



## UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement      Programa de las Naciones Unidas para el Medio Ambiente

Программа Организации Объединенных Наций по окружающей среде      برنامج الأمم المتحدة للبيئة

联合国环境规划署



# Resumed meeting of the thirty-eighth Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer and Twenty-Eighth Meeting of the Parties

Kigali, Rwanda, 8 October and 10-14 October 2016

## Information note for participants

### I. Venue

1. The resumed meeting of the thirty-eighth Open-ended Working Group and the Twenty-Eighth Meeting of the Parties to the Montreal Protocol will be held in Kigali, Rwanda, on 8 October and from 10 to 14 October 2016 respectively. The meetings will take place at the following venue:

Radisson Blu Hotel & Convention Centre, Kigali  
Kimihurura Roundabout  
P.O. Box 6629  
Kigali, Rwanda  
[www.radissonblu.com/en/hotel-kigali](http://www.radissonblu.com/en/hotel-kigali)  
Tel: +250 252 252 252/ 252 253 253  
Email: [info.kigali@radissonblu.com](mailto:info.kigali@radissonblu.com)

### II. Opening of the meetings

2. The resumed thirty-eighth meeting of the Open-ended Working Group will be opened at 10.00 am on Friday, 8 October 2016 and the Twenty-Eighth Meeting of the Parties will be opened at 10 a.m. on Monday, 10 October 2016. The first three days of the meeting, from 10 to 12 October 2016, will constitute the preparatory segment of the meeting, while the following two days, 13 and 14 October 2016, will constitute the high-level segment of the meeting.

3. The morning sessions of the meetings will be held from 10 a.m. to 1 p.m. and the afternoon sessions from 3 p.m. to 6 p.m., unless otherwise specified.

4. In addition, the fifty-seventh meeting of the Implementation Committee under the Non- Compliance Procedure for the Montreal Protocol and the Bureau of the Twenty-Seventh Meeting of the Parties will take place on Sunday, 9 October 2016. These meetings will also take place at the Kigali Conference & Exhibition Village and are limited to invited participants.

### III. Pre-registration, on-site registration and identification badges

5. To facilitate the issuance of identification badges and prevent unnecessary delays at the meeting venue, participants are strongly encouraged to pre-register online through the following link: <http://registration.unon.org/ozone> from Thursday, 1 September 2016. Participants may also register on site from 8 a.m. on Friday, 7 October 2016, and thereafter from 8 a.m. every day for the duration of the meeting. The registration code that is required for online registration for both meetings, has been included in the invitation letter for the meetings. Pre-registered participants are encouraged to collect their identification badges at the meeting venue starting on Thursday, 6 October 2016. Participants are requested to present valid passports or identification cards when collecting their badges that must be worn at all times at the meeting venue for the duration of the meetings. Please note that for security reasons, badges must be displayed to gain admission to the conference venue, as well as to meeting rooms.

6. Pre-registration is also required in order to facilitate visa processing and issuance.

## **IV. Visa information**

7. Visa requirements for entering Rwanda vary between different nationalities and it is advisable to check regulations before travelling. It is the responsibility of each participant to obtain the required entry visa for Rwanda.

8. Nationals of the following Countries are allowed to visit Rwanda without a visa for a period up to 90 days: Hong Kong, Philippines, Mauritius, Singapore and the Democratic Republic of Congo. Nationals of Australia, Germany, Israel, New Zealand, Republic of South Africa, Sweden, United Kingdom, and United States of America are issued with entry visa valid for a period up to 30 days and pay for a visa (\$30) upon arrival without prior application.

9. Nationals of the countries not exempted from visa may choose to get visa at Rwanda Diplomatic Missions (except the UN Mission in New York) or apply and pay for single entry visa online using the following link:

(a) Apply and pay for single entry visa online:

<https://irembo.gov.rw/rolportal/web/dgie/home?agency-code=DGIE&menu-highlight=AGE#DGIE>

(b) Apply for single entry visa and pay upon arrival at Rwandan official entry points:

<https://www.migration.gov.rw/index.php?id=28>

10. Nationals of all African countries travelling to or transiting through Rwanda will be issued with entry visa upon arrival at any Rwandan entry point without prior online application and pay for a visa (\$30) where applicable. East African Community Partner states (Burundi, Kenya, South Sudan, Tanzania and Uganda) citizens' shall be issued with 6 months visitors pass upon arrival without fee.

