22nd MEETING OF THE INTERGOVERNMENTAL COMMITTEE OF EXPERTS
ECA Sub-regional Office for Eastern Africa

Implementing the African Continental Free Trade Area in Eastern Africa:

From Vision to Action

Venue: Kigali Convention Center, Rwanda
Dates: 20-22 November 2018

INFORMATION NOTE FOR INTERNATIONAL PARTICIPANTS
Information Note for International Participants to the 22\textsuperscript{nd} Meeting of the Intergovernmental Committee of Experts (ICE)

The twenty-second session of the Intergovernmental Committee of Experts (ICE) organized by the UN Economic Commission for Africa (ECA), Sub-Regional Office for Eastern Africa (SRO-EA) will be hosted in Kigali, Republic of Rwanda on 20-22 November 2018.

ECA Office for Eastern Africa wishes to extend a warm welcome to all participants. The theme of the 22\textsuperscript{nd} ICE meeting is: \textit{Implementing the African Continental Free Trade Area in Eastern Africa: From Vision to Action}.

Please read the following information carefully as you plan your travel to Kigali.

1. Meeting Venue
   The meeting venue will be the Kigali Convention Centre.

2. Arrival and Departure Dates
   Sponsored international participants will arrive in Kigali on Monday 19 November 2018 and depart on Friday 23 November. Self-sponsored participants are encouraged to travel on the same dates. The Secretariat requests that self-sponsored participants provide by email their specific arrival and departure details at by Tuesday 13 November 2018 to event@communicateclarity.com.

3. Visa and Immigration Requirements
   Official representatives and experts holding Diplomatic passports, Service Passports or UN Laisser-Passer traveling to Rwanda to attend the meeting will be issued a free visa upon arrival. All citizens of the world are issued a visa upon arrival at all border posts without prior application at a cost of 30 US Dollars, with the exception of those provided for under regional and bilateral agreements. For further information on the Government of Rwanda’s visa regime, please check the following site: https://www.migration.gov.rw/index.php?id=283

   All ICE participants should carry with them their personal official letter of invitation to the ICE and the visa fee. These documents should be presented to the immigration authorities upon request.

\textbf{Note to journalists:} The visa fee is USD 50.
4. **Yellow Fever notice**

Due to the recent outbreak of Yellow Fever in the region, the Rwandan Ministry of Health requires all travelers coming from countries that are endemic to Yellow Fever to produce proof of vaccination at border posts. Delegates without proof of vaccination will be immunized at the airport clinic at a cost of 40 US Dollars.

5. **Arrival at the Airport**

For sponsored participants, please communicate any changes of your date and time of arrival in Kigali as soon as possible to: Ms. Mekdes Asmare Workneh, Email: asmare.uneca@un.org

Airport shuttles will be provided to and from the Radisson Blu Hotel where all sponsored international participants have been booked.

6. **Departures**

Delegates departing from Kigali International Airport will be go through security checkpoints, check-in and immigration counters.

Delegates travelling in business class will have access to VIP lounges. VIP delegates will have access to the Government VIP lounge.

Other passengers wishing to use the VIP lounges may get access at a cost of 30 US Dollars.

7. **Accommodation details**

ECA has made block booking and will cover the cost of hotel rooms for sponsored participants at the Kigali Radisson Blu Hotel on a bed and breakfast basis. All other incidental costs will be at the expense of the participants. - i.e. telephone, room service, mini-bar, laundry, other meals (dinner) – and must paid for directly to the hotel before departure. Lunch will be served for all meeting participants.

The duration of accommodation for sponsored participants will depend on the authorized itinerary of the ticket issued by ECA. For participants who wish to arrive earlier and/or stay at the hotel longer than their authorized itinerary, they will personally settle the hotel expenses for the extra days. ECA will not pay for stay that exceeds the days of the authorized ticket.

For self-sponsored participants, the ICE Secretariat has negotiated a preferential rate of $140 USD per night for a standard room at the Radisson Blu Hotel and Convention Centre. Bookings can be made no later than 15 November under this link.

Should non-sponsored participants wish to stay at other hotels, they will be responsible for all arrangements.
8. Accreditation

Participants will be required to register and obtain identification badges prior to the start of the Conference. Registration desks will be set at the Kigali Convention Centre. For security reasons, identification badges should be worn by all participants at all times, during the meeting as well as during official social functions around the ICE. Kindly bring along your invitation letter and personal identification document for registration purposes.

