens and non-citizens over one year of age:

- travelling from yellow fever-risk country
- having been in transit exceeding 12 hours through an airport of a country with a risk of yellow fever transmission.

In line with the International Health Regulations 2005 (IHR 2005) and the country's Yellow Fever Policy, South Africa requires a valid yellow fever certificate from all citizens and non-citizens over one year of age: travelling from yellow fever-risk country having been in transit exceeding 12 hours through an airport of a country with a risk of yellow fever transmission.

Therefore, travellers arriving in the country from an area determined by the WHO to be at risk of yellow fever transmission are required to produce a valid International Certificate of Vaccination against yellow fever.

Travellers who are not in possession of a valid certificate of vaccination against yellow fever may be refused entry or placed under quarantine-surveillance for a period not exceeding six days or until their certificate becomes valid.

Travellers who, for medical reasons, cannot have a yellow fever vaccine, must be in possession of a signed, valid waiver letter from the travel health practitioner.

Travellers who are in possession of a waiver letter will be required to report any fever or other symptoms to a health practitioner and be placed under quarantine surveillance.

## 9. Environmental Health

- The tap water in South Africa is safe to drink.
- Food safety is a priority and all food supplies to the event will be monitored from preparation to distribution.
- Smoking policies with regard to public places are enforced.

## 10. General Information

### Payment Methods and Currency

In South Africa, credit and debit cards (Visa and MasterCard) are widely accepted at most businesses, including hotels, restaurants, and retail stores. However, it is important to note that some smaller vendors, particularly at markets or rural areas, may only accept cash. It is advisable to carry South African Rand (ZAR) for such situations. Currency Exchange services are available at airports, major hotels, and dedicated currency exchange offices like Travelex and Western Union. These services offer cash exchange from various currencies into Rand. ATMs are readily available throughout the country, making it easy to withdraw cash using international debit or credit cards.



### Voltage And Power Sockets

South Africa operates on 230V electricity with a frequency of 50Hz. The power sockets used are primarily Type M (the large three-pin plug), although Type C (the standard European two-pin plug) is sometimes used. It's advisable for visitors to bring a universal adapter, as plug types may vary across regions and accommodation options.



For safety, many of South Africa's electrical sockets are recessed, requiring the plug to be fully inserted before connection is made. Portable voltage transformers are available if needed.



## Climate

South Africa has a diverse climate, ranging from temperate in the interior regions to subtropical along the eastern coastline. In September, the weather in Pretoria is typically warm with low rainfall. The average daily high is around 28°C, cooling off to about 13°C at night.

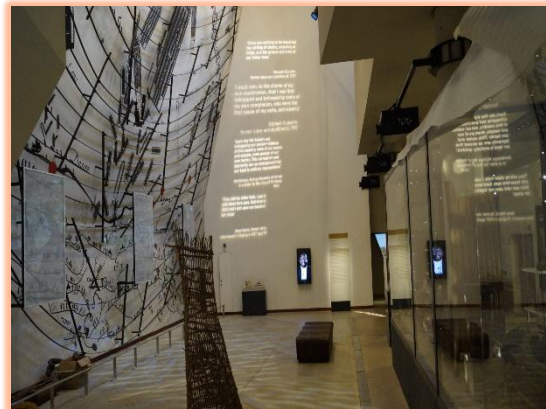
## 11. Places of Interest in Tshwane/Pretoria

### 11.1 Ditsong Museum of Cultural History



*The Ditsong National Museum of Cultural History explores South Africa's cultural diversity in various permanent and temporary exhibitions. Exhibitions include rock paintings and engravings of the San people, thousand-year-old Iron Age figurines from Schroda in the Limpopo Province are described as "the best-known artefacts indicating ritual behaviour in the Early Iron Age"*

### 11.2 Freedom Park Heritage Site and Museum



**Freedom Park** is a 52-hectar site located on Salvokop, situated to the south of the Pretoria Central Business District. Freedom Park has emerged as a major landmark reshaping and enhancing the skyline of South Africa's capital city. It is a people's shrine that weaves the story of where we come from and the events that shaped what South Africa is today. It reminds us that we cannot afford to be indifferent to our past in our building of a non-racial, non-sexist and democratic nation.

### 11.3 Innovation Hub



*The Innovation Hub is sub-Saharan Africa's first internationally accredited and leading science and technology park.*

### 11.4 Komjekejeke Heritage Site



*KoMjekejeke, it is reported came from the word Jekezela, which means in isiNdebele language "to live in comfort and abundance". The Komjekejeke heritage site situated in Walmansthal, just outside Pretoria is home to the annual King Silamba commemoration and carries a rich history which goes back to the 1800s.*

### 11.5 National Botanical Gardens



*The Pretoria National Botanical Garden is one of South Africa's nine National Botanical Gardens. The garden is wedged between Pretoria Road and Cussonia Avenue in Brummeria, in eastern Pretoria, Gauteng, and flanks a central rocky ridge that runs from east to west. The 76 hectares garden was established in 1946, and hosts the headquarters of the South African National Biodiversity Institute (SANBI)*

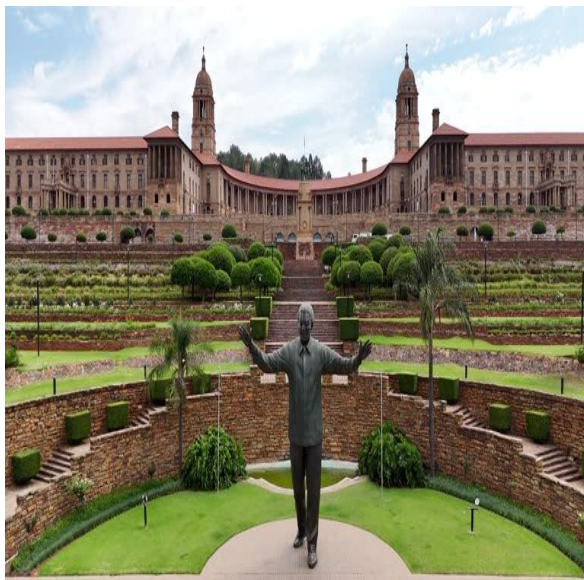


## 11.6 Rietvlei Nature Reserve



*Rietvlei Nature Reserve in Pretoria came into existence as a water scheme to supply drinking water to Tshwane. Rietvlei Nature Reserve is a fairly big nature reserve in an urban setting and covers about 4 000 ha. It has been a conservation area since 1929 and hosts some of South Africa's big 5 and 350 bird species.*

## 11.7 Union Buildings



*Union Buildings are a modern-day acropolis, built at the highest point of South Africa's capital city, Pretoria, it forms the official seat of South Africa's government and houses The Presidency. Designed by Sir Herbert Baker in 1908, building began in 1909 and was completed in 1913. It took approximately 1265 artisans, workmen and labourers almost three years to construct, using 14 million bricks for the interior office walls, half a million cubic feet of freestone, 74 000 cubic yards of concrete, 40 000 bags of cement and 20 000 cubic feet of granite.*