



27th AFRICAN UNION SUMMIT



PROTOCOL GUIDELINES & ADMINISTRATIVE ARRANGEMENTS



10-18 July 2016 | Kigali, Rwanda

10-12 July 2016

**The 32nd Ordinary Session of the Permanent Representatives
Committee of the African Union.**

13-15 July 2016

**The 29th Ordinary Session of the Executive Council
of the African Union**

17-18 July 2016

**The 27th Ordinary Session of the Assembly of Heads of State
and Government of the African Union**

**Kigali Convention Centre
Kigali-Rwanda**

**Ministry of Foreign Affairs and Cooperation of
The Republic of Rwanda**

Contents

1. Introduction.....	5	9.3. Heads of Delegations.....	11
2. Program.....	5	9.4. Former Heads of State.....	11
Key Dates.....	5	9.5. Other Delegates.....	11
3. Official Functions by the Government of Rwanda.....	5	10. Accreditation.....	11
3.1. State Banquet.....	5	Members of the Press and Press Equipments.....	12
3.2. Smart Africa Luncheon.....	5	11. Security.....	13
3.3. Reception.....	5	11.1. Site Zones and Access Procedures.....	13
4. The Protocol Directorate General of the Ministry of Foreign Affairs and Cooperation.....	6	11.1.1. Red Zone.....	13
5. Arrivals and Departures.....	6	11.1.2. Blue Zone.....	13
5.1. Kigali International Airport (KIA).....	6	11.1.3. Radisson Blu Hotel.....	13
5.2. Arrivals.....	6	11.2. Security Firearms.....	13
5.3. Yellow Fever Notice.....	7	11.3. Badge Allocation and Car passes.....	13
5.4. Lost Luggage.....	7	12. Health Services.....	14
5.5. Departures.....	7	13. General Information.....	14
5.6. Aircraft Clearance.....	7	13.1. Information Technology.....	14
6. Visa Formalities.....	8	13.2. Currency.....	14
7. Arrival Ceremony and Procedure.....	8	13.3. Banking Services.....	14
7.1. Heads of State.....	8	13.4. Climate.....	15
7.2. Ministers of Foreign Affairs.....	9	13.5. Time.....	15
7.3. Other Delegates.....	9	13.6. Plastic Bags.....	15
8. Categories of Courtesies: Transport.....	9	13.7. Electricity Supply.....	15
8.1. Heads of State.....	9	13.8. Emergency Services.....	15
8.2. First Ladies.....	9	13.9. Business and Shopping Hours	15
8.3. Former Heads of State/Heads of Government.....	9		
8.4. Heads of Delegation.....	9		
8.5. Minister of Foreign Affairs.....	9		
8.6. Other Delegates.....	9		
9. Categories of Courtesies: Accommodation.....	10		
9.1. Heads of State/Government and Spouses.....	10		
9.2. Heads of Government.....	10		

Annex I.....	16
Annex II.....	17
Annex III.....	18
Annex IV.....	19
Annex V.....	20
Annex VI.....	21
Annex VII.....	23
Annex VIII.....	24
Annex IX.....	25
Annex X.....	25
Annex XI.....	26
Annex XII.....	27

1. INTRODUCTION

The 27th Ordinary Session of the AU Assembly of Heads of State and Government will be hosted for the first time by the Government of Rwanda in Kigali, Rwanda from July 10th-18th, 2016 under the theme of **African Year of Human and People's Rights with particular focus on the rights of women.**

2. PROGRAM

Key Dates

July 10 th – 12 th , 2016.	The 32 nd Ordinary Session of the Permanent Representatives Committee.
July 13 th – 15 th , 2016	The 29 th Ordinary Session of the Executive Council
July 16 th , 2016	Retreat of Heads of State and Government on Financing the African Union
July 16 th , 2016	Summit of the Heads of State Participating in the APRM
July 17 th – 18 th , 2016	27 th Ordinary Session of the Assembly of Heads of State and Government of the African Union.

All meetings will be held at the Kigali Convention Centre, in Kigali, Rwanda. The final program for all meetings will be communicated by the African Union Commission (AUC).

3. OFFICIAL FUNCTIONS BY THE GOVERNMENT OF RWANDA

3.1. State Banquet

A State Banquet will be hosted by H.E. Paul KAGAME, President of the Republic of Rwanda on the evening of 17th July 2016, at 19:30. Heads of State and Government shall be received in accordance with the order of precedence.

Attendance shall be only by invitation.

3.2. Smart Africa Luncheon

The Smart Africa Luncheon will be hosted by H.E. Paul KAGAME, President of the Republic of Rwanda on 18th July 18th, 2016, at 13:00. Heads of State and Government shall be received in accordance with the order of precedence.

Attendance shall be only by invitation.

3.3. Reception

In honor of the Ministers of Foreign Affairs attending the 29th Ordinary Session of the Executive Council of the African Union, Hon. Louise MUSHIKIWABO, Minister of Foreign Affairs and Cooperation of the Republic of Rwanda, will host a reception on the evening of 13th July 2016, at 19:30.

Attendance shall be only by invitation.

4. THE PROTOCOL DIRECTORATE GENERAL OF THE MINISTRY OF FOREIGN AFFAIRS AND COOPERATION

The Protocol Directorate General of the Ministry of Foreign Affairs and Cooperation will oversee a preparatory secretariat which will coordinate all protocol and logistical arrangements with regard to accreditation, hotel reservations, transportation and other related issues. *(The forms are annexed herewith)*

The Protocol Directorate General of the Ministry of Foreign Affairs and Cooperation shall receive a Note Verbale with duly completed forms.

