

REPUBLIC OF RWANDA



East African Community (EAC) Courts Efficiency in Adjudicating Emerging Cross Border Issues: Challenges and Strengths



THE JUDICIARY

www.judiciary.gov.rw

P.o.Box 2197 Kigali

THE 19th EAMJA CONFERENCE

Date: 7th - 10th, November 2022
Venue: Marriot Hotel, Kigali
Duration: 4 days

INFORMATION NOTE TO PARTICIPANTS

Dear Esteemed Participants,

We look forward to welcoming you to Kigali, Rwanda for the annual Conference of the East African Magistrates and Judges Association (EAMJA). This note provides general information on administrative and logistical arrangements for the Conference which is meant to ensure you successful participation and make your stay in Kigali as comfortable and memorable as possible.

1. VENUE FOR THE CONFERENCE AND ACCOMODATION

The Conference venue is Kigali Marriot Hotel: <https://www.marriott.com>. The Rwanda Judges and Registrars Association has negotiated preferential rates for participants who would like to stay at Kigali Marriot Hotel and other hotels close to the venue. For practical information about all hotels where preferential rates were negotiated, please look at the event's website <http://eamjaconference2022.judiciary.gov.rw>.

Please note that for Serena Hotel Kigali, Hotel des Milles Collines, Sainte Famille Hotel and Galaxy Hotel, the preferential rate will apply only if bookings reach a specific number of people who have booked.

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To avoid extra charges, it is advised to book directly with the hotel (see the details at the website) or through the EAMJA Local Organizing Committee, represented by:

Justice Kadigwa Gashongore

Tel: + 250788304569

Email: kadigwa.gashongore@judiciary.gov.rw

Mr Theogene Ruzindana

Tel: + 250788306336

Email : theogene.ruzindana@judiciary.gov.rw

In addition,

- Participants will be picked from the airport on their arrival and brought to the airport on their departure,
- The Judiciary of Rwanda will provide ground transportation to and from the venue only for participants residing in the hotels listed on the event's website,
- On the days of the Conference, lunch will be provided at the venue.

2. SPONSORSHIP FOR THE CONFERENCE

The special discount has been reserved for participants who will decide to travel with RWANDAIR to attend **East African Magistrates and Judges Association Conference** to be held in Rwanda.

Terms and conditions:

- ✓ Promo code **EAMJA22** with a discount of **15%** (BF only).
 - ✓ General conditions relating to the promo are listed below.
1. Discount level: Discount is applicable for economy fares (from M-class upwards) and Business fares (from D-class upwards) in the system.
 2. The discount applies from network KGL vv
 3. Sales period: **Immediate until 10th Nov 22**
 4. Travel period: **24th Oct – 24th Nov22**
 5. Advance purchase restriction: N/A
 6. Mode of sales: all WB offices, website and Mobile App.
 7. No-show = **USD150** (Waived if cancelled at least 24hrs to flight).

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8. Date change/Reissue fee = **USD100. Fare difference shall apply.**
9. Refund before departure: **USD150**
10. Refund after departure: Non-refundable.
11. Discount code: Apply **EAMJA22** for 15% discount.
12. Procedure: Passenger inserts the promo code in the website at the point of booking and the code discounts the current selling fare by 15%.

The Judiciary of Rwanda in partnership with the Rwanda Judges and Registrar Association and the EAMJA will only provide ground transport from the Kigali International Airport and to the Kigali International Airport. It will also take care of transport from the hotel to the venue and from the venue to the hotel. Lunch will be served every day of the conference (from 07 to 10 November 2022) to all delegates. Delegates will bear the cost of transport from their respective countries or departure place to Kigali International Airport as well as transport for private business while in Kigali. Delegates will also care for their accommodation and other expenditures while in Kigali. The word “delegate” include also serving Justices, Judges, Magistrates and Registrars who will be playing some roles (speakers, discussants, moderators, master of ceremony) in the conference.

3. IMMIGRATION REQUIREMENTS

All participants must have a valid passport to enter the Republic of Rwanda. Citizens of the East African Community Member States shall be issued a pass/entry visa free of charge upon arrival for the period of six months. Nationals from the African Union, Commonwealth and La Francophonie get visa upon arrival and are waived visa fees for a visit of 30 days.

For further details, please look at <https://www.migration.gov.rw>

For protocol issues, please liaise with **Ms Louise Ingabire** at +250788414296 or louise.ingabire@judiciary.gov.rw.

4. HEALTH AND VACCINATION ISSUES

The Government of the Republic of Rwanda through the Ministry of Health regularly upgrades information and guidance for all passengers travelling to Rwanda on COVID-19, Yellow Fever and Malaria.



