AFRICAN PUBLIC PROCUREMENT NETWORK

FOURTH GENERAL ASSEMBLY

ENHANCING SUSTAINABLE PUBLIC PROCUREMENT FOR AFRICA'S ECONOMIC RESILIENCE

KIGALI, RWANDA, NOVEMBER 12 TO 14, 2024

1. Background

Public procurement plays a crucial role in Africa's economic development (17% of GDP on average) [1] and socioeconomic environment. Effective public procurement systems directly influence a country's economic growth and service delivery.

Forty-three African countries' representatives formally established the African Public Procurement Network (APPN) in Lomé in October 2018 by signing its Articles of Association (AA). The main purpose of the APPN is to provide a platform for learning and networking to public procurement policy makers, regulators and practitioners of its Member Countries (MCs)

The AA deal in detail with the objectives of the Network, set out the rules for membership, and established its governing bodies and their functions. The organs of the Network include President, the Executive Committee (EC), the Vice President (also the EC Coordinator), and the Technical Secretariat based in Lomé, Togo.

The APPN is the largest formal public procurement network in the world. It includes 54 African countries which are grouped into five sub-regional networks as follows:

North Africa Sub-Regional Public Procurement Network (NASPPN): Algeria, Egypt, Libya, Morocco, South Sudan, and Tunisia. Tunisia (Coordinator) /Egypt (Alternate Coordinator)

East Africa Sub-Regional Public Procurement Network (EASPPN): Burundi, Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, Sudan, Tanzania, and Uganda – Uganda (Coordinator)/Rwanda (Alternate Coordinator)

West Africa Sub-Regional Public Procurement Network (WASPPN): Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, and Togo - Mali (Coordinator)/Nigeria (Alternate Coordinator)

Central Africa Sub-Regional Public Procurement Network (CASPPN): Cameroon, Central African Republic, Chad, Congo, Democratic Republic of Congo, Equatorial Guinea, Gabon, and São Tomé & Príncipe – Gabon (Coordinator)/Central African Republic (Alternate Coordinator)

Southern Africa Sub-Regional Public Procurement Network (SASPPN): Angola, Botswana, Eswatini, Lesotho, Malawi, Mozambique, Namibia, South Africa, Zambia and Zimbabwe – Botswana (Coordinator)/Eswatini (Alternate Coordinator)

Each of the sub-region is coordinated by the Subregional Coordinator and the alternate elected by the member countries in that particular sub-region.

The APPN Executive Committee (EC) is composed of the representatives of the five sub-regions of Africa, as shown above. During the Third General Assembly in Abidjan in November 2023, the sub-regional networks' members elected Mali as the APPN Vice President and EC Coordinator and Nigeria as Alternate Coordinator and these countries occupy these positions to date. The Executive Committee is responsible for adoption and implementation of the annual work plan of the APPN network and other decisions taken at the General Assembly.

[1] The World Bank Blogs, January 17, 2023

The General Assembly is the network's supreme governing body. It is composed of the heads of Public Procurement Authorities of the APPN Member countries. It has the mandate to set out strategic direction of the network amongst other responsibilities. The General Assembly elects the President of the Network, and the latter occupies the position for a term of one year. The elected President becomes the chair of the network during his/her term and his/her country hosts the next General Assembly. During the APPN Third General assembly last year in November 2023 in Abidjan, Côte d'Ivoire, Rwanda was elected to be the chair of the APPN network until the Fourth General Assembly. The current President elected during this time is Ms. UWINGENEYE Joyeuse, the Director General of Rwanda Public Procurement Authority (RPPA).

The APPN network daily activities are coordinated through its Technical Secretariat.

2. Fourth General Assembly (TGA) - Key Objectives

The Fourth General Assembly (FGA) of the APPN will be hosted by the Government of Rwanda from November 12 to 14, 2024. The venue will be Kigali Convention Center (https://www.kcc.rw).

The aim will be to achieve the Network's overarching goal of providing the heads of Public Procurement Authorities and other key stakeholders of the APPN MCs a platform of learning and networking.