Missions of member states and invited guests can contact the Protocol Directorate General of the Ministry of Foreign Affairs and Cooperation by using the following address:

EventsProtocol@presidency.gov.rw

For any urgent matters, kindly contact:

- Amb. Jeanine Kambanda

Permanent Secretary, Ministry of Foreign Affairs
Chief Coordinator

jkambanda@minaffet.gov.rw / +250(788309920)

- Ms. Faith Rugema

Chief of State Protocol

frugema@presidency.gov.rw

- Ms. Ornella Kaze

Ag. Director General of Protocol

okaze@minaffet.gov.rw /+250(738375149)

- Major Frank Kalisa

Security Affairs

FrankKalisa@rg.gov.rw (+250/788308844/788527633)

5. ARRIVALS AND DEPARTURES

5.1. Kigali International Airport (KIA)

KIA hosts a VIP terminal and one main terminal where passengers will be subject to Customs, and Immigration clearance.

Dedicated immigration counters will be operating at the main terminal during the Summit to facilitate delegates.

An information desk outside the main terminal arrivals area will also be availed for the duration of the summit to provide assistance with transport, accommodation, currency exchange and SIM card purchase upon arrival and departure.

For information on airlines servicing KIA, please refer to *Annex I*.

5.2. Arrivals

To facilitate delegates, there will be dedicated immigration counters at the main terminal during the Summit.

An information desk outside the main terminal arrivals area will also be availed for the duration of the summit to provide assistance with transport, accommodation, currency exchange and SIM card purchase upon arrival and departure.

5.3. Yellow Fever Notice

Due to the recent outbreak of Yellow Fever in the region, the Rwandan Ministry of Health now requires all travelers coming from countries 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.

http://moh.gov.rw/fileadmin/Yellow_Fever/Yellow-Fever-Prevention-Measures17-04-2016.pdf

<http://www.moh.gov.rw/index.php?id=222>

5.4. Lost Luggage

In the eventuality that delegates lose their luggage, a dedicated lost luggage desk will assist delegates. Delegates can choose to have their luggage delivered to their hotel for the fee of 20 US Dollars, or to collect it at the airport at no cost.

5.5. Departures

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

Delegates traveling in business class will have access to two VIP lounges. VIP delegates will have access to the government lounge.

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

5.6. Aircraft Clearance

The Secretariat requests that missions provide the specific arrival and departure details of their delegates at least **72 hours** ahead by Note Verbale.

The application of over flight and landing clearance of Presidential or private/chartered planes transporting delegates to attend the 27th Ordinary Session of the Assembly of Heads of State and the 29th Ordinary Session of the Executive Council of the African Union, should be electronically submitted to site:

<http://caa.gov.rw/overflight/overflight2/form.php>

Please refer to *Annex II* for a preview

In addition, requests for diplomatic over flight and landing clearance should be submitted officially by Note Verbale. The note should contain the information listed below for the clearance to be issued:

- a. Nationality of Carrier:
- b. Operator/Owner:
- c. Type of Aircraft:
- d. Aircraft Call Sign:
- e. Aircraft Registration:
- f. Purpose of Flight:
- g. Names of Passengers and Nationality:
- h. Airport of Departure, Date and Time:
- i. Airport of Destination, Date and Time:
- j. Entry point into Rwanda airspace, date and time:
- k. Exit point from Rwanda airspace, date and time:

For any additional information on airport procedures, kindly send your inquiries to: EventsAirport@presidency.gov.rw

6. VISA FORMALITIES

Official representatives and experts holding a Diplomatic passport, Service Passport or Laissez-passer of the AU, UN traveling to Rwanda to attend the summit will be issued a free visa upon arrival.

Delegates from African member States traveling with ordinary passports may be issued a visa upon arrival at the cost of 30 US Dollars. Alternatively, delegates may obtain visas ahead of travel, by applying online: <https://www.migration.gov.rw/index.php?id=203>; or in person at Rwandan Diplomatic Missions (except the UN Mission in New York).

Delegates attending the 27th AU Summit holding passports from countries not eligible for visa upon arrival must apply through the abovementioned channels prior to travel dates.

For additional information on visa application, please refer to *Annex (III)*.

For a list of Diplomatic Representation in Rwanda, *see Annex*.

NB: Delegates travelling with a delegation without a diplomatic passport will need to cover the visa cost of 30 US Dollars.

Contact Persons:

• Mr. Olivier KAYUMBA

dvr@migration.gov.rw (+250) 788306550

• Mr. Yves BUTERA

ybutera@migration.gov.rw (+250) 788674848

7. ARRIVAL CEREMONY AND PROCEDURE

7.1. Heads of State

Heads of State, including those travelling on commercial aircrafts, will receive full Protocol Courtesies on arrival and departure at the following Official Ports of Entry:

- » Kigali International Airport
- » Rwandan border posts

Following requests, time slots will be allocated to countries for arrival and departure. An AUC Commissioner, the AUC Chief of Protocol will welcome the Head of State in addition to a Senior Rwandan Official and the Host Country's Chief of State Protocol.

PRC, Executive Council Members, and Heads of resident, non-resident Missions with a maximum of two (2) accompanying officials will be given access to the VIP/State Protocol Lounge to receive and bid farewell to their respective Heads of State and Heads of Delegations.

NB

- Prior notification must be submitted at least 72 hours ahead of arrival time in order for access to be granted at the Presidential Terminal.
- Missions will be responsible for appointing their own Handling Agents for refueling and associated services (Accredited Handling Agents) as well as related costs.

7.2. Ministers of Foreign Affairs

Ministers of Foreign Affairs, shall be received by State protocol officers of the Ministry of Foreign Affairs and Cooperation, and an AUC protocol officer.

Ministers of Foreign Affairs shall be escorted to the VIP lounge, where they will await the clearance of administrative processes, prior to being escorted to their designated vehicle.

