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EUMETSAT User Forum in Africa
Forum des Usagers d'EUMETSAT en Afrique

2nd Information Package

12th EUMETSAT User Forum in Africa

12 to 16 September 2016
Lemigo Hotel, Kigali, Rwanda



Foreword

Dear Madam
Dear Sir,

You have successfully registered for the 12th EUMETSAT User Forum in Africa and you are just a few weeks away from the forum in Kigali, Rwanda!

Firstly, we would like to thank you for your interest in participating in this event. Your presence is essential and will greatly contribute to its success.

More than 100 participants have registered for the Forum so far. We expect to reach the same number of participants as for previous fora. We are continuously working on the details of the meeting, and with this second information package we would like to provide you with practical information for you to prepare your attendance and full involvement at the Forum.

Please read through the information package in detail. In case you have any questions or need further clarification on any matter, please do not hesitate to contact the Organising Committee.

Moreover the website dedicated to the forum will be updated regularly to include practical information (hotel, visa, etc.) Please consult it regularly for the most up to date information.

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

The Organising Committee

EUMETSAT

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Content

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

This document includes information on:

- Programme of the 12th EUMETSAT User Forum in Africa
 - Programme overview and link to the detailed programme
 - Technical visit
 - Exhibition and poster area
 - Languages and interpretation (French and English)
 - Registration process at the Forum
- Venues and accommodation
 - Conference centre
 - Hotel
 - Lunch and Dinner
- Travel arrangements
 - Visa
 - Airport transport and local transport
 - Flights
 - Insurance (medical assistance)
- Other practical information
 - Climate
 - Currency
 - Mobile phone service
 - Electricity
 - Emergency number
- Information about our host
 - Météo Rwanda

There is the possibility to present posters or distribute brochures during the Forum, please provide your input to EUMETSAT by 31 July 2016.

All the information is also available on the 12th 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>



Programme

Note related to Eid al-Adha 2016

Pending announcement by the Rwanda Moslems Association, the Eid-Al-Adha is expected to take place on the Sunday 11 September 2016 in Rwanda. It is foreseen that the Rwanda government will declare Monday 12 September a non-working day. Consequently, the Monday programme has been lightened and now mainly consists in a Working Group session and the Technical visit. The official opening of the Forum will take place on Tuesday 13 September at 09h00.

Description of the session

The programme of the 12th EUMETSAT User Forum in Africa includes a Working group session, a technical visit, an Opening Ceremony and eight plenary 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 training and access to EUMETSAT data (inc. EUMETCast).

The second session focuses on the PUMA 2015 stations, which are currently being installed in the NMHS in Africa.

The third session is dedicated to Meteosat Third Generation (MTG) satellites and programme and will allow the participant to discuss transition from MSG to MTG and benefits from MTG.

The fourth session presents the new "Satellite and Weather Information in support to Disaster Resilience in Africa" (SAWIDRA) programme. It will include presentation of the various regional component of SAWIDRA and the links with the NMHS.

The fifth session relates to green growth, climate resilience and climate services. This session combines institutional and scientific presentations, mainly related to the establishment of Climate Services.

The sixth session concentrates on the MESA project and environmental monitoring. This will include presentation of the various regional MESA activities related to Land as well as other projects and initiatives related to use of Earth observation for environment and agriculture.

The seventh session focuses on both the Copernicus programme (its data and products), and marine and lake forecasting applications. MESA "marine" thema will be presented as part of this session. .

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.

The working group session include two parallel working groups: one on (i) Training and Data needs and one on (ii) EO policy and GMES&Africa. A presentation of these Working Groups will take place on Monday morning and delegates will choose which Group to attend Pre-programme of these working groups are available on the forum website.



12th EUMETSAT User Forum in Africa
Lemigo Hotel, Kigali, Rwanda – 12-16 September 2016
Programme Overview

	Monday 12 September	Tuesday 13 September	Wednesday 14 September	Thursday 15 September	Friday 16 September
9:00 – 10:30	<i>Introductory words</i>	Opening Ceremony	Session 3: Meteosat Third Generation and Africa	Session 5 MESA	Session 7 Climate Services
11:00 – 12:30	<i>Working group session</i> <i>(i) Regional Data and Training needs</i> <i>(ii) EO policy and GMES&Africa</i>				Introductory session
12:30 – 14:00	<i>Lunch time</i>	<i>Lunch time</i>	<i>Lunch time</i>	<i>Lunch time</i>	<i>Lunch time</i>
14:00 – 16:00	<i>Technical visit</i>	Session 1: EUMETSAT Programmes Overview	Session 4 Satellite and weather information for disaster resilience SAWIDRA	Session 6 Copernicus	Adoption of Forum recommendations Closing Ceremony
16:30 – 18:00		Session 2: PUMA 2015		Session 6A Copernicus and marine applications	
19h00	Cocktail reception	Dinner (Rwanda)		Dinner (EUMETSAT)	



Detailed programme

Electronic version of the detailed programme

The latest version of the detailed programme of the 12th EUMETSAT User Forum in Africa can be downloaded from the Forum website (<http://ufa.eumetast.int>) and will be sent electronically to all registered participants separately.

