



THE ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO)
ADMINISTRATIVE ARRANGEMENTS FOR THE SIXTY-THIRD ANNUAL SESSION
HOSTED BY THE GOVERNMENT OF THE REPUBLIC OF UGANDA

7 - 12 SEPTEMBER 2025

NOTE: For latest updates please refer to <http://www.aalco.int>

1. VENUE

Speke Resort and Conference Center

Wavamunno Rd, Kampala, Uganda

Tel: +256 41 4227111

Website: <https://www.spekeresort.com/>

2. CONTACT INFORMATION OF THE GOVERNMENT OF THE REPUBLIC OF UGANDA

Ms. Patience Karuhanga
Ministry of Justice and Constitutional Affairs
Boumann House
Parliamentary Avenue
PO Box 7183
Kampala
Telephone: +25678237111

Mr. Owen BUSINGYE
Ministry of Justice and Constitutional Affairs
Boumann House
Parliamentary Avenue
PO Box 7183
Kampala
Telephone: +256772545254

Email: aalco@justice.go.ug

CONTACT INFORMATION AT THE AALCO SECRETARIAT IN NEW DELHI

Ms. Geetika Sharma

AALCO Secretariat

29-C, Rizal Marg, Diplomatic Enclave, Chanakyapuri, New Delhi.

Tel: 00 91 11 26117641/42

Email: as63@aalco.int

3. INVITATIONS

- a) The Government of the Republic of Uganda will send invitations to the Ministers of Justice/Ministers of Foreign Affairs/Attorneys General of Member States to allow them to arrange their schedules.
- b) The Secretary-General of AALCO will also send invitations to the Heads of Diplomatic Missions of the Member States in New Delhi.
- c) The Secretary-General of AALCO will send invitations together with details of the Administrative Arrangements, Provisional Agenda, Explanatory Memorandum and the Tentative Schedule of Meetings to all Member States, Observers (non-Member States and International Organizations) as and when they are ready.

4. REGISTRATION

- a) An online registration system will be operational from **15 July 2025** at www.aalco.int
- b) All the delegates are requested to fill out the registration form.
ALTERNATIVELY: If one encounters technical problems in accessing the registration system, delegates may also fill out the registration form which can be downloaded from the above-mentioned website, and send it to as63@aalco.int
- c) The online registration will remain open until **30 August 2025**. All registrations are required to be submitted by that date.

5. HEADS OF DELEGATIONS MEETING

- a) The Heads of Delegations meeting will take place on Sunday 7th September 2025 at 04:00 P.M. (Uganda Time)

- b) Following Rule 10(3) of the Statutory Rules of AALCO, the Heads of Delegations attending the Session will meet to consider the Provisional Agenda for the said Session. They may, at their discretion, include a new item or delete any item included in the provisional agenda.
- c) The provisional agenda upon its approval by the Heads of Delegations shall be adopted as the agenda of the Session.

6. INAUGURAL SESSION

- a) The Inaugural Session will be held on Monday 8th September 2025 at **10:00 AM (Uganda time)** at **Speke Resort and Conference Centre, Munyonyo**. All delegates are requested to be present and be seated by **09:45 A.M.**
- b) The Chief Guest for the inaugural session will be a high-level dignitary from the Government of the Republic of Uganda.

7. VIP DELEGATES

“VIP Delegates” status will be accorded by the Government of the Republic of Uganda to those bearing the position of Ministers and Attorneys/Solicitors General of the Member States of AALCO. The same status is accorded to the Secretary-General of AALCO.

These arrangements include:

- (a) VIP/Fast track Immigration Clearance during entry and exit at Entebbe International Airport
- (b) Dedicated Protocol Officers to receive the VIP delegates upon arrival at Entebbe International Airport.
- (c) Provision of Protocol Vehicles with drivers for airport transfers and daily transportation.
- (d) Assignment of security escorts.

8. TRANSPORTATION AND PROTOCOL

- a) Arrival and Departure –Entebbe International Airport (EBB)
- b) The Government of the Republic of Uganda will provide transportation for **all the delegates** between Entebbe International Airport and the recommended hotels on the following dates:

Arrival: 6-7 September 2025

Departure: 12-14 September 2025

- c) Local Transportation: The host government will provide transportation to the delegates from and to designated hotels to the conference venue. Delegates who stay at hotels other than those in the designated list will be responsible to arrange transportation between their hotels and the conference venue.
- d) Local transportation for VIP Delegates will be provided by the Government of the Republic of Uganda.
- e) All delegates are responsible for their travel bookings.

9. LIAISON OFFICERS

A Liaison Officer will be assigned to each country by the Government of the Republic of Uganda to support the delegation during the meeting. The Liaison Officer will escort the delegates throughout the session period.

10. ACCOMMODATION

- a) The host government will cover the cost of the VIP delegates' accommodation at **Speke Resort and Conference Center, Munyonyo**. Their reservation should be done through the Government of the Republic of Uganda.
- b) The host government has partnered with several hotels to offer special rates to the conference delegates. The delegates, other than the VIP, are requested to make their hotel accommodation booking directly with the hotel and pay for their accommodation.
Annex A below provides the details of the designated hotels, where participants are advised to make their reservations. However, the participants may book other hotels of their choice through their Embassy/Missions in Uganda. Please be kindly reminded that transportation services between non-designated hotels and the conference venue may not be provided.
- c) Members of the Secretariat will stay at **Speke Resort and Conference Center, Munyonyo**.
- d) Other delegates are requested to pay for their accommodation. Booking should be made directly with the hotel with:

Speke Resort and Conference Centre Munyonyo
Ms. Elizabeth Ainembabazi
Senior Sales Executive
Speke Resort and Conference Centre, Munyonyo
+256703670429/ +256773882551

Email: elizabeth.a@spekegroup.com

The rooms will be based on the ‘first come, first served’ principle. The delegates are strongly recommended to make reservations at the earliest opportunity to ensure room availability.

