

THE 34TH TRADE AND DEVELOPMENT BANK (TDB) ANNUAL GENERAL MEETING

28TH JULY – 2ND AUGUST 2018

Administrative Note/Guide

This note provides information on:

1. Meeting specifics (i.e. venue, contact points, documents, seating, and working language);
2. Travel, accommodation, ground transportation and visas; and,
3. General Information about Kampala, Uganda.

1. Meeting Details

A. Venue

The East and Southern African Trade Development's Bank's 34th Annual Meeting of the Board of Governors will take place from 28th July to 2nd August 2018.

The venue for the meeting is the Kampala Serena Hotel, Conference Centre. It is located on Kampala-Kintu Road on Nakasero Hill, in the Centre of Kampala. It is a One Hour and Ten minutes' drive (40.4km) from Entebbe

International Airport and Five minutes' drive to the City Business Centre of Kampala (1.5 km).

B. 34th TDB Contact Persons

Overall Coordination	Documents and Registration
<p>Ms. Betty Kasimbazi Tel: +256 41470 7027 E-mail: betty.kasimbazi.@finance.go.ug</p>	<p>Mr. Collins Ishimwe Tel: +256 414707383 Mob: +256 777037245 E-mail: collins.ishimwe@finance.go.ug</p>
Protocol	Accommodation
<p>Mr. Mike Wandera Mob: +256777888490 E-mail: mkwandera@gmail.com Ministry of Foreign Affairs</p>	<p>Mr. Nathan Gessa Dawunah Tel: +256 414 707119 Mob: +256 713877656 E-mail: nathan.gessa@finance.go.ug</p>
Conference Venue	Transportation
<p>Ms. Diana Kabagambe Tel: +256 414707211 Mob: +256 772602257 E-mail: diana.kabagambe@finance.go.ug</p> <p>Ms. Dorcus Otim Tel: +256 414 707278 Mob: +256 782598705 E-mail: dorcus.otim@finance.go.ug</p>	<p>Mr. Ronald Osekeny Tel: +256 414 707213 Mob: +256 773 534120 E-mail: ronald.osekeny@finance.go.ug</p>

C. Documents and Programme

Supporting materials for the sessions shall be distributed by the Secretariat to all Delegates in the morning of 30th July 2018, just before the commencement of the meeting.

The draft annotated programme and other relevant information have been e-mailed to all delegates.

D. Registration

A registration desk shall be stationed at the entrance of the Conference Hall at the Kampala Serena Hotel. Registration will be open on Monday July 30, 2018 from 7:30AM to 8:30AM.

E. Working Language

The working languages throughout the Forum shall be English and French. Translation facilities and services will be provided for the two languages.

F. Lunches and Dinners

Free Lunch and Dinner will be provided courtesy of the Host Country as categorically stated below;

Sn	Date	Meal
1.	Monday 30 th July 2018	Official Dinner
2.	Tuesday 31 st July 2018	Lunch and Breakfast

The same shall be served by the Kampala Serena Hotel. Delegates and participants will be guided by designated staff to the lunch and dinner area in-between and at the end of sessions. Provisions have been made available to accommodate a variety of dietary requirements (e.g. Halal, Vegetarian).

The Host Country has organized an Official Dinner for all delegates and invited guests as detailed below.

Date	Time (approx.)	Venue
Monday, 30 th July 2018	6:00PM – 9:00PM	The Serena Lower Gardens

The theme for the above dinner is cultural, delegates are therefore advised to put on their cultural wear.

2. Travel, Accommodation, Ground Transportation and Visas

A. General

All foreign delegates except those being funded by TDB shall meet their airfare and accommodation expenses.

All local participants shall meet their travel and accommodation expenses.

B. Accommodation

Cheaper hotels within close proximity of the Forum venue include:

