



PROTOCOL, ADMINISTRATIVE AND LOGISTICAL GUIDELINES FOR THE

**AFRICAN UNION EXTRAORDINARY SUMMIT ON THE COMPREHENSIVE AFRICA AGRICULTURE
DEVELOPMENT PROGRAMME (CAADP) STRATEGY AND ACTION PLAN 2026 – 2035.**

THEME:

***“SUSTAINABLE AND RESILIENT AGRIFOOD SYSTEMS FOR A HEALTHY AND PROSPEROUS
AFRICA”***

09TH – 11TH JANUARY, 2025

SPEKE RESORT, MUNYONYO

KAMPALA, UGANDA



AFRICAN UNION MEMBER STATES



1. Algeria
2. Angola
3. Benin
4. Botswana
5. Burkina Faso
6. Burundi
7. Cabo Verde
8. Cameroon
9. Central African Republic (CAR)
10. Chad
11. Comoros
12. Democratic Republic of Congo
13. Republic of the Congo
14. Cote d'Ivoire
15. Djibouti
16. Egypt
17. Equatorial Guinea
18. Eritrea
19. Eswatini
20. Ethiopia
21. Gabon
22. Gambia
23. Ghana
24. Guinea
25. Guinea-Bissau
26. Kenya
27. Lesotho
28. Liberia
29. Libya
30. Madagascar
31. Malawi
32. Mali
33. Mauritania
34. Mauritius
35. Morocco
36. Mozambique
37. Namibia
38. Niger
39. Nigeria
40. Rwanda
41. Sao Tome and Principe

42. Sahrawi Arab Democratic Republic
43. Senegal
44. Seychelles
45. Sierra Leone
46. Somalia
47. South Africa
48. South Sudan
49. Sudan
50. Tanzania
51. Togo
52. Tunisia
53. Uganda
54. Zambia
55. Zimbabwe

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1.0 INTRODUCTION

The 37th Ordinary Session of the Assembly of the African Union held in Addis Ababa, Ethiopia from February 17-18, 2024 decided {{Assembly/AU/Dec.900 (XXXVII)}} to hold an Extraordinary Summit in Uganda in 2025 to consider and adopt the Comprehensive Africa Agriculture Development Programme (CAADP) Strategy and Action Plan 2026 - 2035. In this regard, the Republic of Uganda will host the AU Extraordinary Summit on the CAADP Strategy and Action Plan 2026 - 2035 from 9th – 11th January, 2025 at the Speke Resort, Munyonyo, Kampala.

The information contained in these Guidelines is for the benefit of delegates who will be attending the Summit.

2.0 KEY INFORMATION

2.1 National Organising Committee

The National Organizing Committee (NOC) is responsible for coordinating all organizational, protocol, security and logistical preparations and arrangements for the Summit. The following are the key contacts of NOC;

National Task Force

Hon. Frank K. Tumwebaze, Minister of Agriculture, Animal Industry and Fisheries/Chairperson, African Union Specialized Technical Committee on Agriculture, Rural Development, Water and Environment (STC-ARDWE)

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Lt. Col Moses Musinguzi, Special Forces Command
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3.0 VENUE OF THE AU CAADP EXTRAORDINARY SUMMIT OF THE HEADS OF STATE

The Summit will be held at Speke Resort Munyonyo (Rwenzori Convention Centre). Speke Resort Munyonyo is a luxurious resort located on the shores of Lake Victoria, 10 kilometers from the Kampala City Centre and 35 Km from Entebbe International Airport.

For more information, contact the address below; -

Tel: +256 414 227 111/ +256 417 716 000

Fax: +256 312 227 110 / +256 417 716 350

Mob: +256 (0) 752 711 714 (Duty Manager)

Email: spekeresort@spekeresort.com / reservations@spekeresort.com

Web: www.munyonyocommonwealth.com

4.0 PROGRAMMES DURING THE SUMMIT

4.1 Official Summit Programme

The Summit will be held over a three-day period, at Speke Resort Munyonyo, as follows:

- DAY ONE** 09 January, 2025: **MEETING OF MINISTERS OF AGRICULTURE**
- * Arrival of Ministers of Agriculture at Plenary Hall
 - * Official Group Photo
 - * Consideration and Adoption of the Work Programme
 - * Plenary Session of CAADP Ministerial Meeting
 - * Working Luncheon for Heads of Delegation
 - * Official Opening of the Exhibition
 - * Closed Session of CAADP Ministerial Meeting
- DAY TWO** 10 January, 2025: **JOINT MINISTERIAL SESSION: MINISTERS OF FOREIGN AFFAIRS AND MINISTERS OF AGRICULTURE**
- * Arrival of Ministers of Foreign Affairs and Agriculture at Plenary Hall
 - * Joint Plenary Session of Ministerial Meeting
 - * Closing Session of CAADP Ministerial Meeting
- DAY THREE** 11 January, 2025: **EXTRA ORDINARY SUMMIT OF HEADS OF STATE AND GOVERNMENT OF THE AFRICAN UNION**
- * Arrival of Heads of State & Government, Delegation at Plenary Hall
 - * Official Group Photo
 - * Opening Ceremony of AU CAADP Summit
 - * Plenary Session of Heads of State & Gov't, Delegation
 - * Closed Session of Heads of State & Gov't, Delegation
 - * Closing Ceremony of the AU CAADP Summit (**open**)

4.2 Spouses Programme

A separate programme for Spouses of Heads of Delegations will be organized.

4.3 Side Events

At the side-lines of the Summit, there will be side events organized by the AUC on various topical issues, following a public call for proposals. The Government of Uganda and the AUC will also host side events on “*Women and Youths in Agri-food*”

Systems,” and *“Refugees/Forced Migration and Agri-food Systems in Africa.”* More details on the side events will be provided in due course.

5.0 CONFERENCE FACILITIES AND SERVICES

5.1 Meeting Rooms

All plenary meetings will be held in the Plenary Hall of the Convention Center. Break-out sessions will be held in adjacent rooms at the Resort.

5.2 Overflow Room

During the opening and closing session of the Summit, delegates who will not be able to access the main Convention Hall will be able to follow proceedings in the overflow room. Access will be open to all accredited delegates with valid badges.

5.3 Bilateral Meetings

A limited number of meeting rooms will be available to Heads of Delegation for bilateral meetings during the Summit. A specially designated desk for arranging and confirming bilateral meetings will be set up at the Summit venue.

