



PARLIAMENT OF RWANDA



AFRICAN PARLIAMENTARY UNION

77th Session of the Executive Committee
Kigali, 10 & 11 March 2022

General Information

The Parliament of Rwanda is honored to host the 77th Session of the Executive Committee of African Parliamentary Union (APU) in Kigali, Rwanda, and welcomes all delegations that will take part in this high level event.

The information provided in this document is intended to guide all participants in the Session of the Executive Committee of African Parliamentary Union scheduled to take place in Kigali, Rwanda, on March 10 and 11, 2022.

1. VENUE OF THE SESSION

The 77th Session of the APU Executive Committee will be held in Kigali, at the seat of the Parliament of Rwanda.

2. REGISTRATION

The Member Parliaments of APU invited to take part in the Session are requested to communicate on the attached registration form the composition of their delegation no later than February 28, 2022 to the following addresses:

PARLIAMENT OF RWANDA Emails: coordination.upa@parliament.gov.rw; olivier.rubibi@parliament.gov.rw;	With copy to: African Parliamentary Union (APU) Emails: apunion.org@gmail.com; idigado223@gmail.com;
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3. VISAS

It is possible to obtain an entry visa to Rwanda directly on arrival, by presenting a valid passport and a method of payment at a border post. However, the steps can be taken before departure. The two easiest ways to obtain a visa are to apply directly to the nearest diplomatic representation of Rwanda or to do the procedures via the internet, on the website of the Directorate General of Emigration and Immigration: <https://www.migration.gov.rw/index.php?id=283>

Nationals from member countries of the African Union, the International Organization of La Francophonie and the Commonwealth obtain their entry visa to the territory on arrival in Rwanda and do not pay entry visa fees to Rwanda for a period not exceeding one month. The visa fee exemption also applies to holders of diplomatic or service passports.

4. ACCOMMODATION

Delegations will make their reservations directly with the recommended hotels listed below. Participants are kindly requested to communicate on the attached form their hotel reservations at the Hotel of their choice with a copy to the following addresses:

coordination.upa@parliament.gov.rw; apunion.org@gmail.com;

Hotel bills must be paid directly to the hotel concerned.

LIST OF RECOMMENDED HOTELS:

N°	Hotels and contacts	Rooms	Rates (USD)
1.	Radisson Blu Hotel(5*) Contact: Mugisha Cedrick Tel:+250 782062866 Email: cedrick.mugisha@radissonblu.com	Superior room	230
		Executive room	255
		Suite	860
2.	Marriott Hotel (5*) Contact: Geoffrey Tel.: +250222111111 Email: reservations.kigali@marriott.com	Delux room	200
		Superior room	263
3.	Serena Hotel (5*) Contact: Schola Semutwa Tel.: +250788200422 Email: Schola.semutwa@serenahotels.com	Superior room	230
		Principal room	245
		Executive room	365
4.	Hôtel des Mille Collines (4*) Contact: Kamegeri Vincent Tel.: +250252002000 Email: reservations@millecollines.rw	Classic room	220
		Classic room with garden view	245
		Classic room with panoramic view	270
5.	Lemigo Hotel (4*) Contact: GratienKalima Tel.: +250 788 420 955 Email: reservation@lemigohotel.com	Standard room	150
		Delux room	200
		Executive room	250
6.	Park Inn by Radisson Contact: Joella Umutoni Tel.: 0788132500 Email: joella.umutoni@parkinn.com	Standard room	165
		Superior room	180
		Suite	335

5. ARRIVAL AND DEPARTURE

In order to facilitate reception at Kigali International Airport, all participants are requested to provide details of their itineraries upon registration.

A reception and protocol assistance service will be set up at Kigali International Airport from March 8, 2022, and will provide assistance to delegates with administrative formalities and transfers from the airport to their respective hotels. This service will also ensure transfers of participants from hotels to the airport at the end of the Session.

6. HEALTH

As part of the measures put in place to prevent the spread of COVID-19, the following measures must be taken on arrival in Rwanda:

- Any passenger traveling to Rwanda must bring a negative COVID-19 test certificate. The only accepted test is the SARS-CoV-2 RT-PCR test performed within 72 hours before departure (i.e. passengers must be tested and obtain results within 3 days before departure). Other tests, such as rapid diagnostic tests (RDTs), are not accepted.
- Delegates arriving in Rwanda are directly tested upon arrival at the Airport. In this regard, they must wait at the hotel of their choice among the hotels selected by the Rwandan Parliament for the results of his COVID-19 test. During this waiting period, the COVID-19 prevention measures taken by the Ministry of Health must be followed. Another PCR test is mandatory for all passengers made 72 hours before their departure from Rwanda, at US \$ 60 per test and payable by the passenger.
- Any passenger departing to Rwanda must complete the online tracking form and upload the COVID-19 test certificate before going to the airport. It is recommended that all passengers consult the passenger tracking form at <https://travel.rbc.gov.rw/travel/>
- All passengers entering Rwanda, including those already vaccinated against COVID-19, must respect these measures.

NB: Any change in the framework of the measures put in place to prevent the spread of COVID-19 will be communicated to APU for consideration.

During the Session, a first emergency medical service will be provided at the place of the meeting which is the Parliament of Rwanda. Health insurance will be compulsory for other treatments or private consultations in public or private hospitals in the country.

7. TRANSPORTATION OF PARTICIPANTS

The Parliament of Rwanda will be responsible for the transport of delegates during official programs throughout the period of the Session. However, any need for transportation out of the official program will be considered private and therefore will be the responsibility of the delegates.

