



**AFRICA CIVIL AVIATION COMMISSION  
33<sup>RD</sup> AFCAC PLENARY SESSION**

**1<sup>ST</sup> - 3<sup>RD</sup> DECEMBER 2021  
KIGALI, RWANDA**

**RWANDA INFORMATION BULLETIN**

## 1. VENUE OF 33<sup>rd</sup> AFCAC PLENARY

1.1. The 33<sup>rd</sup> Plenary Sessions of AFCAC will take place at the Kigali Convention Center in Kigali, Rwanda from 1<sup>st</sup> to 3<sup>rd</sup> December 2021 at the kind invitation of the Government of Rwanda through the Rwanda Civil Aviation Authority.

1.2. The meeting focal points are;

<b>AFCAC;</b>		
<b>Mrs. Racky So Mbacke,</b> Public & External Relations Officer Tel: (221)33 859 88 00 Cell: (221)77 562 36 12 Fax: (221) 33 820 70 18 Email: <a href="mailto:rsombacke@afcac.org">rsombacke@afcac.org</a>	<b>Ms. Adja F.Banel NDIAYE</b> Secretary Tel: (221) 33 859 88 00 Cell: (221) 77 950 28 98 Fax: (221) 33 820 70 18 Email: <a href="mailto:secretariat@afcac.org">secretariat@afcac.org</a>	<b>Mr. Wade MOHAMED</b> ICT Tel: (221) 33 859 88 00 Cell: (221) 77 606 50 56 Fax: (221) 33 820 70 18 Email: <a href="mailto:mwade@afcac.org">mwade@afcac.org</a>
<b>Rwanda;</b>		
<b>Mr. Joel Ntwali Rukazambuga</b> Rwanda CAA Tel: +250 787 450 391 Email: <a href="mailto:jntwali@caa.gov.rw">jntwali@caa.gov.rw</a>	<b>Ms. Ingrid Umutoni</b> Rwanda CAA Tel: +250 786 551 048 Email: <a href="mailto:iutumoni@caa.gov.rw">iutumoni@caa.gov.rw</a>	<b>Ms. Ines Muco SEMWAGA</b> Rwanda CAA Tel: +250 788 561 880 Email: <a href="mailto:imuco@caa.gov.rw">imuco@caa.gov.rw</a>

## 2. VISA FORMALITIES

- 2.1. Official representatives holding Diplomatic and Service passports or Laissez-passer of the AU or UN traveling to Rwanda to attend the AFCAC 33<sup>rd</sup> Plenary 2021 will be issued with a visa on arrival.
- 2.2. All citizens from African Union member countries, Francophonie and Commonwealth countries will get a 30-day free visa upon arrival.
- 2.3. All citizens of the world are issued a visa upon arrival at all border posts without prior application. For further information on the Rwandan new visa regime, please check the following site:

<https://www.migration.gov.rw/index.php?id=283>



### **3. COVID-19 GUIDELINES**

#### **3.1. Arrival;**

- 3.1.1. All travelers arriving in Rwanda 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 (meaning travelers must be tested and get results within 3 days of their first flight). Other tests, such as Rapid Diagnostics Tests (RDTs), are not accepted. COVID-19 Test is not mandatory for accompanied children under 5 years.
- 3.1.2. All travelers arriving in Rwanda must complete the passenger locator form and upload the COVID-19 test certificate before heading to the airport. Please see the passenger locator form on [www.rbc.gov.rw](http://www.rbc.gov.rw)
- 3.1.3. Travelers will be tested for COVID-19 upon arrival at the airport and the payment of 60 USD (50USD for covid-19 test and 10USD for specific logistics to the airport) will be done as per the indications of the passenger locator form. For passengers who opt for a cash payment at arrival, the balance will be given in Local currency (FRW). The passenger who wouldn't use the payment methods on the passenger locator form may be required to pay again at arrival and claim a refund for any previous payment made.
- 3.1.4. All arriving travelers are required to wait 24 hours for the results of their COVID19 test taken upon arrival in a designated transit hotel at own cost. All COVID-19 prevention measures announced by the Ministry of Health must be respected during the waiting period. Guests are welcome to stay at the recommended list of hotels (below) as they await the results.