In order to facilitate this process please send, arrival and departure details at least 72 hours ahead of time to:

EventsProtocol@presidency.gov.rw

7.3. Other Delegates

Protocol Officers of the Ministry of Foreign Affairs and Cooperation of Rwanda will be available for assistance at the airport for the duration of the Summit.

8. CATEGORIES OF COURTESIES: TRANSPORT

The Government of the Republic of Rwanda will extend the following courtesies to visiting Heads of State/Government, Spouses and Heads of Delegation.

8.1. Heads of State

Heads of State/Government will be provided with four (4) vehicles: one (1) protocol car, one (1) VIP Limo, two (2) security cars, and a luggage van for pick-up and drop-off only, upon arrival at Kigali International Airport until departure.

8.2. First Ladies

First Ladies and Heads of Government will be provided with three (3) vehicles: one (1) VIP Limo, one (1) protocol car, one (1) security car, and a luggage van for pick-up and drop-off only, upon arrival at Kigali International Airport until departure.

8.3 Former Heads of State/Heads of Government

Former Heads of State will be provided with three (3) vehicles: one (1) VIP Limo, one (1) Protocol car, one (1) security, and a luggage van (pick-up and drop-off only)

8.4. Heads of Delegation

Heads of Delegation will be provided with one (1) vehicle upon arrival at Kigali International Airport until departure.

8.5. Minister of Foreign Affairs

Foreign Ministers will be provided with one (1) vehicle upon arrival at Kigali International Airport until departure.

8.6. Other Delegates

Dedicated shuttle buses will circulate between the airport, the Kigali Convention Center, Accreditation Center, and main hotels.

Delegates will need to purchase travel cards to use the shuttle service. Travel cards will be sold at the airport, accreditation center, and the Kigali Convention Center for the cost of 100 US Dollars for the duration of the Summit; or 50 US Dollars for delegates arriving from July 14th onwards.

Shuttle buses will be branded and be given priority by traffic police.

Delegates can also book private transportation directly through local companies listed in *Annex V*.

9. CATEGORIES OF COURTESIES: ACCOMMODATION

The Government of Rwanda will provide accommodation to Heads of State and Heads of Delegations, and their spouse.

Heads of State/Government will be accommodated in one of the following hotels from July 15th-July 18th, 2016

- Kigali Marriott hotel
- Kigali Serena hotel
- The Radisson Blu
- Hotel des Milles Collines

To facilitate this process please send confirmation of attendance including the composition of delegation and arrival dates should be sent **no later than June 24th, 2016** to the Secretariat at: eventsprotocol@presidency.gov.rw and auaccommodation@minaffet.gov.rw

The Government of Rwanda will communicate booking confirmations and hotel details for Heads of State/Government and Heads of delegation by June 30th, 2016. Payment needs to be made by **July 4th, 2016** in order for rooms to be secured.

The Secretariat can only facilitate accommodation arrangements with official AU Summit hotels, should delegations wish to

make arrangements with other hotels, they will be responsible for all arrangements and costs.

9.1 Heads of State/Government and Spouses

The Government of Rwanda will offer one (1) suite for each attending Head of State and their accompanying spouse, from **July 15th-July 18th 2016**.

Hospitality will include bed and breakfast. All other incidental costs will be at the expense of the delegation.

An additional seven (7) rooms will be made available to each delegation at the same hotel as their Head of State from July 15th-July 18th 2016. Please note a minimum stay of 3 nights (i.e. from July 15th-18th) is required. Should the delegation wish to stay at the hotel prior to July 15th, please communicate details to: auaccommodation@minaffet.gov.rw

Please be informed that the seven (7) rooms, food, beverage and incidentals for the official delegations, will not be covered by the Government of Rwanda.

9.2. Heads of Government

The Government of Rwanda will provide one (1) room for each delegated Head of Government and their accompanying spouse from July 15th-July 18th 2016.

Hospitality will include bed and breakfast. All other incidental costs will be at the expense of the delegation.

An additional two (2) rooms will be allocated to officials accompanying the delegated Head of Government at the delegation's expense.

9.3. Heads of Delegations

The Government of Rwanda will provide one (1) room for each Head of Delegation and their accompanying spouse from July 15th-July 18th 2016.

Hospitality will include bed and breakfast. All other incidental costs will be at the expense of the delegation.

9.4. Former Heads of State

Former Heads of State will be allocated two (2) rooms from July 15th-July 18th, 2016. The cost of the two (2) rooms, food and beverage, and incidentals will be at the delegation's expense.

9.5. Other Delegates

All other delegates will be able to book accommodation on their own at hotels listed in Annex VI.

Please note:

- Extensions of stay past summit dates will be at the cost of the guest;
- Government courtesies will only be extended to Heads of State/Government and Heads of Delegation staying at AU official hotels.
- Member States are responsible for reservations and bookings of accommodation for additional members of the delegation.

10. ACCREDITATION

Member States are requested to submit a delegation list to the Ministry of Foreign Affairs and Cooperation of the Republic of Rwanda under a cover of a Note Verbale no later than 24th June 2016.

In addition to the Note Verbale, Member States are requested to designate an official to act as a single point of contact for the purpose of delegate registration, and accreditation. The designated official will be responsible for ensuring that all delegate details are captured in the attached registration form (*Annex VIII*). This registration form should be sent to EventsAccred@presidency.gov.rw

The registration deadline is July 5th, 2016.

Once on site, the designated official will facilitate the collection of badges and pins which will take place at the Parliament from July 5th to 17th, 2016 between 07:00-23:00hrs.

Access to the Kigali Convention Center is strictly limited to delegates with appropriate badges. Delegates are reminded to wear accreditation pins/badges at all times within the premises.