The General Assembly is intended to give an opportunity primarily to the heads of public procurement of the member countries to learn from one another, and from experienced procurement officials/experts from the countries with well-functioning public procurement systems. However, the member countries can nominate more participants provided that these nominations belong to the sectors and agencies relevant to public procurement such as procurement capacity building institutions, oversight bodies, civil society, construction, manufacturing and consulting industries. Participants in addition to heads of public procurement authorities bear the cost of their participation, including airfare, lodging, and boarding.

To effectively achieve the objectives of the FGA, it is imperative that only the key stakeholders such as senior officials relevant to public procurement including representatives from the private sector (contracting and consulting industry) and civil society organizations (CSO) are nominated for participation.

3. FGA Theme and Timeline

The Fourth General Assembly will carry the theme: "**Enhancing Sustainable Public Procurement for Africa's Economic Resilience**." The theme builds upon the successes of the Third Assembly which emphasized integrating sustainability into public procurement. It highlights the need to strengthen existing practices for long-term resilience and achieving the Sustainable Development Goals (SDGs) in Africa. The draft agenda of the FGA is at Annex 1.

4. Host, Cosponsors, Participants and Agenda

The Rwanda Public Procurement Authority (RPPA) will be the host and organizer of the FGA. It will be co-sponsored by the World Bank (WB), African Development Bank(AfDB), Islamic Development Bank (IsDB), Agence Française de Développement (AFD), Open Contracting Partnership OCP), the host country (Rwanda) and the African Public Procurement Network (APPN). The key participants of the FGA will be the heads of public procurement regulatory bodies in the APPN member countries as well as the ones responsible for controlling and auditing public procurement.

The following African cooperation and integration organizations will be invited to send delegates:

i. African Union
ii. Arab Maghreb Union (AMU)
iii. Common Market for Eastern and Southern Africa (COMESA)
iv. Community for Sahel-Saharan States (CEN-SAD)
v. East African Community (EAC)
vi. Economic Community of Central African States (ECCAS)
vii. Intergovernmental Authority on Development (IGAD)

viii. Southern African Development Community
ix. Economic Community of West African States (ECOWAS)
x. West African Economic and Monetary Union (WAEMU)
xi. Economic and Monetary Community of Central Africa (CEMAC)
xii. West African Development Bank (WADB-BOAD)
xiii. East African Development Bank (EADB)
xiv. Development Bank of the Central African States (BDEAC)

The Network will bear the travel in economy class, boarding and hotel stay cost of only one participant from each APPN member country. However, the member countries can nominate additional participants at their own expense. The Assembly sessions will also be made available virtually. Many participants are expected to be nominated by the host country. These participants would include the representatives of the private sector, civil society, procurement practitioners, researchers, academia, bidding community, public procurement professional bodies, other professional bodies and associations. The relevant UN agencies, such as IFAD/ILO, who contribute to the capacity of the public procurement officials, will also be invited.

International and regional experts will make presentations on various topics of interest related to the FGA theme. Relevant topics related to the theme of the FGA will be debated by all practitioners of public procurement to come out with essential recommendations and key resolutions, for the proper functioning of public procurement in their respective countries.

The FGA will be a platform for substantive work and reflection in working groups within which all the five sub-regional networks of West, East, North, Southern, and Central Africa will be represented.

The FGA will also discuss the issue of network membership, including its sustainability. This question will include a discussion of the level of dues and membership fees and the collection of payments.

These following main activities are included in the program:

- Inaugural session
- Knowledge sharing programs: Technical sessions in formal of panel discussions for sharing on the topics in relation to the conference theme, as well as experts' presentations and debate with all participants
- Launch of Rwanda's Sustainable Public Procurement Policy Framework and Open Contracting Data Standard reporting framework through E-GP system of Rwanda
- Focus groups discussions: the FGA participants will break into three working groups. Each group will be assigned one or more topics relevant to the FGA theme. Each group will discuss and elaborate a list of five common issues and propose actions for implementation by the APPN Technical Secretariat.
- General Assembly (GA) matters with focus on:
    - The viability of the network
    - The operationalization of the Technical Secretariat
    - Implementation of the regional action plan
    - Approval of amendments to the statutes, internal regulations, and manuals
    - Election of the new Chair of the network and the host of the Fifth General Assembly
    - Election of Executive Committee members and their alternates as well as the VP.

