



**12<sup>th</sup>**  
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**EUMETSAT User Forum in Africa**  
**Forum des Usagers d'EUMETSAT en Afrique**

# **1<sup>st</sup> Information Package**

**12<sup>th</sup> EUMETSAT User Forum in Africa**

**12 to 16 September 2016**  
**Lemigo Hotel, Kigali, Rwanda**



[ufa.eumetsat.int](http://ufa.eumetsat.int)

**March 2016**

## Foreword

Dear Madam

Dear Sir,

We are pleased to enclose the 1<sup>st</sup> Information package for the 12<sup>th</sup> EUMETSAT User Forum in Africa, which provides details on the proceedings of the Forum, its contents and on the process for registering as a participant.

The 12<sup>th</sup> EUMETSAT User Forum in Africa is organised in collaboration with Rwanda Meteorology Agency (Meteo Rwanda), the National Meteorological and Hydrological Service of the Republic of Rwanda, under the Ministry of Natural Resources (MINIRENA).

As in the past, we hope the Forum will be an opportunity for constructive exchanges with our users. For this purpose, we warmly encourage you to indicate to us your intention to contribute, firstly, by registering as soon as possible, and at the latest by **Friday 20 May 2016**, and secondly by taking advantage of the various means that are offered for you to intervene:

- Call for contributions (presentations and posters) for various sessions of the Forum
- Demonstration of your software or products in the “GEONETCast village”

We are also open to any proposals from your side.

A second information package will be sent to registered participants in June 2016. It will include any updates to practical information and a finalised detailed programme.

Moreover, the website dedicated to the Forum will be updated regularly to include practical information (hotel, visa, etc.). Please visit the website <http://ufa.eumetsat.int> for the most up to date information

We are looking forward seeing you in Kigali for the 12<sup>th</sup> EUMETSAT User Forum in Africa!

The Organising Committee

EUMETSAT

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## Content

This document provides information related to the 12<sup>th</sup> EUMETSAT User Forum in Africa that will take place from 12 to 16 September 2016, at Lemigo Hotel in Kigali, Rwanda.

This document includes information on:

- how to **register** for the 12<sup>th</sup> EUMETSAT User Forum in Africa;
- the conditions and the process for receiving **financial support**;
- **practical information** on the accommodation, lunches and dinners, as well as on how to obtain your entry visa (conference);
- a **preliminary programme**;
- a description of the **exhibition area**;
- a **call for contributions** (presentations and posters) related to various sessions of the Forum and its submission form;

All the information is also available on the 12<sup>th</sup> EUMETSAT User Forum in Africa website:

<http://ufa.eumetsat.int>

Regular update will also be provided through the EUMETSAT User Forum in Africa's Facebook group: <https://www.facebook.com/groups/EUMETSATUserForumInAfrica/>



## Overall presentation

The main purpose of the EUMETSAT User Forum in Africa is to reinforce the already well established dialogue between EUMETSAT and the African user communities, and in particular the National Meteorological and Hydrological Services, in order to optimise the use of our satellite data and products in Africa. It is an opportunity to provide African users with key information on EUMETSAT activities and undertakings in Africa. The Forum also offers an excellent opportunity for the users to formulate recommendations to EUMETSAT, which will be actively considered for the preparation of future activities.

The 12<sup>th</sup> EUMETSAT User Forum in Africa focuses on:

- the preparation for the transition to the Meteosat Third Generation
- the upgrade of the PUMA station as part of the MESA (Monitoring of Environment and Security in Africa) programme
- earth observation support the Green Growth and Climate Resilience;

Furthermore, parallel sessions will allow to address subject of specific interests such as:

- satellite support to Marine and great lakes forecasting;
- training
- AU Space policy and strategy, and AMCOMET

A full session is also dedicated to our users in Africa to demonstrate the applications of satellite data in their daily activities.

## Registration for the Forum

If you wish to attend the 12<sup>th</sup> EUMETSAT User Forum in Africa, you are invited to register online at <http://ufa.eumetsat.int>. Please register by ***Friday, 20 May 2016***, carefully reading the instructions presented on the website on how to register.

**In case you have difficulties with the online registration process, or you are prevented from accessing the Internet, it is possible to register by fax.** In such an event, you are kindly requested to contact the Organising Committee:

Email: [ufa@eumetsat.int](mailto:ufa@eumetsat.int)  
Tel: +49-6151-807 6740  
Fax: +49-6151-807 6150



## Financial support

In order to facilitate the widest possible attendance, EUMETSAT is prepared to financially support the participation of **one** attendee per African country (WMO Regional Association I), to be officially designated by the country's WMO Permanent Representative and one attendee per regional organisation. Financial support is also planned for African users whose contribution to specific sessions or to poster exhibition is selected for presentation.