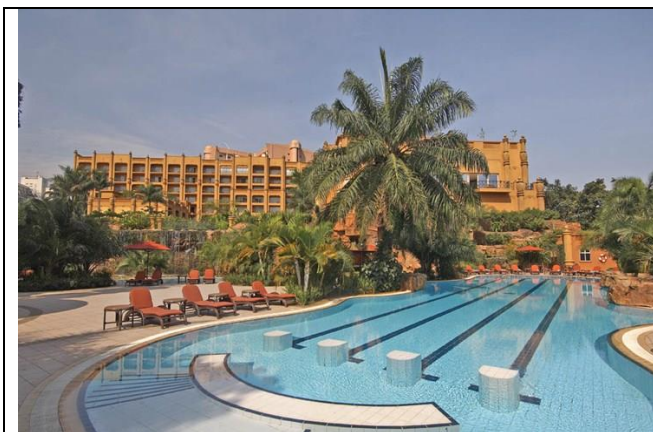
Sn	Hotel	Room Type	Room Rates	Contacts	Distance from Venue
1.	Africana Limited	<ul style="list-style-type: none"> • Deluxe(Single Occupancy) • Deluxe(Double/Twin) • Executive Suite(Single and Double/Twin) 	\$120 \$ 150 \$ 300	Shali Priscilla Shuma (Front office Manager), Tel +256414777500 +256700892031 Email: reservations@hotelafricana.com	1.8Km
2.	Metropole	<ul style="list-style-type: none"> • Deluxe(Single) • Deluxe(Double/Twin) • Business Deluxe(Single) • Business Deluxe(Double/Twin) 	\$110 \$140 \$140 \$ 160	Kellen, Tel: +256780244177 Hotel: +256(0)31239100 Email: metropole@metropolekampala.com	1.1Km
3.	Protea Kampala	<ul style="list-style-type: none"> • Executive suite • Junior/King suite • Standard Room Front Facing • Standard Room Rear Facing 	\$ 383.30 \$ 321.80 \$ 248.00 \$ 235.70	Tel: +256(312)550000 Email: res@proteakla.co.ug Ritah or Teddy	1.2Km
4.	Golf Course	<ul style="list-style-type: none"> • Deluxe: Single Double • Executive: Single Double • Business Suite: Single (2Pax) • Apartments: single(1bedroom) 2 Pax • Double(2 bedroom) 4 Pax 	\$ 183 \$ 213 \$ 213 \$ 243 \$ 263 \$ 263 \$ 323	Tel: +256776747506 (James) Front office, +256700444422 (Susan) Marketing Officer Email: reservation@golfcoursehotel.com	1.5Km
5.	Sheraton Kampala	<ul style="list-style-type: none"> • Superior : Single • Double • Executive: Single • : Double • Club rooms: Single • : Double • Diplomatic suite: Single& Double 	\$226.20 \$261.60 \$249.80 \$285.20 \$285.20 \$320.60 \$415.00	James Okongo (Sales Manager) Tel: +256782745656 +256312322534 , +256417342357, +256752780017 James.okongo@sheratonkampala.com	4Mins

		<ul style="list-style-type: none"> • Junior Suite: Single&Double • • Presidential Suite: Single& Double 	\$946.00		
6.	Fairway	<ul style="list-style-type: none"> • Standard • Executive • Executive Twin 	\$125 \$200 \$220	Lydia-+256771005005 Front office; +256-789-493088 +256-414-259571/2 booking@fairwayhote l.co.ug	3mins

Note: Delegates are advised to book with any of the above named hotels for their comfort, convenience and easy coordination.

Each delegate should provide details of his/her accommodation to the contact persons.

Hotel Snapshots:



