



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



Thirty-Eighth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer

Seventy-seventh meeting of the Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol

Meeting of the Bureau of the Thirty-Seventh Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer

30 October to 6 November 2026, Kigali

Information note for participants

I. Venue

1. The Thirty-Eighth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer (MOP38) will be held in Kigali, Rwanda, from **Monday, 2 November to Friday, 6 November 2026**.
2. The meeting will be preceded by a workshop being organized to mark ten years of the Kigali Amendment to the Protocol and two associated meetings. Participation in these associated meetings is strictly limited to members of the relevant bodies and those who are invited to the meetings will be held as follows:
 - (a) The meeting of the Bureau of the Thirty-Seventh Meeting of the Parties, to be held on **Saturday, 31 October 2026**; and
 - (b) The seventy-seventh meeting of the Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol (ImpCom77), to be held on **Friday, 30 October 2026 and Saturday, 31 October 2026**.
3. The meetings will be held at the following venue:

Kigali Convention Centre (KCC)
KG 2 roundabout
Kigali, Rwanda
Website: www.radissonhotels.com/en-us/meeting-conference-hotels
4. KCC provides accessibility features for participants with limited mobility, including an accessible entrance and elevators for movement between floors. Ramps leading to the auditorium, where the plenary will be held, are carpeted and relatively steep. Delegates requiring assistance are requested to contact the Secretariat (mea-ozoneinfo@un.org) as soon as possible.
5. In line with the [Environmental Management System](#) adopted in 2022, the Secretariat is committed to upholding and improving the sustainability of its meetings. For more information click [here](#). All greenhouse gas emissions associated with the meetings will be measured, reported and offset through the purchase of carbon emission reduction credits from certified emission reduction projects.
6. Participation in the meetings is governed by the relevant guidelines and policies, including the [Code of Conduct to prevent harassment, including sexual harassment](#) at United Nations system events, which applies to all participants in MOP38 and its associated meetings. The Secretariat is committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. Participants may reach out to the Secretariat (Pablo.Moscodelacuba@un.org) with any questions about the Code of Conduct.

II. Timing of the meetings¹

7. ImpCom77 will begin at **10 a.m.** on **Friday, 30 October 2026** and will conclude on **Saturday, 31 October 2026**. Participation in the meeting is limited to members of the Implementation Committee, invited representatives of the secretariat of the Multilateral Fund for the Implementation of the Montreal Protocol, representatives of the implementing agencies of the Multilateral Fund, and other invited observers.
8. The Bureau meeting will be opened at **4 p.m.** on **Saturday, 31 October 2026** and is expected to conclude on the same day.
9. The workshop will take place on **Sunday, 1 November 2026**. Information regarding timing and venue will be shared closer to the date of the workshop.
10. MOP38 will begin at **10 a.m.** on **Monday, 2 November 2026** and is expected to conclude at **6 p.m.** on **Friday, 6 November 2026**.
11. The morning sessions of the meetings will be held from 10 a.m. to 1 p.m. and the afternoon sessions from 3 to 6 p.m., unless otherwise specified during the meeting.
12. Livestreaming of the plenary proceedings of MOP38 will be provided **for viewing purposes only**.

III. Visa information

13. Participants are required to obtain an entry visa for Rwanda unless exempted. Rwanda offers a flexible visa regime, allowing travellers to apply either online in advance of their travel or upon arrival at the Kigali International Airport. For the latest information on visa requirements, please visit the official website of the Directorate General of Immigration and Emigration (migration.gov.rw/visa).
14. Participants must possess a passport that is valid for at least six months from the date of entry into Rwanda. It is advisable to keep handy a soft or printed copy of the return ticket and details of the accommodation.
15. The online application is available through the official government portal (https://irembo.gov.rw/home/citizen/all_services) managed by the Directorate General of Immigration and Emigration. The processing time for online visa applications is approximately **four days**, and the fees vary depending on the visa category. Payment can be made online (Visa/MasterCard) or offline through designated banking channels, and applicants receive updates on the status of their application via email notifications.
16. Participants who opt for a visa on arrival may complete the process at the point of entry, subject to meeting all entry requirements.
17. Participants may contact the Secretariat (<https://forms.office.com/e/udJ0bLMaji>), **at least three weeks before the planned travel date**, should they require any support in the visa application process.
18. For information about health-related visa requirements, please see section V.B below.

