



REPUBLIC OF UGANDA

Ministry of Agriculture, Animal
Industry & Fisheries



CIMMYT

SIMLESA

Sustainable Intensification of Maize
and Legume Systems for Food
Security in Eastern and Southern Africa



Australian Government

Australian Centre for
International Agricultural Research



ASARECA
Transforming Agriculture for Improved Livelihoods

ASARECA COUNCIL OF PATRON MINISTERS SUMMIT

Repositioning ASARECA for Accelerated African Agricultural Transformation

May 2nd - 4th, 2019

Speke Resort and Conference Centre, Munyonyo,
Kampala, Uganda



**DELEGATES LOGISTICS NOTE AND
GENERAL INFORMATION GUIDE**

WELCOME...

Our distinguished delegates,

We would like to take this opportunity to appreciate you for taking the time off to join us in the 1st ASARECA Council of Patron Ministers high level meeting and the high level forum on sustainable intensification of Africa's farming systems. The combined event will take place at the Speke Resort and Conference Center, Munyonyo, Kampala, Uganda from 2-4th May 2019.

This logistic note provides information on how you should prepare for the forum, the event programme and the various courtesies you will be accorded during your stay. The note also includes some additional information on nearby tourist sites you may wish to visit in the event that you are able to extend your stay in the Pearl of Africa.

We acknowledge the Australian Center for International Agricultural Research (ACIAR) for funding the SIMLESA project and all the ASARECA member countries for their annual contributions which together have made this event possible.

The ASARECA Secretariat and the Government of Uganda through the Ministry of Agriculture, Animal Industry and Fisheries; our host, have prepared to ensure your participation in the event and your experience of Uganda will be a memorable experience as well as a platform for pushing the frontiers of agricultural led growth and development for our region.

We also appreciate all the delegates who have sponsored their way to this gathering. We trust that we shall all have an enriching experience together.

From the Organizing Committee



Hon. Vincent Bamulangaki Ssempijja
Minister of Agriculture, Animal
Industry & Fisheries (Uganda)



Dr. Stephen Mugo
Africa Regional Manager, CIMMYT



Dr. Ambrose Agona
Director General, NARO and Chair
ASARECA Board of Directors



Dr. Paswel Marenja,
SIMLESA Coordinator



Prof. Dr. Jean Jacques Mbonigaba Muhinda
Executive Secretary, ASARECA



Dr. Leah Ndungu,
Regional Manager Africa, ACIAR

About ASARECA

The Association for Strengthening Agricultural Research in Eastern and Central Africa (ASARECA) is a non-profit Intergovernmental organization of the National Agricultural Research Systems (NARS) of twelve countries - Burundi, Democratic Republic of Congo, Eritrea, Ethiopia, Kenya, Madagascar, Rwanda, Republic of Congo, South Sudan, Sudan, Tanzania and Uganda.

ASARECA was established in 1994 to contribute to increased productivity, commercialization and competitiveness of the agricultural sector through strengthening, catalyzing and coordinating agricultural research for development in the eastern and central Africa sub region.

About CIMMYT

CIMMYT – The International Maize and Wheat Improvement Center – is the global leader in publicly-funded maize and wheat research and related farming systems. Headquartered near Mexico City, CIMMYT works with hundreds of partners throughout the developing world to sustainably increase the productivity of maize and wheat cropping systems, thus improving global food security and reducing poverty.

CIMMYT is a member of the CGIAR System and leads the CGIAR Research Programs on Maize and Wheat, and the Excellence in Breeding Platform. The Center receives support from national governments, foundations, development banks and other public and private agencies.

About SIMLESA

Since 2010, the Sustainable Intensification of Maize-Legume Cropping Systems for Food Security in Eastern and Southern Africa (SIMLESA) has been implemented in Ethiopia, Kenya, Malawi, Mozambique, Rwanda, Tanzania and Uganda. The project seeks to increase food security, productivity, income levels and resilience to climate change while simultaneously protecting the natural resource base through integrating sustainable intensification technologies and practices in African smallholder farming systems.

