



SIXTH ORDINARY SESSION OF AFRICAN UNION MINISTERS OF TRADE CONFERENCE TO BE HELD IN RWANDA-KIGALI FROM 29 OCTOBER 2010 TO 2ND NOVEMBER INFO SHEET

The Minister of Trade and Industry of the Government of Rwanda (GoR) is pleased to welcome you to the Sixth Ordinary Session of African Union Ministers of Trade Conference. Important information regarding the Meeting and other arrangements is outlined in this document.

WHERE

KIGALI, RWANDA

Kigali Serena Hotel
Rue de la Révolution
P.O. Box 7469

Tel: +250 252 59 71 00; Fax: +250 252 59 71 01

<http://www.serenahotels.com/serenakigali/default-en.html>

WHEN

- ❖ Senior Official meeting: 29th October 2010 – 31st October 2010
- ❖ The Ministerial Conference: 1st – 2nd November 2010

WHO

The AU Ministers of Trade Conference will be attended by approximately 350 senior level delegates, including:

- ✓ Ministers of Trade of African Union
- ✓ High Level Representatives of the Government of Rwanda from the Presidency, the Primature, Ministries, Local Governments, Parliament, the Supreme Court, and Parastatal Organizations;
- ✓ In- and out-of-country Senior Representatives from Multi-Lateral and Bi-Lateral Agencies;

WHAT

The AU Ministers of Trade Conference is a high-level decision making conference for dialogue between African Ministers of Trade, Multilateral and bilateral institutions the Government of Rwanda on how to enhance Intra- African trade and with the outside African countries. The main items of the African Union Ministers of Trade Conference are as follows:

- ✦ **State of play in Intra-African trade:** The objective of this item is to undertake an in-depth assessment of the current state of Intra-African trade and make recommendations for its acceleration.
- ✦ **Towards an African Common Market for Agricultural Products:** The objective of this item is to evolve ways of creating a common market for African agricultural products, for

easy access for African countries and for purposes of agricultural self reliance and food security

- ✚ **Review of Trade Partnerships:** A global review of all Africa's partnerships will be undertaken especially Africa Trade and AGOA
- ✚ **Review of Multilateral Trade negotiations:** The meeting will review the State of play in the WTO Doha Round negotiations and State of play in the EPA Negotiations
- ✚ **Africa's assessment on Aid for Trade Mobilization:** In accordance with Executive Council Decision EX.CL/Dec.364 (XI), the RECs will make presentations on how they have been able to benefit from the Aid for Trade Initiative, point out the challenges faced in the implementation of the initiative and raise issues that can be brought to the attention of the policymakers.
- ✚ **UNCTAD Report on LDCs:** Under this item, the meeting will discuss UNCTAD's report on LDCs which provides a comprehensive and authoritative source of socio-economic analysis and data on the world's most impoverished countries.

Please register for the AU Ministers of Trade Conference by following the confirmation procedures indicated below.

HOW

CONFIRMATION PROCEDURE

- Or, please confirm your participation on email clairettenm@minicom.gov.rw or nclairrette@gmail.com or basemerap2002@yahoo.com or peaceb@minicom.gov.rw or Loumabeka1@africa-union.org
- Deadline for confirmation is **20th October 2010**
- Additional AU confirmation information can be found online at www.minicom.gov.rw, <http://www.africa-union.org>

CONFERENCE REGISTRATION

- Kigali Serena Hotel Lobby –Friday 29th October 2010 from 8:00 am – 9:00 am
- Kigali Serena Hotel Lobby – Monday 1st November 2010 from 8:00 am – 9:00 am
- Please note that conference badges are required for access to all Meeting events. These will be issued upon presentation of passports or ID during registration.

VISA REQUIREMENTS

The General Directorate of Immigration and Emigration of the Government of Rwanda provides information on accessing entry visas on <http://www.migration.gov.rw> . Foreign Nationals wishing to obtain Rwandan Visas, submit their applications to Rwandan Embassies or Diplomatic Missions of their Country of residence for processing. In the case of those coming from countries where we don't have an Embassy or Diplomatic Mission, they should request for an entry facility on line which will be used to obtain a visa on any official point of entry in Rwanda. Access (<http://www.migration.gov.rw>) to submit an *Entry Visa Facilitation Form* (<http://www.migration.gov.rw/singleform.php>). Under the field requesting *Purpose of Visit*, please write *Government of Rwanda and African Union Ministers of Trade Conference*. You should print out the response to the application form and provide it to the airline upon embarkation if requested to do so.

