



**FemWise-Africa Advanced Training on Mediation for the Great Lakes  
Region  
06 - 10 September 2021  
Kigali,**

**27 August 2021**

Dear Participant,

**INTRODUCTION:**

1. The Office of the UN Special Envoy for the Great Lakes Region (OESG-GLR), the African Union Secretariat of the Special Envoys, High Representatives, the Panel of the Wise and FemWise-Africa, and the International Conference for the Great Lakes Region (ICGLR) extend a very warm welcome to all participants to this **FemWise-Africa Advanced Training on Mediation and Negotiation for the Great Lakes Region**, which will take place at the Marriott hotel **Kigali, Rwanda from 06 – 10 September 2021**. We will endeavor to make your time with us a comfortable, enjoyable and above all, an enriching capacity building experience based on an advanced training program.
2. The training will benefit from five-days of an advanced and interactive training curriculum for selected FemWise-Africa members and women mediators from the Great Lakes Region, with the objective to strengthen their capacity in mediation as well as to establish a Roster of highly skilled Women Mediators for the Great Lakes Region. (Please see the Concept Note for ease of reference)
3. The purpose of this instruction is to provide participants with an outline of the training and cover the key administrative details to assist you in your attendance.

**MEETING STRUCTURE:**

**4. Training Coordination Team:**

- a. **Secretariat:** Ms. Nene Bah, Sr. Gender Advisor (OESG-GLR); Ms. Gloria Kabage, Deployment Officer (AU FemWise-Africa Secretariat); Ms. Rana Magdy Elfeky, Capacity Building Officer (AU FemWise-Africa Secretariat); Mr. Bonface Makokha, Consultant (OESG-GLR), and Ms. Christine Kyule, Admin Assistant (OESG-GLR) will be responsible for the overall coordination and management.
- b. **Training Facilitators:** Prof. John Katunga and Dr. Anita Kiamba
- c. **Sponsor:** OESG Great Lakes Region
- d. **Participants:** FemWise-Africa Members & Women Mediators from the Great Lakes Region, OESG-GLR, AU, ICGLR, Government of Rwanda, UNWOMEN, UNDP, Nordic Women Mediators Network (NWMN), Regional Ombudspersons and other partners

## CO-ORDINATING INSTRUCTIONS:

5. **Meeting Key Timings.** The meeting will be conducted over the following dates:

- a. Participants arrive by: **Sunday**, 05 September 2021
- b. Meeting starts: 08.30 am, **Monday**, 06 September 2021
- c. Meeting ends: Early PM, **Friday**, 10 September 2021
- d. Participants depart: **Saturday**, 11 September 2021.

6. A copy of the training programme will be shared shortly.

## PRE-MEETING ADMINISTRATION:

7. **Travel and Arrival.** The details of travel will be communicated and arranged by UN OSESG-GLR for all participants traveling from outside Rwanda. Participants' itinerary will be communicated to the hotel for airport transfer. **Prior to departure, please contact the hotel to arrange your airport transfer.** Terminal expenses including transport for pick and drop off will be reimbursed.

8. **Visas.** All participants and guests attending the training are requested to check their individual requirements for Visa based on their country of origin (passport) prior to commencing travel. Kindly note that **from 1st Jan 2018, Nationals of all countries receive visa on arrival at Kigali International Airport and all land borders.** Citizens of countries members to the following international organizations: African Union, Commonwealth and La Francophonie are entitled to get visa upon arrival and are waived visa fees for a visit of 30 days.

Citizens of East African Community Member States (Burundi, Kenya, Uganda, United Republic of Tanzania and South Sudan) shall be issued a pass/entry visa free of charge upon arrival to stay for the period of six months. The following countries to be granted 90 days valid visa free of charge upon arrival: Angola, Benin, Central African Republic, Chad, Cote d'Ivoire, Democratic Republic of Congo. Travelling can apply for single entry and transit visas on the e-visas website: [https://irembo.gov.rw/home/citizen/all\\_services](https://irembo.gov.rw/home/citizen/all_services) . For additional information please visit the following webpage: [https://www.rbc.gov.rw/fileadmin/user\\_upload/annoucement/Info%20note%20for%20passengers%20arriving%20in%20Rwanda.pdf](https://www.rbc.gov.rw/fileadmin/user_upload/annoucement/Info%20note%20for%20passengers%20arriving%20in%20Rwanda.pdf)

## GENERAL ADMINISTRATION:

9. **Accommodation.** For ease of movement, the OSESG-GLR will book hotel accommodation (Bed & Breakfast) for all participants from outside Rwanda at the Marriot Hotel Kigali where the training will take place. Participants will however be responsible for payment of their accommodation (including all extra services such as additional meals, beverages etc..) through cash allowance received from the OSESG-GLR.

10. **Feeding/Refreshment.** Lunch and two coffee/tea breaks will be provided on the training days at the venue Marriot Hotel Kigali as per timings indicated in the programme. Any meals/food consumed outside of that offered during these breaks will be at the expense of the participant.

