

## **Eighth session of the Africa Regional Forum on Sustainable Development**

**Kigali (hybrid))  
3–5 March 2022**

**Information note for participants**



The eighth session of the Africa Regional Forum on Sustainable Development will be held at the Kigali Convention Centre in Kigali from 3–5 March 2022. The present document contains general information on meeting arrangements that may be helpful for your travel arrangements and your participation at the Forum.

To keep costs down and protect the environment, the present document will only be available in electronic format. Additional information on the 2022 Forum can be found on the Economic Commission for Africa (ECA) web page for the Forum ([www.uneca.org/?q=arfsd2022](http://www.uneca.org/?q=arfsd2022)).

## **Forum overview**

The theme of the session is “Building forward better: a green, inclusive and resilient Africa poised to achieve the 2030 Agenda and Agenda 2063”.

Preliminary events will take place on 1 and 2 March, while the Forum will commence with a high-level panel discussion on 3 March and will end on 5 March. Side events will be held on 25 and 28 February and on 1 and 2 March, at the same venue.

For more information, please refer to the provisional programme of work (ECA/RFSD/2022/3/Rev.1), which is available on the ECA website at: [www.uneca.org/?q=arfsd2022](http://www.uneca.org/?q=arfsd2022).

## **Visa and immigration requirements**

All visitors to Rwanda must have a passport that is valid for at least six months from the date of entry and should check the visa requirements. United Nations staff travelling on a United Nations laissez-passer do not require a visa.

All participants attending the meeting can obtain a tourist visa on arrival at Kigali International Airport, where they will be required to present their invitation letter to the immigration authorities. Please make sure you print your invitation letter and bring it with you.

A 30-day visa for conferences and meetings (V5) can be obtained at the port of entry. The visa is free for nationals of countries with which Rwanda has a waiver agreement, including the African Union, Commonwealth and Francophonie countries. Otherwise, the cost is \$50 (single entry). Credit cards are generally accepted at Kigali International Airport but are not accepted at some land borders. Travellers arriving at Kigali International Airport are advised to travel with enough cash in United States dollars to pay for their visa in case credit card transactions are not possible at the time of their arrival.

Participants who require an entry visa must apply for their visa no later than three weeks before the opening of the session, at: [https://irembo.gov.rw/user/citizen/service/dgie/request\\_a\\_visa](https://irembo.gov.rw/user/citizen/service/dgie/request_a_visa).

Diplomatic passport holders will receive an entry visa free of charge on arrival at the airport in Rwanda.

Since 1 January 2018, nationals of all countries receive visas on arrival at Kigali International Airport and at all land borders.

Citizens of countries that are members of the African Union, the Commonwealth of Nations or la Francophonie receive a free visa on arrival and are waived visa fees for a visit of 30 days.

Citizens of East African Community member States are issued a pass/entry visa free of charge upon arrival for a stay of six months.

Citizens of the following countries are granted a 90-day visa free of charge upon arrival: Angola, Benin, Central African Republic, Chad, Côte d'Ivoire, the Democratic Republic of the Congo, Ghana, Guinea, Haiti, Indonesia, Mauritius, Philippines, Qatar, Saint Kitts and Nevis, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone and Singapore.

The communiqué issued by the Government of Rwanda on the new visa regime is available at: <https://migration.gov.rw/our-services/visa-issued-under-special-arrangement>.

Citizens of all countries that are not visa-exempt also have the option to submit an application online, at <https://migration.gov.rw/>, or at the Rwandan diplomatic missions in their country of residence before their departure. Those applying online may pay online or on arrival.

Note: There is no single affiliated agent that is authorized to apply for a visa on your behalf. Such agents may mislead you and charge more than the visa fees.

### **Airport reception and transportation**

Participants should arrange with their selected hotel for airport transfers. Participants not staying at the venue or at a designated hotel will be responsible for their own daily transport to and from the venue. To facilitate transportation arrangements, submit your itinerary and hotel selection at: <https://indico.un.org/event/1000380/registrations/7209/>.

### **Conference venue**

The venue will be the Kigali Convention Centre, which is adjacent to the Radisson Blu Hotel, where some of the participants will also stay. The Kigali Convention Centre is equipped with advanced conferencing amenities and can host up to 1,500 participants.