- Nationals of the following Countries may visit Rwanda without visa for a period up to 90 days: USA, Germany, Canada, Tanzania, Democratic Republic of Congo (DRC),

Uganda, Mauritius, South Africa, Kenya, Great Britain, Sweden, Singapore, Hong Kong and Burundi.

- Diplomatic Passports and all other passports will require a visa on arrival.
- In addition to a visa, all international visitors may be required to present an International Health Certificate showing proof of a yellow fever vaccination.

AIRPORT HOTEL TRANSFERS

(a) Transportation of delegates 28th -31st October 2010:

The Government of the Republic of Rwanda will provide local transport and protocol facilities. Transport will be available from the airport to the hotels. Three Shuttle services will be provided between the hotels and the conference venue. In order to save time and facilitate easy and convenient movement of delegates between hotels and the conference venue, transport will be arranged at fixed intervals.

(b) For the Ministers and Heads of Delegations 31st - 2nd November 2010: One car per Member State will be provided

Please note that the Government of Rwanda is unable to provide transportation for personal outings during your stay.

TRAVEL ARRANGEMENTS

- The Government of Rwanda would recommend that you arrive in Kigali no later than Thursday, 28th October 2010 for Senior Officials and 31st October 2010 for Ministers of Trade and other high level invitees. Airlines that fly to Rwanda include: Rwanda Air, Ethiopian Airways, SN Brussels, Uganda Air, Burundi Air and Kenya Airways.
- The Government of Rwanda requests that you send all travel information using the confirmation procedures indicated above. Also indicate your:
 - Flight number(s), destinations, and arrival / departure times etc.

BUSINESS FACILITIES AT THE CONFERENCE VENUE

- Participants have at their disposal a Conference Room for the plenary sessions
- A Conference Secretariat provides assistance for speakers and participants. Printing and copying facilities for the display and distribution of relevant publications, documents, and information materials are available.
- Services are also available at the Kigali Serena Business Centre. Wireless internet is provided for Kigali Serena Hotel Guests.

INTERPRETATION SERVICES

Simultaneous interpretation will be provided during the sessions of the Meeting in English, Portuguese, Arabic and French.

ACCOMMODATION

The list and addresses of the main hotels which will be accommodating delegates are provided as annex.

Delegates will be responsible for the settlement of their hotel bills including meals, beverages, telephone calls (local and international) and laundry.

MEALS INFORMATION

Coffee breaks are offered in the hotel venue during Meeting times, and are provided as part of the Meeting programme. The Minister of Trade and Industry will host a diner to AU Ministers of Trade and other dignitaries on 1st November 2010 at the Kigali Serena Hotel. On 2nd November 2010 a cocktail will be hosted to all participants at the Kigali Serena Hotel.

The following restaurants are within close proximity of the hotel if you wish to dine outside during your stay: Karisimbi Restaurant (mix), Chez Robert (mix), Indian Khazana Restaurant (Indian), Republica Restaurant (mix), Hotel Gorillas (French), New Cactus Restaurant (mix), and Chez John (Traditional), La Sierra, Le Garni du Centre and Golden Hills.

ADDITIONAL INFORMATION

SECURITY:

Kigali is one of the safest and secure cities in Africa. The Conference badges will be provided for access to the conference venue, hotels and other designated areas. The police will be present at the Kigali Serena Hotel at all times during the meeting. The toll-free emergency number, if you require it, is 112.

HEALTH AND SECURITY

The Government of Rwanda has arranged for an in-house doctor .An ambulance will be on standby to transport any visiting participants to King Faysal Hospital. For general health information and precautions for Rwanda, visit: (<http://wwwn.cdc.gov/travel/destinationRwanda.aspx>)

Hospitals and Clinics in Kigali	
King Faycal Hospital	+250 252 58 53 97 / 252 58 24 21 / 252 58 24 69
Polyclinique du Plateau	+250 252 57 87 67
Clinique dentaire des Américains Adventiste	+250 252 58 24 31
Dr. Vincent Banyangiriki (Dentist)	+250 252 57 40 09
La Croix du Sud	+250 252 57 15 90

LANGUAGES

Kinyarwanda, English and French are official languages of Rwanda. Kiswahili is also spoken.