IV. Hotel accommodation

19. Participants are responsible for making their own accommodation arrangements and are advised to do so well in advance. When selecting hotels, participants may wish to take into account emissions from local travel and exposure to traffic delays. Click [here](#) for the list of hotels with indicative prices. The list is purely for information purposes and for ease of reference of participants. The special discount rates provided are subject to change without notice. Please confirm the room rates directly with the hotel.

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¹ All times indicated as Kigali standard time (GMT+2). The traffic in Kigali during rush hour (7.30 a.m. to 9.30 a.m.) can be very congested. The rainy season may result in additional traffic on the roads. Sufficient time should be allowed for commute to the venue in the mornings.

V. Health requirements and medical facilities

A. General information

20. The health and safety of participants during the meetings is a key priority of the United Nations. All participants should ensure that they have appropriate medical insurance to cover the cost of any medical assistance or hospitalization, should it be required during their stay in Rwanda. Medical costs incurred in Rwanda will be borne directly by the participant.

B. Vaccinations

21. Yellow fever vaccination is mandatory for travelers arriving from countries listed on the Rwandan Immigration website (<https://rbc.gov.rw/info-note-for-travelers>). Rwanda is at risk for both Yellow Fever and Malaria.

C. Smoking policy

22. Smoking at the KCC is restricted to designated outdoor areas only.

D. Medical facilities at the KCC and surrounding areas

23. If you feel unwell during the meetings, do not ignore your symptoms. Participants can receive necessary first aid and emergency medical assistance at the venue during meeting hours.

Location: Ground floor, next to room AD-9

Opening hours: Monday –Sunday: 10 a.m. to 12.30 p.m. and 2 p.m. to 4 p.m. and during meeting hours.

24. The United Nations Department of Safety and Security recommended hospitals include:

Hospital Name	Telephone contact
King Faisal Hospital	+250 788 123 200
La Croix du Sud Hospital	+250 785 246 882
Polyclinique La Médicale	+250 781 132 235
Kibagabaga Hospital	+250 798 694 806
Deva Medical Center	+250 788 333 111
Private hospital	+250 788 382 000
University Teaching Hospital	+250 788 304 005
Muhima Hospital	+250 789 784 010
Minas Médical Center	+250 783 110 153

VI. Registration and meeting badges

25. Focal points for each party to the Montreal Protocol and for each organization are required to register all members of their delegation using the link provided in the cover email accompanying the invitation to the meetings. A meeting badge is required to gain access to the meeting rooms. **The registration system contains participant information from previous meetings of the parties to the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol which can be updated and used to register for the upcoming meetings.** The Secretariat is committed to and supports broad regional and gender-balanced participation.

26. Following approval of their registration, each registered participant will receive a notification via email. **A copy of the notification and the meeting pass, either printed or on a handheld device, must be presented, along with a valid photo identification card, to gain entry to the venue and to the registration area.**

27. Registered participants can collect their meeting badges at the registration counter anytime **between 8 a.m. and 4 p.m. from Friday, 30 October to Friday, 6 November 2026.** Please allow ample time for security clearance and registration. To avoid long queues on the day of the official opening of MOP38, participants are encouraged to collect their meeting badges prior to the first day of the meeting. Participants should bring their own lanyards, as the Secretariat will not provide any lanyards for the meetings.

28. Badges must be worn at all times at the meeting venue. For security reasons, badges must be displayed to gain admission both to the KCC and to the meeting rooms. The loss of a badge must be communicated immediately to the registration desk staff so that a replacement can be issued.

29. Organizations that wish to send observers to the meetings but have not received an invitation are requested to contact the Secretariat (mea-ozoneinfo@un.org) as soon as possible.

30. For any questions regarding registration for the meetings, please contact the Secretariat (Betty.Kamanga@un.org or Jacqueline.Gitau@un.org).