Throughout the three days of the FGA, Rwanda Public Procurement Authority (RPPA) will have an open exhibition booth where participants will be able to learn from the country's journey of modernizing its public procurement system and this area will showcase the modernization of E-GP system and future outlook. The business community that is looking for support to register in E-GP system of Rwanda or to get any other type of support will access these services during the time of the FGA at the venue. In addition to the exhibition booth for Rwanda, There will be space availed to support the promotion of youth projects in line with SPP (eg. Made in Rwanda- new local brands promotion, environment projects, and others).

Conference Tourism Day: The day of 15 November 2024 will be dedicated to exploring the beauty and culture of Rwanda. It's an organized tourism day that will start with a captivating city tour of Kigali, where delegates will have the opportunity to explore the vibrant corners of the city

and witness the exquisite craftsmanship of sisal basket weaving. Following this, they will embark on a scenic journey upcountry to experience the breathtaking hills of Rwanda. Here, they will engage in exhilarating activities such as jet skiing, kayaking, and various games. This day will be an enriching blend of cultural immersion and adventure, providing a perfect conclusion to the conference and an excellent networking platform.

5. Key Outputs of the Conference

The outputs of the FGA in Kigali will be as follows:

- Knowledge exchange on topics relevant to the FGA theme achieved.
- Knowledge on new and innovative public procurement developments from regional and international experts.
- Effectiveness of the APPN as a platform of learning and networking is ascertained and recommendations are sought from the participants (broken into working groups) for a regional action plan to improve further as necessary.
- APPN administrative matters are discussed and resolved as necessary.

6. Host Country Role

The host country will have the following roles:

- Collaborate with the APPN Technical Secretariat to identify opportunities for knowledge exchange and networking within the agenda.
- Take the lead on finalizing logistics and venue arrangements for the General Assembly. This may include securing a suitable venue, arranging accommodation for attendees, and managing transportation and visa processes.
- Choose to co-sponsor the event or identify potential sponsors within their country.
- Additionally, the host country can help promote the General Assembly to relevant stakeholders within their nation, and any other relevant local and international medias.

The host in collaboration with the Technical Secretariat and the Coordination Team will prepare a detailed note on logistics and will post it on the RACOP-APPN website and circulate it to the participants in due course of time. Travel expenses in economy class and boarding and lodging of one participant from each country will be borne by the APPN/cosponsors. Other participants will bear their own, travel, boarding and hotel stay costs.

7. FGA Coordination Team Composition and Role

The host will be supported by the FGA coordination team, which will include the current President of APPN, the Technical Secretary of APPN (ARCOP-Togo), members of the Executive Committee, as well as the World Bank, the African Development Bank and the Islamic Development Bank, as follows:

- Ms. Joyeuse UWINGENEYE, APPN Chair (juwingeneye@rppa.gov.rw)
- Mr. Alassane BA, Vice President, APPN (alassaneba55@hotmail.com)
- Members of the APPN Executive Committee
- Mr. Aftar Toure MOROU, APPN Technical Secretary (amorou@arcop.tg)
- The World Bank (Sponsor/Focal point and other contact persons)
    - Mr. Kouami Hounsinou Messan, Senior Procurement Specialist, World Bank Country Office, Lomé (Email: kmessan@worldbank.org) – Focal Point
    - Mr. Naushad Khan, International Procurement Consultant (Email: nkhan@worldbank.org) – Contact Person
    - World Bank Country Office in Kigali: Mr. Sreenivas Devarakonda, Sr. Procurement Specialist (dsreenivas@worldbank.org) and Mr. Willy Niyonteze, Procurement Specialist (wniyonteze@worldbank.org)
- African Development Bank
    - Mr. Bereket Woldemeskel, Senior Procurement Specialist (Focal Point), Tel +250 791345771
- Islamic Development Bank
    - Mr. Elhadj Soumare, Global Lead Procurement Specialist, (Focal Point) esoumare@isdb.org