Kampala Serena Hotel



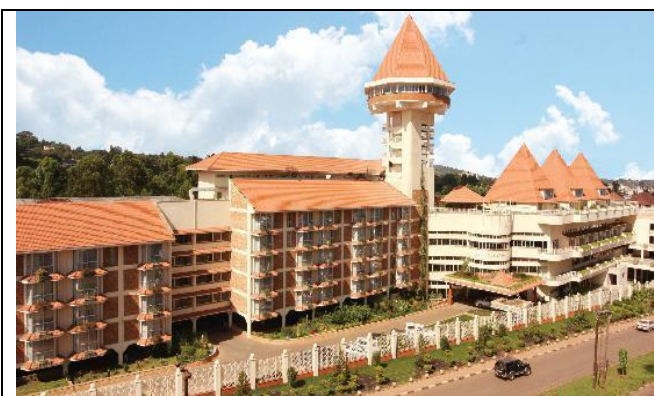
Sheraton Kampala Hotel



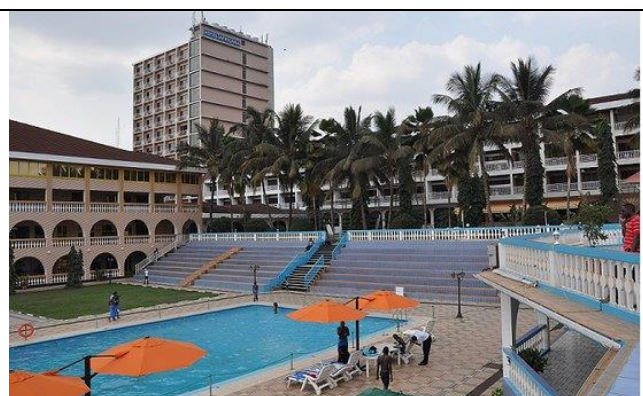
Protea Hotel Kampala



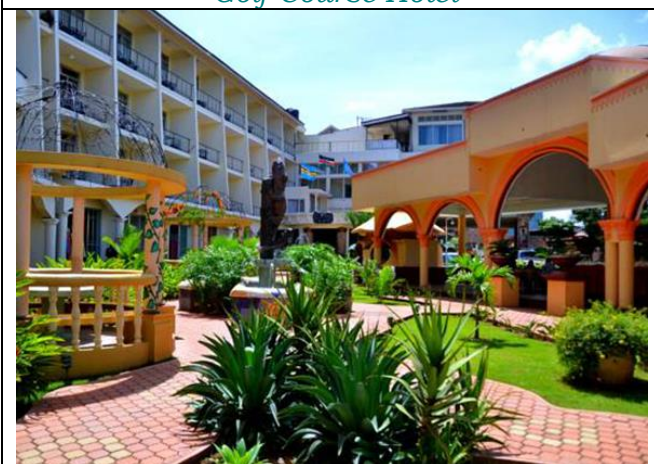
Metropole Hotel Kampala



Golf Course Hotel



Hotel Africana Kampala



Fairway Hotel & Spa Kampala

C. Ground Transportation

The Host Country shall provide ground transport for all foreign delegates including the self-sponsored. All delegates shall be picked from the airport to their respective hotels. Delegates that shall be residing outside the Kampala Serena Hotel shall be provided with transport, to and from the Meeting Venue. This service is only limited to the hotels provided above.

Note: All foreign delegates are advised to submit their flight itineraries in time for the secretariat to arrange transport and the Protocol team to pay courtesy to each delegate.

D. Entry Visas into Uganda

All delegates from visa prone countries, i.e. non-EAC and non-COMESA Member Countries, shall acquire an entry visa into Uganda. The Government of Uganda has arranged for each of these delegates to receive a single entry visa on arrival at the Entebbe International Airport at a cost of USD \$50. Delegates are advised to also carry with them their invitation letters.

A special Immigration desk has been established at the Entebbe International Airport to give guidance to all delegates.

3. General Information

A. Weather

Uganda boasts of 'an ALL SUMMER' weather due to its tropical climate. Temperatures range from 25 – 30 Degrees Celsius around July. Light weight clothes with a warm cover up for the evenings are advised.

B. Currency

The Unit of the Uganda currency is the Uganda shillings (UShs). The exchange rate is subject to market fluctuations. As of June 26 2018, US\$ 1 is approximately UShs 3,880.92/= selling and UShs. 3,871/= buying.

The commonest foreign currencies are US Dollar, British Pound Sterling and the Euro. You can exchange in Uganda Shillings at Banks, Hotels or Licensed Forex Bureaus. Delegates are advised to exchange money from Forex Bureaus since they offer competitive rates.

C. Electricity

The Standard voltage in Uganda is 220 to 240 volts. The outlet is the same type used in Continental Europe and many other African Countries.

D. Emergency Numbers/ Contacts

Sn	Category	Name and Designation	Contact
1.	Security	Mr. Henry Tumwesigye Commissioner, Uganda Police	+256717683868
		Ms. Teddy Akoyo OPS, Uganda Police Email:kooyot6@yahoo.com	+256712385042
2.	Medical/First Aid	Ms. Doreen Musiime Email:roxeen.doreen@gmail.com	+256706332849

E. Exhibitions

There will be a display of works, items by different groups/sectors. The participants will include;

- a) Private Sector Foundation Uganda (PSFU)-This will exhibit the different areas/sectors of Investment in the country.
- b) Beneficiaries from Trade and Development Bank
- c) Excursion-This will include City tours , Boat cruises, video clips of the scenery, nature and landscape of Uganda and various tourist attraction places.

F. Visiting Uganda

Uganda is a leading tourism destination with beautiful sceneries, lakes, rivers, flora and fauna. Delegates are encouraged to visit our information desk for details.

A tour package for the delegates has been organized by the Government of Uganda. The tour shall take place on 29th – 30th July 2018 and shall comprise of the following itinerary:

	Tour Package
1.	Uganda Martyrs Shrines Namugongo: The place where Uganda Martyrs shed blood for embracing and refusing to denounce the Christian Faith.
2.	City Tour of Kasubi Tombs and Royal Palace, the Rubaga Cathedral, Namirembe Cathedral, the Bahai Temple, the Muammar Gaddafi Mosque
3.	Ndere Toupe Centre
4.	Boat Cruise at Munyonyo
5.	Source of the Nile Tour with Bangi Jumping

Kampala is a lively City that never goes to sleep, with night clubs that suit international standards. Delegates interested in shaking off the day's work stress are advised to contact the Secretariat to organize group transport.

We wish you a beautiful, nice and fun filled stay in Uganda, the PEARL OF AFRICA.