VII. Financial assistance to parties operating under paragraph 1 of Article 5 and countries with economies in transition

A. Financial assistance

31. Limited funds are available to facilitate the participation of **representatives of parties** operating under paragraph 1 of Article 5 and countries with economies in transition in the meetings. Should your Government require such assistance, please email an official request to the Secretariat (mea-ozoneinfo@un.org) providing details of the representatives nominated for assistance, by **Friday, 4 September 2026. The request for funding must be signed by an official in your Government at a higher level than that of the person being nominated.**

32. The financial assistance includes a return air ticket using the most appropriate and economical fare and daily subsistence allowance (DSA) for Kigali in accordance with United Nations travel policies and procedures. As of 1 July 2026, the DSA rate for Kigali is **\$200** per day; that rate is, however, subject to change. For further information regarding the financial assistance that may be provided to representatives of eligible countries, please contact the Secretariat (Ann.Gachingiri@un.org).

B. Daily subsistence allowance to eligible participants

33. The Secretariat will pay DSA at the venue, to eligible members of the ImpCom and Bureau **from Friday, 30 October 2026** and to participants of the MOP38, whose funding requests had been approved, **from Monday, 2 November 2026, during the lunch break.**

VIII. Meeting documents and presentations

34. Consistent with established practice, during the meetings, the Secretariat will post the meeting documents and conference room papers and provide other general information on the Secretariat's website and mobile application. The Secretariat, in cooperation with the KCC, will provide a stable and fast internet connection at the meeting venue.

35. The daily schedule, the livestream, conference room locations and other important updates will be provided via the mobile application. Participants are requested to download the application **in advance of the meetings** from the App Store (iOS), at <https://rb.gy/npc93>, or the Google Play Store (Android), at <https://rb.gy/w22gzz>.²

A. Meeting portals

36. Pre-session documents will be available on the meeting portal at the following links:

- (a) MOP38: <https://ozone.unep.org/meetings/thirty-eighth-meeting-parties>;
- (b) ImpCom77: <https://ozone.unep.org/meetings/77th-meeting-implementation-committee> (the password required to access the portal was included in the invitation letter sent to participants).
- (c) Bureau meeting: <https://ozone.unep.org/meetings/bureau-37th-meeting-parties-montreal-protocol>

² The MOP38 information will be available in the mobile application by Friday, 23 October 2026.

B. Conference room papers

37. Conference room papers and draft meeting reports will be accessible via the meeting portal. Parties wishing to submit conference room papers should email them to (mea-ozoneinfo@un.org).

C. Statements

38. Delegates who wish to deliver statements during the high-level segment of the MOP38 are requested to submit their statements in advance to the Secretariat, preferably by email (Jacqueline.Nyanjui@un.org) by close of business on **Friday, 30 October 2026**. The order in which statements are delivered will be determined by the date and time of their submission. Ministers will have priority in the delivery of statements.

D. Meeting rooms

39. To reserve rooms for regional and bilateral consultations before the start of the meetings, kindly send an email to the Secretariat (Esther.Nginyo@un.org with a copy to Sandeep.Bhambra@un.org) indicating the date, time and duration of the event and the expected number of participants. Owing to the limited availability of rooms at the KCC, the Secretariat may not be able to fulfil all requests. Priority will be given to requests from parties.

40. Once the meetings have started, requests to reserve rooms should be emailed to the Conference Officer (djidioni@un.org).

IX. List of participants

41. A preliminary list of participants will be made available on the meeting portal before the closure of the meeting for verification of participants' contact details. Participants are requested to verify the accuracy of the information on the list, including names, designations, contact information and the order in which the names of delegation members are presented. Corrections should be sent to the Secretariat (Betty.Kamanga@un.org and Jacqueline.Gitau@un.org) by **Wednesday, 11 November 2026**. The final list of participants will be made available on the meeting portal as soon as possible after the closure of the meeting.

X. Side events, exhibitions and promotional material

42. Owing to the limited number of rooms available at the KCC, the number of side events will be limited to three during the lunch break (between 1 p.m. and 3 p.m.) and three in the evening (between 6 p.m. and 8 p.m.) for the duration of the meetings.

43. Requests for side events and exhibitions should be made by completing the online request form available at <http://ozone.unep.org/en/side-events-and-exhibitions-request-form>. The deadline for submission of applications is **Friday, 4 September 2026**. Late applications will not be considered. All costs related to the rental of equipment for side events and exhibitions will be borne by the requesting organization.

