# Defence Instructions and Notices

(Not to be communicated to anyone outside HM Service without authority)

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| **Defence Instructions and Notices** |
| **Title** | Visits to South Africa |
| **Audience** | All Service Including Cadet, Reservist and MOD Civilian Personnel |
| **Applies** | Immediately |
| **Expires** | 1 year after publication. |
| **Replaces** | **2015DIN01-109**  |
| **Reference** | **2019DIN01-020** |
| **Released** | **February 2019** |
| **Channel** | 01-Personnel |
| **Content** | Procedure for all Service and MOD Sponsored visitors to South Africa |
| **Sponsor/Business owner** | Defence Section, British High Commission (Pretoria) |
| **Contact** | Defence.Pretoria@fco.gov.uk Tel: 0027 12 421 7511/ 12 |
| **Keywords**  |  Official MOD Visits  Industry Related Visits – International Visits Control Office (IVCO) Adventure Training – Joint Services Adventurous Training Form Alpha (JSATFA) Battlefield Tours/ Sports Tours. |
| **Local Keywords**  |  N/A |
| **Annexes** | Annex A – Visit Request FormAnnex B - Particulars of Visitor |
| **Related Info** | <http://southafricahouseuk.com/index.html>  |
| **Classification** | OFFICIAL |

**Introduction**

1. This DIN sets out the procedure for all Service and MOD Sponsored visitors to South Africa. All application documentation is to be processed through the MOD or single Service approving authority. It does not cover visits covered by a specific UK/South African MOU for which special arrangements may apply.

**Situation – Travel and Security Advice**

2. Current detailed information concerning security, terrorism, local laws & customs, entry requirements, health, money and contact details for travel advice help and support can be found here: <https://www.gov.uk/foreign-travel-advice/south-africa>. Your party will receive a written security update **two weeks prior** to arrival in country which is to be read and signed for by all ranks deploying.  On arrival in country, where appropriate and possible, the FCO Overseas Security Manager will meet your party and give a verbal update to all deployed ranks.

**Command**

3. You are reminded that the Defence Adviser (DA) exercises Tactical Command (TACOM) of your deployment and personnel whilst in country. Approval of your outline plan or Joint Service Adventure Training Form A (JSATFA) by the DA does not constitute an endorsement of any civilian guide, tour or sporting companies that you may choose to use for your activity.  It is your responsibility to check that they have sufficient liability insurance, experienced instructors and appropriate equipment for that activity and that you undertake such activity entirely at your own risk.  If any member of your party is planning any sporting, cultural or AT activities not included in the outline plan or JSATFA, then a request to do so is to be submitted via email to the DA and the Regional Overseas Security Manager (ROSM) with 7 days’ notice for approval.  Any such activity is not to be undertaken without the written approval of both the DA and ROSM.

**Categories**

4. Visits to South Africa can be divided into 4 categories, each of which has a different

protocol to follow to get in country clearance and official approval for the visit. Listed below are the categories of visits and the approvals process.

a. Adventure Training – JSATFA.

b. Battlefield Tours/Sports Tours - Letter to the DA.

c. Official MOD Visits - Annex A & B to this DIN.

d. Industry related Visits – International Visits Control Office (IVCO).

**Adventure Training**

5. Units are to complete the Joint Service Adventure Training Form A (JSATFA) and send it through their chain of command to the Defence Section.

**Battlefield Tours/Sports Tours**

6. In order to obtain “in Country Clearance” the tour leader is to write to the Defence

Adviser asking permission to conduct the intended tour. The letter should provide the following information:

a. Dates of Tour.

b. Type of Tour (e.g. Battlefield Tour/Football Tour).

c. Number of people expected to tour. (Full details of all personnel required to be provided at least 2 weeks before visit to the Defence Section).

d. Basic itinerary of the tour (a detailed itinerary will be required before arrival).

e. Are you available to do community work? This could be coaching courses for the disadvantaged or cleaning up British War Graves. (The Defence Adviser is keen that units give something back to the community and help us with our Defence Diplomacy objectives).