### **Accommodation**

All participants are kindly requested to contact designated hotels directly to arrange, confirm and guarantee their bookings. Participants will be responsible for bearing all accommodation costs. Special United Nations rates are available to participants for rooms booked at the hotels listed in the annex.

All participants are kindly requested to note that the Forum organizers will not be in a position to provide hotel accommodation to those who do not arrange accommodation directly with the recommended hotels.

### **Accreditation**

Government delegations are kindly requested to submit to ECA their letters of nomination, duly signed by the appropriate authorities of their respective Governments, at their earliest convenience, but no later than 25 February 2022. The letters must indicate the names, titles and contact details of the representatives nominated to attend the meeting and can be submitted online using the link provided in the invitations sent by ECA.

Questions regarding the accreditation procedure should be directed to:

Jean-Paul Adam  
Director  
Technology, Climate Change and Natural Resources Management Division  
Economic Commission for Africa  
Email: [jean-paul.adam@un.org](mailto:jean-paul.adam@un.org)

## **Registration and identification badges**

### **Online registration**

All participants must register online using the link provided in the invitation letters. They are encouraged to do so well in advance, and no later than Friday, 25 February 2022, to ensure that accreditation and visas can be processed and badges can be issued as quickly as possible. The online system makes it easier to log the details required from participants and facilitates logistical preparations. All self-sponsored participants whose registration is approved and sponsored participants will receive a confirmation letter that will help them process their visa on arrival.

### **Badges**

Access to the meeting venue is restricted. A valid badge must be presented to gain entry. Forum badges will be issued at the registration counter located in front of the main entrance. Registration will begin on 1 March 2022.

For security reasons, Forum badges must be displayed at all times and must be shown to gain access to the Forum venue and meeting rooms. Participants who lose their badge should report immediately to the registration counter.

### **Forum languages**

The working languages of the Forum are English and French.

### **Facilities and services**

#### **Accommodation for persons with disabilities**

In the spirit of inclusion contained in the Sustainable Development Goals, the organizers will take measures to make the Forum accessible for persons with disabilities. If you require special assistance, please email [eca-arfsd@un.org](mailto:eca-arfsd@un.org) to see how we can best support you.

#### **Internet**

ECA will adopt a paper-smart organizational approach during the eighth session of the Forum. Participants are strongly encouraged to use electronic media as much as possible, and every effort will be made to reduce the number of documents printed. To help achieve these objectives, high-density wireless connectivity will be made available at the Forum.

#### **Documents**

As a paper-smart event, only electronic versions of Forum documents will be made available to participants. All Forum documents will be available via the ECA paper-smart portal ([papersmart.uneca.org](http://papersmart.uneca.org)) and on the webpage dedicated to Forum documents

<https://www.uneca.org/?q=eighth-session-of-the-africa-regional-forum-on-sustainable-development/documents>). Those who are attending in person are advised to bring their own devices (e.g., laptop computer, tablet, smartphone) to download and view the documents.

## Language

The official languages of Rwanda are English, Kinyarwanda, Kiswahili and French.

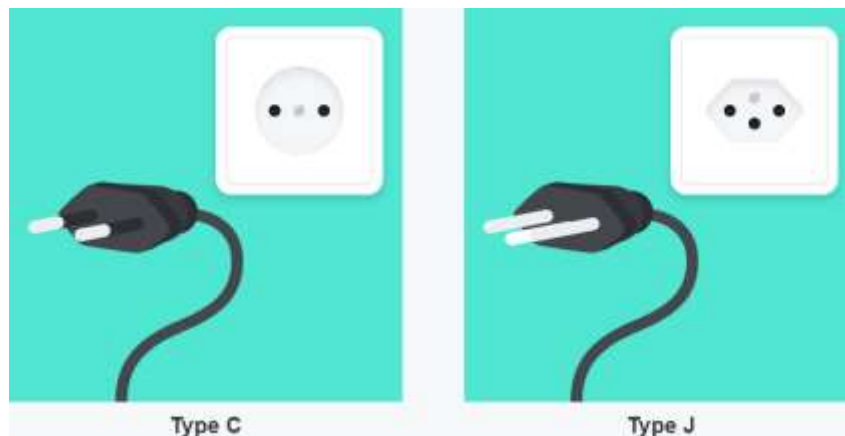
## Currency

The official currency in Rwanda is the Rwandan franc. One United States dollar is approximately equal to 1,000 Rwandan francs. Credit and debit cards, such as American Express, Diners Club, MasterCard and Visa, are widely accepted in Rwanda. ATMs are widely available.