To apply for this funding, the Permanent Representatives with WMO or the Head of the regional organisation are invited to provide their signed and officially stamped written request indicating name, function, and full contact details of the nominated person, to:

The Organising Committee of the  
12<sup>th</sup> EUMETSAT User Forum in Africa  
EUMETSAT  
Eumetsat Allee 1  
64295 Darmstadt  
Germany

Please scan, and upload the written request in the "registration" page, "participation" tab, of the online registration tool at <http://ufa.eumetsat.int>.

In case you have difficulties scanning and uploading the request, it will also be possible to submit it by fax or email:

Email: [ufa@eumetsat.int](mailto:ufa@eumetsat.int)  
Fax: +49-6151-8076150

The nominated person should be an officer of the National Meteorological Service or of another national institution cooperating with it, provided that he/she has the appropriate background to contribute to the discussions of the Forum and to benefit from his/her participation therein. Ideally this person should have been involved in EUMETSAT/meteorological satellite related activities in the recent past.

For the participants whom EUMETSAT agrees to support financially, and within the limit of available budget, EUMETSAT will directly purchase travel tickets (economy class). EUMETSAT will also book and pay directly the provider for accommodation, one lunch per day. Three diners will also be provided. EUMETSAT will also provide a symbolic daily subsistence allowance per day spent in Rwanda to cover other meal costs.

Requests for financial support should be submitted no later than **Friday, 20 May 2016**.



## Practical information

### Conference Venue

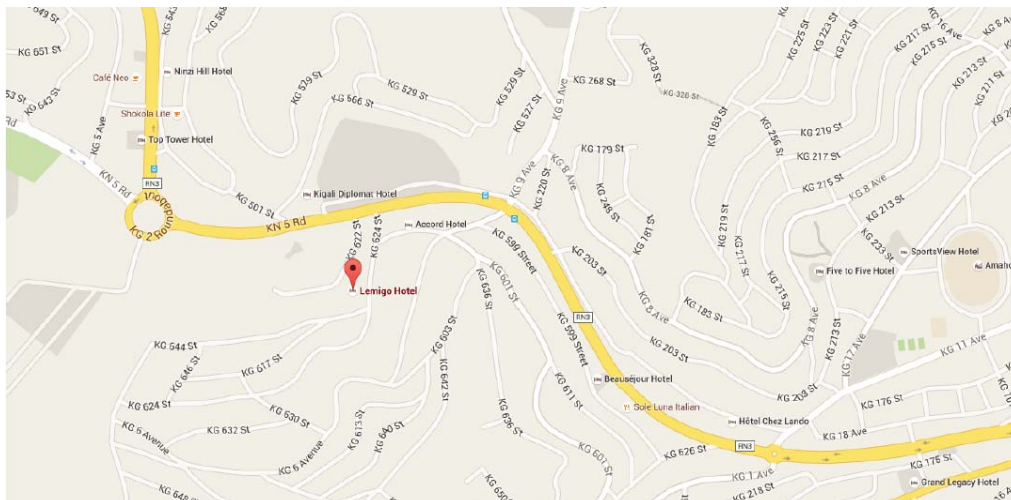
The Forum will take place in the Lemigo Hotel in Kigali, Rwanda. The Lemigo Hotel is located in Kimihurura-Rugando area of Kigali, 10 min drive from the Kigali International Airport and 10 min drive from the city centre.

The contact details of the Lemigo Hotel are:

Address: KG 624 St, Kigali, Rwanda

Telephone: +250 784 040 924

Email: [info@lemigohotel.com](mailto:info@lemigohotel.com)





## *Accommodation*

The recommended hotel for all participants is the Lemigo Hotel ([www.lemigohotel.com](http://www.lemigohotel.com)), Kigali, Rwanda.

### For Sponsored participants:

Sponsored participants will be accommodated at the Lemigo Hotel and EUMETSAT will cover the cost of the hotel accommodation. This includes room, breakfast, wireless internet connection, tourist and municipal taxes, as well as local transport from the airport to the hotel. Participants will have to pay for all other expenses (bar, minibar, laundry, telephone, fax, etc.). EUMETSAT will take care of the hotel reservations for sponsored participants.

### For non-sponsored participants:

It is recommended to non-sponsored participants to book their accommodation at the Lemigo Hotel. EUMETSAT has made a block booking of 40 additional rooms at the Lemigo Hotel at a discounted price of 110 USD per night. This includes breakfast, wireless internet access and tourist fees and municipal taxes, and airport transfers.

