



COMMONWEALTH PEOPLE'S FORUM 2022 INFORMATION PACK (AIDE MEMOIRE) FOR DELEGATES

1. WELCOME!

Thank you for confirming your attendance at the 2022 Commonwealth People's Forum, which will take place in Kigali, Rwanda, from 21-22 June. We look forward to your active participation and contribution to one of the Commonwealth's largest gatherings of civil society.

This information pack has been created in order to keep you informed of the 2022 People's Forum arrangements relevant to you. It will be updated as new information becomes available, so **please do check back via the same link as the event approaches.**

If you have any queries, please do not hesitate to contact:

Gursimran Hans, People's Forum Administrator

Telephone +44 (0) 7436 034787

Email cpf@commonwealthfoundation.com

Gursimran is available on WhatsApp

We look forward to seeing you in Rwanda!

2. CONFIRMING YOUR ATTENDANCE AT THE PEOPLE'S FORUM

There are a number of things we will need from you to confirm your attendance at the People's Forum 2022:

- Accreditation application
- Itinerary confirmation

Please assist us with making logistical arrangements by providing information requested as soon as possible.

3. ACCREDITATION APPLICATION

Please complete your accreditation as soon as possible. You will receive an email notification when your accreditation has been approved. If you are unsure how to complete your accreditation, or do not have the link, please contact Gursimran as soon as possible via cpf@commonwealthfoundation.com

Security arrangements will be in place at all CHOGM 2022 hotels and meeting venues. Everyone participating in CHOGM 2022 must be accredited. Accreditation pass holders will be required to go through security screening points at designated CHOGM 2022 venues. Information on accreditation pass collection will be available closer to the Forum dates.

4. VISAS

All Commonwealth citizens travelling with standard passports will be issued with a gratis visa upon arrival at all border posts without prior application.

For further information on the Rwandan visa regime, please check the following site: <https://www.migration.gov.rw/index.php?id=283>

All visitors travelling with non-Commonwealth passports will be issued with a visa upon arrival at a cost of USD\$50.

5. ACCOMMODATION

The official hotel for the People's Forum is: <https://mhotelkigali.com/>

M Hotel
KN1 Ave Off KN3 Road
Kigali, Rwanda
mhotelkigali.com

Please book your accommodation through this link: <https://smartbookings.rw/Event-Hotels/624dadd3db2a4>

Please do not use conventional hotel booking platforms as you risk cancellation.

Accommodation options at M Hotel include:

- | | |
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| - Deluxe Single room | USD 225 |
| - Deluxe Double room or Twin (double occupancy) | USD 250 |
| - Deluxe King room (disable access) | USD 380 |

- Three Bedroom apartment

USD 600

All room costs include daily breakfast.

6. ARRIVING IN RWANDA

An airport transfer from Kigali airport to the M Hotel will be available on arrival. Please make yourself known to the CHOGM information desk at the airport. If you have any logistical issues on arrival, please contact Gillian Cooper +44 07776997903.

7. COVID-19 PROTOCOLS

An information note regarding Covid-19 protocols for passengers arriving or departing from Rwanda is [available here](#). Please ensure you follow the instructions for Covid-19 pre-departure testing, and complete the [Passenger Locator Form](#).

8. PEOPLE'S FORUM VENUE AND ACCESS

The People's Forum will be held at M Hotel: <https://mhotelkigali.com/>.

Please be advised that smoking, including electronic cigarettes, is not permitted inside any venue in Rwanda or in Government vehicles.

9. COMMUNICATIONS DURING THE FORUM

The hashtag for the Commonwealth People's Forum 2022 is #CWpeople. We ask sponsored delegates to help launch the conversation on Twitter, Facebook, and Instagram by posting using the hashtag and tagging @commonwealthorg.

We ask sponsored delegates to follow us on Twitter @commonwealthorg where they can find updates on the Forum, programme reminders throughout the three days, and more:

<https://twitter.com/commonwealthorg>

Similar updates can be accessed by liking our Facebook and Instagram pages:

<https://www.facebook.com/commonwealthorg/>

<https://www.instagram.com/commonwealthorg/>

Delegates will also benefit from signing up to our mailing list, where they can discover grant and job opportunities, stories from civil society, and important updates on the People's Forum: [join our mailing list - Commonwealth Foundation](#)

During the forum, all media enquiries should be directed to L.kiss@commonwealth.int

10. 2022 PEOPLE'S FORUM PROGRAMME

The 2022 People's Forum programme will be accessible at <https://commonwealthfoundation.com/peoples-forum/> and updated as details are confirmed.

The winner of the 2022 Commonwealth Short Story Prize will be celebrated at the People's Forum on the evening of 21 June. Information about the Foundation's Commonwealth Writers programme is accessible at: www.commonwealthwriters.org

11. CODE OF CONDUCT

The Commonwealth Foundation is committed to ensuring a work environment free from harassment or bullying and expects delegates and consultants to embrace the same commitment. We have a zero-tolerance policy regarding all forms of harassment or bullying.