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The Judiciary in partnership with the Rwanda Biomedical Centre and the Ministry of Health will avail a permanent health staff and an ambulance at the Conference venue.

There are also several high standard pharmacies near the venue and close to all the hotels listed on the event's website. However, it is highly advised that participants with special health issues bring their medication.

Depending on the guidelines on COVID-19 in place at the time of the conference, the Rwanda Biomedical Centre will avail a COVID-Test Centre facility at the Conference venue. This facility will also be used by participants who are required to undergo a COVID-Test before their departure. Participants will bear the cost of the test. It is advised to all delegates to consult the following link before departing: <https://rbc.gov.rw> and/or <https://www.moh.gov.rw>

5. TRANSPORTATION FROM, WITHIN AND TO THE AIRPORT

Participants will arrive in Kigali from 06 November 2022 and depart after the Conference or the EAMJA General Assembly. Participants coming with planes will land at Kigali International Airport. Protocol officers from the Judiciary and the Ministry of Foreign Affairs will welcome them at the airport on arrival. Upon arrival, participants will be availed transport to take them to the hotel. At the end of the Conference, the Judiciary of Rwanda will also arrange airport transfers for all participants who come through the airport.

Participants who wish to travel via road with their private vehicles or buses should inform the EAMJA Organizing Committee about their arrival date, time and entry border in order to assist them on time.

Transport from the Hotel to the Venue to attend the Conference and back will be provided by the Judiciary of Rwanda. Participants who will fly to Kigali or leave Kigali before the above dates are kindly invited to inform the conference's organizing committee. Should your flight be cancelled or delayed, please immediately inform one of the following persons:

Mr Olivier Rukundakuvuga

Tel: +250788486263

Email: olivier.rukundakuvuga@judiciary.gov.rw

Ms Louise Ingabire

Tel: +250788414296

Email : louise.ingabire@judiciary.gov.rw

For personal trips with or without drivers while in Kigali, bicycles rides, car hire companies and taxis (car and motorbikes) are available throughout the city. For bicycles, please refer to <https://www.guraride.com>.

For care hire, the following companies are recommended:

- Premier Transport Services, PTS (www.pts.rw),
- Volkswagen Mobility Solutions Rwanda-VMSR (<https://www.volkswagen.rw/en.html>),
- Rwanda Tourism and Travel Agency-RTTA (https://www.rwandayp.com/company/1235/Rwanda_Tourism_Travel_Agency).

6. REGISTRATION

Registration will be done online via the event's website: <http://eamjaconference2022.judiciary.gov.rw> and on site every morning.

Each member of EAMJA will pay a registration fee of 50 USD. The payment will be gathered by the President of each Association member of the EAMJA, and transferred to the Rwanda Judges and Registrars Association following account number:

Bank: I & M Bank Rwanda Plc
Account Number: 0019150601-25
Account Name: Rwanda Judges and Registrars Association
Swift code: IMRWRWRW

Members may also directly pay their registration fee via the Mobile Money (MTN Rwanda) of the Treasury of the Rwanda Judges and Registrars Association,

Mrs MUREBWAYIRE Liberata at +250 788305127

A receipt will be given to all members who have paid the registration fee. Please claim your receipt if it has not been issued.

7. OPENING CEREMONY AND THE LAUNCH OF THE GENDER POLICY

The Opening Ceremony of the Conference will take place on 07th November. A group photo of the participants will be taken as per protocol guidance on the day. Members of the media accredited to the Conference will conduct an interview as per the recommendation of the Information and Communication Commission of the EAMJA.

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8. SIDE EVENTS, ENTERTAINMENTS AND VISIT RWANDA

In 2021, Forbes' Bucket List of Travel ranked Rwanda the seventh best travel destination globally and gave the best argument for the ranking:

"Rwanda is a country that truly reinvigorates your soul and defines the spirit of travel. Rwanda is a destination that is hard to describe and put into words simply because it's one of the special places in the world where you feel emotionally attached to the land, the people and nature."

The first day of the conference will give an opportunity to discover Kigali at Night. Delegates will have a free evening where they can discover the *Nyamirambo* Free Zone, the *Remera* Free Zone and other places in order to taste the culinary art of several Rwandan chefs, and the talents of Rwandan DJs. The Organizing Committee is not in charge of these private visits to restaurants, pubs and concerts. However, it may provide useful guidance on request.

Participants to the Conference who wish to travel to Rwanda with their spouses, children or friends to let them discover the beauty of the country of thousand hills and thousand solutions are welcome. There are several places where spouses, children and friends can enjoy and take rest.