Delegations should submit requests for meeting rooms in advance, and should include the proposed date and time of the meeting and the number of participants. To avoid double booking for the same meeting, the delegation hosting the bilateral meeting should be the one to request for the meeting room, through the Delegation’s Protocol Liaison Officer. Requests for meetings should be submitted at least three (3) hours before the proposed meeting time.

Requests will be processed on a first come first serve basis. Delegations are advised that a room cannot be allocated for an entire day.

5.4 Delegates’ Room

A dedicated room with computers, internet and appropriate stationery will be made available to delegations throughout the duration of the Summit.

6.0 ARRIVALS, DEPARTURES AND OTHER FORMALITIES AND PROCEDURES

6.1 Points of Entry

Entebbe International Airport will be the official port of entry and departure for

Heads of State and Government and other delegates arriving by air. The airport is located forty (40) Kilometers (km) from Kampala City, and thirty-five (35) Km from Speke Resort Munyonyo (the Summit Venue). The Airport operates two (2) Terminals:

- The Commercial terminal that handles all international flights. It has four VIP Lounges and a Press Lounge.
- The VVIP Terminal, that handles Presidential and other VVIP flights. It has three (3) Executive Lounges.

6.2 Airlines to Entebbe International Airport

Entebbe International Airport is serviced by the following airlines: Uganda Airlines, KLM, Turkish Airlines, Brussels Airlines, Emirates, Qatar Airways, Kenya Airways, Egypt Air, Ethiopian Airlines, Rwanda Air, Air Tanzania, Airlink, Badr Airlines and Fly Dubai.

6.3 Ground Handling Agents

Entebbe Airport has two ground handling services, namely: **ENHAS/NAS and DAS**. State and Official aircraft operators are advised to get in touch with either of them prior to their arrival in Uganda as listed below;

- ENHAS/NAS Handling (Entebbe Handling Services)
Contact Person: Mr. Kenneth Bainomugisha, Tel. +256-712-755511;
E-Mail: kbainomugisha@nas.aero /specialflights@enhas.com
- DAS Handling (Das Air)
Contact Person: Mr. John Kyaligonza, Tel. +256-703766717 / 782-472465;
Email: operations@dasair-ug.com /specialflights@dashandling.com

6.4 Payment of Airport Charges

The crew of State/Official Aircraft are advised that payment for airport services provided shall be made upon filing of the Over Flight and Landing Clearance Form.

In addition to the landing, lighting and air navigation fees, every passenger aboard the State/Official aircraft pays a service fee of USD\$50. This fee is to be paid by the Captain-in-command on behalf of the passengers at the time of filing the departure flight plan. Delegates on Private Carriers, apart from Heads of State and Government, are required to pay US\$50 for airport service fee per person in **cash** on Departure.

6.5 Aviation Fuel for State/Official Aircrafts

Consortiums of service providers are available at Entebbe International Airport. To refuel State/Official Aircraft, fuel suppliers at Entebbe International Airport do not accept cash transactions and in very rare cases when they do; it is strictly US dollars.

Operators of private aircraft are advised to use fuel cards that are compatible with Shell/Air Total, or make appropriate arrangements with their handling agents prior to their arrival at Entebbe International Airport. Operators are advised to contact the handling agent for information on supply of aviation fuel.

6.6 Over Flight and Landing Clearances

All private aircrafts are required to obtain flight clearance prior to their arrival in Uganda. Delegations are required to complete the Over Flight and Landing Clearance Form (**Annex IV & V**) and should be channeled through their respective Diplomatic Missions accredited to Uganda directly to the Protocol Department of the Ministry of Foreign Affairs of Uganda on email (protocol@mofa.go.ug) or the Uganda Permanent Mission to the African Union, Addis Ababa. The following key information is required:

- *Name of carrier;*
- *Make and type of aircraft;*
- *Entry and exit point/destination;*
- *Call sign;*
- *Date and time of arrival and departure; and*
- *Number of passengers*

6.7 Arrival and Departure of Heads of Delegations and other Delegates

6.7.1 Welcoming procedures for Heads of State and Government/Delegation

All Heads of State/Government arriving and departing on private/State aircrafts will be received and seen off by a Government Minister at the VVIP Terminal with full Protocol Courtesies and a military honor/street guard.

Heads of State/Government arriving and departing on commercial aircrafts will be received in the VIP lounge at the commercial terminal, by a Government Minister.

Heads of delegations at other levels will be received by an official Government Greeter.

Member States whose Heads of Delegation will arrive on Private/State aircrafts will be required to reserve slots and parking at the airport, directly with the Civil Aviation Authority of Uganda, at aircraftpermits@caa.go.ug. Delegations are hereby notified that the Uganda Government will not be responsible for any airport charges for

private aircraft arrivals and departures.

Ugandan security services will provide protection for the aircrafts of Heads of delegations who have arrived by special flights. If necessary, foreign security services will also be authorized to guard their respective aircraft.

6.7.2 Welcoming procedures for other Delegates

All other delegates will use the Commercial Terminal, and dedicated immigration counters will be put in place to facilitate their timely clearance.

There will be dedicated Protocol/Liaison Officers to assist delegates on arrival at the airport.

An information/welcome desk will be set up at the Airport to provide assistance to delegates with regard to transport, accommodation, currency exchange and SIM card purchase.

Dedicated Protocol welcome desks will be set up at the Airport, to facilitate all delegates arriving for the Summit. VIPs arriving on commercial aircraft will be received by Protocol and escorted to the VIP Lounges. All other delegates will be processed through the Arrivals Hall.

Delegates are requested to contact the Protocol desks inside the Arrivals hall for the necessary assistance.

6.8 Visas and Entry Requirements

- i. All **accredited** delegates to the Summit will be issued with Gratis visas on arrival.
- ii. *Other guests not accredited but in company with accredited delegates and are visa prone will be required to visit www.visas.immigration.go.ug a fortnight before the expected date of arrival and apply for online visa to Uganda.*
- iii. *The visa requirements for ordinary passport holders (**not accredited**) are:*
 - (1) *Passport with at least 6 months of validity*
 - (2) *Yellow fever vaccination certificate. Please visit the site for the list of yellow fever endemic countries that require vaccination at <https://cdn.who.int/media/docs/default-source/travel-and-health/countries-with-risk-of-yellow-fever> .*
 - (3) *Recent passport photograph*

(4) *Online payment of 50 USD*

- iv. Dedicated Immigration Desks will be set up in the Arrivals Hall to fast-track the processing of Visas on arrival, and other immigration requirements.
- v. Member States are therefore requested to submit their Delegation Lists to the Ministry of Foreign Affairs, by 4 January 2025 to facilitate the processing of visas on arrival for their respective Members of delegation.
- vi. The delegation list should include Country/Nationality, Name of delegate, category (designation), and Passport type and Number, date of expiry
- vii. The Ministry of Foreign Affairs in conjunction with Uganda Civil Aviation Authority will also issue letters to Airlines Operators confirming that delegates, will be issued with visas on arrival.
- viii. Delegates should ensure that their passports or any other ICAO recognized travel documents have a validity of not less than six months from the planned date of entry into Uganda.
- ix. Countries that do not require visas to enter Uganda are listed in **(Annex I)** herewith attached.