## **V. Financial assistance to developing countries**

11. Limited funds are available to facilitate the participation of representatives of Article 5 countries in the meeting. Should your Government require such assistance, please submit an official request via e-mail ([ozone.info@unep.org](mailto:ozone.info@unep.org)) no later than Monday, 22 August 2016, providing the name and details of the participant to be assisted. The selection will be based on geographical balance, rotation of funding within a region and timeliness of submission of the request.

12. The financial assistance includes a return air ticket using the most appropriate and economical fare as approved by the United Nations, to be issued by the official travel agency in Nairobi, and the United Nations daily subsistence allowance for Kigali, Rwanda. As of July 2016, the daily subsistence allowance rate for Kigali was US\$222 per day; this rate, however, is subject to change. Additional funding will be considered, on request, for Ministers attending the high-level segment of the Twenty-Eighth Meeting of the Parties to take place on 13 and 14 October 2016.

13. If a participant is required to travel to another country to apply for and collect a visa, the Secretariat will provide airfare for a route through that country by using the most appropriate and economical fares as approved by the United Nations, but will not provide daily subsistence allowance for any transit stay in that country.

14. For further enquiries regarding the financial assistance to be provided to representatives of eligible countries, please contact Mr. Yassin Ahmed (e-mail: [yassin.ahmed@unep.org](mailto:yassin.ahmed@unep.org); Tel: + 254 20 762 4032) or Ms. Ann Gachingiri (e-mail: [ann.gachingiri@unep.org](mailto:ann.gachingiri@unep.org); Tel: + 254 20 762 3660).

## **VI. Paper-smart system, meeting documents and presentations**

15. Consistent with established practice, the Secretariat will be using the paper-smart system to provide access to meeting documents, process conference room papers and provide other general information during the meeting. The documents and information will also be accessible via the mobile application for the meeting. Please download the 'UNEP Events' app from your app store. Participants are kindly reminded to bring their own laptops or hand-held devices to enable access and reference to documents online.

16. Please note that the paper-smart system is web-based; the only requirement is a laptop or hand-held device that has a wireless capability to connect to the Wi-Fi network at the conference venue and a browser (e.g., Internet Explorer, Firefox or Chrome) to access the paper-smart system. No additional software is required.

17. The Secretariat, in cooperation with the Rwandan Government, will provide a stable and fast internet connection at the meeting venue to enable access to all meeting documents.

18. Representatives participating in closed contact groups will be assigned passwords to enable them to access the private shared workspaces of their groups. Secretariat support staff will be on hand throughout the meeting to provide assistance as necessary.

19. All pre-session documents will be available for download from the Secretariat's respective meeting portals (<http://conf.montreal-protocol.org/meeting/mop/mop-28/presession/SitePages/Home.aspx> and <http://conf.montreal-protocol.org/meeting/oewg/oewg-38-resumed/presession/SitePages/Home.aspx>)

20. Conference room papers (CRPs) and draft meeting reports will be accessible via the meeting portal. Parties wishing to submit CRPs should send them to Ms. Martha Leyva by e-mail at [marthaleyva82@gmail.com](mailto:marthaleyva82@gmail.com).

21. Presentations to be projected during the meetings should be sent to Ms. Martha Mulumba by e-mail at [martha.mulumba@unep.org](mailto:martha.mulumba@unep.org) well in advance of the start of the meeting to allow time for their upload and distribution to the interpreters and report writers.

## **VII. Credentials**

22. Credentials of representatives and the names of alternate representatives and advisers should be submitted to the Executive Secretary, if possible on the same day of the opening of the Meeting of the Parties. Information regarding any change in the composition of a delegation should also be submitted to the Executive Secretary. Credentials should be issued either by a Head of State or Government or by a Minister of Foreign Affairs or, in the case of a regional economic integration organisation, by the competent authority of that organisation.

