



ICAO



ICAO EASTERN AND SOUTHERN AFRICAN REGIONAL OFFICE

**ICAO ESAF WACAF ANNUAL ENVIRONMENTAL WORKSHOP
EASA 3RD ANNUAL SAF WORKSHOP UNDER THE ICAO - EU ACT-SAF ASSISTANCE
PROJECT**

20-23 April 2026 | Kigali, Rwanda

INFORMATION BULLETIN¹

1. Venue

1.1 The ICAO ESAF WACAF annual Environmental Workshop; EASA 3rd annual SAF workshop under the ICAO - EU ACT-SAF Assistance Project will be held at the **Marriott Hotel** in Kigali, Rwanda from **20 to 23 April 2026 (Monday to Thursday)**.

2. Workshop Contacts

ICAO ESAF Focal Points Contacts

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Rwanda Civil Aviation Authority Focal Points Contacts

<p>Mr. Alex Ruzigana RCAA AIRWORTHINESS/ENV. Tel : +250788665702 Email : aruzigana@caa.gov.rw</p>	<p>Mr. Nathan Bagarukuyo RCAA AIRWORTHINESS/ENV. Tel: +250782416722 Email: nbagarukayo@caa.gov.rw</p>
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¹ 1 The ESAF Regional Office makes its best effort to provide information to participants in order to facilitate their stay in Kigali and participation at the event(s) to which they are invited. However, ICAO or its employees shall not be liable for any consequences arising from the use of information or views expressed in this bulletin, including but not limited to any loss or damage resulting from decisions taken on the basis of the information and associated views; or for any inaccuracies, omissions or errors it may contain.

3. Registration

3.1 **Online Registration** - Participants are requested to register online via the link below: <https://www.icao.int/ESAF/meetings>

3.2 **Onsite Registration** of participants on arrival will take place on 20 April 2026 from 08:00am to 8:45 am at the **Kigali Marriott Hotel**.

4. Opening Session

The official opening of the workshop will take place on 20 April 2026 at approximately 09:00am.

5. Working Language

The workshop will be conducted in both English and French. Translation and interpretation facilities will be available. Participants are required to bring their own portable computers/laptops.

6. Workshop Documentation

The workshop Agenda, documentation, including this Information Bulletin, will be available online at the link: <https://www.icao.int/ESAF/meetings>

7. Transport

7.1 From the Airport

Passengers arriving at **Kigali International Airport** are advised to use only authorized taxis available at the designated airport taxi stand. Taxi services operate under a **zone-based pricing system**, with fixed fares depending on the destination within Kigali and surrounding areas. Passengers are encouraged to confirm the applicable fare with the driver before departure and avoid unregistered taxi operators for safety and reliability.

7.2 Transport arrangements to the workshop venue

Participants are required to make their own transport arrangements to the workshop venue.

8. Hotel Information

Participants are advised to make their own hotel reservations. A list of recommended hotels is attached at the end of this bulletin. Please note that the Hotel Rates are **subject to change**.

9. Entry Visa

9.1 Official representatives holding Diplomatic and Service passports or Laissez-passer of the AU or UN traveling to Rwanda are issued with a visa on arrival.

9.2 All citizens from African Union member countries, Francophonie and Commonwealth countries will get a 30-day free visa upon arrival.

9.3 All citizens of the world are issued visas upon arrival at all border posts without prior application.

For further information on the new Rwandan visa regime, please consult the following website:
<https://www.migration.gov.rw/our-services/visa-issued-under-special-arrangement>

10. Health

- 10.1 It is strongly recommended for participants to have travel insurance (including health) for the duration of their stay in Rwanda. Participants should particularly ensure that their insurance is applicable in Rwanda. Furthermore, they should carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise. Participants are also encouraged to provide information during registration, of their next of kin who may be contacted on behalf of the participant, should the need arise.
- 10.2 For any advanced treatment, delegates are advised to seek treatment at one of the following hospitals:
- King Faysal Hospital: +250 788307561
 - Centre Hospitalier Universitaire de Kigali/CHUK: +250 788868240
 - Rwanda Military Hospital: +250 788305703

11. Weather and Local Time

- 11.1 Kigali is situated approximately 121 km south of the equator and is located at a relatively high elevation of about 5,141 feet (1,567m) above main sea level. In April the mean daily maximum temperature is 26⁰C and the daily minimum temperature is 17⁰C, with heavy downpours.
- 11.2 Kigali local time is GMT+2.