#### **3.2. Departure;**

- 3.2.1. All travelers departing from Rwanda must test negative for COVID-19. The only accepted test is a SARS-CoV 2 Real Time Polymerase Chain Reaction (RT-PCR) performed within 72 hours before departure performed by the Rwanda Biomedical Center/National Reference Laboratory, Provincial or District Hospitals. Other tests, such as Rapid Diagnostics Tests (RDTs), are not accepted. COVID-19 test is not mandatory for accompanied children under 5 years.
  - 3.2.2. Travelers are advised to check with airlines about the COVID-19 requirements of the final destination and/or transit countries
  - 3.2.3. PCR testing will be accessible at the venue (KCC), testing will be at own cost.
- 3.3. For more information see the below link:  
[https://www.rbc.gov.rw/fileadmin/user\\_upload/annoucement/Info%20note%20for%20passengers%20arriving%20in%20Rwanda.pdf](https://www.rbc.gov.rw/fileadmin/user_upload/annoucement/Info%20note%20for%20passengers%20arriving%20in%20Rwanda.pdf)

## 4. ARRIVALS AND DEPARTURE

- 4.1. To facilitate delegates, there will be a protocol team at the main arrival terminal at Kigali International Airport.
- 4.2. For a smooth protocol, we would kindly request flights details and accommodation plans from each delegate.
- 4.3. Guests departing from Kigali International Airport are requested to arrange with hotels for pick up and drop off.
- 4.4. Lost Luggage
  - 4.4.1. In the eventuality that delegates lose their luggage, a dedicated lost luggage desk will assist delegates. Delegates can choose to have their luggage delivered at their hotels for a fee of 20 US Dollars or to collect it at the airport at no cost.

## 5. TRANSPORT

Hotels will provide transportation from/to Kigali International Airport.

Transport is organized for delegates from the list of hotels below to the event venue.

For taxi cabs, please call 1010 (MOVE).

## 6. ACCOMMODATION

Delegates wishing to stay at the list of hotels to indicate that they are attending the AFCAC Plenary Sessions being hosted by the Rwanda Civil Aviation Authority in December to benefit from the below special offers (negotiated rates).

No.	Hotel	Level (Star)	Negotiated Room rate	Contacts
1.	RADISSON BLU HOTEL (At the venue, KCC)	5	Superior Room-US\$ 130 Executive Room-US\$ 190 <b>Promo Code:</b> AFCAC	+250252252 252/+250724000028 <a href="mailto:reservations.kigali@radissonblu.com">reservations.kigali@radissonblu.com</a> <a href="mailto:Nice.uwase@radissonblu.com">Nice.uwase@radissonblu.com</a>
2.	KIGALI SERENA HOTEL (Distance: 9.5 km)	5	Standard Room-US\$ 150.00 Deluxe Room-US\$ 170.00 Superior Room- US\$ 200.00 Prime Room- US\$ 230.00 Junior Suite- US\$ 245.00 Executive Suite- US\$ 445.00	+250788184500/+250252597100 <a href="mailto:reservations.kigali@serenahotels.com">reservations.kigali@serenahotels.com</a>
3.	PARK INN BY RADISSON (Distance: 5.8 km)	4	Superior Room- US\$120 High Floor Standard Room - US\$ 100 <b>Promo Code:</b> AFCAC	+250788330492 +250788132500 <a href="mailto:nadege.uwase@parkinn.com">nadege.uwase@parkinn.com</a> <a href="mailto:reservation.kigali@parkinn.com">reservation.kigali@parkinn.com</a>
4.	UBUMWE GRANDE HOTEL (Distance: 6.1 km)	4	Classic Room-US\$110 Classic Terrace-US\$ 130 Deluxe Room-US\$ 150 Junior Suite-US\$ 180 Apartment-US \$220 <b>Promo code:</b> AFCAC/DEC/2021	+250783744755 <a href="mailto:reservations@ubumwegrandehotel.com">reservations@ubumwegrandehotel.com</a>