SIMLESA is financed by the Australian Centre for International Agricultural Research (ACIAR) and led by CIMMYT in collaboration with numerous partners, including the national agricultural research institutes of participating countries, the International Center for Tropical Agriculture (CIAT), the International Crops Research Institute for the Semi-Arid Tropics (ICRISAT), the International Livestock Research Institute (ILRI); the Queensland Alliance for Agriculture and Food Innovation (QAAFI) of the University of Queensland, Australia, the Agricultural Research Corporation, South Africa, the Association for Strengthening Agricultural Research in Eastern and Central Africa (ASARECA) in addition to various national level actors. For further information on SIMLESA, please visit <https://simlesa.cimmyt.org/>

About ACIAR

The Australian Centre for International Agricultural Research (ACIAR) is Australia's specialist international agricultural research for development agency. ACIAR seeks to achieve more productive and sustainable agricultural systems for the benefit of developing countries and Australia through sustainable partnerships and building scientific and policy capability within partner countries.

GENERAL INFORMATION GUIDE



THE PROGRAMME

The programme has been emailed to you and a hard copy will also be made available as part of the materials for the Summit.



SUMMIT HOSTS

This Summit is hosted by the Government of Uganda through the Ministry of Agriculture, Animal Industry and Fisheries and has been co-organized by ASARECA and CIMMYT with funding from ACIAR and ASARECA member countries.

ASARECA and CIMMYT with the support of the government of Uganda will coordinate all security, protocol, ground transport, accreditation and other meeting arrangements.



CONFIRMATION OF ATTENDANCE

Delegates are requested to confirm their participation as soon as they receive their invitation letters to facilitate event logistic arrangements. Kindly confirm your availability by 22nd March 2019 to secretariat@asareca.org copied to r.namuzibwa@asareca.org and m.kyotalimye@asareca.org to enable us proceed with the logistical arrangements or on +256 772 367750.



TRAVEL

The ASARECA Secretariat or the CIMMYT Secretariat shall send a ticket to each sponsored delegate upon receipt of confirmation of attendance.



REGISTRATION FOR THE SUMMIT

There will be clearly marked signs to the registration desk. Registration will be carried out at the venue as follows:

Wednesday 1st May 2019 from 14.00 pm – 19.00 hrs

Thursday 2nd May 2019 from 9.00 am – 19.00 hrs

Friday 3rd May 2019 from 9.00 am – 14.00 hrs

Kindly produce your Passport or ID as confirmation of Identification for Accreditation. Please wear your registration card at all the venues and comply with all security procedures.



MEDIA ACCREDITATION

Any members of the international media attending have to be accredited by the Uganda Media Centre. List of media personnel and nature of equipment should be availed early to enable airport authorities to allow temporary importation of equipment into the country. The Ministry of Foreign Affairs (MOFA) will also provide detailed guidance on use of radio frequencies and equipment by international actors if this level of coverage is anticipated.



VISA INFORMATION

All travelers to the Republic of Uganda MUST have a valid visa & corresponding fees where applicable. Uganda visas may be obtained at Uganda missions abroad or on arrival at the ports of entry in the country. Please check with the Uganda Embassy or Consular representative in your country.

Delegates with diplomatic passports, service/official passports or AU/UN laissez passer who are travelling on official duty are exempted from visa fees

The following nationalities are also exempt from any visa payments: Angola, Antigua, Bahamas, Belize, Barbados, Botswana, Burundi, Comoros, Cyprus, Eritrea, Fiji, Gambia, Ghana, Grenada, Ireland, Jamaica, Kenya, Lesotho, Libya, Malawi, Madagascar, Malta, Mauritius, Rwanda, Seychelles, Sierra Leone, Singapore, Solomon Islands, St. Vincent-Tonga, Swaziland, Tanzania, The Grenadines, Vanuatu, Zambia, and Zimbabwe.

All other nationalities (not listed above) who are ordinary passport holders will be expected to pay US\$50 for a single entry visa

For those wishing to stay for longer than 30 days, those who anticipate multiple entries and for further information on visas for Uganda please visit www.migration.go.ug

To apply for the visa online: **visit <https://visas.immigration.go.ug/#/apply>**.



PASSPORT / TRAVEL DOCUMENT VALIDITY

All travelers must hold a valid passport or another acceptable travel document. The document must have a validity of at least 6 months on the day of entry into Uganda.



VACCINATION REQUIREMENTS

All travelers to the Republic of Uganda MUST have a valid Yellow Fever Immunization card Vaccinations are available at the airport on arrival for USD 50.