**Official MOD Visits**

7. Visit Request Form (VRF). The first step for prospective official MOD visitors is to complete a VRF (see Annex A), ensuring a separate copy of Annex B (Particulars of Visitor) for each person visiting is attached. This form should be emailed to the International Visits Control Office (IVCO) and Defence Section Pretoria, ensuring International Security Directorate Sub-Saharan Africa, Latin America and Caribbean (ISD-SSALAC) are copied in. Contact details for IVCO, the Defence Section and ISD-SSALAC are at para 24.

8. In-Country Clearance. On receipt of the VRF, the Defence Section will apply for “in country clearance” for the proposed visit. This takes at least ***60*** days; only if there is a problem with “in Country Clearance” will you be notified. Due to the summer holidays, the majority of South African public services close from around 10 Dec until 15 Jan and time should be added accordingly to the submission of your VRF. Officers approving visits are responsible for scrutinising each application to ensure that the visit is essential for defence purposes.

**Industry**

9. Information regarding “Industry” visits can be found on the Industry Security Services (ISS) website under International Visit Co-ordination Office (IVCO). All applications should be submitted in accordance with IVCO regulations. At least 60 days’ notice is required once the application has been received in South Africa; this is a mandatory requirement when visiting any military installation or establishment. Contact details for IVCO are at Serial 24 b.

**Invitations**

10. It is emphasised that an invitation to visit South Africa from a South African **does not constitute** clearance for a visit. Formal clearance for all visits is a separate exercise that can be initiated only by the Defence Section in Pretoria, informing Defence Foreign Relations in South Africa.

**DA’s Sponsorship**

11. The Defence Adviser must sponsor all visitors to South Africa. Once the DA has accepted sponsorship, the DA’s office will arrange for “in country clearance” for the visit and notify SANDF accordingly. Any military visitor, regardless of rank, who wishes to pay official “office calls” or visit Defence Force units or establishments, must have South African Defence Staff Council clearance. This is a lengthy and bureaucratic process.

**Details**

12. Date of Birth and passport numbers of visitors must be included on the application form. The form must be either typewritten or, if written by hand, in large block letters since these forms will be faxed to various different agencies. It is recommended that you do not include home address but use your work address.

**E-Mail Notification**

13. In view of the requirement to provide adequate warning of forthcoming visits to the South African authorities, VRFs should be sent by E-Mail, as this is the quickest method of receiving the correspondence. Defence Section will dispatch an electronic version of the forms on request for completion by prospective visitors.

**Provision of Medical Cover for ISD-SSALAC generated Short Term Training Teams**

14. Registration Code. It has been identified that some ISD-SSALAC generated STTT have had issues registering on the Healix website. This is has been due to the use of an incorrect registration code. All SP deploying on a STTT are required to register on the Healix website using the code **MOD/SG/DESTRAT/DT/STTT01.** The STTT Comd is to liaise direct with Healix, no later than three weeks before the STTT deploys, to confirm details of the task and precise locations of where the team will be working. Based on this information, Healix will conduct its medical estimate. The STTT Comd will then be provided with the necessary medical contact details and any other relevant instructions on how to access emergency medical care in country. Healix contact details are:

Telephone: +44 (0)208 481 7800

Website: [www.heathline.healix.com](http://www.heathline.healix.com)

Email: FCOHealthline@healix.com

15. Staffing.Once a request for a STTT has been staffed through the Ops Directorate Force Generation Team, the appropriate sS HQ will be tasked and informed of the requirement for SP to register with Healix. SP should have a Joint Medical Employment Standard (JMES) of Medically Fully Deployable(MFD), however, Medically Limited Deployability (MLD) may be acceptable, dependent on the task. Once the STTT Comd has been identified and warned off, he is required to forward a nominal roll to DE STRAT OS LS Pers so that a record of all SP registering with Healix can be maintained.

16. Repatriation to UK**.** In the event that a SP is repatriated, or moved to another location by air to access emergency healthcare, the first point of contact for Healix will be the Aeromedical Evacuation Control Centre (AECC) at RAF Brize Norton. When repatriated to the UK for medical reasons, a SP will normally be admitted to the Royal College of Defence Medicine (RCDM) at the Queen Elizabeth Hospital in Birmingham.

17. Notification of Casualty (NOTICAS).The casualty reporting and notification process is co-ordinated by the Joint Casualty and Compassionate Centre (JCCC). In the event of any emergency, DA or LST Comd J1 Staff must ensure that JCCC is informed immediately in order to initiate NOTICAS.

