

Convention on Biological Diversity

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ENGLISH ONLY

SUB-REGIONAL CAPACITY-BUILDING WORKSHOP ON
FINANCIAL REPORTING AND RESOURCE MOBILIZATION
FOR ENGLISH SPEAKING AFRICAN COUNTRIES
Entebbe, Uganda, 24-25 November 2015

Information Note for Participants

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1. Opening

The Sub-regional Capacity-building Workshop on Financial Reporting and Resource Mobilization for English Speaking African Countries will be held in Entebbe, Uganda from Tuesday, 24 to Wednesday, 25 November 2015.

The workshop will start at 9:00 a.m. on Tuesday, 24 November 2015 and registration will take place from 8:30 a.m.

2. Venue

The workshop will be held at:

Lake Victoria Hotel

Plot 23 31 Circular Road

Entebbe, 256, Uganda

Telephone: +256 312 310 100

Fax: +256 414 383 028

E-mail: ronnie.matovu@laicohotels.com

Web site: www.laico-lakevictoria.com/

3. Working language of the workshop

The workshop will be held in English.

4. Documents

Participants are kindly reminded to bring their own copies of the pre-session documents for the workshop as there will be no extra copies made available on site during the workshop. Pre-session documents will be available on the Secretariat's web site at:



<https://www.cbd.int/doc/?meeting=RMWS-2015-07>

5. General information on access to Entebbe, Uganda



The city of Entebbe is serviced by the Entebbe International Airport which is approximately 6 kms from the city centre and venue. Taxis are available outside the baggage claim area of the airport and costs approximately US \$2. There is also public transportation available to Entebbe, information and cost of buses can be found at the arrivals hall.

6. Visa information



Participants from certain countries require a visa for Uganda and are strongly advised to contact the nearest Ugandan diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. Please note that airlines may not allow boarding without a valid visa. Below is a listing of countries that do not require a visa to visit Uganda.

List of visa exempt countries that are not required to pay for visa to enter Uganda

Angola	Gambia	Seychelles
Antigua and Barbuda	Ghana	Sierra Leone
Bahamas	Grenada	Singapore
Barbados	Jamaica	Solomon Islands
Belize	Kenya	St-Vincent and the Grenadines
Burundi	Lesotho	Swaziland
Comoros	Malawi	Tonga
Cyprus	Malta	United Republic of Tanzania
Eritrea	Mauritius	Vanuatu
Fiji	Madagascar	Zambia
	Rwanda	Zimbabwe

A list of relevant Ugandan diplomatic/consular missions abroad, is available on the same web site of the Ministry of Foreign Affairs of the Uganda by choosing the “Missions Abroad” tab at the top of the page and select your region. <http://www.mofa.go.ug/>

The visa application form and further details on the process can be found on the web site of the Uganda Ministry of Immigration or the Ugandan Embassy/High Commission in your country.

Forms: <http://immigration.go.ug/forms-downloads>

Visa information general requirements are listed below:

<http://immigration.go.ug/content/visas-and-passes>

1. A passport valid for at least six months from the date of entry into Uganda.
2. One completed Uganda visa application form.
3. One colour passport-size photo taken within the past six months.
4. Letter of invitation (from applicant's company if travelling for business - on company letterhead and signed by someone other than the applicant).

If you do not have a Ugandan Embassy/ High Commission in your country you will be able to obtain a visa upon arrival at Entebbe International Airport.

For any additional information please contact the following people:

1. Mr. Francis Ogwal
Mob: +256 772517045
E-mail: fogwal@nemaug.org/sabinofrancis@gmail.com

2. Ms. Monique Akullo
Mob: +256 754837935
E-mail: makullo@nemaug.org/makullo@hotmail.com

To facilitate the issuance of visas, the Secretariat will issue upon request visa assistance letters to be attached to the visa applications.

7. Hotel information

A block booking has been made on behalf of sponsored participants according to their itineraries. Please note that all personal expenses including laundry, phone calls, room services, etc., will be paid by participants upon check out.

Non-sponsored participants may wish to avail themselves of the booking at a rate of UGX 278,800 for a single room. Kindly contact the hotel directly mentioning the meeting. The information is listed below:

Lake Victoria Hotel

Plot 23 31 Circular Road

Entebbe, 256, Uganda

Telephone: +256 312 310 100

Fax: +256 414 383 028

E-mail: ronnie.matovu@laicohotels.com

Web site: www.laico-lakevictoria.com/

Further information on hotels can be found on the following web site:
<http://www.hotelsinuganda.com/entebbe.html>.



8. Payment of the Daily Subsistence Allowances (DSA)

Sponsored participants will receive the relevant portion of their DSA during the workshop.

9. Official languages in Uganda

The official languages in Uganda are English and Swahili.

10. Weather and time zone information

In November, temperatures in Entebbe, Uganda range between a maximum of 26°C in the daytime and a minimum of 18°C at night. Current weather conditions can be found at:

<http://worldweather.wmo.int/en/city.html?cityId=1329>.

The standard time zone in Uganda is GMT/ UTC +3 hours.

11. Electricity

The electrical currents in Uganda are 240 Volts, 50 Hertz, the plugs are as shown in the illustration below.



12. Currency

The currency in Uganda is the Ugandan Shilling (UGX). The current exchange rate as at 9 November 2015 is 1 US\$ = 3,424.89 UGX and 1 € = 3,676.80 UGX.

13. Disclaimer

The CBD Secretariat disclaims all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other losses that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants will secure international medical, accident and travel insurances for the period of participation prior to departure.