6.9 Port Health

Persons traveling to Uganda are required to receive yellow fever vaccination at least 10 days before travel. Proof of vaccination will be required on arrival at the airport. Persons aged sixty-five (65) and above are not subject to this requirement.

6.10 Customs

6.10.1 Import Regulations

Delegates of 18 years of age and above are allowed free importation of the following items

- 250 grams of tobacco products.
- One (1) liter of spirits (including liquors) and one (1) liter of wine.
- One (1) pint of perfume and/or eau de toilette, not exceeding one quarter of a pint
- Personal effects up to a maximum value of USD 2,000.

6.10.2 Prohibited Items

Importing (including transit) of domestic and wild birds and their products from countries affected by bird flu is prohibited. (See attached list)

6.10.3 Export Regulations

Free export of a reasonable quantity of tobacco and/or tobacco products, alcoholic beverages and perfume is allowed. A special permit for game trophies is required.

6.11 Pets

Cats and dogs must be accompanied by a veterinarian good health certificate issued at the point of origin, not earlier than 6 days before arrival in Uganda.

6.12 Currency

Importation of foreign currencies is unlimited, if declared on arrival. Exportation of foreign currencies is allowed, up to the amount imported and declared on arrival. The local currency is the Uganda Shilling, and it is a freely convertible currency with major international currencies.

6.13 Airport tax

There is no airport tax levied on passengers upon embarking at the airport.

6.14 Crew Members

Customs regulations applicable to other travelers/passengers are applicable to crew members.

7.0 PROTOCOL AND LOGISTICAL ARRANGEMENTS AND COURTESIES

7.1 Delegation Liaison Officers

The Government of Uganda will assign a Protocol Liaison Officer to each member state, to coordinate administrative and logistical arrangements. The full list of Protocol Liaison Officers and their contact details will be made circulated to Member States through Uganda Embassy in Addis Ababa and posted on the official website of the Summit.

Protocol Liaison Officers will also be responsible for handling all issues of concern for their respective delegations, by liaising with the relevant authorities and agencies.

Enquiries about details of each delegation's Liaison Officer should be sent to: protocol@mofa.go.ug

7.2 Transport

7.2.1 Transport for Heads of Delegation

The Government of the Republic of Uganda will provide dedicated motorcades to Heads of Delegation according to the level of representation i.e. Heads of State/ Government and Spouses, Vice President, Prime Minister or equivalent, Ministers and other levels.

Delegations that will require additional vehicles will hire them at their own cost from the listed and approved licensed Car rental companies.

7.2.2 Transport for other delegates

Transport will be provided to delegates from the Airport to designated hotels.

Regular Shuttle transport will also be provided to delegates to and from the designated hotels to the Summit venue. Please note that the Shuttle services will be provided to and from designated hotels and locations only. Delegates will be required to display their accreditation badges to access the shuttle transport services.

Delegates who will reside outside the designated hotels will be responsible for transporting themselves to and from their accommodation hotels to the designated hotels and locations where shuttle transport will be stationed.

7.2.3 Private/Hired Transport

Delegations wishing to have additional vehicles for their Heads of delegations will be responsible for hiring them at their own cost, from licensed and approved companies.

Delegations wishing to hire armored vehicles for their Heads of State and Government are requested to inform the Ministry of Foreign Affairs, through diplomatic channels, on protocol@mofa.go.ug. Upon receipt of the request, delegations will be advised of the approved companies providing this service. Delegations will be responsible for all costs related to the acquisition of these vehicles.

If acquired outside Uganda, full vehicle details should be provided, including expected date of entry and exit. The Government of Uganda will be providing the necessary clearances for the entry and exit of such hired vehicles.

7.3 Accommodation

7.3.1 Designated Hotels for Heads of Delegations

Heads of State and Government, and Heads of Delegations will be accommodated in the following designated hotels:

- Speke Resort Munyonyo (Summit Venue)
(www.munyonyocommonwealth.com)
- Sheraton Hotel, Kampala (13kms to Summit Venue)
(<https://www.marriott.com/hotels/travel/ebbsi-sheraton-kampala-hotel/>)
- Serena Hotel, Kampala (14kms to Summit Venue)
(<https://www.serenahotels.com/serenakampala/en/default.html>)
- Serena Hotel, Kigo (8kms to Summit Venue)
(<https://www.serenahotels.com/serenakampala/en/default.html>)
- Mestil Hotel, Nsambya (12kms to Summit Venue)
(<https://www.mestilhotels.com/>)

7.3.2 Accommodation Courtesies for Heads of Delegation

The Government of Uganda will be responsible for hotel expenses, including all meals, non-alcoholic beverages, local telephone calls and laundry for Heads of State/Government from 09 – 11 January, 2025 as follows:

- Delegation led by a Head of State/Government or equivalent **(1+1)**: comprising of (1) Presidential Suite and (1) Standard Room.
- Delegation led by a Vice President or equivalent **(1+1)**: comprising of (1) Executive Suite and (1) Standard Room.
- Delegation led by a Minister: (1) Executive Room.
- Below Ministerial Level: (1) Executive Room.

Delegations wishing to stay beyond 11th January 2025, will be responsible for the extra costs.

The AU Commission to provide accommodation courtesies for the following:

- Ministers of Agriculture
- Ministers of Foreign Affairs

- Partners and Heads of International Organizations

Subject to availability, additional rooms beyond the courtesies may be made available to delegations at their own cost, at the designated hotels for their Heads of Delegation. The Government will try to accommodate these requirements as much as possible.

If a delegation prefers to accommodate its Head of Delegation outside the designated hotels, the delegation takes full responsibility for all costs of the alternative accommodation. The Ministry of Foreign Affairs should be informed of such alternative accommodation arrangements by **05th January, 2025** on: **protocol@mofa.go.ug**

7.3.3 Accommodation for other Delegates

All other delegates will be accommodated in the designated Hotels in Kampala and Entebbe. Special discounted rates will be extended to the delegates.

Delegations are advised to book their accommodation directly with any of the designated Hotels (***Annex III***)

7.3.5 Accommodation for Aircraft crew

For convenience, delegations are advised to make hotel reservations for their aircraft crew in hotels located in Entebbe.