Please note:

- The same ID/passport used to register must be presented at the time of accreditation.
- Badges will only be handed out directly to the entitled person or designated protocol officer.
- Badges are important security credentials; misuse is subject to police and legal actions. Loss of badges must be reported immediately at Registration.
- Badges are personal and cannot be transferred.

The Secretariat will provide each delegation with the following:

- Pins for Heads of State/Heads of Delegations, Ministers of Foreign Affairs of Member States, Heads of AU organs, and Heads of Regional Economic Communities.
- Other Ministers will be issued with Ministerial Badges.
- Ambassadors will be issued with Ambassadorial Badges
- Delegates will be issued with Delegate Badges
- Security officers will be issued with Security Badges
- Members of the media team will be issued with Media Badges

For any urgent matters related to accreditation, kindly contact the following:

1) Mr. Emmanuel Biraro

bemmanuel@state.gov.rw (+250/727221172)

2)Mr. John Ngarambe

jngarambe@state.gov.rw (+250/7277195930)

3)Mr. Ernest Barahira

barahira@rg.gov.rw (+250/788563705)

Members of the Press and Press Equipments

All media personnel are required to complete an online registration form for Media Accreditation and media equipment clearance: <http://au.int/en/summit/27/accreditation>
Please see Annex VIII for a preview of the online form
Contact: EventsComms@presidency.gov.rw

For any urgent matters related to media accreditation, kindly contact the following:

- **Ms. Vivianne Mukakizima**

Director Media

Office of the President

Phone: +250786554825

Email: vmukakizima@presidency.gov.rw

- **Sam Mandela Muzinga**

Communication Researcher

Office of the Government Spokesperson (OGS)

Phone: +250788530639

Email: smandela@ogs.gov.rw

- **Ruzindana Rugasaguhunga**

Communication Researcher

Office of the Government Spokesperson (OGS)

Phone: +250788665620

Email: rrugasa@ogs.gov.rw

11. SECURITY

Diplomatic missions will be required to provide the list of Security Officers accompanying Heads of State or Government, and Ministers to the Secretariat by **July 5th, 2016**.

The list must include detailed information on firearms and communication equipments they carry in accordance with the security procedures of the Host country as indicated below.

11.1. Site Zones and Access Procedures

11.1.1. Red Zone

Access to outer security zone of Kigali Convention Center (KCC) will be restricted from **9th July to 19th July 2016**:

- Badge mandatory
- Car sticker mandatory
- Cars accessing the Red Zone shall go through security checks

11.1.2. Blue Zone

To access the Kigali Convention Center, AU Summit badges will be required from **July 11th to July 19th 2016**.

11.1.3. Radisson Blu Hotel

Delegates must wear their badges in order to access the Radisson Blu hotel.

11.2. Security Firearms

It should be noted that each delegation led by a Head of State is allowed to bring **five (5) side arms** into Rwanda. Delegations led by a Prime Minister or Minister are allowed to bring

two (2) side arms into Rwanda

All firearms should be declared at the Airport upon arrival and departure. *(See annex IX)*

NB

- Firearms to be brought into Rwanda must be cleared prior to the arrival of the Delegation.
- **Two (2) firearms** are allowed in the Red Zone.
- Firearm holders will be granted an overpass guaranteeing free movement in the Red Zone; all other security agents must pass through security checks.
- **No firearms** will be allowed in the Blue Zone.
- **One (1) non-armed protection officer** per Heads of State or Government will be allowed into the conference hall and the state banquet.
- No firearms will be allowed in the Blue Zone.
- **One (1) non-armed protection** officer per Heads of State or Government will be allowed into the conference hall and the state banquet.

Communication equipment to be used by security officers must be cleared prior to entering Rwanda. Hence, each delegation must submit the duly completed form to the Secretariat by **5th July 2016**. *(See Annex X)*

11.3. Badge Allocation and Car passes

The number of allocated badges, overpasses, and car passes will be confirmed by the AUC following after consultations with the PRC.

Car Passes requests (*See Annex XI*) must be submitted along with a Note Verbale addressed to the Ministry of Foreign Affairs: EventsTransport@presidency.gov.rw.

Car Passes will be provided to each delegation as follows:

- Head of State Motorcade-6
- First Lady motorcade-4
- Ministers-1
- Ambassadors-1
- Rented cars-3

N.B:

Car passes do not guarantee access to roads blocked during the transfer of Heads of State or Government. Delegates are advised to use alternative roads.

12. HEALTH SERVICES

First aid and emergency services will be available at the Kigali Convention Center. For more extensive medical services, 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

In case of emergency or accident, delegates should call the **Emergency medical Hotline: 1110 / 912/ 250788300116.**

For any additional information, please refer to *Annex (XII)*

13. GENERAL INFORMATION

13.1. 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. Every SIM card user/buyer in Rwanda is expected by law to be registered prior to activation. SIM cards can be registered at the point of purchase.

13.2. 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 792RWF.

Bureau de Change facilities are available at the airport and in all parts of Kigali city.

13.3. 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:

- VISA – Bank of Kigali, Ecobank, Equity bank, I & M bank, Kenya Commercial bank, ACCESS Bank, Banque populaire du Rwanda and Urwego Opportunity bank
- MasterCard – 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 the airport. Major credit cards are accepted in most hotels, restaurants and shops.

13.4. Climate

This time of year in Rwanda is long dry season. Temperatures vary from 22^o C to 27^o C.

13.5. Time

The time in Rwanda is GMT+2.

13.6. 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.

13.7. Electricity Supply

The electricity supply in Rwanda is 220/240V AC. It is advisable to bring your own round, two-prong adapter and transformer for 110V AC.