5.	LEMIGO HOTEL (Distance: 1.1 km)	4	Standard room-US\$ 80 Deluxe Room-US\$ 120 Executive Room-US\$ 150 <b>Promo code:</b> LH-12501/AFCAC	+250784040924/ +250738785048 <a href="mailto:reservation@lemigohotel.com">reservation@lemigohotel.com</a>
6.	BEAUSEJOUR HOTEL (Distance: 1.7 km)	3	US\$70	+250788388885 <a href="mailto:info@beausejourhotel.rw">info@beausejourhotel.rw</a>
7.	HOTEL CHEZ LANDO (Distance: 2.4 km)	3	US\$70	+250788385300 <a href="mailto:info@chezlando.com">info@chezlando.com</a>

## 7. INFORMATION TECHNOLOGY

The following Rwandan mobile telecommunication service providers are available:

- MTN
- Airtel & Tigo

Mobile telephone service providers also provide a gateway to the 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.

Internet will be free at the venue.

## 8. MEDICAL SERVICES

There will be first aid medical services available at the venue.


For any advanced treatment, delegates are advised to seek treatment at one of the following hospitals:

- King Faysal Hospital: +250 788307561
- Centre Hospitalier Universitaire de Kigali/CHUK: +250 788868240
- Kanombe Military Hospital: +250 788305703

For any medical services offered, the guest will cover the costs.

### 8.1. GENERAL HEALTH TIPS:

- 8.1.1. Maintain strict hand hygiene. Wash your hands often with soap and water, especially before eating. Take along your supply of pocket-sized hand sanitizers (it should contain at least 60% alcohol).
- 8.1.2. 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.
- 8.1.3. If you find someone presenting unusual symptoms, please contact **912 or 112** or report the incident immediately to the nearest medical team.
- 8.1.4. Kigali is a clean city and discourages littering. Dispose your waste at designed areas at all times.

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- 8.1.5. Comfortable clothing: Although the temperature is projected to be friendly, the temperatures at the Summit venue may vary between 18°C and 27°C. Please take along comfortable clothing.
  - 8.1.6. In case of emergency or accident, delegates should call the Emergency Medical Hotline: **912 or 112**

## **9. PHARMACY SERVICES**

Kigali city has several pharmacies open during day hours, with some working 24/7.

## **10. Currency**

- 10.1. The Unit of currency is the Rwandan Franc (RWF) that is divided into 100 centimes.
- 10.2. Exchange rates are subject to fluctuation. Currently, 1 USD is approximately equivalent to 1100 RWF.

## **11. Climate**

In December, Rwanda is in the rainy season. Temperatures vary from 20° C to 26°C.

## **12. Time**

The time in Rwanda is GMT+2.

## **13. Banking Services**

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

- 13.1. **VISA:** Bank of Kigali, Ecobank, Equity bank, I & M Bank, Kenya Commercial Bank, ACCESS bank, Banque Populaire du Rwanda, and Urwego Opportunity bank
- 13.2. **MasterCard:** Bank of Kigali, ACCESS bank, CogeBanque, and Equity bank
- 13.3. **China Union Pay:** Access bank, Equity bank, and Bank of Kigali
- 13.4. **Japan Credit Bureau:** Equity bank
- 13.5. **American Express:** Equity bank and Bank of Kigali
- 13.6. **Diners Club:** Equity bank and Bank of Kigali
- 13.7. 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.

## **14. 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 between \$2 - \$6.



## **15. 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.

## **16. Emergency Services**

In case of emergency, please refer to the telephone numbers listed below.

- **Fire Brigade (Toll-Free): 111 or +250 788 311 224**
- **Ambulance (Toll-Free): 912**
- **General Assistance: 997**

## **17. Business and Shopping Hours**

Public Offices open from 07:00 to 17:00 while businesses open from 08:00 to 22:00, Monday to Friday. Opening times on weekends for business range between 09:00 to 22:00.

**For more practical information on Rwanda, please visit:**

<http://www.rwandatourism.com/practical-info>