Latest update of the programme will be done closer to the Forum and printed version will be distributed to all participants upon registration at the Forum.

Technical visit

The 12th EUMETSAT User Forum in Africa offers the opportunity for a technical visit, which includes two sites:

- the Doppler Radar station operated by MeteoRwanda and located at Maranyundo Hill in Bugesera District
- the Kigali Genocide Memorial

More information on the Doppler Radar are provided in the latest section of this information package (under more information about our host)

The Kigali Genocide Memorial is the final resting place for more than 250,000 victims of the 1994 Genocide against the Tutsi. It honours the memory of the more than one million Rwandans killed in 1994. The participants are asked to maintain a respectful behaviour and dress code for this visit. More information is available here: <http://www.kgm.rw/>

The participants will be split into two groups (French and English speaking). One group will visit the Radar first and then the memorial. The other group will do the opposite.

Exhibition and poster area

The exhibition and poster area will include a live demonstration of the new PUMA 2015 and MESA stations, as well as some presentation of EUMETSAT and MESA activities.

Several entities will also distribute brochures and present their activities through poster presentations.

Registration at the Forum and Secretariat during the Forum

Registration at the Forum will take place on:

- Sunday 11 September 2016 afternoon from 16h00 to 18h00
- Monday 12 September 2016 morning from 8h00 to 10h00
- Tuesday 13 September 2016 morning from 8h00 to 10h00

Further opening hours of the secretariat during the Forum will be confirmed at a later stage (also for registration, should you arrive later).

Languages at the Forum

The working languages of the Forum are English and French, and Meteo Rwanda has made arrangements for simultaneous interpretation services to be provided.





Venue and Accommodation

Conference Venue

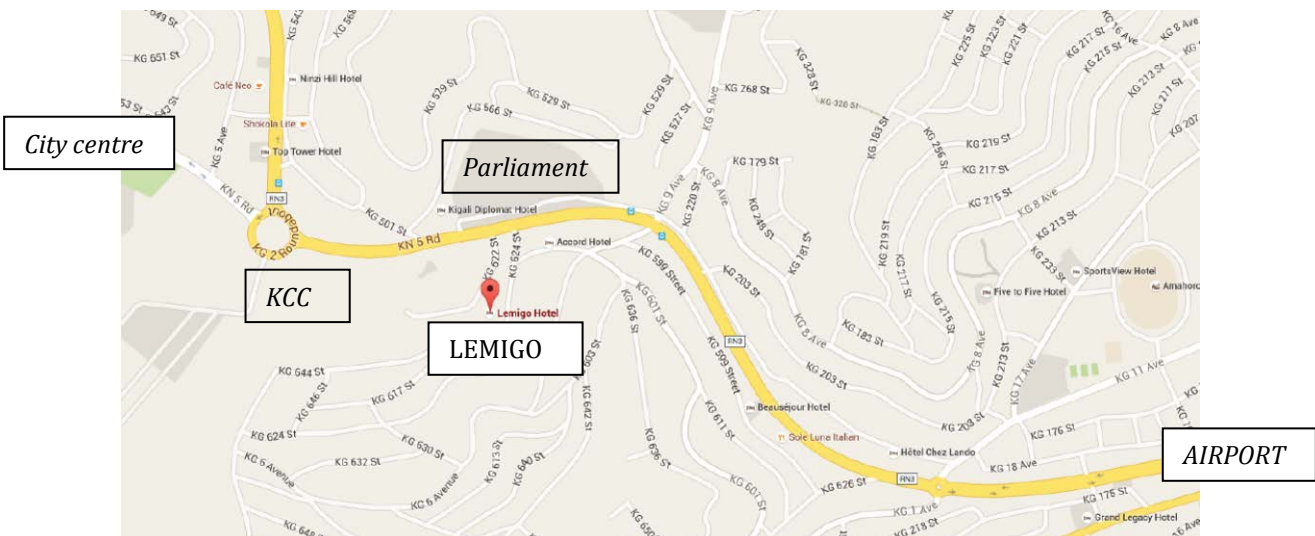
The Forum will take place in the Lemigo Hotel in Kigali, Rwanda. The Lemigo Hotel is located in Kimihurura-Rugando area of Kigali, 10 min drive from the Kigali International Airport and 10 min drive from the city centre.