13.8. Emergency Services

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

Fire Brigade (Toll Free): 111 or +250 788 311 224

Ambulance (Toll Free): 912

General Assistance: 997

13.9. Business and Shopping Hours

Public Offices open from 07:00 to 17:00 while businesses open from 8:00 to 18:00, Monday to Friday. Weekend business hours range between 09:00 to 22:00.

For more practical information on Rwanda, please visit:

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

ANNEX I

Airlines Serving Kigali International

Brussels Airlines

- Tel. +250 252 575 290
- Email: salesrwanda@brusselsairlines.com

Ethiopian Airlines

- Tel. +250 788 751 585/788220220 / +250 788 562 469
(Area Manager)
- E-mail: kglsm@ethiopianairlines.com

Fly Dubai

- Tel: +250 252 575 867
- Email: kigali@flydubai-ea.com

Kenya airways

- Tel: +250 782 062 524 / +250 788 386 339
- Email: reservations.kigali@kenya-airways.com

KLM

- Tel: +250 788 206 524 / 788 386 339
- Email: reservations.Kigali@kenya-airways.com

Qatar Airways

- Tel: +250 786 387 233/34 / +250 252 553 500

Rwandair

- Tel. +250 788 177 000
- Email: reservations@rwandair.com

Turkish airlines

- Tel: +250 786 730 231 / +250 280 444 849 / +250 280 444 851

ANNEX II

Overflight and Landing Clearance System



HOME

Overflight and Landing Clearance System

OPERATORS SHOULD MAKE SURE ALL PASSENGERS HAVE YELLOW FEVER VACCINATION BEFORE ARRIVING AT KIA.FOR THOSE WITHOUT THE VACCINATION, IT WILL BE ADMINISTERED AT A FEE

Note: For over flight only this application form should be accompanied by a proof of payment. No application will be processed without payment of the prescribed charges (refer to the Appendix for schedule of charges).

Bank details: Bank of Kigali
 Account Number:
 Rwandan Francs: 040-0015823-45
 American Dollars: 040-6015823-13
 Swift code: BKIGRWRW
 Beneficiary: Rwanda Civil Aviation Authority

Please Specify your flight category.

Diplomatic Landing Overflight Single Flight Diplomatic Blanket/Block

Please Specify the payment category, otherwise attach a proof of payment.(MANDATORY)

IATA scheduled Flights Unscheduled flights(Pre-payments) Payment on Landing(credit card/bank transfer only)

Attach proof of payment

Applicant(company) Name:

City:

Country:

Mobile Telephone:

BILLING ADDRESS(Please insert one email)

Telephone:

Email:

Company:

Nationality of Aircraft:

Operator/Owner:

Types of A/C:

A/C call sign:

Aircraft Registration:

Maximum takeoff weight:

Is the A/C capable of Airdropping? Yes No

If the A/C is equipped with TCAS/ACAS Yes No

Purpose of flight:

Names of Passengers & Nationality (attach passenger manifest)

Pilot in Command

Airport of Departure:

Time(Departure):

Date(Departure):

Airport of Destination:

Time(destination):

Date(destination):

Entry point into Rwanda Airspace:

Time(Of Entry):

Date(Of Entry):

Exit point into Rwanda Airspace:

Time(Of Exit):

Date(Of Exit):

Itinerary(incase of Stopover):

Details/Tonnage of Cargo:

Contact Person

Contact Telephone

Any Arms, Ammunitions, radioactive material or Explicit indication of whether the A/C transports any hazardous material, if so, **attach copy** of import authorisation permit issued by relevant authorities.

Yes No

Any special Equipments like Aerial photography, Remote sensing Cameras or any electronic warfare equipment on board that require special approval by DG - RCAA permit (if approval is already given, **attach copy**)

Yes No

For any queries, contact our clearance office on tel:+250737854107

AIR NAVIGATION SERVICE CHARGES	
Basis: Maximum take-off weight (MTOW) authorised(as provide certificate of airworthiness on any other approved document)	
Air navigation Charges (over flight charges)	
Aircraft Weight (kg)	Charges(USD)
Up to 3500	20.00
3501 -10000	30.00
10001 -20000	35.00
20001 -95000	100.00
95001-150000	180.00
150001-273000	250.00
Over 273000	310.00

Note:

- All requests for overflight and landing clearance must be done online through: <http://caa.gov.rw/overflight/overflight2/form.php>
- A note verbale addressed to the Ministry of Foreign Affairs and Cooperation of the Republic of Rwanda is also required

ANNEX III

Directorate-General of Immigration and Emigration Visa Granting Policy

- * East African Community Partner States citizens are eligible for a renewable 6 month visitors pass at entry points with no fee.
- * In accordance with the CEPGL agreement, Democratic Republic of the Congo nationals will be granted a visitor's visa for a stay not exceeding 90 days with no fee.
- * Nationals of all other African countries traveling to or transiting through Rwanda can obtain an entry visa upon arrival for the fee of 30 US Dollars.
- * Nationals of Singapore, Hong Kong, Mauritius and Philippines are exempted from entry visas for a stay of up to 90 days.
- * Nationals of Australia, Germany, Israel, New Zealand, Republic of South Africa, Sweden, United Kingdom, and the United States of America, are eligible for visas upon arrival without prior application, for the standard fee of 30 US Dollars for a period of up to 30 days.

