



**Global
Partnership**
for Effective Development
Co-operation

LOGISTICAL NOTE

17th STEERING COMMITTEE MEETING
26-27 March 2019
Kampala, Uganda

Venue: Speke Resort, Munyonyo

Contact:

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1. Venue and registration

The 17th Steering Committee Meeting will be held on **26 - 27 March in Kampala, Uganda**. Please register your participation in the Steering Committee Meeting by **Friday, 8 March 2019** via the registration form available at: <http://bit.ly/SCM17-registration>. This is especially important for participants eligible for funding in order to facilitate the travel process.

To facilitate internal procedures, the organisers will provide a personalised invitation letter to registered participants.

2. Requirements to enter Uganda

It is required for many overseas visitors to obtain a visa for entry into Uganda. **All participants are responsible for securing their own visas.**

We recommend that participants apply for visas as soon as possible through Uganda's e-Immigration System, available at <https://visas.immigration.go.ug/>.

Most nationalities are eligible to apply for visas through the online system. If you experience any difficulties with the application process, please contact info@effectivecooperation.org right away.

The following countries are exempted from entry visa for travel to Uganda:

- COMESA countries: Angola, Burundi, Comoros, Eritrea, Kenya, Malawi, Mauritius, Madagascar, Rwanda, Seychelles, Swaziland, Tanzania, Zambia, Zimbabwe.
- Others: Antigua, Bahamas, Barbados, Belize, Fiji, Gambia, Grenada, Jamaica, Lesotho, Malta, Sierra Leone, Singapore, Solomon Islands, St. Vincent & The Grenadines, Tonga, Vanuatu, Italy (Only Diplomatic Passports), Cyprus.

IMPORTANT: Please also check whether you need a **transit visa** for countries in which you may have to transfer during your trip to and from Uganda. **All participants are responsible for securing their own transit visas.**

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3. Funded participants

Funding is available for **one participant** from eligible Steering Committee delegations. Please contact Mr Jurek Seifert (jurek.seifert@giz.de), copying Ms Sarah Deiss (sarah.deiss@giz.de) if any questions.

Delegations eligible for funding should register for the meeting as directed in Section 1 no later than **8 March 2019**. Upon registration, GIZ will contact the delegation to verify funded status and will then contact individual funded participants to facilitate travel arrangements. All funded participants' travel arrangements will be made by GIZ.

Please note that GIZ cannot reimburse participants for flights booked directly by the participant, in any circumstance.

A GIZ representative will be in touch directly with funded participants regarding flight and accommodation only after registration for the meeting.

All funded participants who travel by air will receive economy class air tickets via the most direct and economical route. Flights will be scheduled to arrive the day prior to the official meeting, on 25 March, and to depart on 27 March after 10pm, or the following day if no flights are available.

Funded participants' accommodation will be paid directly. In addition, all meals will be covered throughout the duration of the Steering Committee meeting. As such, no per diem will be paid directly to funded participants.

4. Accommodation

A block booking will be made for **all** registered participants (funded and non-funded) at the event venue, unless organisers are notified about alternative accommodation arrangements. Participants making alternative arrangements should contact info@effectivecooperation.org before 8 March 2019. Funded participants will have their accommodation paid for directly by the organisers. Non-funded participants will be responsible for settling their bills at the end of their stay.

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5. Travel

Transportation to and from the airport to the venue will be provided by the organisers. Please note that transportation can only be provided to and from the conference venue, and will not be provided if staying in an alternate location.

All non-funded participants are kindly requested to arrange their own flight bookings. Please communicate your flight details to Mr Jurek Seifert (jurek.seifert@giz.de), copying Ms Sarah Deiss (sarah.deiss@giz.de) to facilitate the airport-pickup and transfer to the venue.

6. Meeting arrangements

As per usual practice, we ask Steering Committee members to limit their participation to **no more than two delegates (1+1)**.

We anticipate that Wi-Fi access will be available in the meeting room. Please note that there will be **no interpretation** available.

7. Specific food requirements

If participants have special dietary requirements or allergies, please advise the Joint Support Team at: info@effectivecooperation.org.

8. Additional information

- ❖ **Banking and Currency Exchange:** The unit of Ugandan currency is the **shilling (UGX)**. The exchange rate is approximately USD 1 to UGX 3,670 (February 2019). Please check the updated exchange rate. Currency exchange is possible at the airport, Speke Resort & Conference Centre and various forex bureaus.
- ❖ **Climate:** The average temperature in Kampala in March is 22°C with a high of 27°C and low of 19°C.

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- ❖ **Time Difference:** The standard time zone of Uganda is 3 hours ahead of GMT.
- ❖ **Electricity:** The standard electricity supply is 220-volts AC/ 60 cycles. The outlet is the same type as used in continental Europe and many other countries. Electrical plug adapters may be required.
- ❖ **Cell Phones:** For mobile phone services, both the CDMA and GSM system are used in Uganda. Cell-phone rental services are available at Entebbe International Airport and all service provider outlets in town.
- ❖ **Emergency Phone Numbers:** 999: Police and 112: Emergencies for Fire, Rescue & Hospital Services

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