The contact details of the Lemigo Hotel are:

Address: KG 624 St, Kigali, Rwanda

Telephone: +250 784 040 924

Email: info@lemigohotel.com



Accommodation

The recommended hotel for all participants is the Lemigo Hotel (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.

Sponsorship rules are available on the Forum website: <http://ufa.eumetsat.int/Sponsorship>

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.

This block booking offer was valid until the 10 July 2016 and after this date the availability and the rate of the rooms cannot be guaranteed. Anyhow, you could still contact the hotel to see if there are some remaining room available. Please also communicate to the hotel your arrival and departure date in order to secure free shuttle service between the airport and the hotel. 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 ensure that the local transport from the airport to the hotel is arranged.

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 and in many places in Kigali.

Other hotels

A list of alternative hotels is proposed on the website of the User Forum (<http://ufa.eumetsat.int/Accommodation>). Please note that 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 registration at the Forum in order to get access to the lunch and dinners.



Travel arrangements

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. If you have not yet received this personnel invitation please contact the Organising Committee (ufa@eumetsat.int).

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. You have to present the visa acceptance letter at check-in and on arrival in Kigali. To obtain the visa, you will need to pay the visa fee (30 USD or 27 euros) by cash or by VISA/MASTER card at Kigali airport ;
- Apply for a visa and pay on-line (30 USD) via credit card for a Conference visa: <https://irembo.gov.rw/rolportal/web/dgie/conference-visa?menu-highlight=CAT#VSA.CSEV>. You will received Visa acceptance letter and obtain your visa at airport.
- Apply for a visa to the Rwanda Embassy or consulate in your country

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: 12th EUMETSAT User Forum in Africa

Local transport from Airport to LEMIGO

For participants staying at Lemigo, the hotel is providing local transport between the Airport and the Hotel free of charge.

For sponsored participants, the Organising Committee will communicate your arrival and departure time to the Hotel Lemigo, and a shuttle will wait for you once you exit the airport.



For non-sponsored participants, please provide your arrival and departure time to the Hotel when booking your room. You can also indicate your arrival and departure time through the registration website, and the Organising Committee will pass the information to the Hotel.

Flights

The closest airport to Kigali is Kigali International Airport (KGL). Current airlines flying to Kigali are listed below, however this is subject to change so please contact your travel agent for the most up to date information.

Ethiopian Airlines	www.flyethiopian.com	Kenya Airways	www.kenya-airways.com
Turkish Airlines	www.turkishairlines.com	Qatar Airways	www.qatarairways.com
Royal Air Maroc	www.royalairmaroc.com	Rwandair	www.rwandair.com
Saudi Arabian	www.saudiairlines.com	South African	www.flysaa.com
SN Brussels	www.brusselsairlines.com	KLM	www.klm.com

Travel and Health Insurance

Sponsored participant shall make their own arrangements for travel insurance, including health coverage while travelling abroad (inc repatriation).

EUMETSAT will not reimburse visa or insurance expenses, hence please make your own arrangements for visa and travel insurance as necessary. You or your organisation will need to bear this cost and it is not reimbursed by EUMETSAT.

TICKET RETRIEVAL PROCEDURE (for sponsored participants)

The EUMETSAT Organising Committee will contact you to arrange for your flight ticket and hotel booking. The tickets are ETIX, electronic tickets, as paper tickets are no longer issued. We will provide you an electronic ticket as soon as you confirm your itinerary, after your confirmation, it will no longer be possible to change the itinerary.

- 1) Each sponsored participant will receive the routing with the ETIX reservation number by e-mail.
- 2) Participants are requested to print the itinerary with the reservation number and visit the airline to ensure that everything is correct and that the boarding pass(es) will indeed be issued on the day of departure. In case you are travelling with several airlines, please visit them all if possible;
- 3) If there are problems, there is still time to solve them, and EUMETSAT will work on them directly to find a solution.
- 4) Thank you for your cooperation and understanding.

CHANGE OF ARRIVAL/DEPARTURE TIMES/INABILITY TO ATTEND

If your flights change, or you are unable to attend, it is absolutely essential that you inform us of any changes to the travel plans by updating the data in your registration details (using the provided username and password) or contacting the organising committee directly. Airport transfers can otherwise not be guaranteed and you will be liable for no-show costs at the hotel.



Other practical information

Country information

Information is available on the Forum website: <http://ufa.eumetsat.int/CountryInformation>

Please note that Rwanda has implemented a national ban on plastic bag(s). Therefore, please do not import any plastic bag with you in your luggage when coming to Rwanda, as your luggage might be checked at the entry point.

Local currency

The local currency is the Rwandese Franc (RWF).