For all enquiries and concerns, contact the Accommodation Sub-committee on protocol@mofa.go.ug

8.0 SECURITY

The Government of Uganda will be responsible for the protection and provision of security to Heads of Delegation and all delegates during their stay in Uganda. Adequate security will be provided at the Summit venue, accredited hotels and other areas where delegates shall visit during their stay in Uganda.

The number of accredited foreign security personnel to work with Ugandan security will be agreed upon, based on the specific security assessment for each Head of Delegation, and in accordance with international practice.

8.1. VIP Protection and Firearms Clearance

Delegations are required to submit to the Protocol Department, Ministry of Foreign Affairs (protocol@mofa.go.ug) the following information:

- Details about the security personnel who will be accompanying their respective Heads of Delegation.
- Any special security requirements, by filling the Security Form
- A completed firearm and other equipment and communication equipment registration form.

All firearms to be brought into Uganda require clearance prior to the arrival of delegations. Requests for clearance must be accompanied by the following:

- *Full name and nationality of holders of firearms (as they appear in their passports)*
- *Date and place of birth*
- *Passport number; date and place of issue; and date of expiry*
- *Particulars of firearms: make and model; caliber; serial number; and rounds of ammunition.*

Delegations should note that no automatic weapons, assault rifles or undeclared firearms will be permitted into the country. Each delegation shall be allowed a maximum of **five (5)** firearms.

8.2 Radio Frequencies

Authority for the use of radio frequencies for the duration of the visit of Heads of Delegation must be obtained. The request Form for clearance of radio frequencies should be submitted to the Protocol Department, Ministry of Foreign Affairs (protocol@mofa.go.ug). The request must indicate the following information:

- *Make (brand) of the radios*
- *Frequency requested*
- *Alternative frequency proposed, in case the first choice is not available*
- *Output of the radios (in watts)*

8.3 Security and Venue Access

Only accredited delegates will be allowed access to the Summit venue.

Only duly accredited vehicles will be allowed to access the Summit Venue.

There will be designated drop off points at the summit venue for delegates and other invited guests.

9.0 ACCREDITATION AND REGISTRATION

All members of the official delegation, support personnel, security personnel, special guests, official and private media will be accredited and issued with badges bearing their photographs, which they must wear at all times to gain access to the Summit

venue.

9.1 Online accreditation/registration

Delegates will be required to register using an online registration system, on <https://accreditation.ug/e/caadp>, and will be accredited based on their respective roles in the Summit.

Each Delegation will be provided with login credentials to access the online accreditation/registration system, upon submission of an official delegation list. The official delegation lists should be submitted to the Protocol Department, Ministry of Foreign Affairs at protocol@mofa.go.ug by *3rd January 2025* at the latest. Only persons whose names appear on the official delegation lists will be accredited.

9.2 Delegation Lists

Member States and invited Delegations are advised to submit full delegation lists, under cover of a Diplomatic Note, to the Protocol Department, Ministry of Foreign Affairs (protocol@mofa.go.ug), as soon as possible.

The Delegation lists should clearly indicate: Name, Title, Institution, Country, and the role of each person in the Summit.

9.3 Accreditation Badges

Accreditation badges with photographs for registered delegates will be printed and issued in advance. The badges will be received by a designated Delegation Contact Person through the Protocol Liaison Officer attached to the Delegation.

Delegations are requested to designate a Contact Person who will work with the Protocol Liaison Officer on all matters related to the delegation, including handling delegation badges.

9.4 Type of Credentials

The following categories of credentials will be issued:

(i) Special Lapel Pins

Color-coded special Lapel Pins will be issued to:

- Heads of State and Government, and Heads of Delegation
- Ministers of Foreign Affairs
- Ministers of Agriculture

- Spouses of Heads of Delegations
- Heads of regional and international Organizations

(ii) Badges

Special badges for visiting delegations will cover these categories: Ministers (who are not Ministers of Foreign Affairs or Agriculture); Permanent Representatives and Ambassadors; Delegates; Security Officers; Media; Support Personnel.

(iii) Overlays

Access to the opening and closed sessions of the Summit will require overlay passes. Each delegation will be issued with overlays for closed sessions.

9.5 Media Accreditation

All official media, local and international media will be accredited by the Uganda Media Centre.

Member States and invited guests are requested to submit details of their official media personnel and equipment to the Ministry of Foreign Affairs of Uganda. They will also need to complete an online media accreditation form, at www.mofa.go.ug/accreditation.

Members of international media and their professional equipment to be brought into the country, should be communicated to the Uganda Media Center by completing online media accreditation, at www.mediacentre.go.ug/accreditation.

For further details, contact Uganda Media Center at: info@mediacentre.go.ug

10. MEDICAL SERVICES

The Government of Uganda will provide emergency medical services to all delegates attending the Summit. The emergency medical facilities including Ambulance transportation will be available at Entebbe International Airport, the Summit venue (Speke Resort Munyonyo) and other designated Hotels.

However, the cost of treatment of conditions other than those that are routine and minor will be borne by the respective delegates. Accordingly, delegates are advised to obtain medical travel insurance.

Delegates are also advised to maintain strict hand hygiene, and are encouraged to

use alcohol-based sanitizers which will be availed at all main entrances of the Summit venue.

The Ministry of Health will ensure provision of Port Health Services, and all guests are requested to comply with international guidelines and policies pertaining to vaccination. However, exception will be granted based on medical reasons and international practice.

The following Government and Private Hospitals have been designated to handle emergency cases and any other cases during the Summit:

No	Name	Ownership	Contact Person	Tel. Contact	Insurance provider
1	Mulago National Hospital	Government	Dr. Byanyima Rose	+256772500680	Government facility
2	Mulago Specialized women & Neonatal Hospital	Government	Dr Nabunya Evelyne	+256772534247	Government facility
3	Uganda Heart Institute	Government	Dr Namuli Lydia	0772458157	Government facility
4	Uganda Cancer Institute	Government	Dr.Jackson Orem	+256782-320543	Government facility
5	Kawempe National Referral Hospital	Government	Dr. Byaruhanga Emmanuel	+256772460945	Government facility
6	Kiruddu National Referral Hospital	Government	Dr. Kabuggo Charles	+256772504540	Government facility
7	Nakasero Hospital	Private Hospital	Emergency contact	+256776970220	AAR, Jubilee, Prudential,
8	International Hospital Kampala	Private Hospital			AAR, Jubilee, Prudential, UAP, Liberty, Sanlam
9	Medipal International Hospital	Private Hospital	Dr. Sadat Gunes	+256783468828	AAR, Jubilee, Prudential,
10	Kampala Hospital	Private Hospital			AAR, Jubilee, Prudential,
11	Case Hospital	Private Hospital	Emergency contact	+256701250362	AAR, Jubilee, Prudential, Sanlam

