

Logistics Note

Thirty-eighth meeting of the Board

4–7 March 2024

VENUE

The thirty-eighth meeting of the Board (B.38) will be hosted at the **Kigali Convention Centre (KCC)**.
Address: Kimihurura roundabout, Kigali, Rwanda.



Please note [the location of the venue on Google Maps](#).

SEQUENCE OF MEETINGS

Saturday, 2 March	Constituency meetings Meetings of committees and panels
Sunday, 3 March	Informal meeting of the Board
Monday, 4 March – Thursday, 7 March*	Thirty-eighth meeting of the Board

*Thursday, 7 March will be dedicated to a site visit (only Board members, alternate Board members, one adviser per Board member, and the active observers are invited; a registration form will be sent separately).

MODALITY

B.38 will be held as an **in-person meeting** for Board members, alternate Board members, and advisers.

In accordance with the Governing Instrument for the GCF (paragraph 10), if a Board member cannot attend all or part of a meeting of the Board, his or her alternate will attend on his or her behalf, serving as the Board member. In accordance with the Information Disclosure Policy, B.38 will be webcast.

REGISTRATION

Participants will be able to register through the Online Registration System (ORS) from **22 January to 5 February 2024**. For Board members, alternate Board members and advisers, the ORS is available on the Board portal. Other participants will receive an email with information on how to register.

For any queries regarding registration, please contact registration@gcfund.org.

Only registered participants can attend B.38.

VISA

Please note the following visa details for Rwanda:

Citizens of the following countries may obtain a visa on arrival in Rwanda without prior application and at no cost:

- Citizens of countries that are members of the African Union, the Commonwealth and La Francophonie can get free visas on arrival in Rwanda for a visit of up to 30 days.
- Citizens of East African Community Member States can receive a pass/entry visa free of charge upon arrival for a six-month stay in Rwanda.
- Citizens of the following countries can be granted a 90-day visa at no cost on arrival in Rwanda: Angola, Benin, Central African Republic, Chad, Côte d'Ivoire, Ghana, Guinea, Haiti, Indonesia, Mauritius, Philippines, Qatar, Saint Kitts and Nevis, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, and Singapore.

Citizens of countries not listed above have three options for obtaining a visa for Rwanda: they can either (i) obtain a visa upon arrival in Rwanda without prior application, or (ii) apply at the Rwanda Diplomatic Mission in their country of residence, or (iii) apply online before departure.

- Those applying online have the option to pay online or upon arrival.
- Please use the following link for online application: https://irembo.gov.rw/home/citizen/all_services (click on 'Visa Application') also noting the online service processing time of seven days.
- There is no single affiliated agent that is authorized to apply for a visa on your behalf.
- Visa fees are a maximum USD 50 for a single-entry visa and USD 70 for multiple entry.
- If paying the visa fee upon arrival in Rwanda, please note that the fee is payable in United States dollars, cash only.

Transit visas

Please note that arranging any required transit visas is the responsibility of the participant. Letters of invitation issued by the Secretariat may be used in support of visa applications, including for transit visas. For assistance with invitation letters, please contact registration@gcfund.org.

ACCOMMODATION

All participants are responsible for making their own hotel bookings and should contact the hotel of their choice directly.

The Rwandan authorities recommend that participants make their accommodation arrangements at the [Serena](#), [Marriot](#), [Four Points by Sheraton](#) or [Ubumwe](#) hotels, based on the ground transportation to be planned for those hotels by the Host Country, including airport transfers and transportation to and from the meeting venue at KCC (there are no special hotel rates for the event). Participants may also wish to consider the Radisson Blue hotel, located next to the meeting venue.

The Secretariat kindly requests participants to avoid sharing accommodation in order to minimize the risk of COVID-19 transmission.

FLIGHTS

Developing country constituency Board members and **one** funded adviser can apply for flights through the Concur system available on the Board portal **after** they have been registered through the Online Registration System. The Secretariat requests that travel applications in Concur be made as soon as possible after participants register and no later than **10 February 2024**.

All other participants are responsible for booking their own flights.

ARRIVAL INTO RWANDA AND GROUND TRANSPORTATION

Participants will arrive in Rwanda by air at Kigali International Airport (KGL).

Registered participants will receive a separate request to confirm their arrival, departure and accommodation details for the purpose of ground transportation. Participants are also advised to check with their hotels for airport transfer services, if available.

VACCINATIONS AND HEALTH NOTICE

Travelers to Rwanda are no longer required to present a COVID-19 vaccination certificate or PCR test result on arrival. However, participants who are unwell or experiencing COVID-19 symptoms are requested to avoid travelling.

There is no risk of yellow fever, but travelers can be denied entry if arriving from a location with yellow fever and are unable to show proof of yellow fever vaccination. Participants are requested to consult the relevant information from the Rwanda Biomedical Centre at the following link: <https://www.rbc.gov.rw/index.php?id=745>.

There is a risk of malaria in all areas of Rwanda, including Kigali. Malaria precautions are essential.

It is recommended that participants consult the relevant travel guidance for Rwanda from their respective national authorities, such as [NHS](#), [CDC](#), etc.

Participants are strongly encouraged to obtain comprehensive international medical insurance for their period of travel and stay in Rwanda.

GENERAL INFORMATION

Time zone

Rwanda observes Central Africa Time, which is 2 hours ahead of Coordinated Universal Time (UTC/GMT +2).

Weather

Average temperatures in March can be expected to range between 15 °C and 27 °C. March through May is the rainiest time of the year in Kigali.

Dress code

The dress code for the event is smart casual.

Currency

The unit of currency is the Rwandan franc (RWF). Please note that credit cards are not widely accepted and it is recommended to have cash when visiting restaurants or shops. ATMs are widely available.

Electricity

The standard voltage in Rwanda is 230 volts. The outlet is the same type used in continental Europe and many other countries.

**Emergency telephone numbers**

Police, Ambulance, Fire 112

Getting around

Kigali has two taxi apps: Move and Yego Cabs. It is reported that setting up and using these apps requires a lot of patience. It is therefore recommended to request a taxi from the hotel reception desk. For safety reasons, it is not recommended to use motorbike taxis.

Visiting Rwanda

For information regarding tourist attractions, please visit <https://www.visitrwanda.com/>

Contacts

For any queries regarding information not covered in this document, please contact GCF-events@gcfund.org or secretarytotheboard@gcfund.org.