Exchange rates: 1 EUR = 824 RWF 100 RWF = 0,1212 EUR
 1 USD = 746 RWF 100 RWF = 0,1340 USD

Rates are from July 2016. Please visit e.g. <http://www.xe.com/> for the most recent rates, and/or for further examples.

Climate

September is one of the hottest month in Rwanda, with temperature between 24.6 - 27.6°C. The rainy season starts in October, but some rain could be expected already in September.

Immunisation and health

Yellow Fever:

To enter this country: A current* vaccination certificate is required for all travellers > 1 year of age. To depart this country: You may be required to show your certificate on departure. For onward travel: Some countries on your itinerary - including your home country - may require you to show a current* yellow fever vaccination certificate in order to gain entry.

Malaria:

Spread by: Insect Bites

Malaria is present year-round in all of Rwanda. Malaria in this country is resistant to the medication chloroquine.

Preventing Malaria

Prevent mosquito bites.

Chemoprophylaxis (use a medication to prevent chloroquine-resistant *P. falciparum* malaria)

Recommended vaccination:

Cholera, Rabies, Hepatitis A and B, Typhoid fever



Our host

Local Organising Committee

The contact person in Rwanda for the Forum are:

- Anthony Twahirwa: mobile: +250788484636
- Léonard Tukamwibonera: +250782101153
- Francine: +250788559820

Rwanda Meteorology Agency

Rwanda Meteorology Agency (or Meteo Rwanda for short) is a Government Agency under the Ministry of Natural Resources (MINIRENA). It is a full autonomous Agency. The purpose of Meteo Rwanda is to provide weather, water and climate information services for safety of life and property and socio-economic development.

In Rwanda, observations of rainfall and temperature were established in the 1930s but the first station was installed at Save in 1906.

The Rwanda Meteorology Service was created in 1963 and in 1968 Meteo Rwanda was established as the main coordinator of meteorological services in the Ministry of Infrastructure (MININFRA).

Later in 2011, Rwanda Meteorological Service was transformed into Rwanda Meteorology Agency (Meteo Rwanda) by the government law no. 54 bis/2011 of December 2011 which was gazetted in the Official Gazette no. 54 of January 2012.

In July 2014, Rwanda Meteorology Agency was transferred from MININFRA to the Ministry of Natural Resources (MINIRENA).

The mission of METEO RWANDA consist of implementing the Government policy in relation to meteorology using modern methods of study, research, coordination and promotion of programmes in the field of meteorology.

METEO RWANDA is particularly responsible for the following:

- to establish meteorological stations across the country to identify each climatic zone, monitor such characteristics of and use them towards national development;
- to collect, gather and access data of meteorological elements from around the country, and exchange related informations to ensure the security of people and the property in accordance with international agreements to which Rwanda is signatory;
- to approve weather and climate change data;
- to establish a special communication network to be used in collecting and disseminating meteorological elements in accordance with the rules of the World Meteorological Organisation;



- to publish and disseminate meteorological data for short and long term weather forecasts towards national development activities;
- to provide advance information on unusual weather conditions that may cause disasters, provide advice and educational information through the medias and provide meteorological information to any interested person;
- to monitor, analyze and advise on global climate change;
- to encourage and assist initiatives to install meteorological stations;
- to collect and analyse meteorological data to preserve the meteorological nature;
- to ensure the implementation of international agreements that are ratified by Rwanda and relating to meteorology;
- to make meteorological study and research and implement the outcome of the research;
- to make a partnership with other regional or international agencies that have the same mission in relation to the meteorology in accordance with International Agreements on Meteorology;
- to advise the Government on Meteorological policy;
- to monitor and develop science, training and advocacy on Meteorology.

Doppler Radar in Rwanda

Recently, Meteo Rwanda has procured a Doppler Weather Radar from Advanced Radar Corporation (ARC) from the USA and the Radar is being installed at Maranyundo Mountain in Nyamata, Bugesera district in the Eastern Province.

The main purpose of the radar is to monitor strong winds around Kigali International Airport that can affect aircrafts that are landing and taking off as well as monitor rainfall across the country.

The Radar is a very sensitive piece of equipment that is used by different entities to ensure the security of passengers and the local community by providing timely warnings whenever they are needed.

There are four (4) display sites, Kigali International Airport (KIA), Ministry of Defense (MoD), Rwanda Meteorology Agency (RMA) headquarters in Gitega and the radar site at Maranyundo, Eastern Province.

Data is transmitted from the radar at KIA through a microwave link as the primary link and uses fiber connection as back up to RMA and MoD through fiber optic connection.

Each display site consists of a 65" LCD screen, a micro-tower desktop with a 22" screen, and a Cisco router.

The visit of the Doppler Radar site is planned as **part of the technical visit** organised on Monday 12 September 2016.