12	Lubaga Hospital	PNFP	Dr. Luyimbazi Julius	+256787496897	Sanlam,AAR, Jubilee, Prudential,
13	Mengo Hospital	PNFP	Dr Rose Mutumba	+256706312639	AAR, Jubilee, Prudential, AUP
14	Nsambya Hospital	PNFP	Dr. Ssekitoleko Andrew	+256776200362	Sanlam, Jubilee, Prudential,
15	Kibuli Hospital	Private Hospital	Namayanja Halimah	+256777198441	Sanlam,AAR, Jubilee, Prudential
16	BAR AVIATION	PRIVATE	Samuel Kirya	+256703013772	BAR Aviation services

10.1 Emergency Medical Care:

The Government of the Republic of Uganda will provide Emergency Medical Services to all delegates if required. These will include standby Emergency Medical Teams, Ambulance services, and hospitalization in public hospitals. In accredited hotels, delegates will be provided with the contact telephone numbers of the Emergency Medical Doctor.

10.2 Travel Health / Medical insurance:

Delegates are encouraged to acquire Travel Medical Insurance prior to arrival in Uganda. Further details on medical insurance can be accessed from the NOC or your respective Embassies in Uganda.

10.3 Pre-existing Medical Conditions:

Delegates with pre-existing medical conditions or on long-term medication are advised to come with adequate medications to cover them during their stay in the country. However, there are a number of established Pharmacies in the country where one can buy or replenish their medical supplies with a prescription. Delegates carrying prescription medicines of high value (over 500 USD) are advised to carry with them their original prescription,

10.4 Malaria

Uganda is a malaria-endemic country with high transmission rates, although the prevalence in Kampala has recently greatly reduced to about 1%, and below 9% on

average in central and western Uganda.

Therefore, delegates from non-malaria endemic (Non – Immune) countries still remain at risk and are advised to consult their doctor on the current malaria prophylaxis medication they need to take before travel to and while in Uganda. Furthermore, if planning to participate in outdoor activities at night, they should consider using long-cover clothes and mosquito repellents to prevent mosquito bites.

10.5 Yellow Fever Vaccination

Delegates from Yellow Fever-Endemic Countries are required to have a Yellow Fever Vaccination Certificate before entry and exit from Uganda—unless exempted on medical grounds. Yellow fever vaccination should be received at least 10 days before travel and is valid for life. The list of Endemic countries can be accessed from the WHO website (www.WHO.Int). Uganda is one of the 34 African countries at risk

(In line with Article 36 of the IHR 2005, vaccination against yellow fever shall be recorded according to the format of the international certificate of vaccination presented in Annex 6 of IHR (2005).

Delegates from Non-Endemic Countries to Yellow Fever are not required to have Yellow Fever vaccination before arrival.

10.6 Covid-19 disease

Uganda has lifted most of the Covid-19 requirements for both entry and exit of the Country. There is no need for Covid-19 testing before entering/exiting Uganda neither a need for a Covid-19 vaccination certificate.

Should the need arise for any additional precautionary preventive measures during the Conference, delegates will be advised accordingly,

10.7 Mpox

Mpox is an infectious disease that can cause a painful rash, enlarged lymph nodes, fever, headache, muscle ache, back pain and low energy. Most people fully recover, but some get very sick.

Mpox transmission in Uganda is largely linked to commercial Sex work. Delegates are therefore strongly advised to avoid high-risk sexual behavior while in Uganda and practice hand hygiene.

Any case of any need for help, please contact the medical team listed in this guideline.

10.8 Safety on the Road

While public transport by motorbikes, commonly known as Boda-boda, is the quickest means of transport around some congested parts of Kampala city, delegates are strongly advised to use Apps such as SafeBoda, Faras, Uber and Bolt to request for a Boda.

10.9 Drinking water

While the National Water and Sewerage Corporation has made good efforts to purify all tap water in the city, it is still considered not very safe to drink tap water in hotels and other premises. Delegates are advised always to drink bottled water.

10.10 Aeromedical Services

The Government of Uganda (MOH, UPDAF, UPF) shall provide air ambulance services to delegates when required.

There are also private service providers for air evacuation services (BAR Aviation, AMREF). Delegates can secure insurance for emergency evacuation from them.

For more information on health / medical requirement, please do not hesitate to contact the following:

Strategic level

1	Dr Olaro Charles	DHS/CS	+256 772516363	olarocarles@gmail.com
2	Dr. Waniaye John Baptist	CHS/EMS	+256 772 503598	waniayej@yahoo.com

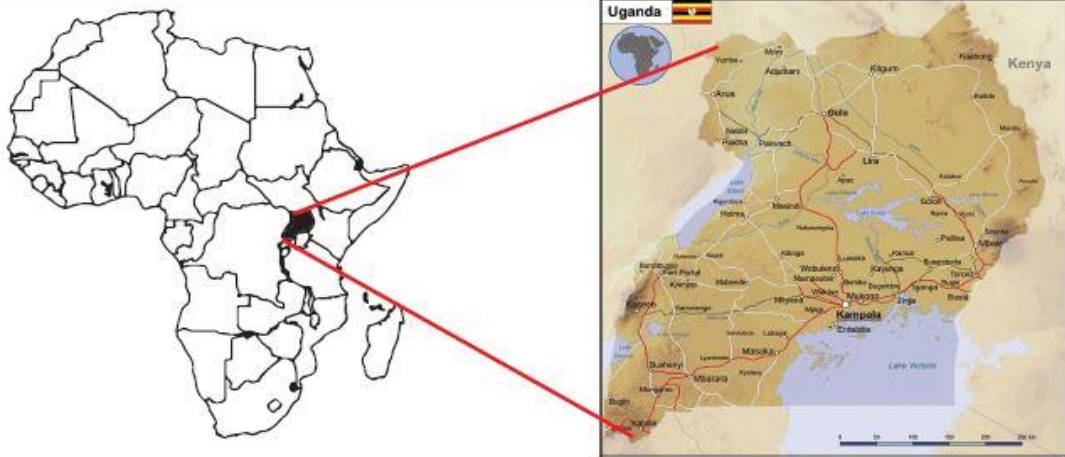
Operational teams

S/N	NAME	DESIGNATION	CONTACT	EMAIL ADDRESS
	Dr. Katungye Richard	SFC Medical Services	+256 772385384	drkatungye@gmail.com
1	Kamugisha John	Medical Services - UPF	+256 775 018586	jonkamugisha@yahoo.com
2	Dr Marion	Principal Medical Officer, MoH	+256 774173965	mmubezi83@gmail.com
3	Akello Lillian	Senior Assistant Secretary, MOH	+256 770994319	akelloilly8@gmail.com
4	Nazziwa Gorret	Statehouse medical services	+256 781665849	nazziwagorret13@gmail.com