WORKSHOP VENUE

The Summit will be held at the Speke Resort and Conference Centre, Munyonyo, Kampala, Uganda. The Hotel is located 39 km or about 41 minutes from Entebbe International Airport via the Kampala - Entebbe Expressway.

for more information about the Hotel you may visit: <https://www.spekeresort.com/>



MEETING HALLS

The Banqueting Hall on 3rd May 2019 starting at 08:00am
The Halls for the other meetings will be indicated on the final programme



ARRIVALS AND DEPARTURES

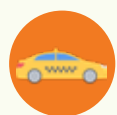
A welcome courtesy and access to the VIP lounge will be accorded the heads of delegation, heads of regional economic communities and development partners on arrival at Entebbe Airport.

Diplomatic missions in Uganda whose citizens wish to welcome their delegations should communicate to the Protocol department of MOFA the names of those to be designated in the welcome team well in advance to be accorded access to the VIP lounge. This number cannot exceed 8 per delegation.



SECURITY/VIP PROTECTION

Security at the venue will be provided by the Uganda Police



AIRPORT TRANSFERS

The meeting venue is a 41 minute drive from the airport. Shuttle services for international delegates will be provided from the airport by the hotel based on travel itineraries. You will be received on arrival, but otherwise, please look out for the Speke Resort and Conference Centre, Munyonyo Signage. For departure, participants are advised to inform the Hotel Reception Desk to confirm their drop off time to the airport.

Self-sponsored delegates are requested to share their travel itineraries a week in advance to enable the scheduling of pickups. Transport will also be provided for delegates from the hotel to all official social events.

Private cars & taxis may be hired at the delegate's cost. Please contact the hotel reception for assistance.



HOTEL ACCOMMODATION

The Speke Resort and Conference Centre, Munyonyo, Kampala is the designated hotel for accommodation of all delegates. It is also the venue for the Summit.

Rooms have been reserved at the meeting venue for all delegates. Please see the attached list of discounted rates per night, bed and breakfast inclusive of all taxes. Sponsored delegates will receive a per diem of US\$ 207 per night to cover accommodation and all other incidentals (other than group lunch). You will be expected to pay the hotel directly for accommodation and all other extras before checking out.

Participants are expected to check out from the hotel room by 10:00 am on the day of departure.

Discounted rates for accommodation at the Venue by rooming type

Name of establishment	Contact address	Total No. of rooms	Room type	No. of rooms by type	B&B rate per night in US\$ inclusive of all taxes by room type and occupancy	
					Single	Double
Speke Resort and Conference Center (the venue)	Wavamunno Rd, Munyonyo, Kampala P.O. Box 3673, Kampala, Uganda Tel: +256 414 227111 or +256 417 716 000 / 200 Email: spekeresort@spekeresort.com www.spekeresort.com	479	Single Deluxe Room	166	114.10	N/A
			Double/Twin Deluxe Room	124	155.40	155.40
			One- Bedroom Suite	11	179.00	179.00
			Superior Room	24	238.00	238.00
			Executive Room	55	238.00	238.00
			Executive Suite	55	415.00	415.00
			Presidential Suite	4	769.00	769.00



PER DIEM

The per diem payment to sponsored delegates will be made in US dollars by the meeting secretariat on the evening of 3rd May in the meeting hall. Please submit your boarding passes and receipts for local transport refund and visas if any.



BOARDING PASSES

For accountability purposes, please retain and submit your boarding passes. The Boarding passes shall be collected by the ASARECA secretariat staff during the meeting.



COFFEE / TEA BREAKS AND LUNCHES

Mid-morning and afternoon tea/coffee with snacks will be served during tea breaks at the meeting venue. Buffet lunch will be served with one soft drink soda/water at the Hotel Restaurant.



FLIGHT RE-CONFIRMATIONS / CHANGES

Airline tickets are usually reconfirmed automatically by the airlines. Requests for changes to flight tickets can be done through the meeting secretariat at the participant's own cost.



Telecommunications

Uganda has the following Ugandan mobile telecommunication service providers: MTN; Airtel; Uganda Telecom; Africell; Vodafone; Smile Telecom; Smart Telecom; Sure Telecom; and K2 Telecom.