8. Contact Persons of the Host and Technical Secretariat

For any help and questions during the General Assembly, the following persons can be contacted:

- In Kigali: John MPUNGA, email: jmpunga@rppa.gov.rw ; cell: +250 786 710 110; and Chantal NISHIMWE, email: cnishimwe@rppa.gov.rw ; cell: +250 788 283 837
- In Togo: Ms. Kpandjapu Fati Datagni: Tel (228) 93 56 63 63; and Mr. Abdoul Rafiou LASSISSI Tel.: +228 90 79 83 32; Email: stracop.appn@gmail.com with copy to: fatidat@yahoo.fr /raflassissi@yahoo.fr

9. **Conclusion**

The Fourth General Assembly of the APPN presents a unique opportunity to share best practices and develop concrete strategies for enhancing sustainable public procurement that builds resilience and contributes to Africa's sustainable development. By fostering collaboration and knowledge exchange, the APPN can empower its members to achieve the SDGs and secure a prosperous future for Africa.

ANNEX 1 – AGENDA

APPN FOURTH GENERAL ASSEMBLY

ENHANCING SUSTAINABLE PUBLIC PROCUREMENT FOR AFRICA'S ECONOMIC RESILIENCE

KIGALI, RWANDA, NOVEMBER 12 TO 14, 2024

DAY 1 – NOVEMBER 12 - INAUGURATION SESSION AND THEMATIC KEYNOTE SPEECH AND PANEL DISCUSSIONS		
Time	**Subject**	**Resource Persons**
08:00	Registration	Host
OPENING CEREMONY		
09:00-09:10	Welcome Speech by President of the African Public Procurement Network	Ms. Joyeuse UWINGENEYE, the APPN Chair.
09:10-09:40	Opening Remarks by Sponsors	World Bank/AfDB/Mr. Elhadj Sumare, Global Lead Procurement Officer, IsDB
09:40-09:55	Network achievements and challenges since the Third General Assembly in Abidjan in November 2023	Mr. Aftar Touré MOROU, Technical Secretary, APPN
09:55-10:10	Keynote Speech	Honorable Minister of Finance and Economic Planning
10:10-10:25	Opening speech	The Guest of Honor of the Host country-Government of Rwanda
10:25-10:45	Launching of the Rwanda's Sustainable Public Procurement Policy Framework and Open Contracting Data Standard reporting framework through E-GP system of Rwanda	Guest of Honor and High-level guests
10:45-11:00	Group Photo	Guest of Honor and High-level guests
11:00-11:30	Coffee Break/Family Photo/Meeting with the press	
11:30-12:30	Keynote Speech: Innovative Strategies for Sustainable Procurement: Building Resilient and Inclusive Economies in Africa	**Moderator**: The World Bank Procurement Manager **Speaker**: Ms. Yolanda Saito, Founder and Chief Operating Officer, IMPACTI yolanda@impacti.solutions