8. SAFETY

All necessary arrangements will be made by the Parliament of Rwanda to ensure the safety and tranquility of all participants. A participant badge will be issued to participants to allow them easy access to the venue of the Session.

Participants will therefore be requested to wear their badges inside the Rwandan Parliament and at all official events that will take place during the Session.

9. PERSONAL EXPENSES OF PARTICIPANTS

Personal expenses are the responsibility of the participants, in particular the costs of accommodation and meals which are not provided in the official program, and may be paid by credit card in hotels and restaurants. Major credit cards are accepted in hotels, restaurants and shops.

10. BANKING SERVICES

Banks are open from 8 a.m. to 5 p.m. on weekdays and from 9 a.m. to 3 p.m. on Saturdays. Banking services are available at all banks. Most banks have ATMs that accept Visa, MasterCard and Cirrus cards. Currency exchange offices are available in all parts of Kigali City.

Most internationally recognized currencies can be exchanged at commercial banks, hotels and at Kigali International Airport. An ATM network is also available in banks and around hotels where international credit cards can be used.

The Rwandan franc is the currency used in Rwanda: 1USD = 1010 RWF.

11. CLIMATE CONDITIONS AND TIME IN RWANDA

The month of March will coincide with the rainy season which runs from February to May with temperatures ranging between 15 ° C and 28 ° C. It is therefore recommended that participants bring appropriate clothing.

The time in Rwanda is GMT + 2.

12. COMMUNICATION SERVICES

The following mobile telecommunications service providers are available:

- MTN and Airtel –Tigo.

The international code for Rwanda is (+250).

Mobile phone service providers also provide a gateway to the Internet using GPRS, 3G and 4G. SIM cards for mobile phones are widely available. However, in Rwanda, every SIM card user / buyer must present a legally required passport / ID card to be registered before their SIM card is activated. The SIM card can be registered at the point of purchase.

13. PRESS SERVICE

A press service will be set up within the Parliament to ensure journalists and participants the best working conditions and will deal with media relations: national and international written press, radio and television.

Journalists wishing to cover the event should request accreditation from Mr. KABANDANA Maurice, Director of Communication at the Parliament of Rwanda, TEL: +250788433633 Email: maurice.kabandana@parliament.gov.rw

14. TOURIST ATTRACTIONS

Once in Rwanda, you can use your free time before or after the Session to explore Rwanda, as long as the schedule allows. Visitors can experience the lush green expanses of the countryside while learning about Rwanda's many natural and cultural attractions such as: Kigali city tour, museums, bird watching tours, community tourism, cultural and religious, the surroundings of Lake Kivu, national parks, to name a few.

15. OTHER PRACTICAL INFORMATION

The power supply in Rwanda is 220V AC, 50Hz. Electrical outlets are rounded with two pins.

As part of the environmental protection policy, plastic bags are not allowed in Rwanda. Passengers entering through Kigali International Airport or any other border post with plastic bags are required to leave them behind and purchase an ecological alternative at a cost of between \$ 2-6.



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FORM : REGISTRATION OF DELEGATES

Parliament:

Head of delegation (Names):

Members of delegation :

FAMILY NAME	FIRST NAME	TITLE

Secretaries, Advisers :

1.....

2.....

Date & signature.....

Please complete the form and address **by 28 February, 2022**, at the latest to :

PARLIAMENT OF RWANDA Emails: coordination.upa@parliament.gov.rw; olivier.rubibi@parliament.gov.rw;	With copy to: African Parliamentary Union (APU) Emails: apunion.org@gmail.com; idigado223@gmail.com;
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HOTEL BOOKING FORM

(Each participant should complete the individual hotel booking form)

HOTEL : _____

Family name: _____ First name: _____

Parliament : _____

Address : _____

N. telephone : _____ Email : _____

Arrival Date : / / -- / / -- / / / / / Departure date : / / -- / / -- / / / / /

Number of nights : _____

Room category : _____

Special requests : _____

Bookings should be made directly with the selected Hotel by 28 february 2022 at the latest.

Signature : _____

Date: ____ / ____ / ____

NB : This form should be sent **by 28 February 2022** at the latest to the selected Hotel with copy to:
coordination.upa@parliament.gov.rw; apunion.org@gmail.com

HOTELS, ROOM CATEGORIES AND RATES

Please confirm your choice by checking the corresponding box

HOTEL CONTACTS		ROOM CATEGORY		PREFERENTIAL RATES IN US DOLLARS (USD)
1. Radisson Blu Hotel (5*) Contact: Mugisha Cedrick Tel: +250 782062866 Email: Cedrick.mugisha@radissonblu.com		Superior room		230
		Executive room		255
		Suite		860
2. Marriott Hotel (5*) Contact: Geoffrey Tel.: +250222111111 Email: reservations.kigali@marriott.com		Delux room		200
		Superior room		263
3. Serena Hotel (5*) Contact: Schola Semutwa Tel.: +250788200422 Email: Schola.semutwa@serenahotels.com		Superior room		230
		Principal room		245
		Executive room		365
4. Hôtel des Mille Collines (4*) Contact: Kamegeri Vincent Tel.: +250252002000 Email: reservations@millecollines.rw		Principal room		250
		Superior room		350
5. Lemigo Hotel (4*) Contact: Gratien Kalima Tel.: +250 788 420 955 Email: reservation@lemigohotel.com		Standard room		150
		Delux room		200
		Executive room		250
6. Park Inn by Radisson Contact: Joella Umutoni Tel.: 0788132500 Email: joella.umutoni@parkinn.com		Standard room		165
		Superior room		180
		Suite		335

Breakfast, taxes, and free Wi-Fi are included in all the rates.

1 USD = 1010 RWF