Banks are generally open Monday to Friday from 9 a.m. to 3 p.m. However, some branches may be closed or may operate on reduced hours owing to coronavirus disease (COVID-19) related restrictions. All banks are closed on Sundays and public holidays.

## Electricity supply and voltage

The electricity supply in Rwanda is 230 V with a frequency of 50 Hz and alternating current (AC). The sockets have 13-amp breakers. Two plug types are used: types C and J. Plug type C has two round pins and plug type J has three round pins. The images below show the two types of plugs and sockets.



## Mobile phone services

MTN, Tigo and Airtel Rwanda are the main mobile phone companies in the country that offer prepaid SIM cards. The companies have roaming agreements with partners in many countries. SIM cards cost approximately \$1.50. Participants will need to show their passport when purchasing a SIM card from authorized stores. Foreign citizens are allowed to have one SIM card.

## Customs regulations

**IMPORTANT:** To comply with the import customs regulations of the Government of Rwanda, conference participants should declare any laptop computers or conference equipment they are carrying with them when entering the country.

## **Health care**

First aid care within the Forum premises will be available free of charge. For other medical care, participants may visit clinics in Kigali, which include the following main hospitals:

### **King Faisal Hospital**

Website: <https://kfh.rw/>

Address: [info@kfhkigali.com](mailto:info@kfhkigali.com)

Telephone: 0783 825 851

24-hour hotline: 3939

### **University Teaching Hospital of Kigali**

KN4 Ave.

Website: <http://chuk.rw/>

Telephone: 0788 304 005; 252 575 462

### **Ambulance**

Emergency Medical Services: 912 (toll-free)

All guests are advised to obtain travel medical insurance coverage.

### **Other hospitals and medical clinics**

Dr. Rodrigues: 0782 220 070

Marcel Baziruwaha (United Nations nurse): 0782 220 071

Peace Mukamurera (nursing assistant): 0782 220 073

Minas Medical Center, Kigali: 0783 110 153

Hôpital La Croix du Sud, Kigali: 0785 246 882

Polyclinique La Medicale, Kigali: 0788 305 661

Kibagabaga Hospital, Kigali: 0788 732 945

Deva Medical Center, Kigali: 0788 333 111

All participants are requested to ensure that their vaccines are up to date at least four to six weeks prior to their travel to Rwanda. Please also check the yellow fever vaccination requirement and bring your yellow fever vaccination certificate, if required.

## **Coronavirus disease**

The COVID-19 measures to be followed during travel are available under the tab “Info Note For Passengers Eng” at: [www.rbc.gov.rw](http://www.rbc.gov.rw). Participants should familiarize themselves with the measures in good time to ensure they make needed preparations to travel. Note that:

- All travellers arriving at Kigali International Airport must have a negative COVID-19 certificate. The only accepted test is a SARS-CoV-2 real-time polymerase chain reaction (RT-PCR) performed within 72 hours prior to departure.
- All travellers arriving or transiting in Rwanda **must complete the passenger locator form and upload the COVID-19 PCR test certificate** before heading to the airport. Please see passenger locator form at: <https://travel.rbc.gov.rw/travel/>.
- Full COVID-19 vaccination is encouraged prior to travel.
- COVID-19 RT-PCR and rapid antigen tests will be taken upon arrival, at the traveller's expense.
- Participants must self-test daily using a rapid antigen test before entering the conference venue.
- Results for RT-PCR tests taken on arrival will be available after 24 hours on the website of the Rwanda Biomedical Centre. To retrieve the results, you should enter the unique code sent to the phone number that you entered on the passenger locator form or to an email address. If the results are not available after 24 hours, please contact the Centre's medical team that is on duty at the airport 24 hours a day. The phone number is: +250 781 415 724.
- Travellers who test positive for COVID-19 will be treated at their own cost as indicated in the COVID-19 Clinical Management Guidelines available at [www.rbc.gov.rw](http://www.rbc.gov.rw) until they have fully recovered. Visitors must therefore have international travel insurance.
- All travellers departing Rwanda must have obtained a negative COVID-19 PCR test result from a test performed no more than 72 hours before departure.

## Media accreditation

All media will require accreditation from the host Government and the Forum secretariat.