11. GENERAL INFORMATION ON UGANDA

11.1 Location

Uganda commonly known as the 'Pearl of Africa' lies at the Equator and is located on the East African plateau, lying mostly between latitudes 4°N and 2°S (a small area is north of 4°), and longitudes 29° and 35°E. It is bordered by Kenya to the east, South Sudan to the north, Democratic Republic of the Congo to the west, Rwanda to the southwest and Tanzania in the south.



11.2 Size

Uganda's total land area is 241,559sq km. About 37,000sq km of this area is occupied by open water while the rest is land. The southern part of the country includes a substantial portion of Lake Victoria, which it shares with Kenya and Tanzania.

11.3 Capital City

Kampala, located in the southern central part of the country, and close to the shores of Lake Victoria, is Uganda's Capital City. It was originally a city of seven hills but overtime has expanded. Key attractions in Kampala include: the Uganda Museum, Kasubi tombs (where the remains of the Kings of Buganda are buried), National Theater, Cathedrals – Rubaga and Namirembe, Gaddafi Mosque in Old Kampala, Bahai Temple and Kabaka's Palace.

11.4 Time

The time in Uganda is GMT+3 Hours

11.5 Population

Uganda's population is estimated at 46 million (2024) people. The country is inhabited by dozens of ethnic groups and is home to many tribes. The country has 56 tribes and about 9 indigenous communities. These were formally recognized in by the 1995 Constitution of the Republic of Uganda (as amended). Some of the tribes include: Baganda, Banyankole, Basoga, Bakiga, Iteso, Langi, Acholi, Bagisu and Lugbara among others.

11.6 Language

English is the official language of Uganda. In Kampala, the commonly used languages are English and Luganda. Swahili, a widely used language throughout eastern and central East Africa, was approved as the country's second official language. Other languages spoken include; Runyankore, Lusoga, Ateso, Luo, Lugisu, Lugbara and others.

11.7 Climate

Uganda has a warm tropical climate, with temperatures ranging from 17-29°C (63-84°F) for most of the year (April - November), apart from the mountainous areas, which are much cooler. However, during the warmer months (December - March) temperatures reach in excess of 30°C in some parts of the country.

11.8 The Government

Uganda is a multiparty democracy comprised of three arms, namely:

- The Executive: Comprising of President, Vice President, Prime Minister and Cabinet;
- The Legislative: Parliament (National Assembly) Headed by the Speaker
- The Judiciary: Headed by the Chief Justice and comprised of Magistrates' Courts, High Court, Court of Appeals (Constitutional Court), and Supreme Court.

11.9 Economy

Uganda is endowed with substantial natural resources, including fertile soils, regular rainfall, substantial reserves of recoverable oil and deposits of copper, gold and other minerals.

With a post-1986 liberalization of the economy, Uganda has experienced accelerated growth of over 6% in the past 30 years in all sectors of the economy, especially in the private sector investment. Over the years, an increased number of private sector players have come into the market, improving efficiency of service delivery.

Agriculture remains the country's backbone, employing close to 60% of Uganda's labor force and providing approximately half of the country's export earnings. For a long time, Uganda depended on coffee as the most important export crop and together with tea, tobacco and cotton; constituted the volume and value of the country's exports. Increasingly, the country has come to rely on non-traditional exports like dairy and dairy products, fruits and vegetables, flowers, fish, sugar, and tourism.

Accelerated regional co-operation has seen Uganda's export volumes to the countries within the African region rise, with the bulk destined to the Common Market for Eastern and Southern Africa countries, East African Community and the rest going to the European Union.

Under Uganda Vision 2040, Uganda plans and aims at transforming Uganda from a low income to a middle-income status.

11.10 Banking Services

Banking hours are from 08:30 – 5:00PM on weekdays, and from 0930hrs to 1600hrs on Saturdays. Banking amenities are available at all commercial banks. Most banks have cash dispensing machines accepting Visa and Master Cards.

The major Banks include; - Standard Chartered Bank, Citi Bank, Stanbic Bank, KCB Bank, Barclays Bank (Absa), Bank of Africa, Equity Bank, Diamond Trust Bank, Bank of Baroda and I&M Bank, Centenary Bank, Housing Finance Bank, DFCU Bank among others.

11.11 Uganda currency:

The currency structure of Uganda consists of banknotes and coins and is denoted in Uganda Shilling (UGX). The following denominations are currently in circulation:

- Banknotes: UGX1,000; UGX2,000; UGX5,000; UGX10,000; UGX20,000; and UGX50,000.
- Coins: UGX50; UGX100; UGX200; UGX500; and UGX1,000.

11.12 Foreign Currency Exchange

Foreign Currencies can be exchanged at all banks, at Entebbe International Airport and at a number of Forex Bureau in the country. Foreign exchange in the country is fully liberalized, and there is no fixed exchange rate.

The exchange rates as at December 2024 are:

1USD = UGX3660; 1Euro = UGX 3980; 1UK£ = UGX4,400; and 1CHF = UGX3,735.

However, the most commonly exchanged international currencies are the USD, UK Pound; and Euro

Forex Bureau (Bureau de change) facilities are widely available. Most internationally recognized currencies and travelers' cheques can be exchanged at commercial banks, hotels and at Entebbe International Airport. Credit cards are not widely used in Uganda.

11.13 Credit cards

Major credit cards and debit (Visa, MasterCard) are accepted in major hotels, some restaurants and large stores and shops, as well as ATM.

11.14 Business and Shopping Hours

Offices and businesses are generally open from 0800hrs to 1700hrs, Monday to

Friday. Opening times on Saturday and Sunday range between 0900hrs to 1700hrs. However, most private businesses operate flexible and longer working hours, including on Saturdays.

11.15 Information Communication and Technology

The following Ugandan mobile telephone service providers are available; MTN, Airtel, and Utel. Mobile telephone service providers also provide gateway to internet using GPRS or 3G and 4G cell phones. SIM cards are widely available.