		Q&A
12:30 – 13:30	LUNCH BREAK	
13:30-14:45	**Panel Discussion**: Strengthening Local Supply Chains: Focus on building and supporting local supply chains to reduce dependency on imports, boost local economies, enhance resilience to global supply chain disruptions (promoting local production, enhancing sustainable and circular procurement, investing in infrastructure, and developing capacity-building programs for local businesses, including supporting SMEs and women-owned businesses)	**Moderator**: Mr. Alassane Ba, APPN Vice President **Speaker** (20 minutes): Mr. Sanjay Kumar, Founder and Managing Director, NeXgen, India Email: Sanjayviti@gmail.com **Panelists** (5 minutes each): Rwanda, South Africa, and Ms. Carey Kluttz, Director, Open Contracting Partnership Q&A
14:45 – 15:15	COFFEE BREAK	
15:15 – 16:30	**Panel Discussion**: Promoting Green and Ethical Procurement: From Theory to Practice. Focus on: Developing and Implementing procurement policies that prioritize environmentally friendly and ethically sourced products and services.	**Moderator**: AfDB Procurement Manager **Speaker** (20 minutes): Mr. Alastair Merrill, Merrill Solutions, UK Email: Merrillsolutions@gmail.com **Panelists**: Mozambique, Namibia, Nigeria Mr. Sanjay Kumar, NeXgen, and Ms. Yolanda Sato Q&A
16:30 – 16:45	Summary and Conclusions for Day 1	Ms. Joyeuse Uwingeneye, APPN Chair
18:00-20:00	Welcoming reception	BY HOST COUNTRY
DAY 2 – NOVEMBER 13 - STRENGTHENING PUBLIC PROCUREMENT PRACTICES TO ENHANCE SUSTAINABILITY		
09:00-10:30	**Panel Discussion**: Leveraging Technology, including AI and Data Analytics for enhancing procurement processes, decision-making, sustainability tracking and reporting	**Moderator**: Ms. Joyeuse Uwingeneye, APPN Chair **Speaker** (20 minutes): Dr. Rajesh Kumar Shakya, IT Experts, WB **Panelists**: (5 minutes): Tunisia, Uganda, Farid Yaker, and Edwin Muhumuza, Director, Africa, Open Contracting Partnership Q&A
10:30-1100	COFFEE BREAK	
11:00-12:30	**Panel Discussion**: Strengthening capacity of procurement policy/decision makers, professionals and practitioners for enhancing public procurement performance, including sustainable procurement	**Moderator**: Mr. Farid Yaker, International Consultant, ExpertiseFrance/AFD **Speakers** (15 minutes each): 1. Ms. Rim Zehri, General Controller of Public Procurement, President of ONMP HAICOP, Presidency of the Government 2. Dr. Adebowale A. Adedokun, Director Research, Training and Strategic Planning

		(RTSP) Department, Bureau of Public Procurement (BPP), Nigeria, deboadedokun@gmail.com adebowale.adedokun@bpp.gov.ng **Panelists** (5 minutes each): Ghana, Senegal, Dr. Joshua Atah, National Coordinator, SPESSE Project, Nigeria jaatah@nuc.edu.ng Mr. Alastair Merrill, Merrill Solutions, UK Q&A
12:30-13:30	LUNCH BREAK	
13:30-14:45	**Panel Discussion**: MAPS e-GP Framework – Lessons Learned in Africa	**Moderator**: Elhadj Soumare, IsDB **Speakers** (15 minutes each): 1. Mr. Nicolas Penagos, Head of MAPS Initiative Secretariat 2. Dr Rajesh Kumar Shakya, WB **Panelists**: (5 minutes each): Ethiopia, Mauritius, Rwanda, and Cote d'Ivoire Q&A
14:45 -15:15	COFFEE BREAK	
15:15 -16:30	Governance and Audit of Public Procurement addressing contemporary issues such as Sustainable Public Procurement and Public Finance Management among others.	**Moderator**: Mr. Aftar Touré MOROU, APPN Technical Secretary **Speaker** (20 minutes): Mr. Lukasz Matusiak, Supreme Audit Office (NIK), Poland **Panelists**: Rwanda, Kenya, Morocco, and Ms. Rim Zehri Q&A
Parallel Session 15:15 – 16:30	Capturing the Value: A Regional Approach to Monitoring & Evaluation	**Moderator**: Ms. Elmas Arisoy, WB Procurement Manager **Speaker**: Ms. Amelia Matete, Monitoring, Evaluation and Reporting |Directorate of Policy, Planning and Resource Mobilization (PPRM) Southern African Development Community (SADC)/Alastair Merrill **Panelists**: WB (George), SADC Botswana (Tumelo), Eswatini (Vusi), Lesotho (Leseli), and Namibia (Phineas). Q&A
16:30 – 16:45	Summary and Conclusions for Day 2	Mr. Alassane Ba, Vice President of APPN
WORKING GROUPS – CHAIR/MODERATOR: MS. JOYEUSE UWINGENEYE, APPN CHAIR		
16:45 -18:00	THREE WORKING GROUPS Each Group will discuss and formulate five implementable actions on the topics as follows: Group 1 (Francophone Countries): Actions APPN can take to support its Member Countries' efforts in enhancing use of	Each Group will select a chair/moderator and a rapporteur.

