



PARLIAMENT OF RWANDA



INFORMATION CIRCULAR

**COMMONWEALTH WOMEN PARLIAMENTARIANS (CWP) GENDER SENSITIZATION WORKSHOP,
KIGALI, RWANDA 19–23 MAY 2025**

1. WORKSHOP DATES AND VENUE

The Commonwealth Women Parliamentarians (CWP) Gender Sensitization Workshop, CPA Africa Region will be held from Monday, 19 May 2025 to Friday, 23 May 2025 at the Parliamentary Building, Kigali-Rwanda.

The information contained herein is provided to ensure all Members of Parliament and accompanying officials attending the workshop are well guided during their stay in Rwanda.

CPA Africa Region is therefore delighted to extend a cordial welcome to all Members of Parliament, Officers of Association and accompanying staff to the Workshop.

Please note that, participants are expected to cater for their travel costs to and from the host country, accommodation and evening meals while ground transport, lunch and related Workshop administrative expenses will be catered by the Parliament of Rwanda.

2. CONFERENCE THEME

The theme of the workshop is "***Promotion of Gender Equality and Women Empowerment in Africa***".

3. PARTICIPATION

Designated Members of Parliament from CPA Africa Region member countries will attend the workshop and may be accompanied by staff or officials of their respective parliaments.

4. REGISTRATION

Honorable Members of Parliament and their accompanying staff may confirm their participation by completing the forms sent to them with the invitation letter, which shall be returned through the addresses indicated below.

- vsemukunzi@parliament.gov.rw (+250788591689)
- ebizimana@parliament.gov.rw (+250788358257)

5. KEY DATES

Deadline for completing the enclosed forms are as follows:

- Acceptance Form 13 May, 2025
- Registration Form 13 May, 2025
- Travel Form 13 May, 2025

6. ARRIVAL AND DEPARTURE DATES

Members of Parliament attending the CWP Workshop are expected to arrive in Kigali on 19 May 2025 and depart on 23 May 2025.

NB: Members who will arrive earlier than, or extend their stay beyond the indicated dates will be responsible for the cost of their stay.

7. TRAVEL ARRANGEMENTS

Delegates shall be responsible for their own travel costs. Protocol Officers from the Parliament of Rwanda will be available at Kigali International Airport (KIA) to receive all delegates and participants upon arrival, transfer to their respective hotels and accompany them to the Airport. Delegates are requested to advise the host Parliament of their travel arrangements by 13 May 2025.

8. TRANSPORT

The Parliament of Rwanda will be responsible for ground transport arrangements for the delegates, airport transfers and official engagements. Any transport requirement outside the

Workshop programme will be regarded as private and delegates will be expected to meet the cost thereof.

9. IMMIGRATION

All delegates and participants travelling to Kigali must be in possession of a valid Passport and will receive visas upon their arrival at Kigali International Airport.

The following Airlines fly directly to Kigali International Airport :

SN	AIRLINE NAME	WEBSITE
1	Rwandair	http://www.rwandair.com
2	Ethiopian Airways	http://www.ethiopiaairlines.com
3	Kenya Airways	http://www.kenya.airways.com
4	Qatar Airways	http://www.qatarairways.com
5	KLM Airlines	http://www.klm.com

10. YELLOW FEVER VACCINATIONS

All incoming travellers to Rwanda are advised to carry their *Yellow Fever Vaccination Cards*.

11. REGISTRATION AND ACCREDITATION

Participants attending the workshop will receive identity badges for security and logistical purposes and are expected to wear them for the duration of the workshop.

12. SECURITY

Arrangements have been made to ensure security of all delegates and participants during the duration of the workshop.

13. CURRENCY EXCHANGE

The official currency of Rwanda is the Rwanda francs (Frw). Foreign currency notes of all major currencies are accepted by Banks, Forex Bureau and Hotels. The United States Dollar, British Sterling Pound and the Euro are easily convertible. The major international currencies can easily be exchanged at the commercial banks and the numerous Forex Bureau located across the City. The prevailing exchange rates are displayed in the banking halls and in the Forex Bureau.

14. MEDICAL SERVICES

Clinical Services will be available at the venue of the Workshop throughout the period to cater for minor ailments and first aid. However, illness requiring serious attention may be referred to the nearest Hospitals or Clinics notably :

- Kigali Faysal Hospital,
- Legacy Clinic,
- Frontier Clinic etc.

15. TELECOMMUNICATION AND INTERNET SERVICES

The international code for the Republic of Rwanda is (+250). Internet services will be made available at the workshop venue as well as at respective hotels.

16. OFFICIAL LANGUAGES

There are four official languages spoken in Rwanda – Kinyarwanda, English, French and Kiswahili. A few Kinyarwanda words that can be useful are :

- Mwaramutse/ Bite – ***Good morning or Hello***
- Murakoze - ***Thank you***
- Ibiryo - ***Food***
- Amazi - ***Water***
- Mumeze mute - ***How are you ?***

17. BANKING SERVICES

Banking hours usually run from 0900hrs to 1700hrs. Major Banks available include :

- Bank of Kigali
- I&M Bank
- Ecobank
- Equity Bank
- BPR
- GT Bank

Delegates and participants may choose to use either credit or debit cards at the hotels, supermarkets and shopping malls.

18. ELECTRICAL POWER

The French/type H two pin power plug of 240V/50Hz power supply is used in Rwanda.

19. WEATHER

The month of May will be cold and has an average temperature ranging from a high of 24°C to a low of 15°C. Participants are encouraged to carry some warm clothing.

20. MEALS AND DIETARY REQUIREMENTS

Meals during the Workshop will be provided by the Parliament of Rwanda while participants shall be responsible for their meals in the evening. Moreover, the evening meals for participants will be served in Hotel as per arrangement (Half Board). Special diets will be provided for delegates upon advance notification. Those with special dietary requirements should inform the host Parliament and Regional Secretariat well in advance on their registration form so that special arrangements are made for them.

21. HOTEL ACCOMMODATION

A list of recommended hotels for accommodation is shared below. The rates are indicated against the types of accommodation available in the hotels. Participants may indicate their preferred hotel for accommodation upon registration.

Delegates shall be responsible for their own accommodation.

NAME OF HOTEL	CONTACTS
Radisson Blu	Tel:+250252252252 Tel:+250252253253 Email: kcc.kigali@radissonblu.com
Kigali Marriott Hotel	Tel: +250 222-111 111
M. Hotel	Tel: +250784483773
Lemigo Hotel	Tel: +250784040924 Email: info@lemigohotel.com

22. CONTACTS

For any other additional information, you may wish to contact the following officials:

1. Parliament of Rwanda :

- 1) Mr. Vedaste SEMUKUNZI, email: vsemukunzi@parliament.gov.rw
Mobile: (+250788591689)
- 2) Mr. Emmanuel BIZIMANA, email: ebizimana@parliament.gov.rw
Mobile: (+250788358257)

2. Regional Secretariat :

- 1) Mrs. Grace Eustace Bidya, emails: bidya80@yahoo.ca
g.bidya@bunge.go.tz Mobile: (+255766160829)