9. Security

The Government of Rwanda is dedicated to ensuring the utmost safety and security for all participants. Therefore, we ask for your understanding and to comply with the various security measures, which will be in place. Please be prepared to pass through a security check at the entrance of Kigali Convention Centre. Crime levels in Kigali are low, but you should take sensible precautions. Rwandan authorities will ensure that all precautionary measures are taken for delegates' safety and security. However, participants are personally responsible for their movements.

10. Daily Subsistence Allowance (DSA)

To facilitate DSA/Per diem payment, sponsored international participants are required to bring their original passports as they will be requested to show them before collecting the DSA/ Per diem on Wednesday 21st November at the meeting venue

11. Documents and Languages

Participants will be issued with copies of the 22nd ICE documents at the time of registration. Documents can also be downloaded from www.uneca.org/ea-ice22

Participants are advised to consult the Secretariat on any matters pertaining to the issuance or distribution of documents.

The working languages in the meeting are English and French. Simultaneous interpretation will be available.

12. Health and Health Care Requirements

Participants should be in possession of a valid yellow fever vaccination certificate. If you are on prescription medication, please ensure you have an adequate supply to last the duration of your stay and a copy of your prescription(s).

First Aid services will be available at the venue. For more extensive medical services, delegates are advised to seek treatment at one of the following hospitals:

- King Faisal Hospital
- Centre Hospitalier Universitaire de Kigali (CHUK)
- Rwanda Military Hospital
The medical coverage provided by the Host Government will be limited strictly to emergency cases only. The cost of any routine consultation (including prescription for medicines) will be borne by the participants or their insurances. Kigali city has several pharmacies open mostly during day hours, with few others working 24/7 on rotational basis.

13. General Health Tips

- Kigali is a clean city and discourages littering. Dispose your waste at designated areas at all times.
- Avoid close body contact or contact with blood or body fluids of a person presenting unusual symptoms. If this happens accidentally, wash immediately with water and soap and report promptly to the medical team on site.
- If you find someone presenting unusual symptoms, please contact 912 or 1112 or report the incident immediately to the nearest medical team.
- Eat and drink safely: ensure that your food and water are from trusted sources and fruits are thoroughly washed before eating.
- In case of emergency or accident, delegates should call the Emergency Medical Hotline: 912 or 1112.

14. General Information

- **Information Technology:** The following Rwandan mobile telecommunication service providers are available: MTN, Tigo/Airtel. Mobile telephone service providers also provide gateway to Internet using GPRS, 3G and 4G. Cell phone SIM cards are widely available; however, every SIM card user/buyer in Rwanda is expected by law to be registered for activation. The SIM card can be registered at the point of purchase.

- **Currency and Banking:** The currency is the Rwandan Franc (RWF) that is divided into 100 centimes. Exchange rates are subject to fluctuation. Currently, 1 USD is approximately equivalent to 880 RWF. Most internationally recognized currencies can be exchanged at commercial banks, hotels and at Kigali International Airport. Major credit cards are accepted in most hotels, restaurants and shops. Banking amenities are available at all commercial banks; local and regional banks hold agreement with a variety of credit card networks:

**Mastercard:** Bank of Kigali, ACCESS bank and Equity bank

**China Union:** Access bank, Equity bank and Bank of Kigali

**American Express:** Equity bank and Bank of Kigali

**Diners Club:** Equity bank and Bank of Kigali

- **Language:** The official languages of Rwanda is Kinyarwanda, English, French and Swahili.
- **Time zone:** The time in Rwanda is GMT+2.
- **Plastic Bags:** As part of an environmental protection policy, plastic bags are not allowed into Rwanda. Passengers entering Kigali International Airport (KGL), or any other border posts with plastic bags are required to discard them, and are supplied with an environmentally friendly alternative at a cost ranging between $2-$6.
- **Electricity Supply:** The power supply in Rwanda is 220/240V AC. It is advisable to bring your own round, two-prong adapter and transformer for 100V AC.

For more practical information on Rwanda, please visit the Visit Rwanda website at: [https://www.visitrwanda.com/practical-information/](https://www.visitrwanda.com/practical-information/)