Some of them are *Kibeho* Parish, a place of global pilgrimage destination since the Virgin Mary appeared on 28 November 1981, the *Nyungwe* National Park, one of the oldest rainforests in Africa and home more than 12 species of primate including chimpanzees, Volcanoes National Park with its 600 gorillas, *Akagera* National Park, home to the big 5, *Nyanza* Royal Palace, etc. For more details see <https://www.visitrwanda.com/tourism/destinations/>

Please note that the Judiciary of Rwanda, the Rwanda Judges and Registrars Association as well as the EAMJA will not bear any cost for the accompanying spouse, child or friend.

On the second day of the conference, Tuesday 08 November, delegates will visit one of the genocide memorials around Kigali. The Rwanda Judges and Registrars Association will facilitate transport, still water and juices. The program will be announced before closing the day.



On 09 November 2022 evening, the Hon Chief Justice will offer a Gala Dinner to all delegates. The gala dinner will offer participants an opportunity to not only to connect but also to discover the Rwandan traditional dance by *Inganzo Ngari*.

The Gala Dinner will also be combined to the Swahili Night, a well cherished side event among the judges and registrars of East Africa. The Swahili Night is an intercultural event where East African traditional songs and dances are performed until late in the evening.

Delegates who would wish to put their traditional outfit during the event are vividly encouraged to do so.

For details see the event's website: <http://eamjaconference2022.judiciary.gov.rw>



9. SPORT

The Conference will be concluded by sport games that include football, tag of war, *agati*, etc. Please visit the event's website for further details.

Participants who wish to participate in a specific sport should bring their sport outfit.



10. LANGUAGE AND WORKING DOCUMENTS

The working documents will be available online and handed over to the participants upon registration and during the course of the Conference in English. Simultaneous translation in French will also be availed.

All speakers will send the draft of their presentation and their abstracts of a maximum 300 words to the Conference Secretariat.

Please liaise with Justice **Angelina Rutazana** for further details:

Tel: + 250788304496

Email: angelina.rutazana@judiciary.gov.rw

11. CURRENCY EXCHANGE



Rwandan Francs (Rwf) is the currency of the Republic of Rwanda. All major currencies are accepted in Rwanda. The current prevailing exchange rate is 1 USD, 1,041.22 RW (subject to change). Bank transactions are conducted at the banks and banks' agents throughout the city. Payment using visa cards or mobile money is very popular and encouraged in Rwanda. Most hotels allow payments via those two platforms. All payments in Rwanda can also be conducted via mobile money. Please inquire about the use of the latter facility before conducting your business or making any purchase or transactions.

12. WEATHER AND TIME IN KIGALI

The City of Kigali is built on several hills. It has one of the best tropical weather in Africa. November is the last month of Spring. It is warm with an average temperature ranging between max 26.1°C (79°F) and min 15.5°C (59.9°F).

The average length of the day in November is 12h and 13min. In general, November is also a moderate sunny month with an average of 150 hours of sunshine in Kigali during the whole month.

Rwanda is two hours ahead of Coordinated Universal Time (UTC), GMT+ 2 hours.

13. ELECTRICAL VOLTAGE

The standard voltage in Rwanda is 230 V and the standard frequency is 50 Hz. The power plugs and sockets are of type C and J. Type C is also known as the standard "Euro" plug. This means that laptop and mobile chargers should work.

Wall sockets use a 2-pin or a 3 -pin fused plug. It is therefore advised to travel with an adaptor.

In general electricity is stable, power fluctuations and power-cuts are very rare.

14. EMERGENCIES

For participants who have a history of special health conditions, it is advised to carry enough of your medication and an emergency medical card detailing any medication you take or allergies you have.

15. TELEPHONES AND INTERNET

The international code dialing for Rwanda +250. In Rwanda, there are two companies in the business of sim cards, telephones and internet (MTN, AIRTEL-TIGO). Sim cards are available at the exit of the airport and at major retail sale points and agents. You must register your sim card for it to be operational. A copy of your passport or ID as well as your biometric is required to register a sim card.

All hotels and restaurants are generally equipped with free Wi-Fi. Please ask the code if you need it.

16. SECURITY

Rwanda is very safe, so is Kigali. There are no records of violent crimes in Kigali in the day or in the night. However, this does not exclude that everyone should be careful and watch his or her own belongings. If there is any criminal incident in which you are involved, please report to <https://www.police.gov.rw/e-policing/crime-reporting> or call the Rwanda Investigation Bureau at 166 (toll free).

Most Rwandan would communicate easily in Swahili, English, French or other East African or Central African Languages.

CONTACTS/ FOCAL PERSONS

Coordination

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