However, every Sim card user in Uganda is expected by law, to be registered for activation. The Sim card can be registered at the point of purchase. Delegates wishing to acquire local Sim cards must therefore present passports for activation of the cards.

11.16 Transport

The most commonly used public means of transport in and around Kampala is the 14-seater taxi (Matatu). There are also buses which operate on selected routes. It is advisable to board the taxis from designated taxi parks.

It is however more convenient and advisable to use cab services, such as: Uber; Safe Car; Bolt (formerly Taxify); Yellow Taxi; among others. These can be accessed online through downloadable Apps. Upon request, Hotels can assist to arrange taxi services.

These services will especially be handy transporting delegates from their hotels to the centralized locations of shuttle buses to and from the Conference Venue.

11.17 Electricity Supply

The power supply in Uganda is 240V AC, 50Hz. Electrical sockets are rectangular three pronged. Delegates are advised to carry universal travel adapters.

11.18 Places of Worship

There is freedom of worship in the country.

Around the City Center, the following places of worship are convenient.

- **Anglican faith:** St. Paul's Cathedral, Namirembe; All Saints Cathedral, Nakasero; and St. Francis Chapel, Makerere University.
- **Catholic faith:** St. Mary's Cathedral, Lubaga; Christ the King Church, City Center; St. Augustine Chapel, Makerere University
- **Muslim faith:** Gaddafi National Mosque, Old Kampala; and Kibuli Mosque, Kibuli Hill
- **Pentecostal:** Watoto Church, City Center; Miracle Centre Church, Rubaga.

- **Other denominations:** Bahai Temple, Kanyanya – Kikaaya; *Sikh Mosque, Nakasero*

The most convenient places of worship near Munyonyo are:

- **Anglican faith:** St. Apollo Kivebulaya Church, Kansanga
- **Catholic faith:** St. Andrew Kaggwa Martyrs' Shrine, Munyonyo; St. Karoli Lwanga Parish Church, Ggaba
- **Muslim faith:** Mawanga Masjid, Munyonyo, Kampala
- **Pentecostal:** Kansanga Miracle Centre, Kansanga, Kampala

Other major places of worship near Kampala are: Uganda Martyrs Catholic Shrine, Namugongo; and Uganda Martyrs Protestant (Anglican) Shrine, Namugongo.

11.19 Cuisine

Ugandan cuisine consists of traditional and modern cooking styles, practices, foods and dishes, with English, Arab and Asian (especially Indian and Chinese) influences. Like the cuisines of most countries, it varies in complexity, from the most basic, starchy filler with a sauce of beans or meat, to several-course meals served in high-end restaurants.

Many dishes include various vegetables, potatoes, yams, millet, wheat, rice, bananas/plantain and other tropical fruits. Chicken, fish (usually fresh, but there is also a dried variety, reconstituted for stewing), beef, goat and mutton are all commonly eaten. There are a variety of fresh fruits in every corner of the country.

Major hotels and restaurants offer diverse dietary requirements, such as vegetarian, halal, vegan, diabetic diets, gluten-free, etc.

11.20 Nature and Wildlife

Delegates interested in nature, wildlife, national parks are advised to visit the Uganda Tourism Board website at <http://www.corporate.visituganda.com> for more information on Tourist sites within Uganda, the Pearl of Africa.

ANNEX I

LIST OF VISA EXEMPT COUNTRIES

1. Antigua and Barbuda	10. Fiji	20. Malawi	29. St. Vincent & the Grenadines
2. Bahamas	11. Gambia	21. Malaysia	30. Swaziland
3. Barbados	12. Ghana	22. Malta	31. Tanzania
4. Belize	13. Grenada	23. Mauritius	32. Tonga
5. Burundi	14. Ireland	24. Rwanda	33. Trinidad & Tobago
6. Comoros	15. Jamaica	25. Seychelles	34. Vanuatu
7. Cuba	16. Kenya	26. Sierra Leone	35. Zambia
8. Cyprus	17. Lesotho	27. Singapore	36. Zimbabwe
9. Eritrea	18. Libya	28. Solomon Island	37. South Sudan
	19. Madagascar		

ANNEX II



THE REPUBLIC OF UGANDA AU CAADP EXTRAORDINARY HEADS OF STATE SUMMIT

**09 – 11 JANUARY, 2025
KAMPALA**

CLEARANCE FORMS

In accordance with International and National regulations and Protocols, formal permission/clearance shall be obtained for aircraft (Private/Charter) overflight and landing, Firearms importation, use of communication equipment, Surveillance equipment, cameras and other items gazzetted by Customs Department.

All clearance requests should be submitted through diplomatic means, with a Note Verbale.

Delegations are requested to fill the respective clearance forms online, where applicable:

- Fire Arm Registration Form
- Radio Communication Equipment Form
- Overflight and Landing Clearance Form
- UAV (Drone) Equipment Form
- Media Equipment Form

These forms can be accessed under the website's main menu, "The Summit", and opening the sub-menu, "Protocol, Administrative and Logistical Guidelines".

ANNEX III

LIST OF RECOMMENDED HOTELS FOR DELEGATIONS

RECOMMENDED HOTELS IN KAMPALA		
HOTEL NAME	ROOM CAPACITY	WEBSITE
The Emin Pasha Hotel and Spa	37	https://www.imperialhotels.co.ug/GrandImperialHotel.html
Fontis Residence Hotel	08	https://silverspringshotelug.com/
Africana Hotel Limited	150	https://hiltongardeninn3.hilton.com/
Kabira Country Club	89	https://fairwayhotel.co.ug
Onomo Hotel	123	https://www.spekehotel.com/
Cassia Lodge	20	http://www.metropolekampala.com/
Le Petit Village Boutique Hotel	28	http://the-mackinnon-suites.kampala-hotels-ug.com/en/
Best Wester by the (Plu) Athena hotel	50	https://theathenahotelug.com/
Imperial Royale Hotel	37	https://www.citybluehotels.com/hotels/urban-by-cityblue-kampala/
Fairway Hotel & Spa	100	https://fairwayhotel.co.ug/
Forest Cottage	28	https://www.forest-cottages.com/
Speke Hotel Kampala	48	https://www.spekehotel.com/
Meilin International Hotel	107	https://www.meilinhotels.com/
Metropole Hotel	60	https://www.metropolekampala.com/
Nanjing Hotel	23	https://www.nanjingkololo.com/
Nanjing Motel	18	https://www.nanjingkololo.com/
Canary Hotel	27	https://www.canary-hotel.com/#/
Arirang Hotel		
Hotel Duomo and Suites Kampala	28	https://www.duomo.co.ug/
Silver Spring Hotel	92	https://silverspringshotelug.com/
Royal Suites Bugolobi	60	https://www.royalsuitesug.com/
City Royal Resort Bugolobi	40	https://cityroyalkampala.com/
Dolphin Suites	40	https://www.dolphinsuites.co.ug/
Le Bougainviller Hotel		https://hotel-le-bougainviller.kampala-hotels-ug.com/en/