11. **Cash Allowance.** Participants from outside Rwanda will receive cash allowance, as per the appropriate UN Daily Subsistence Allowance rate for Kigali (Marriot Hotel), in order to cater for accommodation and meals not provided at the venue on the training days.
12. **Laundry.** Participants will make their own arrangements accordingly.
13. **Dress.** Smart casual.
14. **Internet.** Participants can access the Internet on their laptops and mobile devices via wireless connectivity (Wi-Fi) at the venue. The training will hold through a hybrid format with both in-person and virtual participants. A zoom link will be shared with the virtual participants in due time.
15. **Conduct.** Participants are to comply with all stipulated policies, rules and regulations with respect to COVID-19 measures as per the guidelines provided by the Government of Rwanda.
16. **Venue.** As indicated before, the training will take place at **Kigali Marriott Hotel, KN 3 Avenue, Nyarugenge District, Kigali (Rwanda), Tel:+250-222-111-111 (<https://www.marriott.com/hotels/travel/kglmc-kigali-marriott-hotel/>)**. Participants are requested to be seated by 08.30 Hrs on Monday 06 September 2021.
17. **Health.**
  - a. All travelers arriving in Rwanda **must have a negative COVID-19 certificate**. The only accepted test is a SARS-CoV 2 Real Time Polymerase Chain Reaction (RT-PCR) performed within 72 hours prior to departure (meaning travelers must be tested and get results within 3 days of their first flight). Other tests, such as Rapid Diagnostics Tests (RDTs), **are not accepted**. COVID-19 Test is not mandatory for accompanied children under 5 years.
  - b. All travelers arriving in Rwanda **must complete the passenger locator form** and upload the COVID-19 test certificate before heading to the airport. Please see passenger locator form and list of designated transit hotels on [www.rbc.gov.rw](http://www.rbc.gov.rw). Equally, participants are requested to check if there are similar return requirement for their countries.
  - c. Participants are advised that if they have any Covid-19 related symptoms or feel unwell (temperature 37.3<sup>0</sup>C or higher), they should not attend the meeting. According to Rwanda Government directives, participants must test negative for COVID-19 before they can participate in a meeting or event.
  - d. The Government of Rwanda has a zero-tolerance policy for exporting positive COVID-19 cases. If you test positive for COVID-19 upon arrival or during your time in Rwanda (even if you are fully vaccinated), the severity of your symptoms will determine whether you are isolated in a government-run treatment center or a hotel **at your own cost**. You will not be permitted to leave Rwanda until you receive a negative PCR test result, which could take several weeks from the first detection of your infection.
  - e. No cloth face masks are authorized. Participants are required to carry approved medical face masks.
  - f. All travelers arriving or transiting for more than 12 hours through Rwanda will be screened upon entry and take a second RT-PCR test on arrival at a cost of \$60. Sample collection will be conducted at the airport upon arrival and passenger will wait for the results at the designated transit hotel. The COVID-19 Test Results for transiting

passengers for more than 12 hours will be fast-tracked so that passengers can get the results before their next flight. For more information see attached “**INFO NOTE FOR PASSENGERS ARRIVING OR DEPARTING FROM RWANDA**” which can be accessed at

[https://www.rbc.gov.rw/fileadmin/user\\_upload/annoucement/Info%20note%20for%20passengers%20arriving%20in%20Rwanda.pdf](https://www.rbc.gov.rw/fileadmin/user_upload/annoucement/Info%20note%20for%20passengers%20arriving%20in%20Rwanda.pdf)

- g. In case of major medical requirements, it is recommended that individuals arrange their own personal medical insurance. Anyone suffering from an existing medical condition (e.g. diabetes, asthma, etc.) should ensure that they bring sufficient medication supplies for the duration of the training.
- h. If anyone exhibits any suggestive sign(s) of COVID-19, call the hotline (114) or request the Secretariat to contact the UN doctor.
- i. To avoid irritation from mosquito bites and other insect bites, long sleeves are recommended in the evenings, especially outdoors, and it is also recommended that insect repellent and after-bite cream (e.g. Anthisan) are brought.
- j. **Yellow fever vaccination certificates** are required by anyone arriving from infected areas and immunization is recommended. No other vaccinations are required for entry to Rwanda. Routine inspections of vaccination cards (yellow cards) are conducted at the airport on arrival.

## MEETING AGENDA

18. The training will incorporate a mix of presentations from the facilitators, case studies, plenary and group discussions, and simulations. The training modules will focus on the principles and practice of mediation and negotiation, particularly with armed groups. The training will also be infused with experience sharing sessions from relevant resource persons, as well as a dedicated interactive session with Ombudspersons or their equivalent. Beyond experience sharing, the session with the Ombudspersons will also be geared towards strengthening cooperation and building linkages between them and with women mediators in the Great Lakes Region, towards fostering the greater inclusion of women in the mediation, negotiation, and dialogue processes they undertake. The training will also afford opportunity to women involved in mediation at field level to share their perspectives on armed groups. In this regard, all participants should come adequately prepared to contribute to the workshop during the plenary sessions but also in group work.

## POINTS OF CONTACT

19. In case of any questions or problems please contact the following:

- a. OSESG-GLR Sr. Gender Advisor – **Ms. Nene Bah**: Mob: +254701156021, Email: [bah7@un.org](mailto:bah7@un.org);
- b. OSESG-GLR Administrative Assistant, **Madam Christine Kyule**: Mob: +254110 929728, Email: [christine.kyule@un.org](mailto:christine.kyule@un.org);

## CONCLUSION

20. The joint Secretariat UN, AU PoW/FemWise-Africa and ICGLR is very much looking forward to welcoming all participants of this important training for what promises to be a memorable regional experience. Please do not hesitate to contact us if you have any questions.