### Note for media attending the Forum from outside Rwanda

All invited sponsored and self-sponsored media representatives travelling to Rwanda will be asked to register online at [www.uneca.org/?q=arfsd2022](http://www.uneca.org/?q=arfsd2022). Once your registration is approved by the organizing team, you will receive an official invitation letter to facilitate the visa process. Media representatives residing in countries without a Rwandan embassy or high commission will be advised on attendance modalities once their registration has been approved.

Invited media representatives will be required to submit a letter of assignment and one valid form of identification (for example, a press card, work identification, a driver's licence or a passport) as proof of their media affiliation to [denekews.uneca@un.org](mailto:denekews.uneca@un.org). These items should also be presented on arrival at the registration desk in Kigali.

A media centre will be set up at the venue to facilitate media coverage of the Forum. More information will be communicated directly to registered media representatives.

### Media equipment

Media representatives travelling from outside Rwanda will be required to fill out an equipment form to facilitate customs clearance. The form will be sent together with the official invitation letter.

## **On-site registration**

Media representatives based in Rwanda may register on site. You will need to present your letter of assignment and passport at the designated media desk at the accreditation site. On-site registration will open on 24 February 2022. Please contact [denekews.uneca@un.org](mailto:denekews.uneca@un.org) closer to the time for more information on the exact venue.

## **Security advisory**

Kigali is a relatively safe city for travellers. All hotels and conference venues will be monitored by the police. As in any other tourist destination around the world, visitors are advised to remain cautious and to follow certain guidelines:

- Maintain a low profile
- Stay alert and vigilant
- Where possible, do not go anywhere alone
- Do not go out at night
- Do not be at the wrong place at the wrong time

While you are at the Convention Centre, please adhere to the following guidelines:

- Wear your conference badge visibly and show it to any authorized person who asks to see it
- Do not leave bags and parcels unattended, as they may be confiscated or destroyed
- Do not bring unauthorized persons or children into the Convention Centre
- Look after your valuables
- Check that you have all your documents and personal items before you leave the conference halls and meeting rooms
- Inform the Security and Safety Service or the nearest security officer if you lose anything valuable

When you are in your hotel, please follow the safety advice below:

- Upon entering or leaving your room, make it a habit to lock the door
- Before leaving, inspect your room to make sure that no money, jewellery, cameras or other valuables are visible
- Deposit valuables or portable items at the reception desk and obtain a receipt or leave your valuables in the safe in your hotel room before going out
- Should you observe anything suspicious or out of the ordinary, please contact the Security and Safety Service

## **About Kigali**

The city of Kigali is the capital of Rwanda and is located in the very centre of the country. The city has grown rapidly in the past decade and is now not just the most important business centre but also the main port of entry into the country.



Founded in 1907, Kigali is one of the safest and friendliest capital cities in Africa. It is blessed with a moderate high-altitude climate that belies its tropical location, and it is conveniently located within a three-hour drive of the main tourist sites. The Rwandan capital provides both a comfortable and welcoming introduction to this “land of a thousand hills” and an ideal springboard from which to explore this magical country.

The city of Kigali is made up of three districts: Gasabo, Kicukiro and Nyarugenge. It is presently inhabited by approximately 1.2 million residents. Kigali is 70 per cent rural with a relatively young population. Young people make up about 60 per cent of the population and women slightly more than 50 per cent.

In 2008, the city of Kigali won the United Nations Human Settlements Programme (UN-Habitat) Scroll of Honour award for its many innovations in building a model, modern city symbolized by zero tolerance for plastics, improved waste collection and a substantial reduction in crime.

The UN-Habitat Scroll of Honour is the most prestigious award given by the United Nations in recognition of work carried out in the field of human settlements development. The aim of the award is to honour individuals and institutions that have been instrumental in improving living conditions in urban centres around the world.

## **Climate**

Thanks to its high altitude, Rwanda has a temperate tropical highland climate with lower temperatures than are typical for equatorial countries. Kigali, in the centre of the country, has a typical daily temperature range of between 12 and 27°C (54 and 81°F), with little variation throughout the year.

## **Time zone**

The time zone is GMT+2 all year round.

## **24-hour emergency numbers**

### **Event Security Coordinator**

Jaki Azmi

Contact: +251 91 150 8209

Email: [azmij@un.org](mailto:azmij@un.org)

### **Department of Safety and Security– Rwanda**

Radio Room

- Cell: +250 788 483 385
- Email: [unsoc.rw@undp.org](mailto:unsoc.rw@undp.org)

### **Rwanda National Police**

The Rwanda National Police operate 24 hours a day and can help in case of an emergency.