12. Local Currency and Foreign Exchange Rates

- 12.1 The currency unit is the Rwandan Franc (RWF) divided into 100 centimes.
- 12.2 Exchange rates are subject to fluctuation. As of 16 March, 2026, 1 USD is approximately equivalent to 1450 RWF. On arrival at Kigali International Airport (KIA), forex services are available outside the arrivals area.
- 12.3 Banking hours are from 08:00 to 18:00 on weekdays and from 08:00 to 15:00 on Saturdays. Banking amenities are available at all commercial banks. Local and regional banks hold agreements with a variety of credit card networks:
- **VISA:** Bank of Kigali, Ecobank, Equity bank, I & M Bank, Kenya Commercial Bank, ACCESS bank, Banque Populaire du Rwanda, and Urwego Opportunity bank
 - **MasterCard:** Bank of Kigali, ACCESS bank, Cogebanque, and Equity bank
 - **China Union Pay:** Access bank, Equity bank, and Bank of Kigali
 - **Japan Credit Bureau:** Equity bank
 - **American Express:** Equity bank and Bank of Kigali
 - **Diners Club:** Equity bank and Bank of Kigali

- 12.4 Most internationally recognized currencies and travelers' cheques can be exchanged at commercial banks. Major credit cards are accepted in most hotels, restaurants and shops.

13. Telephones

- 13.1 The following Rwandan mobile telecommunication service providers are available:

- MTN
- Airtel & Tigo

13.2 Mobile telephone service providers also provide a gateway to the internet using GPRS, 3G, 4G and 5G. Cell phone SIM cards are widely available; however, every SIM card user/buyer in Rwanda is expected by law to be registered for activation. The SIM card can be registered at the point of purchase.

14. Electricity supply

14.1 The power supply in Rwanda is 220/240V AC. It is advisable to bring your own round, two-prong adapter, and transformer for 100V AC.



15. Plastic bags

15.1 As part of an environmental protection policy, plastic bags are not allowed into Rwanda. Passengers entering Kigali International Airport, or any other border post with plastic bags are required to discard them and are supplied with an environmentally friendly alternative at a cost ranging between \$2 - \$6.

16. Security

16.1 Rwanda maintains a strong commitment to public security, ensuring a safe environment for international events and visitors. Security in Kigali is coordinated by national authorities with well-established safety systems, efficient emergency services, and a stable security situation. Participants arriving at the Kigali International Airport area and visiting other venues can expect a secure and well-organized setting throughout the workshop.

16.2 In case of an emergency, please refer to the telephone numbers listed below.

- Fire Brigade (Toll-Free): 111 or +250 788 311 224
- Ambulance (Toll-Free): 912
- General Assistance: 997

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Hotel List in Kigali				
Please note that Hotel Rates are subject to Change				
No.	Hotel	Single Room (USD)	Distance from Venue	E-mails
1.	KIGALI MARRIOTT HOTEL	215	30m	reservations.kigali@marriott.com
2.	RADISSON BLU	150	6km	reservations.kigali@radissonblu.com
3.	FOUR POINTS BY SHERATON	150	50m	reservations.kigali@marriott.com
4.	KIGALI SERENA HOTEL	150	200m	reservations.kigali@serenahotels.com
5.	MYTHOS HOTEL	90	1km	reservations@mythos.rw
6.	PARK INN HOTEL BY RADISSON	117	1km	reservation.kigali@parkinn.com
7.	UBUMWE GRANDE HOTEL	140	1km	info@ubumwegrandehotel.com
8.	LEMIGO HOTEL	140	7km	reservation@lemigohotel.com
9.	BEAUSEJOUR HOTEL	70	7km	info@beausejourhotel.rw
10.	GRAND LEGACY HOTEL	120	9km	marketing@grandlegacy.rw
11.	M HOTEL	100	1.3	eric.kwizera@mhotelkigali.com
12.	URBAN PARK	90	9km	Reservation@urbanparksuites.com
13.	HOTEL ONOMO	80	1.3km	reservations.onomohotels.com