If you would like to make use of this block booking facility, please make your booking reaches the hotel **at the latest by 10 July 2016** (further indication for the booking will be made available on the website). After this date the availability and the rate of the rooms cannot be guaranteed. Furthermore please indicate your arrival and departure dates and flight details in the registration form under the travel tab of the web site to help us to organise the local transport from the airport to the hotel, which will be provided free of charge by the hotel (included in the room rate).

### Payment at Lemigo

The Lemigo Hotel accepts credit cards (VISA or Master Card). Currency exchange from USD or EURO into RWF can be done at the Kigali International Airport as well as many places in Kigali.

### *Other hotels*

A list of alternative hotels is proposed on the website of the User Forum. However, no local transport will be arranged from these hotels to the conference venue. Participants staying in another hotel will have to make their own arrangement for local transport. Distances from these other hotels to Lemigo are indicated in the website.

## *Lunches and dinners*

For all participants (sponsored and non-sponsored), the following lunches and dinners are provided by EUMETSAT and Meteo Rwanda,;

- Lunches from Monday to Friday (included)
- Dinner on Monday (cocktail dinner), Tuesday and Thursday.

You will have to show your conference badges, which you will receive upon arrival in order to get access to the lunch and dinners.



## *Visa for Rwanda*

**Please note that costs for visa are not reimbursed by EUMETSAT. Each participant (sponsored or non-sponsored) will have to bear the costs for their own visa (30 USD/27 euros).**

Following your registration, the Organising committee will send you a personal invitation in order to ease your visa request for Rwanda.

To obtain you visa, you can either

- Apply for a visa acceptance letter online and pay on arrival: [www.migration.gov.rw/index.php?id=203](http://www.migration.gov.rw/index.php?id=203). You will then present this letter at flight check-in and on arrival in Kigali to obtain a visa upon payment of visa fee of 30 USD or 27 euros by cash or by VISA/MASTER card;
- Apply for a visa and pay on-line (30 USD) via credit card for a Conference visa: <https://irembo.gov.rw/rolportal/web/rol/conference-visa-single-entry>

In order to apply for visa you will need to provide in pdf or jpg file type formats:

- Nominative invitation letter from Meteo Rwanda (provided by the Organising committee, based on acceptance of your registration)
- Scan copy of your passport
- Recent passport size photo (file type: jpg only)
- Your flight itinerary (as supporting document)

Please indicate the following for the various fields:

- Address in Rwanda: please indicate the address of Lemigo Hotel (Kimihurura, Kigali, Rwanda, phone, + 250 784 040 924), or alternatively the address of the other hotel where you booked. You can also indicate as local contact person: Fidèle Kamanzi, Meteo Rwanda, (phone +250 788 557 041).
- Entry point: Kigali International Airport (unless you will travel by road)
- Purpose: Conference
- More Details: 12<sup>th</sup> EUMETSAT User Forum in Africa





## *Programme*

The preliminary programme of the 12<sup>th</sup> EUMETSAT User Forum in Africa comprises an Opening Ceremony, a Technical Visit and eight sessions.

*The first session* is dedicated to the presentation of the status of the various EUMETSAT programmes and activities: MSG, EPS, Jason, MTG, EPS-SG, SAFs. It will also include presentations related to the access to EUMETSAT data.

*The second session* will focus on the status of EUMETCast, PUMA 2015 stations and User Support. A presentation by the RAIDEG is also planned.

*The third session* is dedicated to METEOSAT THIRD GENERATION satellites and programme.

*The fourth session* is open for scientific contributions related to green growth (renewable energy), climate resilience and climate services. See the call for contribution at the end of this information package for more information.

*The fifth session* consists in three workshops, focusing on: (i) Training, (ii) Marine and great lakes forecasting and (iii) EO policy and GMES&Africa initiative. Delegates will be invited to choose which session is most relevant for them to participate in. Report of the three workshops will be summarised in the next day during plenary session.

*A technical visit* will take place on Wednesday afternoon. Further details will be provided in the second information package and on the UFA website in June 2016.

*The sixth session* will concentrate on the MESA and RARS/DRR projects. This will include presentation of the various regional activities and, the MESA training programme.

*The seventh session* will focus on PUMA based and other EO applications in Africa. This session is open for contributions (See the call for contributions at the end of this information package for more information).

*The eighth session* will review and adopt the recommendations formulated during the Forum. An overview of the preliminary programme is provided on the next page.