18. Routine Medical Advice. SP deployed on a STTT who require medical advice on routine/non urgent matters whilst overseas may contact their respective single Service (sS) Medical Point of Contact.

19. Dental**.** Emergency Dental cover is not included in this cover. Instructions for Service Personnel who require dental treatment whilst overseas can be found in 2017DIN01-081

20. Funding.Any medical treatment received by a SP will be paid for by Healix in the first instance and subsequently billed to the MOD. Funding for medical bills will be met by the existing DG Sec Pol Healix UIN.

**Medical Insurance**

21. Private Medical Insurance. It is imperative that all visitors to South Africa have private medical insurance. **All visits that are required to have private medical insurance for the full duration of the visit are detailed below:**

a. Adventure Training.

b. Sports Tours.

c. Battlefield Tours.

d. Resettlement Courses.

22. Pre-Medical. No special arrangements are necessary for visits to South Africa and normally a medical examination is not required for short-term visits. However, any visitor undergoing regular medication or suffering from any conditions that may require treatments during their visit, should first consult their establishment medical officer.

**Vaccines/Inoculations**

23. Records. If you are travelling from a country with a risk of Yellow Fever transmission, you are required to carry a Yellow Fever vaccination certificate. No other proof of vaccination is required when visiting South Africa. All visitors should seek advice from their medical officers prior to embarkation and up to date advice can be found here: <https://travelhealthpro.org.uk/country/201/south-africa#General_information>

24. Malaria. Malaria prevention measures are required in parts of South Africa. There is a moderate risk of malaria in South Africa from September to May only in the low altitude areas of Mpumalanga and Limpopo which border Mozambique and Zimbabwe and includes the Kruger National Park. Individuals visiting these areas between September and May will require malaria chemoprophylaxis. There is a low risk of malaria in northeast KwaZulu-Natal and in areas bordering the Kruger National Park. Visitors to these areas need to be aware of the risk of malaria and bite avoidance measures are recommended. Up to date information on the areas where malaria prevention measures are required can be found at: <https://travelhealthpro.org.uk/country/201/south-africa#Malaria>

25. Antimalarial Treatment. Malarial chemoprophylaxis should be obtained in the UK prior to your visit and must only be supplied after a face-to-face malaria health risk assessment has been undertaken by an appropriately trained healthcare worker following the DMICP Antimalarial Protocol.

**Inclusion of Leave Periods**

26. Should either Civilian or Service visitors combine a period of leave with their duty visit to South Africa, they should be aware that the sponsorship offered at Para 11 above will not apply during that period. Medical expenses accrued whilst on leave are the responsibility of the visitor; therefore, private insurance coverage is to be made for the leave period. Medical costs arising from private journeys, in officially sanctioned hire cars, will not be met by Defence Section Pretoria.

**Passports**

27. SP and civilians must hold a valid UK passport. It is suggested that a photocopy of the passport be held separately from your passport and valuables. This will aid in the re-issuing of a new passport if yours is lost or stolen. UK citizens do not require a visa to visit South Africa, but they do require proof of onward travel (return ticket). Any non-UK passport holders in your party may require visas which will need to be arranged privately, allowing adequate time for them to be issued. We cannot assist in this process. The following department needs to be contacted in these instances; South African High Commission in London: <http://southafricahouseuk.com/index.html> or Tel:0207 925 8900**.** A minimum of 3-blank pages are required in a visitor’s passport to South Africa to avoid denial of entry to the country.

**SP and Civilians Under 18**

28.Even if travelling with both parents, under 18’s may be required to show a full (unabridged) Birth Certificate and other documents if travelling with one or neither parents. Full details are here, including the paperwork required for large groups of under-18’s (such as Cadets): <https://www.gov.uk/foreign-travel-advice/south-africa/entry-requirements> . If you are transiting an airport, but still need to go through immigration, you may need these documents.

**Finance**

29. All visitors are responsible for their own finances whilst in South Africa. The local

currency is South African Rand (ZAR) and exchange rates can fluctuate dramatically. UK credit cards are accepted in most places and there is abundance of Cash Machines (Maestro).

**Driving Licence**

30. Visitors to South Africa are required to be in possession of a valid UK Driving Licence or International Drivers’ Permit if intending to drive during the visit.