## **VIII. Statements**

23. Delegates who wish to deliver statements during the high-level segment of the Twenty-Eighth Meeting of the Parties must supply their statements in advance to the Secretariat, preferable by e-mail to Ms. Lora Manasseh at [lora.manasseh@unep.org](mailto:lora.manasseh@unep.org). Alternatively, printed copies of statements may be submitted to the staff at the Helpdesk at the venue. Statements should be received by close of business on Wednesday, 12 October 2016. The order in which statements will be delivered will be determined taking into account the date and time of their submission.

## **IX. Meeting rooms**

24. To reserve rooms for regional and bilateral meetings prior to the commencement of the meetings, kindly send an e-mail to Mr. Yassin Ahmed at [yassin.ahmed@unep.org](mailto:yassin.ahmed@unep.org) indicating the date, time, duration and number of participants.

25. To reserve rooms once the meeting starts, requests should be made to the Conference Officer, Mr. Francisco Vasquez, by e-mail at [Francisco.vasquez@unon.org](mailto:Francisco.vasquez@unon.org).

## **X. List of participants**

26. The preliminary list of participants will be distributed in the conference room before the close of the Meeting of the Parties for verification. Delegates are requested to verify the accuracy of the information in the list, including names, designations, contact information and the order in which names are presented within the delegation, to sign the list and to return it to the meeting room attendants or to the Helpdesk. The final list of participants will be distributed after the meeting.

## **XI. Side events, exhibitions and promotional material**

27. It is preferable to limit the number of side events to two during lunch break (between 1 and 3 p.m.) and two in the evening (between 6 and 7 p.m.) throughout the duration of the meeting to allow time for delegates to participate in scheduled contact group meetings, regional and bilateral consultations outside plenary hours.

28. Requests for side events and exhibitions should be made by completing the relevant online request form available at <http://ozone.unep.org/en/side-events-and-exhibitions-request-form>. The deadline for submission of applications is Wednesday, 31 August 2016. The Secretariat will make the bookings on a first come, first served basis. No late applications will be considered. All costs related to the rental of equipment for side events or exhibitions will be borne by the requesting organization.

29. With regard to side events, the Secretariat reserves the right to alter bookings, in consultation with organizers, to accommodate contact groups and regional groups.

30. Delegations planning to set up an exhibition should ship the promotional material and publications, clearly marking them, “No commercial value. For conference distribution only”, to the following address:

Radisson Blue Hotel and Convention Centre  
Kimihurura Roundabout  
P.O. Box 6629  
Kigali – Rwanda  
Ref: UNEP Ozone

## **XII. Health requirements and medical facilities**

31. To enter in Rwanda, a valid yellow fever vaccination certificate is mandatory for travellers (Residents/ Non-Residents) coming from yellow fever endemic countries<sup>1</sup> and countries<sup>2</sup> with active yellow fever transmission outbreaks. Additionally it is advisable to make sure your tetanus, diphtheria and polio vaccinations are up-to-date before travelling. First aid and emergency services will be available at the venue. One of the main hospitals in Kigali is King Faisal Hospital, KG 544 Street, tel: +250 582 421.

## **XIII. Local transportation and safety**

### *Local transportation*

32. Participants are responsible for making their own arrangements for transportation to and from the airport. Public buses will be availed at a subsidized fee from the hotels to the conference centre and back. Ministers however will be offered transport from and to the airport as well as travels between the hotels and the conference centre.

33. An airport taxi service operates between Kigali International Airport to different parts of the city at a nominal cost. The meeting venue is 11 kilometres away from the Airport. Taxis services are available 24 hours.

34. Rwanda is generally safe and crime levels are relatively low, but street crime does occur. You should take precautions to keep your valuables safe and remain vigilant. Participants are advised not to leave their belongings unattended and to seek assistance from security officers in case of any problem.

## **XIV. Local currency**

35. The currency of Rwanda is the Rwanda Franc. Banking and forex service bureaux shall be provided at the venue of the meeting. The US Dollar is also accepted in many hotels and forex bureaux are available at the airport, in the city centre and major parts of the city.