Nationals of countries not mentioned above must submit a visa application before traveling at Rwandan Diplomatic Missions (except the UN Mission in New York) or online:

<https://www.migration.gov.rw/index.php?id=203>

ANNEX IV

List of Diplomatic Representation in Rwanda

1	Diplomatic Mission of Algeria	+250 783 943 568
2	Embassy of the Kingdom of Belgium	+250 252 575 551
3	Embassy of the Republic of Burundi	+250 252 587 940
4	Office of the High Commission of Canada	+250 252 573 210
5	Embassy of the People's Republic of China	+250 252 570 843 / 5 / 9 ext. 123
6	Embassy of the Democratic Republic of Congo	+250 252 575 999
7	Embassy of the Arab Republic of Egypt	+250 252 587 560
8	European Union Delegation	+250 252 585 758
9	Embassy of the Republic of France	+250 252 551 800
10	Embassy of the Federal Republic of Germany	+250 280 575 141; +250 280 575 222
11	Embassy of Japan	+250 252 500 884
12	High Commission of the Republic of Kenya	+250 252 583 332
13	Embassy of the Republic of the Korea	+250 252 583 332
14	Embassy of State of Libya	
15	Embassy of the Kingdom of the Netherlands	+250 280 280 281
16	High Commission of the Federal Republic of Nigeria	+250 255 119 282
17	Noncio Apostolic	+250 252 575 293
18	Embassy of the Russian Federation	+250 252 575 286
19	Embassy of the Republic of Sudan	+250 280 306 063
20	High Commission of the Republic of South Africa	+250 252 551 300
21	Office of the Embassy of the Kingdom of Sweden	+250 252 597 400

22	Swiss Regional Cooperation Office Great Lakes Rwanda, Burundi, DR Congo	+250 252 575 534
23	High Commission of United Republic of Tanzania	+250 252 505 400
24	Embassy of the Republic of Turkey	+250 781 462 272
25	High Commission of the Republic of Uganda	+250 252 503 538
26	High Commission of the United Kingdom of the Great Britain and Northern Ireland	+250 252 556 000
27	Embassy of the United States of America	+250 252 596 400
28		0252 503537 / 8
29	Honorary Consulate of Central African Republic	+250 786 163 565
30	Honorary Consulate of Czech Republic	+250 738 309 040
31	Honorary Consulate of Ghana	+250 788 301 244
32	Honorary Consulate of Italy	+250 252 575 238
33	Honorary Consulate of Mexico	+250 788 300 380
34	Honorary Consulate of Norway	+250 280 510 888
35	Honorary Consulate of Spain	+250 788 307 784
36	Honorary Consulate of Ukraine	+250 788 35 25 05

ANNEX V

Transport Companies

	Company/Cooperative_Name	Email	Telephone	Transport Type
1	EXECUTIVE LINE LTD	asadndangiza@gmail.com	0788652272	RENTAL CAR
2	LIMOZ RWANDA LTD	info@limozrwanda.com	0788307829	RENTAL CAR
3	KOPERATIVE LAICO UMUBANO GASABO	sagahutujp@gmail.com	0788502361	TAXI CAB
4	ROCKY TRADERS LTD	rockytraders1@gamil.com	0788510413	TAXI CAB RENTAL CAR
5	AIRPORT TAXI DRIVERS OF KIGALI (A.T.A.K)	tairport@rocketmail.com	0782862540	TAXI CAB
6	BLISS TOUR COMPANY LTD	celserwama@gmail.com	0788695386	TAXI CAB
7	COOPERATIVE DES TAXIMENS DE L'HOTEL CHEZ LANDO(COTHOLA)	-	0788599991	TAXI CAB
8	NYARUTARAMA TAXI COOPERATIVE (N.T.C)	mric500@yahoo.fr	0788506578	TAXI CAB
9	COOPERATIVE DE TAXIMEN VOITURE DE GACURIRO (COTAVOGA)	-	0783438292	TAXI CAB
10	GLORY COACH LTD	-	0788881970	TAXI CAB
11	TWIGIRE TAXIS SERVICE COOPERATIVE (TOWN)	innocentnsenga.@yahoo.fr	0788530156	TAXI CAB

ANNEX VI

Hotels Directory

No	Hotel Name	Executive suite (USD)	Junior Suite/ Superior (USD)	Double room (USD)	Standard Room (USD)	Twin Room (USD)	Contact details		
							Telephone	Email	Website
1	GARR hotel	NA	\$160	\$140	\$110	\$150	+250 788305165	reservations@garrhotel.com	www.garrhotel.com
2	Beausejour Hotel	NA	NA	\$120	\$100	\$120	+250 788388885	info@beausejourhotel.com	www.beausejourhotel.com
3	The Mirror Hotel	NA	NA	\$100	\$80	\$120	+250 783705716	reservation@themirrorwanda.com	www.themirrorwanda.com
4	Grand Legacy	\$420	NA	\$320	\$280	\$320	+250 725781442	marketing@grandlegacy.rw	www.grandlegacy.rw
5	Golden Tulip	\$1,000	\$250	\$150	\$100	NA	+250 220 101000	reservation@goldentuliplalissekigali.com	http://www.goldentulip.com/en/middle-east-and-africa/rwanda
6	Galaxy hotel	\$280	\$240	\$180	\$150	\$180	+250 788382553	reservations@galaxyhotelrwanda.com	www.galaxyhotelrwanda.com
7	Umubanbo Hotel	\$230	\$180	\$165	\$135	\$165	+250 788404065	reservations@umubanohotel.rw	http://www.umubanohotel.rw/
8	Great Season Hotel	\$350	\$250	\$190	\$160	\$190	+250 783117185	aimable10@gmail.com	http://greatseasonshotel.rw/
9	Kigali View Hotel	\$150	NA	\$100	\$80	\$120	+250 788888500	yamwiza5@hotmail.com	http://kigaliviewhotel.net/
10	The Manor Hotel	\$325	\$275	\$225	\$160	\$185	+250 786654435	info@themanorwanda.com	http://www.themanorwanda.com/
11	Quiet Haven Hotel	NA	\$180	\$140	\$100	\$140	+250 786689763	info@quiethavenhotel.com	http://www.quiethavenhotel.com/
12	2000 Hotel	\$250	NA	NA	\$150	\$180	+250 784793332	reservation@2000hotel.com	http://www.2000hotel.com/
13	Champion Hotel	NA	\$120	\$90	\$70	\$110	+250 782001367	info@championhotelkigali.com	http://www.championhotelkigali.com/
14	CITY BLUE - Kacyiru	\$210	\$190	\$160	\$140	NA	+250 787811111	reservations.rw@citybluehotels.com	http://www.citybluehotels.com/
15	Civitas Hotel	NA	NA	\$100	\$80	\$120	+250 788887823	info@civitashotelrwanda.com	http://www.civitashotelrwanda.com/
16	Country inn hotel	\$300	\$180	NA	\$120	\$175	+250 784804951	reservation@thecountryinnhotel.com	http://www.thecountryinnhotel.com/
17	Classic Hotel	\$200	\$150	\$80	\$70	\$100	+250 787554192	manager@classichotelkigali.com	www.classichotelkigali.com
18	Karisimbi Hotel	NA	\$180	\$150	\$130	\$150	+250 788517073	alvuni2005@yahoo.fr	http://hotelkarisimbi.com/