**Avoidance of Public Holidays**

31. In planning visits to South Africa, visitors should consider avoiding public holidays. Many South Africans will travel on and around these dates and the roads are hazardous. Some Public Holidays are not on a fixed date each year, so visitors are recommended to check online. Due to the summer holidays, the majority of South African public services close from around 10 Dec until 15 Jan.

**Useful Addresses and Contact Numbers**

32. Listed below are contact details of Defence Section, Pretoria, ISD-SSALAC & IVCO:

a. Defence Section

British High Commission (Pretoria)

Defence Section

Pretoria

BFPO 5339

BF1 8WY

E-Mail: Defence.Pretoria@fco.gov.uk

b. International Visit Control Office (IVCO)

Abbey Wood

Bristol

BS34 8JH

Website: [www.iss.mod.uk](http://www.iss.mod.uk)

E-Mail: DESPSyA-IVCO@mod.gov.uk  *multiuser account*

c. International Security Directorate – Sub-Saharan Africa, Latin America and Caribbean (ISD-SSALAC)

Level 4, Zone K

Main Building

Whitehall

London

SW1A 2HB

E-Mail: ally.kern337@mod.gov.uk

Tel: +44 (0)20 72186519

**ANNEX A to 2019DIN01-020**

**Dated Feb 2019**

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| **REQUEST FOR ACCESS TO DOD INSTITUTIONS AND DEFENCE RELATED INDUSTRIES** |
|  |
| ADMINISTRATIVE DATA |
| REQUESTING EMBASSY/GOVERNMENT: |
| BRITISH HIGH COMMISSION |
|  |
| ADDRESS: |
| 255 HILL STREET, ARCADIA 0083 |
| PRETORIA |
|  |
| TELEPHONE NUMBER: 012 421 7511 |
|  |
| FAX NUMBER: 012 421 7507 |
|  |
| VISIT REQUESTED BY |
|  |
| NAME OF PERSON/UNIT/APPOINTMENT |
|  |
| PURPOSE OF VISIT: OBJECTIVES: |
|  |
| DATES OF VISIT: |
|  |
| POSTAL ADDRESS: |
| British High Commission |
| 255 Hill St |
| Arcadia, Pretoria |
|  |
| TELEPHONE NO/E MAIL: FAX NUMBER: |

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| **DOD INSTITUTION OR DEFENCE RELATED INDUSTRY TO BE VISITED** |
| **Note: EACH DEPARTMENT/FACILITY OR INDUSTRY ON A SEPARATE PAGE** |
|  |
| NAME OF INSTITUTION TO BE VISITED: |
|  |
| SOUTH AFRICAN POINT OF CONTACT (IF |
| KNOWN) |
|  |
| DATES OF VISIT |
|  |
| AIM OF VISIT TO THIS SPECIFIC INSTITUTION |
|  |
| GOALS TO BE ACHIEVED |
| (SUBJECTS TO BE DISCUSSED) |
| TYPE OF VISIT (CIRCLE ONE) |
|  |
| By Invitation of the facility/ department |
| Initiated by requester |
|  |
| ANTICIPATED LEVEL OF CLASSIFIED |
| INFORMATION TO BE INVOLVED: |

**ANNEX B to 2019DIN01-020**

**Dated Feb 2019**

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| **PARTICULARS OF VISITOR** |
| **NOTE: EACH VISITOR ON A SEPARATE PAGE** |
|  |
| FULL NAME AND SURNAME |
|  |
| DATE BIRTH |
|  |
| PLACE OF BIRTH |
|  |
| SECURITY CLEARANCE |
| (DV/SC) |
|  |
| SERVICE/STAFF NUMBER |
|  |
| PASSPORT NUMBER |
|  |
| NATIONALITY |
|  |
| APPOINTMENT/RANK |
|  |
| UNIT/SHIP |
|  |
| UIN |
|  |
| ADDRESS (UNIT) |
|  |
| BRITISH HIGH COMMISSION AUTHORITY |
| (TO BE COMPLETED BY BHC) |
|  |
| NAME: |
| BRITISH HIGH |
| COMMISSION STAMP |
|  |
| APPOINTMENT: |
|  |
| SIGNATURE: |