



25th MEETING OF THE INTERGOVERNMENTAL COMMITTEE OF SENIOR OFFICIALS AND EXPERTS (ICSOE), FROM 27 - 29 OCTOBER 2021

INFORMATION NOTE

The 25th Meeting of the Intergovernmental Committee of Senior Officials and Experts (ICSOE) organized by the UN Economic Commission for Africa (UNECA), Sub-Regional Office for Eastern Africa (SRO-EA) is scheduled to take place from 27 to 29 October 2021. The Meeting will be held under the theme *“Building resilience for strong recovery and attracting investments to foster economic diversification and long term growth in Eastern Africa.”*

This note provides guidelines for the conduct of the conference and your participation. You are kindly requested to read it carefully.

PARTICIPATION:

The ICSOE will be attended by high-level representatives and experts from Member States served by the SRO-EA, which include Regional Economic Commissions (RECs) and Intergovernmental Organisations (IGOs). The private sector, international institutions, civil society organisations, women, youth, media, and other relevant stakeholders will also be represented.

FORMAT OF THE 25th CONFERENCE:

Due to the Covid-19 pandemic, the meeting will be held in a hybrid format from 27 to 29 October 2021. Participants will have the choice to attend the proceedings either in person in Kigali, Rwanda or online through details that will be provided in due course.

All discussions will be held in plenary, with presentations followed by a panel discussion or general Question and Answer sessions. The ECA working languages are French and English. For effective communication, simultaneous interpretation is planned for all the sessions.

All working documents, in French and English, will be made available. Other documents related to the meeting can be accessed at <https://www.uneca.org/ea-icsoe25>.

MEETING VENUE

The meeting will be held at Kigali Convention Centre (KCC), Kigali, Rwanda.

HOTEL ACCOMODATION

All sponsored participants will be picked up by the Radisson Blue hotel from Kigali International Airport and transferred to the hotel. Kindly note that all arriving sponsored participants will be booked at Radisson Blu which is in the same compound as the meeting venue, for the duration of the meeting. The first day is on full board (inclusive of 3 meals). All sponsored participants will also be paid per diem in line with UN rules. UNECA will book all sponsored participants at the Radisson Blu,. UNECA will cover the cost of the rooms and participants will be responsible for settling any extra costs they may have incurred during their stay at Radisson Blu.

For self-sponsored participants, a list of recommended hotels in Kigali, within range of the Venue is attached. The rates are indicated therein. For any assistance, you can reach out to Ms. Alphonsine Nyiransabimana at +250 785 991 781, email address: nyiransabimana@un.org.

COVID-19 Travel Requirements for Rwanda

Sponsored participants are required to present a negative COVID-19 PCR certificate upon arrival and before departure and present the original test certificate at airport check-in and departure. ***PLEASE DO NOT FORGET TO BRING YOUR COVID-19 TEST RECEIPT FROM YOUR DEPARTURE POINT FOR REIMBURSEMENT.***

COVID-19 testing requirements

All passengers must present an original negative COVID-19 RT-PCR test certificate dating less than 72 hours from the date the test result is received. The certificate must be issued by a laboratory located in the state from which the customer commences their journey and is listed on the list of laboratories approved by this State or a health organization internationally recognized.

Quarantine

Arriving passengers will be tested for COVID-19 at the airport and **proceed to Radisson Blu, either for quarantine (for those not fully vaccinated), or to wait for the results.** For sponsored participants, Radisson Blu will be both your quarantine site and or hotel for the duration of your stay in Kigali.

For more information related to passengers arriving or departing from Rwanda, please visit: <https://www.rbc.gov.rw/index.php?id=745>

COVID-19 test for your return back flight

Your Covid Test will be arranged by UNECA and samples will be collected at a venue to be determined on 29 October 2021 for all participants for their return flight back. UNECA will also organize the appointment and cover the cost of the test for all sponsored participants. Non-sponsored participants shall pay for their tests.

PARTICIPATION ALLOWANCE:

The SRO-EA will, in accordance with UN rules and regulations, cover costs related to in-person participation or internet connectivity for the days of your participation.

We look forward to your participation in the 25th Session of the Intergovernmental Committee of Senior Officials and Experts for East Africa that will focus on the “***Building resilience for strong recovery and attracting investments to foster economic diversification and long term growth in Eastern Africa***” from 27 – 29 October 2021.

CONTACTS

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Annex 1

	Hotel Name	Contact Details	Quarantine Rate	Negotiated Rate
1.	Radisson Blu	+250252252 252/+250724000028 reservations.kigali@radissonblu.com ; Nice.uwase@radissonblu.com ; info.kigali@radissonblu.com	USD 170	USD 120
3	Amaris	+250 788 394 627/ +250 782 391 817 kingamije@yahoo.fr	US 60	US 60
5	Grazia	+250 788 862 351/+250788501343. graziaaprts@gmail.com ; graziaparts@gmail.com	USD 99	USD 99
6	Lemigo	+250 788 304 652/ +250 788 381 573/ +250784040924/ +250738785048 reservations@lemigohotel.com reservation@lemigohotel.com	USD 100	USD 110