CURRENCY EXCHANGE

The local currency is the Rwandan Franc (RWF). For daily exchange rate information you can visit the website of the National Bank of Rwanda www.bnr.rw . Certain foreign currencies may be changed at authorized banks located throughout Kigali, forex bureaux and at Kigali International Airport. Currency exchange is also available at the Hotel Serena.

Please note that there are few international ATMs in Kigali, including at MTN Center, Laico Hotel, KBC and BCR. And most places outside the hotel accept only cash in local currency.

ELECTRICITY

The electricity current in Rwanda is 220 volts AC, 50 Hz.

CLIMATE

The Meeting is held during the rainy season. Although Rwanda still gets much sun during the rainy season. Daytime temperatures average at 24 – 28 ° Celsius, while temperatures at night will be cooler.

TIME

Rwanda is in the GMT + 2 hour time zone.

PRIMARY CONTACT INFORMATION

For confirmations and general enquiries in advance of the Meeting, please contact:

- HATEGEKA Emmanuel

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- During the conference itself, the information desk in the lobby on the ground floor of the conference centre will be staffed throughout.

LIST AND ADDRESSES OF SUGGESTED HOTELS

(Annex I)

Hotels	Type	Price per room in (USD) per day	Addresses	Room capacity
1. Kigali Serena Hotel	Standard	330	E-mail: eca@serena@serena.co.rw www.serena-hotels.com Tél : 250 06200410 B.P : 7469	148
	Deluxe rooms	357		
	Superior rooms			
	Prime rooms	367		
	Junior suites	375		
	Executive suite	424		
		557		
2. Hotel Mills collines	Standard single rooms	155	Avenue de la République BP 1322 Kigali, Rwanda Tel: +250 252 57 65 30 Fax: +250 252 57 65 41 or 57 70 59 Email: info@millscollines.net	114
	Standard double	170		
	Junior suites	265		
	Senior suite	380		
3. Hotel Laico Umubano	Single room	180	Boulevard l'Umuganda BP 8740 Kigali, Rwanda Tel: +250 252 59 35 00 Fax: +250 252 58 29 57 Email: reservations@laico-umubano.com	97
	Twin room	180		
	Junior suite	220		
	Executive suite	260		
4. Gorillas	Standard room/single	110	E-mail : gorillashotel@rwanda1.com Tel : (250) 501717/18 Fax : (250) 501716, Kigali-Rwanda P.O Box 1782, Kigali-Rwanda	31
	Deluxe room/single	120		
	Standards rooms/double	130		
	Deluxe room/double	140		
5. Beausejour Hotel	Single room	90	Tel: (+250)252580706 Email: info@beausejourhotel.rw	23
	Double room	120		
6. Chez Lando	Double rooms	130	E-mail : lando@rwandate1.rwanda1.com Tel : (250) 82050 Fax : (250) 84380	82
	Single rooms	100		
	Twir.	150		
	Suite (fais car. hold 4persons)	190		
7. Okapi Hotel	Standard room	60/80	Tel : (250) 576765, 578143 Fax : (250) 574413	38
	Mini suite	80/100		
	Suite	100/110		
	Appartement	120/150		
8. Simbi Hotel	Single room	30	Tel : (250) 572578 simbi@rwanda1.com fax : (+250)575109	16
	Double room	35		

9. Stipp Hotel	Double	150	Tel: (+250)788305682 Email: stipp-hotels@rwanda1.com Fax: (+250)500276	50
	Single	130		
	Twin	180		
	Triple	270		
12. Top Tower	Standards rooms	160/170	Boulevard l'Umuganda P.O. Box 196 Kigali- Rwanda Tel: +250 252 58 05 27 Mail: info@top-towerhotel.com	48
	Superior corner rooms	180/200		
	Tower prestige rooms	210/220		
	Executive suite	250/270		
13. Lemigo Hotel	Double	150	Tel. (250)788304652 info@lemigo.hotel.com	96
	Single	100/125		

Please note that Transport will be provided to delegates and other invited guests from International Airport to the hotels and from the designated hotels to SERENA hotel each day of the conference. Designated pick-up points are the recommended hotels listed as follows: Kigali Serena Hotel, Hotel Mille Collines, Hotel Gorillas, Hotel Laico Umubano, Stipp Hotel, Top Tower and Isimbi Hotel.