19	Olympic Hotel	NA	\$130	\$110	\$80	\$140	+250 783103500	info@olympichotelkigali.com	http://www.olympichotelkigali.com/
20	Amaris Hotel	NA	NA	\$120	\$90	\$140	+250 788304627	amarishotelrwanda@gmail.com	http://amarishotel.rw/
21	Centre Sprituel San Jose Carmelo	NA	NA	\$65	\$60	\$55	+250 788568844	centresanjosecarmelo@gmail.com	http://sanjosecarmelo.rw/
22	Kigali Diplomat Hotel	NA	\$120	\$100	\$80	NA	+250 783531501	info@kigalidiplomathotel.com/	http://www.kigalidiplomathotel.com/
23	Five to Five Hotel	\$280	\$150	\$120	\$100	\$150	+250 784936392	info@fivetofivehotel.com	www.fivetofivehotel.com
24	Gloria Hotel	NA	NA	\$130	\$110	NA	+250 785363181	gloriahotelrwanda@gmail.com	http://www.gloriahotelrwanda.com/
25	Landmark suites	NA	NA	\$180	\$150	NA	+250 782364483	operationsmanager@landmarksuitesrwanda.com	http://www.landmarksuitesrwanda.com/
26	Aberdeen House	NA	NA	\$140	\$120	\$140	+250 789711344	info@aberdeenrw.com	http://www.aberdeenrw.com/
27	Hill Top Hotel	\$300	\$200	\$80	\$60	\$70	+250 788550647	hilltopcountryclub@yahoo.com	http://www.hilltophotel.rw/
28	Sinai Suites Ltd.	\$240	\$226	\$150	\$130	NA	+250 788302613	doradd7@gmail.com	www.sinaisuites.co.rw
29	3B Hotels	NA	NA	\$150	\$100	\$150	+250 788305708	info@3bhôtels.com	http://www.3bhôtels.com/
30	Accord Hotel	NA	NA	\$99	\$79	\$120	+250 783 419 977	accorhotelkigali@gmail.com	http://accordhotel.rw/
31	Legend Hotel	NA	NA	\$150	\$120	\$150	+250 783420422	info@legendhotel.co.rw	http://www.legendhotel.co.rw/
32	Sport View Hotel	\$250	\$170	\$120	\$100	\$120	+250 788301003	booking@sportsviehotel-rwanda.com	Website note active
33	Stipp Hotel - Kiyovu	NA	\$200	\$175	\$140	NA	+250 788305682	management@stipphotelrwanda.com	http://www.stipphotelrwanda.com/
34	Gorillas Hotel - Kiyovu	NA	NA	\$120	\$100	\$120	+250 788487777	ines@gorillashotels.com	http://www.gorillashotels.com/
35	Impala Hotel	NA	\$140	\$100	\$80	\$90	+250 786832158	impalahotel@yahoo.fr	http://impalahotelkigali.com/
36	Hotel le Printemps	NA	\$60	\$40	\$35	\$40	+250 788307133	patricie.rukundo@yahoo.fr	No website
37	Bloom Back hotel	NA	NA	\$100	\$80	\$100	+250 788355014	bloomhotels@yahoo.com	No website
38	Isimbi Hotel	NA	NA	\$38	\$30	NA	+250 788772288	hotelisimbi@hotmail.com	No website
39	Tangren Hotel	NA	NA	\$100	\$80	\$100	+250 782710535	tangrenhotel@yahoo.com	http://www.tangrenhotel.com/
40	Ninzi Hill Hotel	NA	NA	\$80	\$70	\$80	+250 252 587711	ninzihill@yahoo.fr	No website
41	Gulf Hotel	\$150	\$120	\$100	\$50	NA	+250 788500329	info@infinityhotelrwanda1.com	http://www.infinityhotelrwanda.com/

ANNEX VII

REPUBLIC OF RWANDA
 MINISTRY OF FOREIGN AFFAIRS AND COOPERATION
 African Union Summit
 10 to 18 July 2016
 KIGALI

REGISTRATION FORM

No	First name	Last name	Country	City	Company/ Institution	Title	Passport No	E-mail	Address while in Rwanda

Note:

- Kindly attach a passport photograph in jpeg format
- Kindly send the filled form(in Excel format) and attached photograph(s) to EventsAccred@presidency.gov.rw

ANNEX VIII

Online Media Accreditation Form Preview

Note:

- All media staff must apply online through:
<http://au.int/en/summit/27/accreditation>
- A note verbale addressed to the Ministry of Foreign Affairs and Cooperation of the Republic of Rwanda is also required.