	sustainable procurement and in meeting Sustainable Development Goals (SDGs). Group 2 (Anglophone Countries). Measures for improving existing procurement practices and introducing innovative approaches to enhance sustainable procurement. Group 3: (Portuguese-speaking Countries): What topics the APPN should include in its Knowledge Creation and Sharing Program 2025	
DAY 3 – NOVEMBER 14 - WORKING GROUPS REPORTING AND APPN ADMINISTRATIVE MATTERS		
09:00-10:30	Working Groups Report to Plenary Note: The Technical Secretariat will record the recommendations and convert them into regional action plan.	Working Groups' Rapporteurs
10:30 – 11:00		COFFEE BREAK
11:00 – 12:30	• Presentation of technical and financial report, and discussions (Technical Secretary, Technical Secretariat) • Discussion and Resolution of Remaining Issues in the finalization of Articles of Association and internal Regulations (rules of procedures) • Approval of Draft Manuals of Finance and Accounting and Administrative Procedures • Approval of APPN Budget for 2025	Facilitator: Mr. Aftar Touré MOROU, Technical Secretary, APPN
12:30 – 13:30		LUNCH BREAK
13:30-17:00 Coffee will be availabl e	• Election and Introduction of new Chair and host for the Fifth General Assembly • Election of Executive Committee Members and Alternate Members for a two-year term). Elected EC members will elect the EC coordinator who will also serve as VP	Facilitator: Mr. ALASSANE BA, APPN Vice President, and Executive Committee Coordinator
CLOSING CEREMONY		
17:30-18 :30	• Closing remarks and way forward • Final communique • Expression of thanks • AfDB • WB • IsDB • Meeting with press • Closing speech by host • Speech by new Chair of the Network	Facilitator: Ms. Joyeuse Uwingeneye, Outgoing APPN Chair
19:30-22:00	GALA DINNER For the Galla Dinner, the guests will wear culture attire to embrace the diversity of cultures in Africa and beyond.	BY HOST COUNTRY
Day 4 – NOVEMBER 15 LEISURE & CULTURAL ACTIVITIES- CONFERENCE TOURISM DAY		
09 :00-12:30	TOURISTIC VISIT	Delegates
12:30-15:00	LUNCH	Delegates
15:00-16:30	**Departure Conference Tourism Day**: The day of 15 November 2024 will be dedicated to exploring the beauty and culture of Rwanda. It is an organized tourism day that will start with a captivating city tour of Kigali, where delegates will have the opportunity to explore the vibrant corners of the city and witness the exquisite craftsmanship of sisal basket weaving. Following this, they will embark on a scenic journey upcountry to experience the	

	breathtaking hills of Rwanda. Here, they will engage in exhilarating activities such as jet skiing, kayaking, and various games. This day will be an enriching blend of cultural immersion and adventure, providing a perfect conclusion to the conference and an excellent networking platform.	

FOURTH GENERAL ASSEMBLY OF THE AFRICAN PUBLIC PROCUREMENT NETWORK (APPN)

Kigali (Rwanda) – 12th to 14th NOVEMBER, 2024



The Fourth General Assembly (FGA) of the APPN will be hosted by the Government of Rwanda from November 12th to 14th, 2024, Kigali-Rwanda. The venue will be Kigali Convention Centre (https://www.kcc.rw).