Mobile telephone service providers also provide gateways to internet using GPRS, 3G and 4G. Cell phone SIM cards are widely available. Every SIM card user/buyer in Uganda is expected by law to be registered prior to activation. A SIM card can be registered and activated at the designated service centres; a passport is required for registration.



MEDICAL ARRANGEMENTS

First aid and emergency medical services will be available at the venue and airport. For more extensive medical services, delegates are advised to seek treatment at one of the designated facilities to be communicated.

Ambulance transportation and hospitalization to undesignated health care facilities are taken at the expense of the delegate

Remember: If you are on medication, please carry a sufficient supply for the duration of your stay. Should any prescription medication be required, this service would be provided but at the guest's expense.

Guests are strongly advised to obtain adequate international health insurance cover for the duration of their stay in Uganda. The cover is at the delegates own cost



SOCIAL EVENTS AND OPPORTUNITIES FOR TOURISM

All delegates are invited to a cocktail reception on the evening of 3rd May 2019. The cocktail will feature awards and appreciation of ASARECA's outgoing Board of Directors while offering an opportunity for delegates to network.

Besides their usual amenities, the hotel also offers boat and horse rides at a fee. Arrangements can be made directly at the hotel reception.

The nearest tourist offer would be a day trip to Jinja town which includes a detour to see the Sezibwa Falls, Mabira Forest, rounding it off with boat rides, bungee jumping, or white-water rafting at the source of the Nile river.

For participants who can extend their stay at their cost to see more of the Pearl of Africa please visit <http://www.corporate.visituganda.com/> for additional details



ENVIRONMENTAL HEALTH SERVICES

The Occupational health and Safety Unit has a mandate to ensure that there are no potential threats to Uganda's guests ranging from water contamination, food sanitation and public health hazards

The tap water in Uganda is however not safe to drink without boiling. Delegates are advised to buy properly sealed water



WEATHER

Temperatures in Kampala in May range from 19 - 26 C. Afternoons can be hot with average high temperatures reaching 26 °C. Overnight temperatures are generally mild with an average low of 19 °C. May is generally a wet month.



Currency, Banking Services and Foreign Currency Exchange

The unit of currency is the Uganda Shilling (UGX). Exchange rates are subject to fluctuation. Central bank rates can be found on the Bank of Uganda website www.bou.ug. Forex Bureaus are widely available at the airport and in the City.

Banking hours are from 8am to 4pm on weekdays and from 9am to 12pm on Saturdays.

Most internationally recognized currencies and travelers cheques can be exchanged at commercial banks, hotels and the airport. Major credit cards are accepted in most hotels, restaurants and shops. Credit and debit transactions attract a surcharge of about 5%.



Local time

The time in Uganda is GMT+3



Emergency Services

In case of emergency, please call 999 or 112



ELECTRICITY SUPPLY

The electricity supply in Uganda is 220/240V AC. It is advisable to bring your own adapter and transformer for 110V AC



BUSINESS & SHOPPING HOURS

Public offices open from 8am to 5pm while businesses open from 8am to 6pm, Monday to Friday. Weekend business hours range between 9am to 1pm.

For more practical information on Uganda, please visit: <http://www.corporate.visituganda.com/>



INQUIRIES

Please direct all queries to the Information Desk at the venue or get in touch with Rachael N. Musisi on Mobile / WhatsApp: **+256 772 367750** or r.namuzibwa@asareca.org

**WE WISH YOU FRUITFUL DELIBERATIONS
& A WONDERFUL STAY IN UGANDA, THE PEARL OF AFRICA**

SUMMIT PARTNERS

HOSTED BY



REPUBLIC OF UGANDA

Ministry of Agriculture, Animal Industry & Fisheries

FUNDED BY



Australian Government
Australian Centre for International Agricultural Research

ORGANIZED BY



CO-ORGANIZED WITH

SIMLESA
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IN PARTNERSHIP WITH



WITH SUPPORT FROM



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Kampala, Uganda

For more information contact;

**Association for Strengthening Agricultural Research in Eastern and
Central Africa (ASARECA)**

Plot 5, Mpigi Road | P. O. Box 765, Entebbe, Uganda

Tel: +256 414 320 556, +256 414 321 885

Email: asareca@asareca.org | Website: www.asareca.org

 [asareca@facebook.com](https://www.facebook.com/asareca)  [@asareca](https://twitter.com/asareca)