44. With regard to side events, the Secretariat reserves the right to alter bookings, in consultation with organizers, to accommodate meetings of contact groups and regional groups. The Secretariat will not be responsible for any loss resulting from the cancellation or alteration of bookings. For information regarding side events and exhibitions, please contact the Secretariat (Stephanie.Haysmith@un.org with a copy to Jacqueline.Gitau@un.org).

45. Delegations with an approved request to set up an exhibition may ship promotional material and publications, clearly marking them "No commercial value. For conference distribution only", to the following address:

Kigali Convention Centre
KG 2 roundabout, Kigali, Rwanda
Attention: Ms. Stephanie HaySmith
Communications Officer
Email: Stephanie.Haysmith@un.org
For UNEP/MOP38

46. Please note that the Secretariat promotes paperless meetings and requests side-event organizers and exhibitors to minimize the use of brochures and other marketing materials and gift items. Please refer to the Secretariat's [guidelines for exhibitors](#).

47. Catering for side events can be arranged by contacting the Secretariat (Jacqueline.Gitau@un.org). Information on catering is available at <https://www.radissonhotels.com/en-us/hotels/radisson-blu-convention-kigali/dining>.

XI. Local transportation

48. Participants should make their own arrangements for transport from the airport to their respective hotels. The Kigali International Airport is approximately 12 kms from the city centre and about 7 kms from the meeting venue. Upon request, hotels may provide shuttle services to and from the airport. Participants should advise their hotels in good time of their transportation needs. In the absence of a shuttle, participants may use the following reputable taxi companies:

Service provider	Website	Phone contact
Spark Taxi	https://spark.taxi/	+250 796 698 668
Sky Rwanda Ltd	https://skytaxicab.com/	+250 787 138 185
Kigali Airport Taxi	https://kigaliairporttaxitransfers.com/	+250 783 752 526
Driver Hub Rwanda	https://driver.rw/	+250 733 733 733
Kigali Airport Taxi Transfers & Shuttle	https://api.whatsapp.com/message/DV33EMQK2COKE1?autoload=1&app_absent=0	+250 783 752 526

49. Participants should make their own transport arrangements to and from the KCC. In addition to buses and taxis, other common modes of transport include motorcycle taxis and ride-hailing services (moto, Yego Moto/Yego Cabs, Move etc).

50. Umuganda is a community service day held on the last Saturday of each month from 8 a.m. to 11 a.m., during which movement is restricted and most services are closed. During MOP38 and its associated meetings, Umuganda will take place on 31 October 2026. The Secretariat will provide information on the affected routes on the meeting portal and via the meeting app closer to the date.

51. Car-free day is observed in Kigali on the first and third Sunday of every month from 7 a.m. to 10 a.m., with several main roads closed to vehicles. During MOP38 and its associated meetings, 1 November 2026 will be a car-free day. The Secretariat will provide information on the affected routes on the meeting portal and via the meeting app closer to the date.

52. Plastic bags are banned in Rwanda and may be confiscated upon arrival.

XII. Safety and security

53. Kigali is generally considered a safe city. Common security concerns include petty theft, vehicle break-ins, street robberies, pickpocketing and burglaries. An emerging trend involves bag snatching by motorcycle riders often targeting lone female pedestrians. Participants are advised to stay alert and conscious of their surroundings.

54. The Secretariat will not be responsible for loss of or damage to personal property and for any loss that may be incurred during travel or during the meeting. It recommends securing the relevant international insurance for the period covering the travel and the meetings.

55. Emergency contact information is provided below:

- Emergency: 112
- Traffic accident: 113
- Rwanda National Police: +250 788 311 155

XIII. Local currency

56. The official currency of Rwanda is the Rwandan franc (RWF). The international airport, most hotels and various facilities in the vicinity of the venue offer currency exchange facilities.

57. Participants may bring foreign currency which may be exchanged for Rwandan currency at the prevailing exchange rates. However, depending upon the prevailing threshold, participants may be required to declare the value of the currency in their possession on arrival at the airport. Failure to make such a declaration or making a false declaration to a customs official is a criminal offence.

58. Most vendors and banks accept only U.S. dollar bills printed after 2006, and some exchange bureaus or hotels may refuse denominations smaller than \$100. Credit and debit cards are widely accepted in most establishments.