The City of Kigali is the capital city of Rwanda and is located at Rwanda's geographical heart. It is among the fastest growing cities in Africa with an urbanization annual growth rate of 4%.

The venue of the General Assembly

The plenaries and the working meetings will take place in Kigali Convention Centre, the iconic Kigali Convention Centre (KCC), is the premium events venue in Rwanda since its opening in 2016 and a hugely popular destination for Meetings, Incentives, Conferences and Exhibitions in the East African region.

Conference Languages

The official language of the conference is English. But French and Portuguese will be available in simultaneous interpreting.

Conference Time

The conference will start from Tuesday, November 12, 2024 at 09:00 a.m. to Thursday, November 14, 2023 at 06:00 p.m. Kigali Time. The day of 15 November 2024 will be dedicated to exploring the beauty and culture of Rwanda. It's an organized tourism day that will start from 9 am and ends at 6 PM in the evening.

Confirmation of Participation

To confirm their participation, the network's member countries should provide information as follows, before 15th October, 2024 to the following address: stracop.appn@gmail.com with copy to jmpunga@rppa.gov.rw and fatidat@yahoo.fr /raflassissi@yahoo.fr :

- The appointed delegate's surname, first name and professional title;
- Number of days for participation;
- A copy of the passport;
- Dates of travel (arrival and departure);
- Preferred language.

We kindly invite you to send to us the same information concerning additional members of your delegation.

Your Stay

Participants' travel costs, boarding and accommodation will be financed by the Network supported by the Co-sponsors including the World Bank, the African Development Bank and the Islamic Development Bank. Only one delegate from each Member Country will be sponsored.

Each member country will cover all travel costs for non-sponsored participants.

Visa Information

All citizens of the world are issued a visa upon arrival at Kigali International Airport and all border posts without prior application.

Citizens of country members of the following international organizations; African Union, Commonwealth and La Francophonie get visa upon arrival and are waived visa fees for a visit of 30 days.

A citizen of East African Community Member States 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, The Federation of Saint Christopher and Nevis, Ghana, Guinea, Indonesia, Haiti, Mauritius, Philippines, Senegal, Seychelles, Sierra Leone, Sao Tome and Principe, Singapore and the state of Qatar.

For further information on visas please visit www.migration.gov.rw.

Diplomatic Passport Holders

Delegates holding Service/official passports or AU/UN laissez-passer traveling for official duty are exempted from visa fees.

Passport / Travel Document validity

All travelers must hold a valid passport or another acceptable travel document. The document must have a validity of at least 6 months on the day of entry in Rwanda.

Transportation

Vehicles will be provided to all delegates for transfers between the airport, hotels, and venue.
There will be hostesses at the Airport to assist and guide you.

Catering

Lunch and coffee breaks will be provided at the venue on all days of the meeting.

Protocol Services

Ushers will be available both at the airport and venue for facilitation.

Security

The Government of Rwanda is dedicated to ensuring the utmost safety and security for all participants and accompanying staff. Therefore, we ask for your understanding and to comply with the various security measures, which will be in place. Please be prepared to pass through a security check at the entrance of Kigali Convention Centre (KCC) as well as hotels.
Furthermore, we kindly ask that all delegates wear their summit badges visibly at all times.

Health Services

First aid and emergency services will be available at the Kigali Convention Centre.

For more extensive medical services, delegates are advised to seek treatment at one of the following hospitals:

- King Faisal Hospital: +250788307561, +250 788 123 200 and toll free 3939
- Centre Hospitalier Universitaire de Kigali/CHUK: +250788868240, +250788 304 005 and toll free 2023
- Kanombe Military Hospital: +250 788305703 and hotline 4060 In case of emergency or accident, delegates should call the Emergency medical Hotline: +2507883001116 and 112 for ambulances.

