



The Commonwealth

**THE 12<sup>th</sup> REGIONAL CONFERENCE OF HEADS OF  
ANTI-CORRUPTION AGENCIES IN THE  
COMMONWEALTH AFRICA**

**INFORMATION NOTE**

**EVENT DATES**

**May 2022**

**VENUE:**

**03/05/2022 KIGALI CONVENTION CENTRE**

**04-06/05/2022 KIGALI SERENA HOTEL**

**07/05/2022 VISIT TO KIGALI GENOCIDE  
MEMORIAL AND CAMPAIGN AGAINST  
GENOCIDE MUSEUM**



## **REGISTRATION**

Registration of participants will take place at the meeting venue upon arrival on Monday 2<sup>nd</sup> May 2022 at the reception. Participants will receive their conference material on arrival/registration at the Venue. ATTENDANCE LIST for the duration of the meetings will be signed DAILY.

## **ACCOMMODATION**

All participants sponsored by Commonwealth Secretariat will reside at Kigali Serena Hotel. Accompanying delegates can book accommodation at any of the hotels listed below. Please let us know if you would like us to book for your preferred hotel. In the event that you arrange your Hotel Booking please provide us with the details on [nkurunziza.jeanpierre@ombudsman.gov.rw](mailto:nkurunziza.jeanpierre@ombudsman.gov.rw).

Other hotels that can be booked are the following:

1. Scheba Hotel
2. Hotel Isimbi
3. Ubumwe Grande Hotel
4. Sainte Famille Hotel
5. Galaxy Hotel Kigali
6. Park Inn by Radisson Kigali
7. Hill View Hotel
8. Hotel Gorillas Kigali Centre

## **GETTING TO RWANDA**

The main airport of Rwanda is Kigali International Airport. It is located 10 km east of the city center.

Several daily flights connect Kigali with other capitals of the sub-region and intercontinental flights allow passenger traffic between Europe, Asia and other continents, directly or with a connection.



## **WEATHER**

Rwanda can be visited and enjoyed any time of the year.

Temperatures average around 24°C (75°F), except for in the higher mountain areas where it ranges from 10°C to 15°C (50°F to 60°F).

The dry season, which lasts from mid-May to mid-October, is the best time to track, hike and mountain climb, however, it is not as “green” as the wet season, which spans the other half of the year.

Wet Season: mid-October to mid-May.

The Northeast has a lot more rain, due to the volcanoes being covered in rainforest. Karisimbi (the highest peak in Rwanda at 4,000 meters), is usually covered with snow.

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, 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 from \$2-\$6.

## **VISAS**

Nationals of all countries receive visa on arrival at Kigali International Airport and all land borders.

Citizens of countries members to the following international organizations; African Union, Commonwealth and La Francophonie get visa upon arrival and are waived visa fees for a visit of 30 days.

A citizen of East African Community Member States is issued a pass/entry visa free of charge upon arrival to stay for the period of six months.

Citizens of all countries that are not visa exempt, have also option to submit application online or at the Rwanda Diplomatic Missions of the country of residence before departure. Those applying online have option to pay online or upon arrival. For more information, use the following link: <https://migration.gov.rw/our-services/visa-issued-under-special-arrangement>



## **SPECIAL CONDITIONS**

In the context of reciprocity, a 90 days visa is provided free to nationals of the following countries: Angola, Benin, Central African Republic, Chad, Ghana, Guinea, Indonesia, Haiti, Senegal, Seychelles, Sao Tome and Principe, Democratic Republic of Congo, members of the Community of East African States, Mauritius, the Philippines, Hong Kong and Singapore. For diplomatic and service passports, an exemption is applied for the following countries: Djibouti, Ethiopia, Gabon, Guinea, India, Israel, Morocco and Turkey.

Countries affected by Yellow Fever; all attendees must bring their certificate of inoculation, otherwise a further vaccination will be injected upon arrival, possibly at additional cost. Further information available here: <https://migration.gov.rw/our-services/visa-issued-under-special-arrangement>

## **ARRIVALS**

- To facilitate delegates, there will be ushers at the main arrival terminal at Kigali international Airport.
- Ushers will attend to the delegates from the terminal, until they pick up their luggage and head to their respective hotels.
- Guests departing from Kigali International Airport to hotels will also be facilitated.

## **LOST LUGGAGE**

- In the eventuality that delegates lose their luggage, a dedicated lost luggage desk will assist delegates.

## **TRANSPORT**

- The Office of the Ombudsman will cater for the transport of the delegates from and to the airport. Ushers will provide necessary assistance.
- Transportation from hotels to the event venue will be provided at specific times, which will be communicated. This transportation is provided only to delegates hosted by listed hotels above.

## **COURTESIES GIVEN TO HEAD OF DELEGATIONS**

- On arrival and on departure, a car will be provided for the Head of Delegations.



## **EMERGENCY CONTACT DETAILS**

Rwanda is safe. We do recommend that you exercise normal caution, as you would at home, when travelling in our country.

### **POLICE**

- Rwanda National Police (RNP) operates 24 hours a day and can help in case of an emergency.
- Toll free call: 112
- Contact Police headquarters on phone number: +250 788311110 /4/5
- The same numbers can be used if outside Kigali. All these numbers can be called using a mobile phone.

### **AMBULANCE**

- SAMU – Toll Free number 912

### **FIRE**

Fire services are provided by Rwanda National Police, 24 hours a day and 7 days a week

- Mobile: +250 788311120
- Tel: 0252570195

### **PHARMACY SERVICES**

Kigali city has several pharmacies open mostly during day hours, with few others working 24/7 on rotation basis.

### **INFORMATION TECHNOLOGY**

The following Rwandan mobile telecommunication service providers are available:

- MTN
- Airtel/ TIGO

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**

The Unit of 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 1028 RWF. For further information, visit at <https://www.bnr.rw/currency/exchange-rate/>

## **BANKING SERVICES**

Banking hours are from 08:00am to 18:00pm on weekdays and from 08:00am to 15:00pm on Saturdays. Banking amenities are available at all commercial banks; local and regional banks hold agreement with a variety of credit card networks:

- VISA: Bank of Kigali, Ecobank, Equity bank, I & M bank, Kenya Commercial Bank, ACCESS bank, Banque Populaire du Rwanda and Urwego Bank
- MasterCard: Bank of Kigali, ACCESS bank and Equity bank
- China Union Pay: Access bank, Equity bank and Bank of Kigali
- Japan Credit Bureau: Equity bank
- American Express: Equity bank and Bank of Kigali
- Diners Club: Equity bank and Bank of Kigali

Most internationally recognized currencies and travelers' cheques can be exchanged at commercial banks, hotels and international airport. Major credit cards are accepted in most hotels, restaurants and shops.

## **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.

## **COVID19 TESTING**

### **Covid19 Guidelines passengers arriving in Rwanda**

<https://www.rbc.gov.rw/index.php?id=745>

### **Covid19 Guidelines for MICE regulations**

<https://rdb.rw/wp-content/uploads/2022/02/2-FEB-RDB-GUIDELINES-ENGLISH.pdf>

For more, practical information on Rwanda, please visit:

<https://www.visitrwanda.com/practical-information/>

## **Contact Information**

For further information, please contact: Mr. Nkurunziza Jean Pierre - +250-788-305887  
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