Harassment means unwanted conduct of a personal nature or affecting the dignity of women and men at work. The Commonwealth Foundation will not permit or condone any form of harassment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Unacceptable behaviour also includes casual accusations of racism or other harassment/discrimination.

Sexual harassment is unwanted conduct of a sexual nature. It has the purpose or effect of violating the dignity of a person, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Something can still be considered sexual harassment even if the alleged harasser did not mean for it to be. It also does not have to be intentionally directed at a specific person.

Bullying means offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power intended to undermine, humiliate, denigrate or injure a colleague. Examples of bullying include ridiculing or demeaning others, verbal or physical threats, making false allegations, overbearing supervision and unjustifiably excluding colleagues from meetings/communications.

Note that complying with the Code of Conduct is an expectation of your agreement with the Foundation.

12. COMPLAINTS PROCEDURE

If a delegate believes that they are being bullied, harassed or sexually harassed, in or outside of the People's Forum venue, they should contact Gillian Cooper, Senior Programme Manager, who will be on location at the People's Forum. Complaints will be referred to Diane Smith, Human Resources Manager, Commonwealth Foundation; and also to police if deemed serious enough.

In the event that the police contact the Foundation, either concerning an incident in Rwanda or at the Forum because these incidents involve delegates, staff or volunteers working at the conference, the Foundation will work with the police to establish the facts.

If necessary, the Foundation will take appropriate action in line with its policies which may include the cancelling of the delegate's accreditation badge, and subsequent attendance at the conference. If this involves a sponsored delegate, the Foundation reserves the right to cancel accommodation and change flights.

13. HEALTH SERVICES

There are eight referral hospitals in Rwanda with the main three in Kigali: The University Teaching Hospital of Kigali, The King Faisal Hospital, and the Rwanda Military Hospital. These three hospitals will be ready to provide medical services during the CHOGM week. Health services will be available at CHOGM 2022 meeting venues, side events and designated hotels with ambulance services available for transport to an appropriate health facility, if required.

Delegates on any routine medication are advised to travel with their usual medication in sufficient quantities to cover two weeks of treatment. The medical coverage provided by the Government of Rwanda will be limited strictly to emergency cases.

The cost of any routine consultation (including prescriptions for medicines) will be borne by the participants or their sponsors/insurance companies. Delegates will be responsible for the cost of all health, medical, hospital and associated resources and services. For those in need of medical support, a toll-free number 1110 will be open to provide any advice.

14. TRAVEL IMMUNISATION

A Yellow Fever vaccination certificate is compulsory to enter Rwanda for delegates coming from Yellow Fever endemic countries, any country with active Yellow Fever transmission outbreak or who has recently (in the past 72 hours) visited such a country.

Malaria is endemic in Kigali and prophylaxis is advisable. Drug resistance: Chloroquine, Sulfadoxine –Pirimethamin, Amodiaquine. Malaria species: 90% *P. falciparum*. Recommended chemoprophylaxis: Atovaquone-proguanil, doxycycline, or mefloquine. Other preventive methods are to sleep under a mosquito net, and to apply repellent cream or spray to avoid or limit biting.

Visitors to Rwanda should ensure they are up to date with vaccinations, following the advice of their home country health care provider.

15. VISITING RWANDA

Practical information about visiting Rwanda is accessible at:
<https://www.visitrwanda.com/practical-information/>

Emergency numbers in Kigali:

Police: call 112

Ambulance: call 912

Official travel advice for Rwanda from the Foreign and Commonwealth Office (United Kingdom) is accessible at: <https://www.gov.uk/foreign-travel-advice/rwanda>

16. TELECOMMUNICATIONS

The following Rwandan mobile telecommunication service providers are available:

- MTN;
- Airtel.

Mobile telephone service companies provide internet via GPRS, 3G and 4G and will be offering special CHOGM packs. Cell phone SIM cards are widely available; however, every SIM card user/buyer in Rwanda is expected by law to be registered for activation on presentation of an identification document (ID card or passport). The SIM card can be registered at the point of purchase.

You will be able to purchase SIM cards at the airport.

17. MINIMISING WASTE

As part of an environmental protection policy, plastic bags are not allowed into Rwanda. Passengers entering Rwanda with plastic bags are required to discard them and be supplied with an environmentally-friendly alternative at a cost.

Read more at: <https://www.visitrwanda.com/facts/plastic-ban/>

18. COMMONWEALTH HEADS OF GOVERNMENT MEETING 2022 (CHOGM 2022)

Information about CHOGM 2022 is accessible at: <http://chogm2022.rw/> and <https://twitter.com/chogm2022>