59. An ATM is available at KCC and in the Radisson Blu Hotel adjacent to KCC.

60. For full banking services (cash exchange or teller services), participants can also visit the nearby shopping mall, Kigali Heights.

61. Banks are open Monday to Friday from 8 a.m. to 5 p.m. and on Saturday from 8 a.m. to 1 p.m.

XIV. Local weather and time

62. Rwanda experiences a temperate tropical highland climate due to its elevation. September to December falls within the rainy season and the temperature averages 12°C to 27°C (54°F to 81°F). Participants are advised to carry an umbrella for unexpected showers, particularly in the afternoons and evenings.

63. The standard time zone in Rwanda is GMT + 2 hours.

XV. Language

64. Kinyarwanda is the official language in Rwanda, other languages include English and French.

XVI. Other practical information

A. Travel Advisory

65. Visitors are advised to always respect Rwandan customs. Kindly note that Rwanda has laws against making negative comments about the Genocide, including promoting ideas based on ethnic, regional, racial, religious, linguistic, or other divisive characteristics. Photography of military sites, government buildings, airports, and public monuments is not permitted.

B. Phone access codes

66. The country code for Rwanda is +250.

C. Electrical power supply

67. The voltage in Rwanda is 230 V running at 50 Hz, and the plug types used is C and J, shown below. Participants are **strongly encouraged to carry their own adapters** for use with laptops and other electrical appliances, as **the Secretariat will not be able to provide adapters**. Adapters can be purchased from hardware outlets and shopping malls.



D. SIM cards for cellular phones

68. Local SIM cards are available upon arrival at Kigali International Airport, from official service kiosks for major mobile network operators. SIM cards are also readily available in the vicinity of the

KCC, including at authorised service centres and retail outlets in nearby commercial areas such as Kigali Heights. Participants are required to present a valid passport for SIM card registration, in line with national regulations, and are advised to obtain services only from authorised vendors to ensure proper activation and compliance.

E. Prayer and meditation rooms

69. The men's prayer room is located [next to the men's washroom] along the corridor near AD 4, while the women's prayer room is [located next to the women's washroom] along the corridor near AD 9.

F. Post office

70. The nearest post office to the KCC is the Rwanda Post (Iposita) located on KN 4 Street, approximately 10 to 15 minutes' drive depending on traffic or 45 to 60 minutes' walk. It is open from Monday to Friday 7 a.m. to 5 p.m. Contact details +250 788 868 240 or +250 787 509 431.

G. Souvenir shop

71. The Izuba Boutique, a gift shop featuring exclusively "Made in Rwanda" products, at KCC is open daily from 9 a.m. to 6 p.m., allowing delegates convenient access to purchase gifts and memorabilia during their time at the venue.

H. Restaurants and cafes

72. Several restaurants and dining facilities are available within the KCC and at the co-located Radisson Blu Hotel. These include:

- (a) The Larder Restaurant serves international cuisine and buffet options for breakfast on weekdays from 6:30 a.m. to 10:30 a.m. and on weekends from 6:30 a.m. to 11 a.m. Sunday brunch is available from 12:30 p.m. to 4 p.m.
- (b) Filini Restaurant offers Italian cuisine, buffet and à la carte options, including vegan and other dietary options, and is open daily from 12 noon to 11 p.m.
- (c) Piazza Bar, located on the rooftop of the KCC, is open daily from 8 a.m. to 11 p.m. and offers beverages, desserts and light Italian dining in a terrace setting.
- (d) The Lounge bar, located at the Radisson Blu Hotel, offers international cuisine, beverages and light meals in an indoor and outdoor setting and is open daily from 8 a.m. to 1 a.m.
- (e) Izuba café located in the KCC building is open from 7 a.m. until the close of meeting at the KCC.

I. Lost and found

73. For security and safety reasons, participants are reminded not to leave their belongings unattended at the venue. Unattended belongings found may be given to the help desk or the Security Desk. Please contact security at +250 252 252 252 / +250 252 253 253 or email info.kigali@radissonblu.com for assistance with lost and found items.

J. Tourism

74. For information on local tourism, participants may contact the concierge or guest services at the Radisson Blu Hotel co-located with the KCC.

Looking forward to seeing you in Kigali where the Kigali Amendment to the Montreal Protocol was adopted 10 years ago on 14 October 2016!
