



United Nations Economic Commission for Africa

SUB-REGIONAL OFFICES FOR CENTRAL AND EASTERN AFRICA

2nd JOINT MEETING OF THE INTERGOVERNMENTAL COMMITTEE OF SENIOR OFFICIALS AND EXPERTS (ICSOE), SEPTEMBER 26 – 29, 2023

TRAVEL INFORMATION NOTE

The second Joint Meeting of the Intergovernmental Committee of Senior Officials and Experts (ICSOE) organized by the UN Economic Commission for Africa (UNECA), Sub-Regional Offices for Central and Eastern Africa (SRO-CA and SRO-EA) is scheduled to take place from 26 to 29 September 2023. The Meeting will be held under the theme *“Establishing Central and East Africa as sources of quality products and investment destinations of choice, to accelerate industrialization and economic diversification, and to strengthen food security.”*

This note provides guidelines for the conduct of the conference and your participation. **YOU ARE KINDLY REQUESTED TO READ IT CAREFULLY.**

I. PARTICIPATION:

The ICSOE will be attended by high-level representatives and experts from Member States served by the SRO-CA and SRO-EA, which include Regional Economic Commissions (RECs) and Intergovernmental Organisations (IGOs), the Private Sector, International Institutions, Civil Society, Women and Youth Organisations, Media, United Nations family and other relevant stakeholders will also be represented.

II. FORMAT OF THE 2nd JOINT CONFERENCE:

The meeting will be held in a hybrid format from September 26-29, 2023. Participants will have the choice to attend the proceedings either in person in Bujumbura, Burundi or online through details that will be provided in due course.

All discussions will be held in plenary, with presentations followed by panel discussions or general Questions and Answers sessions. The ECA working languages are French and English. For effective communication, simultaneous interpretation is planned for all the sessions. To accommodate all member States envisaged to attend, interpretation will also be provided in Portuguese and Spanish.

All working documents, in English and French, will be made available. Other documents related to the meeting can be accessed at <https://www.uneca.org/eca-events/ea-icsoe27/documents>.

III. MEETING VENUE

The meeting will be held at the Hotel Club du Lac Tanganyika in Chaussée d'Uvira, Gatumba, Bujumbura, BP : 6573 Bujumbura.

IV. HOTEL ACCOMODATION

All participants will be picked up by the Protocol, the Government of Burundi and transfer them to the hotels. For self-sponsoring participants, it is important to communicate your flight details to UNECA to facilitate transportation from the airport to the hotel on arrival and pick up from the hotel to the airport on departure. UNECA will cover accommodation costs for all sponsored participants at the Hotel du Lac Tanganyika, Martha Hotel, Garden Hotel and Royal Palace hotel.

List of recommended hotels:

Hotel name	Address
1. Hotel Club du Lac Tanganyika	Chaussée d'Uvira-Bujumbura. BP 6573 Telephone: + 257 22 250 220 E-mail : alfredo.frojo@hotelclubdulac.com www.hotelclubdulac.com
2. Martha Hotel	PO Box 2551 Bujumbura, 84 chaussée du Prince Louis Rwagasore E-mail: info@martha-hotel.com Telephone : +257 273 333
3. Hotel KIRIRI Garden	4 avenue janvier Bujumbura, Burundi Telephone: +257-22-279-111 E-mail: info@gardenhotel.bi www.gardenhotel.net
4. Hotel Royal Palace	Avenue du Large, Zeimet Bujumbura/Burundi Telephone : +25722 272 720 www.royalpalacehotel.biz

All sponsored participants will also be paid per diem (DSA) in line with UN rules. Any extra costs they may have incurred during hotel stays is expected to be borne by participants.

Kindly note that the shuttles will be organized for all passengers to and from the meeting venue every morning and evening.

V. COFFEE BREAK AND LUNCH

The coffee break and lunch will be served in the grounds of the Hotel Club du Lac Tanganyika. Nevertheless, dinner, minibar, telephone, remain the responsibility of the participants.

VI. TRAVEL ARRANGEMENT

- The entry visa to Burundi is granted on arrival at Melchior NDADAYE International Airport in Bujumbura but this does not prevent travellers who wish to come with visas to do so through the Burundian Embassies based in their country or abroad.
- Holders of ordinary passports must pay an amount equivalent to USD 90 for a one (1) month visa, except the participant from East African Community Countries.
- In order to enable the Government of Burundi to make the necessary arrangements to facilitate granting of visas for the duration of the meeting to participants who have been unable to obtain them due to the absence of a diplomatic and/or consular representation of Burundi in their country of departure, please send to the organizers, a scanned copy of the first page of your passport, a copy of the travel insurance and flight plan.
- Participants holding diplomatic and services passports are exempt from visa fees. Holders of ordinary passports will be required to pay the visa fee upon arrival. In all cases, all participants must register online at the entrance and exit of Burundi, through the link: <https://migration.gov.bi>. Ensure to click on the entrance/ departure icon to proceed. This is regardless of the type of passport. Kindly ensure to click the entry/exit button to proceed with the visa request.
- The State Protocol deals with all matters related to the Protocol and remains available to serve all delegations on arrival and return.
- The transportation of all participants will be ensured upon arrival at Melchior NDADAYE International Airport to the Hotel and from the hotel to the Conference venue.

VII. PROTOCOL AND SECURITY PROVISIONS

- At the Protocol level, buses at sufficient number will be available for all delegates and will provide shuttles from the airport to the hotel and from the hotel to the workplace. It will be the same on return.

Nevertheless, non-work travel is the responsibility of concerned individuals. In Bujumbura, there is a taxi system that can be used either individually or collectively. For the average price of a ride, please inquire at the hotel reception or at the protocol service of the Ministry of Foreign Affairs and Development Cooperation.

- At the security level, all accommodation hotels as well as the hotel in which the conference will take place, will be secured by the National Police.

VIII. MONEY AND EXCHANGE RATE

- All purchases are made exclusively in local currency. The US dollar is accepted by Banks, As for the daily exchange rate, please consult the website of the Bank of the Republic of Burundi (BRB) www.brb.bi.

IX. CLIMATE

- Burundi, an African country just south of the equator, the climate is tempered by altitude. The temperature varies depending on the altitude, but at any given location is fairly uniform throughout the year.
- The average temperature is 25° C and precipitation averages 494.6 mm

X. HEALTH CENTRE

- A mobile health unit will be available at the venue of the meeting.

XI. SECURITY SITUATION

- Peace and security prevail throughout the country, night and day.

XII. SIM CARD SERVICE PROVIDERS

Inbound tourists to Burundi are now able to purchase a local SIM card prior to arrival. Should you envisage the need for a local SIM card, kindly liaise with the following colleagues to start the process of SIM Card acquisition. You are advised to do so before your departure:

- Ms. Lucie Tawembe (Central Africa): maffo@un.org; and
- Ms. Martine Mukandekazi (Eastern Africa): mukandekazi@un.org

XIII. PARTICIPATION ALLOWANCE

For sponsored participants, UNECA will in accordance with UN rules and regulations, cover costs related to the hotel stay 25- 30 September (5 nights) and lunches from 26-29 for in-person participants. Some exceptions may apply due to the itineraries.

We look forward to your participation at the Second Joint SRO-Central and Eastern Africa Intergovernmental Committee of Senior Officials and Experts (ICSOE) that will focus on *“Establishing Central and East Africa as sources of quality products and investment destinations of choice, to accelerate industrialization and economic diversification, and to strengthen food security”* from 26-29 September 2023.

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