## **XV. Weather and local time information**

36. The average daily temperature in Kigali in October is 21°C. Up-to-date information on weather conditions may be obtained from: <http://www.timeanddate.com/weather/rwanda/kigali>.

37. The standard time zone in Kigali is UTC/GMT +2 hours.

## **XVI. Official languages**

38. Rwanda’s official languages are English, French and the local language – Kinyarwanda.

---

<sup>1</sup> Yellow Fever endemic countries1: Angola, Argentina, Benin, Bolivia Plurinational, Brazil, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Colombia, Congo, Côte d’Ivoire, Democratic Republic of the Congo, Ecuador, Equatorial Guinea, Ethiopia, French Guiana, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Panama, Paraguay, Peru, Senegal, Sierra Leone, South Sudan, Sudan, Suriname, Togo, Trinidad and Tobago, Uganda, Venezuela

<sup>2</sup> Angola

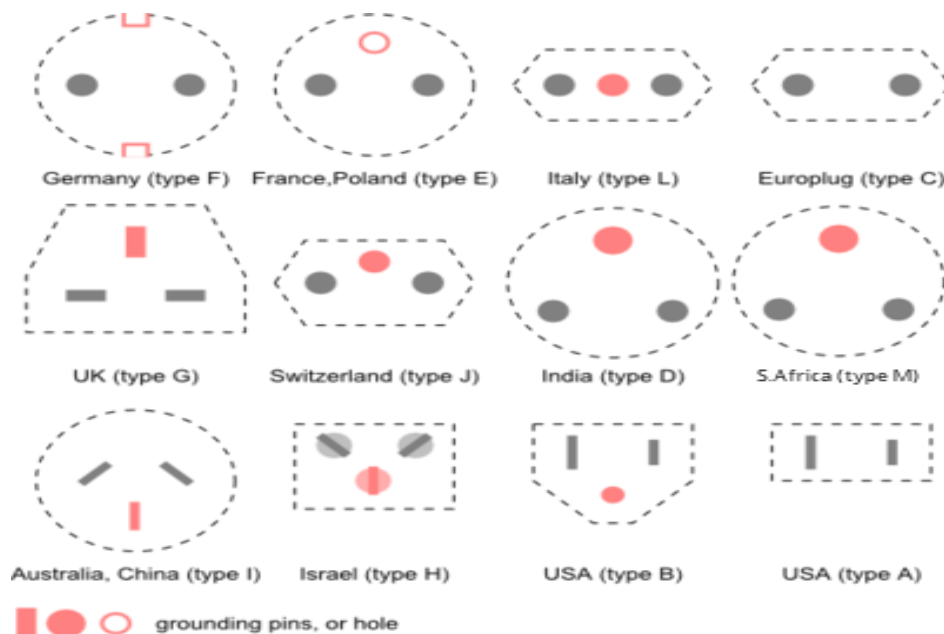
## XVII. Other practical information

### *Phone access code*

39. The country code for Rwanda is +250.

### *Electrical power supply*

40. The electric power in Kigali is 220-240 volts running at 50Hz, and the primary socket types are C, E and F (see figure below). Delegates are strongly encouraged to carry their own electrical adapters for use with laptop computers and other electrical appliances, as the Secretariat will not be able to provide them.



### *SIM cards for cellular phones*

41. Local SIM cards that can be used with unlocked phones are available from any post office or news stand. A valid passport is required for purchase of a SIM card.

### *Restaurants and cafes*

42. A cafeteria is located on the ground of the meeting venue. The cafeteria will be open for the duration of the meetings with coffee bar serving hot drinks.

### *Plastic bag ban*

43. 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 asked to join in the campaign against the use of plastic bags. If you are carrying a plastic bag, you will be supplied with an environmentally friendly alternative such as a basket or cloth bag at a cost ranging from \$2-\$6.

## XVIII. Hotel accommodation

44. A list of recommended hotels with indicative room rates can be found at the following link <http://booking.megareservations.com/montreal-protocol>. Participants are responsible for making their own bookings for hotel accommodation directly with the hotels and as soon as possible in order to secure preferred accommodation and because of other events taking place in Rwanda.

-----