Yellow Fever vaccination requirements

Due to the recent outbreak of Yellow Fever in the region, the Rwandan Ministry of Health now requires all travelers coming from countries endemic to Yellow Fever to produce proof of vaccination at border posts. Delegations without proof of vaccination will be immunized at the airport clinic at a cost of 40 US Dollars.

Medical Insurance

The event organizers do not cover traveler's insurance and medical insurance. Your medical Insurance should: Take effect as soon as you leave your home country or place of residence.

- Be recognized by main referral hospitals (the King Faisal Hospital, Kigali; University Teaching Hospital of Kigali and Rwanda Military Hospital).
- Cover medical treatment in Rwanda.
- Cover medical evacuation and treatment within Africa.
- Cover repatriation to home country or place of residence.
- Private health insurance companies in Rwanda provide a package that include; medical services in Rwanda, medical evacuation and treatment in Africa, repatriation to home country or country of residence

Telecommunications and internet

The following Rwandan mobile telecommunication service providers are available:

- MTN
- Airtel.

Mobile telephone service providers also provide gateways to the internet using GPRS, 3G and 4G. cell phone SIM/e-SIM cards are widely available. Every SIM card user/buyer in Rwanda is expected by law to be registered prior to activation. SIM cards can be registered at the point of purchase.

Kindly have your passport for SIM card registration. All hotels as well as the conference venue provide internet connectivity to delegates.

Currency

The unit of currency is the Rwandan Franc (RWF). Exchange rates are subject to fluctuation. Central bank rates can be found on the National Bank of Rwanda website https://www.bnr.rw . Bureau de Change (Forex Bureaus) are available at the airport and in all parts of Kigali City.

Banking Services

- Banking hours are from 09:00 to 17:30 on weekdays and from 08:00 to 15:00 on Saturdays.
- Banking amenities are available at all commercial banks. Most banks have cash dispensing machines accepting Visa, MasterCard and Cirrus.
- Most internationally recognized currencies and travelers' cheques can be exchanged at commercial banks, hotels and international airport. Major credit cards are accepted in most hotels, restaurants and shops.

Climate

- The average temperature in Kigali in November between 17.0°C and 26.0°C.

Local time

- The time in Rwanda is GMT+2.

Plastic bags 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 required to discard them, and are supplied with an environmentally friendly alternative at a cost ranging between 2$ - 6$.

Electricity Supply The electricity supply in Rwanda is 220/240V AC

- It is advisable to bring your own round, two-prong adapter and transformer for 110V AC.

Emergency Services In case of emergency, please refer to the numbers listed below

- Fire Brigade (Toll Free from a local line): 111 or +250 788 311 224
- Ambulance (Toll Free from a local line): 912
- General Assistance (Toll free from a local line): 997
- Rwanda National Police (Toll free from a local line) :112

Business & Shopping Hours

- Public offices open from 9am to 5pm while businesses open from 8am to 6pm, Monday to Friday.
- Weekend business hours range between 9am to 1pm.
- For more practical information on Rwanda. please visit:
http://www.rwandatourism.com/practical-info

- For recommendations on shops and Restaurants around Kigali, please visit:

https://rcb.rw/IMG/pdf/e-book_dine_shop_getaround_english__2023-compressed.pdf

Tourism

Rwanda is a green mountainous landscape renowned for its Volcanoes National Park that encompasses the 4,507m-tall Mt. Karisimbi and 4 other forested volcanoes, as well as being home to mountain gorillas and golden monkeys. Adding to that the Nyungwe National Park, with ancient mountain rainforest that is a habitat for chimpanzees and other primates, the vast Akagera National park and other iconic sites, your participation in APPN will present unique opportunities to enrich your travel experience by exploring the Land of Thousand Hills.

For more information:

Website: https://www.visitrwanda.com/tourism/

Email: reservations@rdb.rw

Useful links for consideration:

https://visitrwanda.com

https://www.minaffet.gov.rw

https://www.kigalicity.gov.rw

https://www.rppa.gov.rw

https://www.kcc.rw

https://rcb.rw

https://org.rdb.rw

https://www.migration.gov.rw