**12<sup>th</sup> EUMETSAT User Forum in Africa**  
**Lemigo Hotel, Kigali, Rwanda – 12-16 September 2016**  
**Preliminary Programme Overview**

<b>Monday 12 September</b>	<b>Tuesday 13 September</b>	<b>Wednesday 14 September</b>	<b>Thursday 15 September</b>	<b>Friday 16 September</b>	
<b>8:30 – 10:30</b>	Registration of participants  <b>Opening Ceremony (Press conference + Demonstration visit)</b>	<b>Session 3: MTG (presentation and workshops)</b>	<b>Session 5: Mini-Workshops</b>  (a) EUMETSAT Training program  (b) Marine and great lakes forecasting  (c) EO Policy and GMES&Africa	<b>Session 5 – Cont’ Report of Parallel Working Groups</b>  <b>Session 6: MESA and RARS/DRR Africa projects</b>	<b>Session 8</b> Review and adoption of Forum recommendations
<b>11:00 – 12:30</b>	<b>Introductory session</b>				<b>Closing Ceremony</b>  <i>End of the Forum</i>
<b>12:30 – 14:00</b>	<i>Lunch time</i>	<i>Lunch time</i>	<i>Lunch time</i>	<i>Lunch time</i>	<i>Lunch time</i>
<b>14:00 – 16:00</b>	<b>Session 1: EUMETSAT Programmes Overview</b>	<b>Session 4: Green growth, Climate Resilience and Climate Services</b>  <i>(call for papers)</i>	<b>Technical visit</b>	<b>Session 7: PUMA based and EO applications for Africa</b>  <i>(call for papers)</i>	
<b>16:30 – 18:00</b>	<b>Session 2: EUMETCast – PUMA 2015</b>				
<b>Cocktail Dinner</b>	<b>Met.Rwanda Dinner</b>	<b>Free evening</b>	<b>EUMETSAT Dinner</b>		



## Exhibition area – Posters and GEONETCast Village

In addition to the various sessions, a poster exhibition and a live demonstration of data, products and software will take place in the framework of the 12<sup>th</sup> EUMETSAT User Forum in Africa.

### *Poster and roll-up presentation*

A poster exhibition will be organised aside the main conference room at the Lemigo. In addition to the posters and contributions received related to the themes of the Forum, it is also possible to display additional posters or other display material in this area.

If you are interested, please contact the Organising Committee immediately, or at the latest by **Friday 20 May 2016**, in order to enable appropriate arrangements.

### *GEONETCast village*

EUMETSAT will organise a demonstration of some products disseminated through EUMETCast, a component of GEONETCast, the world-wide initiative for real-time dissemination of Earth Observation data and products. A EUMETCast antenna will be installed to allow for real time demonstrations.

All PUMA users can benefit from the GEONETCast services. This demonstration will be a good opportunity for you to have an overview of some of the possibilities offered by your station!

**If you are a data provider or an application developer and if you are interested in displaying your products or applications in the GEONETCast village, we invite you to contact the Organising Committee immediately, in order to enable appropriate arrangements.**



**CALL FOR CONTRIBUTIONS (PRESENTATION AND POSTER)**

**12<sup>th</sup> EUMETSAT User Forum in Africa**  
**12-16 September 2016, Lemigo Hotel, Kigali, Rwanda**

Participants to the 12<sup>th</sup> EUMETSAT User Forum in Africa are invited to contribute to the Forum by sharing their experience, success stories and research results. Three specific sessions are open for contributions:

- Session 4: Green growth, Climate Resilience and Climate Services
- Session 5: Marine and great lakes forecasting
- Session 7: PUMA based and EO applications for Africa

Participants are invited to submit an abstract of their proposed contribution to the Organising Committee ([ufa@eumetsat.int](mailto:ufa@eumetsat.int), subject "contribution"). Best proposed contributions will be selected for a plenary presentation (slides) or for a poster exhibition. Sponsorship to support participation of authors from Africa can also be offered.

***Session 4: "Green Growth and Climate Resilience"***

Building on COP21, the need for a worldwide monitoring of climate change has been reaffirmed. Many regions in the world still need important capacities in this area, in particular in Africa. EUMETSAT satellites and other earth observation satellites contribute significantly to the monitoring of the climate and the environment, with continuous and sustained observations, providing key information to feed this need. The 12<sup>th</sup> Forum focuses on Earth Observation research and operational applications that contribute to climate monitoring, which is a pillar for developing Climate Services directed to various socio-economic sector: Food Security, preservation of Biodiversity and Ecosystem Services, Improved Health and Disaster Risk Reduction, achieving Energy Security and a Low Carbon Energy Supply.