AU Summit Online Media Accreditation Form

27th AU Summit Accreditation - 10th to 18th July 2016

Theme: "African Year of Human Rights with particular focus on the Rights of Women"

PERSONAL INFORMATION

Family Name *

First Name(s) *

Initials *

Gender *

Female

Male

Date of Birth *

Year	Month	Day
------	-------	-----

ID Number *

Nationality *

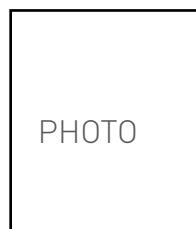
- See more at: <http://au.int/en/summit/27/accreditation#sthash.0BRSGd83.dpuf>

ANNEX IX

REPUBLIC OF RWANDA
 MINISTRY OF FOREIGN AFFAIRS AND COOPERATION
 African Union Summit
 10 to 18 July 2016
 KIGALI

FIREARMS REGISTRATION FORM

(A Note Verbale addressed to the Ministry of Foreign Affairs and Cooperation of the Republic of Rwanda is required)



Names Mr/Mrs/Ms.....
 Passport No:
 Nationality:
 Employed by Country/Organisation.....
 Firearm specifications:
 Type:
 Model & Calibre:
 Ammunition:
 Serial number:
 Any other equipment:
 Time needed from/...../2016 to/..... /2016

Note:

- Please attach a passport copy
- Abuse of this privileges, will be sanctioned under Domestic and International legal Instruments.

ANNEX X

REPUBLIC OF RWANDA
 MINISTRY OF FOREIGN AFFAIRS AND COOPERATION
 African Union Summit
 10 to 18 July 2016
 KIGALI

RADIO COMMUNICATION EQUIPMENT FORM

(To be attached with the Note Verbale)

Country/Organization _____

Tel No _____

SN	Name of Holder	Passport No.	Type of Radio	Serial No.	Transmitting Frequency	Receiving Frequency

ANNEX XI

REPUBLIC OF RWANDA
 MINISTRY OF FOREIGN AFFAIRS AND COOPERATION
 African Union Summit
 10 to 18 July 2016
 KIGALI

CAR PASS REQUEST FORM

1. Cars owned by Embassies/Organizations						
	Driver full name	Driver's License No.	Driver's Mobile No.	Name of driver's organization	Type of Car	Plate No.
2. Hired Vehicles						
	Driver full Name	Driver's License No.	Driver's Mobile No.	Name of driver's organization	Type of Car	Plate No.

ANNEX XII

Health Advisory Note

Medical coverage and cost:

Medical facilities will be available at the Airport, Hotels and Summit venue. However, kindly note that:

- The medical coverage provided by the Host Government will be limited strictly to **emergency cases only**.
- The cost of any routine consultation (including prescriptions for medicines) will be borne by the participants or their sponsors.

All Summit participants are advised to obtain Travel medical Insurance coverage with reputable Insurance companies (UNIC) Insurance Company located opposite to Global Hotel in Addis Ababa can offer this service).

The Medical Insurance cover should:

- Take effect as soon as the participant leaves home country or place of residence.
- Be recognized by the King Faisal Hospital, Kigali. This is the main hospital designated to be used by Summit participants.
- Be recognized by other hospitals who will be used during the summit which are Kigali University Teaching Hospital and Rwanda Military Hospital
- Cover medical treatment in Rwanda.
- Cover medical evacuation and treatment within Africa.
- Cover repatriation to home country or place of residence.

African Union Member States (AUMS) Embassies located in Addis Ababa and AUC Staff not covered by Cigna or AU Medical

Services abroad are also encouraged to purchase a Travel Medical Insurance for the entire period of the Summit with the above components.

Following are private health insurances in Rwanda providing a package including medical services in Rwanda, medical evacuation and treatment in Africa, repatriation to home country or country of residence

- UAP Insurance Rwanda Ltd
- Britam Insurance Rwanda Ltd
- Radiant Insurance Company
- SORAS Assurances Generales
- Saham Assurances

All Staff covered by Cigna or any other Medical Insurance Company should carry along their Medical Insurance cards.

If you are on any routine medication (s) eg for Diabetes Mellitus, Hypertension, Asthma, Epilepsy etc, kindly take with you sufficient supply of these medications.

Travel Immunization:

Yellow fever vaccination and the proof of having received it (yellow card) will be required for entry into Rwanda. Yellow fever vaccine is given only at designated vaccination centers.

In Addis Ababa, you can receive the vaccination from the International Vaccination Centre at Black Lion Hospital. After getting the vaccine, you should be given a stamped and signed International Certificate of Vaccination (yellow card). This certificate becomes valid 10 days after vaccination and is good for 10 years.

If for medical or other reasons you are not able to take the vaccination, kindly discuss this with any of the doctors at the AU Medical Services.

Other disease outbreak control measures:

Other measures like use of Travel Health Forms, screening for fever or infectious disease at the airports and or at the meeting venues will depend on World Health Organization's recommendation on the current or emerging health threats.

General Health Tips:

Protect yourself and others:

- 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).
- Avoid close body contact or contact with blood or body fluids of any sick person. If this happens accidentally, wash immediately with water and soap and report promptly to the medical team.
- If you find someone who is ill, call for help immediately. Do not try to attend to him/her by yourself.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Kigali is a clean city and discourages littering. Dispose your waste at designed areas at all times otherwise you will pay a heavy fine.

Eat and drink safely: Ensure that your food and water are from trusted sources and fruits are thoroughly washed before eating. Drink enough clean water.

Maintain personal security at all times: Use the same common sense traveling that you would at home, and always stay alert and aware of your surroundings.

In the event that you fall ill or have an accident during your stay, kindly contact the AUMSD Team immediately or report to the nearest Summit medical facility.

The AU medical team contacts details will be circulated upon arrival in Kigali.