Toll-free phone number: 112

Headquarters phone number: +250 788 311 110/4/5

The same numbers can be used if outside Kigali. All the numbers can be called using a mobile phone.

## Annex

### Designated hotels

#	Hotel	Room type	Rate (United States dollars)
1	<b>Radisson Blu Hotel and Convention Centre</b> Email: <a href="mailto:nanou.shyaka@radissonblu.com">nanou.shyaka@radissonblu.com</a> Tel: M. +250 783 775 149 +250 252 252 252 Address: KG 2 Roundabout, Kigali, Rwanda  Please use the following link to book at the special rate: <a href="https://www.radissonhotels.com/en-us/booking/room-display?hotelCode=KGLZH&amp;checkInDate=2022-02-22&amp;checkOutDate=2022-03-08&amp;adults%5B%5D=1&amp;children%5B%5D=0&amp;searchType=pac&amp;promotionCode=ARFSD-8">https://www.radissonhotels.com/en-us/booking/room-display?hotelCode=KGLZH&amp;checkInDate=2022-02-22&amp;checkOutDate=2022-03-08&amp;adults%5B%5D=1&amp;children%5B%5D=0&amp;searchType=pac&amp;promotionCode=ARFSD-8</a> .	Standard single	120
		Standard double	150
2	<b>Lemigo Hotel</b> Email: <a href="mailto:reservation@lemigohotel.com">reservation@lemigohotel.com</a> Tel: +250 784 040 924 Address: KG 624 Street, Kigali	Standard single	130
		Standard double	180
3	<b>Hôtel Chez Lando</b> Email: <a href="mailto:info@chezlando.com">info@chezlando.com</a> Tel: +250 252 589 804 Mob: +250 788 385 300 Address: KG 201 Street, Kigali	Standard single	90
		Standard double	120
4	<b>Civitas Hotel</b> Email: <a href="mailto:info@civitashotelrwanda.com">info@civitashotelrwanda.com</a> Tel: +250 788 887 823 Address: KG 1 Avenue, Kigali	Standard single	70
		Standard double	100
5	<b>Gorilla Golf Hotel</b> Email: <a href="mailto:reservation@gorillashotels.com">reservation@gorillashotels.com</a> Tel: +250 788 174 000 / +250 788 200 500	Standard single	140

#	Hotel	Room type	Rate (United States dollars)
	Address: KG 274 Street, Nyarutarama, Kigali	Standard double	175
6	<b>Kigali Serena Hotel</b> Email: <a href="mailto:kigali@serenahotels.com">kigali@serenahotels.com</a> ; <a href="mailto:reservations@serena.co.rw">reservations@serena.co.rw</a> Tel: +250 788 184 500; +250 252 597 100 Fax: +250 252 597 101 Address: KN 3 Avenue, Kigali  Airport transfer: 35\$ per car load.	<b>Single occupancy</b> Standard/ Deluxe room 120 Superior room 185 Prime room 205 Junior suite 300 Executive suite 350	
		<b>Double occupancy</b> Double/ Deluxe room 205 Superior room 225 Prime room 250 Junior suite 340 Executive suite 400	
7	<b>Kigali Onomo Hotel</b> Email: <a href="mailto:Reservations.kigali@onomohotel.com">Reservations.kigali@onomohotel.com</a> / <a href="mailto:Sales.kigali@onomohotel.com">Sales.kigali@onomohotel.com</a> Tel: +250 786 624 188 Address: KN1 Avenue, Quartier de Kiyovu, Kigali	Standard single	110
		Standard double	130
8	<b>Sainte Famille Hotel</b> Email: <a href="mailto:reservation@saintefamillehotel.com">reservation@saintefamillehotel.com</a> Tel : +250 781 205 332 Address: 1 KN 1 Street, Kigali	Standard single	90
		Standard double	125
9	<b>Park Inn by Radisson</b> Email: <a href="mailto:Reservation.kigali@parkinn.com">Reservation.kigali@parkinn.com</a> Tel : +250 788 132 500 Address: Avenue de Kiyovu and Res des Parcs Plot 5457, Kigali	Standard single	120
		Standard double	175