Koki Hotel	100	https://kokihotel.com/
Fang Fang Hotel	43	https://fangfang.co.ug/
Hotel Triangle	75	https://www.hoteltrianglekampala.com/
Buziga Country Resort	30	https://www.buzigacountryresort.co.ug/index.html
Sir Jose Hotel	48	
Maries Royale Hotel	37	https://www.mariesroyalehotelkampala.com/
Victoria Travel Hotel	30	https://www.imperialhotels.co.ug/GrandImperialHotel.html
Fressy Hotel	15	https://silverspringshotelug.com/
RECOMMENDED HOTELS IN ENTEBBE		
Imperial Resort Hotel	181	https://www.imperialhotels.co.ug/ImperialResortBeachHotel.html
Protea Hotel by Marriott Entebbe	70	https://www.marriott.com/en-us/hotels/ebben-protea-hotel-entebbe/overview/
Imperial Golf View Hotel	269	https://www.imperialhotels.co.ug/ImperialGolfViewHotel.html
Imperial Botanical Beach Hotel	229	https://www.imperialhotels.co.ug/ImperialBotanicalBeachHotel.html
Lake Victoria LAICO Hotel	228	https://www.lvhotel.co.ug/
Best Western Premier Hotel	51	https://bestwesternghe.co.ug/
Admas Grand Hotel	56	https://admasgrandhotel.com/
Airport View Hotel	20	
Imperial Apartments Entebbe	93	https://www.imperialhotels.co.ug/ImperialApartments.html
Hotel Horizon	30	https://hotelhorizonug.com/
K Hotels	40	https://www.khotels.ug/
No. 5 Boutique Hotel	15	https://www.hotelnumber5.com/
Aquarius Kigo Resort	22	https://aquariuskigoresort.com/

ANNEX IV – DIPLOMATIC AIRCRAFT CLEARANCE FORM



CIVIL AVIATION AUTHORITY

AIRCRAFT FLIGHT CLEARANCE REQUEST FORM

Aircraft Clearance Office, P.O. Box 5536 Kampala, Uganda

Tel: (256)0414-321173/321016, Fax: (256)0414-321452,

Ref **CAA/05/ATO/32A** Email: aircraftpermits@caa.co.ug

Aircraft Clearance reference.....Date.....

Please note that aircraft flight clearance to fly into and out of Ugandan airspace has been granted as follows below:

- 1. Name of operator.....
- 2. Address:
- 3. Name of Registered Owner:
- 4. Aircraft Registration:
- 5. Flight Call sign: 6.
- Aircraft Type:
- 7. Route of Flight: 8.
- Entry Point:Exit Point:
- 9. Date of Flight of Arrival/Overhead:
- 10. Date of departure from Entebbe int'l:
- 11. Type of Flight:
- 12. Purpose of Flight:
- 13. Name of Flight Commander:
- 14. Brief details of Cargo
And/or Passengers:
- 15. Name of Local Agent:
- 16. Consigner:
- 17. Consignee:
- 18. I hereby declare that the information given above is true and correct to the best of my knowledge

Name.....Signature.....

Designation in company.....

- I. Please note that all passengers must pay the Airport Service Charge.
- II. Operators are advised to adhere to the stated schedule/ information provided herein as failure to do so will result in a fine of not less than US\$10.000 per day
- III. In addition to the fine stated in (II) above, legal proceedings will be instituted after five (5) days and aircraft maybe sold off by public auction.

Name	Signature	Date
For: Director Safety, Security and Economic Regulation		

Official use only

ANNEX V – MILITARY AIRCRAFT CLEARANCE FORM



UGANDA PEOPLE'S DEFENCE FORCES

AIRCRAFT SECURITY CLEARANCE REQUEST FORM 1224

Office of the Joint Chief of Staff, P.O Box 3798, Kampala, Uganda
Telephone (256) 414-565146/144
cjs@updf.go.ug

Point of Contact Tel No. (+256) 772624906/702 624906

Email: drusoke@caa.co.ug/ stonzaviasp@gmail.com

Name of Operator:		Address:	
Name of Registered Owner:			
Aircraft Registration:		Flight Call Sign:	
Aircraft Type:			
Departure Airport:		Destination Airport:	
Route of Flight (OVER FLIGHT):			
Route of Flight TO LANDING:			
OVER FLIGHT:			
Entry Point:		Exit Point:	
LANDING:			
Entry Point:		Exit Point:	
Date and time of Flight:			
Arrival:		Overhead:	
Type of Flight:			
Purpose of Flight:			
<ul style="list-style-type: none">• Give clear statement of the mission (e.g., routine transit, training, humanitarian assistance, cargo delivery, VIP transport):• Any sensitive activities planned during the mission (Yes/No), Explain:			
Cargo Information:			
<ul style="list-style-type: none">• Detailed manifest of all Cargo including hazardous or classified items, please attach details:• Does cargo include weapons, ammunition, or sensitive equipment (Yes/No), if yes attach details:• Declaration of any biological or chemical materials on board, (Yes/No), if yes attach details:			

Aircraft Capabilities and Configuration	
<ul style="list-style-type: none"> • Any Defensive systems on board (e.g., flares, countermeasures) (Yes/No) if yes attach details: • Any other sensitive technology onboard that requires special handling (Yes/No) if yes attach details: 	
Permissions and Diplomatic Clearances	
<ul style="list-style-type: none"> • Diplomatic clearance codes or documents from the host country's government. (Yes/No), if yes attach details: • Confirmation of compliance with international treaties (e.g., ICAO regulations). please attach details: 	
Name of Flight Commander:	
Name of First Officer:	
Crew:	
Passengers (Pax manifest to be submitted 60 minutes before flight):	
Name of Local Agent:	Local Agent telephone contact:
Consigner:	Consignee:
Any Remarks:	
I hereby confirm that all the information given above is true and correct, and pledge to adhere to international regulations and the host country's requirements.	
Applicant Name:	Applicant signature:
Applicant Telephone contact:	

Note:

1. The aircraft security clearance request is to reach the CJS UPDF office 72 hours before the date of flight.
2. No flight will be authorized without an intelligibly fully filled form and meeting the requirements as stipulated.

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Name	Signature	Date
Chief of Joint Staff - UPDF		