Papers for this session shall be aimed at sharing work on the extraction from Earth Observation data of key information to support the development of a green society adapting to climate change. Speakers are encouraged to present here the state-of-the-art development as well as success stories of concrete operational applications making a difference in the everyday work of decision and policy makers, connected to any fields mentioned above, including but not limited to, climate services, food security, disaster monitoring and reduction, renewable energy, climate adaptability, health planning, natural resources management and environment monitoring.

***Session 5: Marine and great lakes forecasting***

Oceans, seas and great lakes are vital societal elements for the life of many people, particularly in Africa, whether for transport or fisheries. They can also be key indicators of the state of the climate. Papers in this session should focus on activities related to Earth Observation contribution to forecasting the state of coastal seas and great lakes, including information on water level, waves, currents, as well as fish nutrients availability. Speakers are particularly encouraged to present activities showing how operational use of Earth Observation key information in this area results in important impact for people in the field.



### ***Session 8: PUMA based and EO applications for Africa***

An impressive amount of data has been received through PUMA stations over the last 10 years, feeding Met Services with key information for weather prediction. This session focuses on sharing how this information has made a difference in the everyday life of Met Services. Papers shall present success stories and/or lessons to be learned in doing so. Speakers are also encourage to share novel and maybe unusual and unique way of using the PUMA information, maybe beyond weather forecasting and even beyond Met Services.

### ***The Poster Exhibition***

Posters are invited to present how EUMETSAT's or other satellite-data are used in Africa, more specifically (but not exclusively) in the themes of the three sessions highlighted above. The poster exhibition will take place throughout the week of the 12<sup>th</sup> EUMETSAT User Forum in Africa. The various coffee breaks and lunches will allow the attendees to visit the poster exhibition and give the authors the opportunity to explain their contribution.

### ***Selection procedure and Calendar***

The selection committee will analyse the received abstracts for posters and presentations at the specific sessions. The criteria that will be used are: the scientific relevance, the pertinence with respect to the theme, and the geographical distribution of the contributions. The duration of the specific sessions being limited, only a restricted number of presentations will be accepted. The possibility of participating in the poster exhibition will be offered to those whose proposal for presentation at the specific session was not selected.

By mid-June 2016 all authors will be informed on the outcome of the selection procedure. Selected authors will receive further information for the preparation of their poster or presentation in the specific session.

### ***How to submit a proposal for Presentation or Poster***

In order to submit a proposal for a presentation or for a poster, you are invited to fill in the dedicated Submission Form, attached (found on the following page of this information pack). The form can also be found on the 12<sup>th</sup> EUMETSAT User Forum in Africa website <http://ufa.eumetsat.int/Papers.aspx>.

The Submission Form shall be returned to the Forum Secretariat *before **Friday 20 May 2016***, either by Fax (+49-6151-807-615), email at [ufa@eumetsat.int](mailto:ufa@eumetsat.int), or uploaded on the forum website (<http://ufa.eumetsat.int/papersubmission.aspx>). An acknowledgement of receipt will be sent to you by the Secretariat.



**SUBMISSION FORM**  
*Call for Contribution (presentation and poster)*

<b>12<sup>th</sup> EUMETSAT User Forum in Africa</b> <b>12-16 September 2016</b> * Rules and procedures are available at <a href="http://ufa.eumetsat.int/Papers.aspx">http://ufa.eumetsat.int/Papers.aspx</a> *	
Family Name:	First Name:
Organisation/Institution:	
Address:	
Title/Position:	Telephone:
Fax:	Email:
<b>Preferred support</b> (choose one): Presentation during the session <input type="checkbox"/> Poster <input type="checkbox"/> Both <input type="checkbox"/>	
Presentation/Poster title:	
<b>Abstract</b> (300 words maximum):          	
<b>Category</b> (choose one):    Session #4                      Session #5                      Session #8 Green growth <input type="checkbox"/> Marine and great lakes <input type="checkbox"/> Use of satellite data <input type="checkbox"/>	
<b>Co-authors</b> (family name, given name, organisation/institution):   	

The Submission Form shall be returned to the Forum Secretariat, either by Fax (+49-6151-807-615), email at [ufa@eumetsat.int](mailto:ufa@eumetsat.int), or uploaded on the forum website (<http://ufa.eumetsat.int/papersubmission.aspx>). An acknowledgement of receipt will be sent to you by the Secretariat.

**Deadline for submission: Friday 20 May 2016.**