The Secretariat shall send to the Government of Uganda a list of the delegates attending the Session, together with information on their respective flight schedules (dates and times of arrival and departure and flight numbers) and hotels where they will be staying, as and when this information is received.

The Government of Uganda shall provide a focal point for receipt of this information.

11. MEETING ARRANGEMENTS

a) Registration upon Arrival

- Registration desks will be open at the conference venue on Sunday, 7th September 2025 from **10:00 A.M. - 04:00 P.M.** and will continue on Monday, 8th September 2025 from **08:00 A.M. - 10:00 A.M.**
- Delegates attending the session should register their arrival and pick up the meeting badges and materials.

b) Venue Facilities

- The conference venue is equipped with audio and video arrangements for the meeting such as microphones, projectors, equipment for PowerPoint presentations, etc. Other equipment and facilities include:
 - Well-equipped bilateral meeting rooms to host bilateral meetings, providing a conducive environment for bilateral discussions and side events.
 - Name plates for the delegations, which will mention only name of countries or organizations with no individual delegate name.
 - National Flags to be placed on the tables during the Session.
 - A prayer room for Muslim delegates will be available at the conference venue.
 - A dedicated space/business center with desktop/laptop computers and printers for the delegations.
 - Booth for Translators
- Lunch will be provided for all delegates during 8th - 12th September 2025.

- Soft beverages and refreshments will also be available for all delegates at the conference rooms.
- Official photography and video recording for the event shall be arranged by the Government of Uganda.

c) Working Language

- The working language will be English and Arabic, and all key documentation will be provided in English and Arabic.
- The Secretariat's reports on the deliberated agenda items will be translated into Arabic as well.
- There will be simultaneous interpretation during the sessions from English to Arabic and vice versa.
- Delegations are encouraged to provide hard and soft copies of their statements in advance.

d) Dress Code

- Business attire or national dresses are required for delegates attending the meetings.

e) Distribution of Documents

- The documents of the session will be available on the AALCO website: www.aalco.int. The Secretariat will be distributing an official set of meeting documents to all Member States during the registration upon arrival)only one set per delegation(. Delegates are reminded to bring their downloaded meeting documents with them as no additional copies will be distributed during the session. One set of the documents in Arabic would be distributed to the Arab Member States at the session.
- Observer delegations will also receive one set of documents at the time of registration upon arrival.

f) Secretariat and Help Desk

- The AALCO Secretariat will be located at the conference venue. The Secretariat will be provided with printing and photocopying facilities. Working computers and/or laptops)with internet(will be provided at the Secretariat.

- Secretary-General's Office will be located at the conference venue. The office shall be arranged by the Government of Uganda.
- A summary report of all deliberations and outcomes will be prepared by the Secretariat and presented to the plenary at the concluding session.
- A Help Desk for all delegates will be available during 8th - 12th September 2025 at the conference venue. Delegates are requested to communicate with their liaison officers for more details.

12. HEALTH AND SAFETY REGULATIONS

(a) Public Health and Disease Prevention

- i. Compliance with Ministry of Health guidelines: All delegates and participants must adhere to public health regulations as issued by the Ministry of Health of Uganda, including any directives on communicable disease prevention.
- ii. Vaccination requirements: Yellow fever vaccination is mandatory for all international visitors, with valid vaccination certificates required at entry points.

(b) Emergency Medical Services

- i. On-site medical facilities: There will be a clearly designated medical post at the Session equipped with basic emergency care with trained medical personnel from the Ministry of Health.
- ii. Standby ambulance services: There will be a fully equipped ambulance available at the venue and during delegate movement.
- iii. Referral system: Protocols will be in place for rapid referral to nearby hospitals (e.g. Mulago National Referral Hospital, International Hospital Kampala, Nakasero Hospital and Agha Khan University Hospital).
- iv. Medical support for VIPs: There will be dedicated access to private or government VIP medical facilities.

(c) Food and Water Safety

- i. Certified catering services: Only licensed food handlers and caterers will serve at the venue, adhering to Uganda National Bureau of Standards (UNBS)
- ii. Safe drinking water: Bottled and treated drinking water will be available at all times. The use of public tap water is discouraged.

(d) Venue Safety and Fire Compliance

- i. Building safety certification: The venue has been inspected and certified for public use by the relevant local authorities.
- ii. Fire safety systems: The Venues is well equipped with operational fire extinguishers, alarms, clear signage for emergency exits and staff trained in fire evacuation procedures.

(e) Environmental Health and Sanitation

- i. Sanitation facilities: Clean, accessible restrooms with water and soap will be provided at the venue.
- ii. Waste management: The venue has in place arrangements for proper collection, segregation and disposal of waste in coordination with city authorities and private contractors.

(f) Security-Health Interface

- i. Joint planning: Health and safety planning are well integrated into the broader security plan for the Session, with coordination between Uganda Police, Ministry of Health and the Internal Security Organisation.
- ii. Access control: Screening measures (including metal detectors and temperature scanners will be installed at venue entry points.

(g) Health Insurance and Emergency Cover

Insurance for delegates: International delegates are encouraged to travel with valid medical/travel insurance.

(h) Health Communication

Health hotlines: A dedicated health helpline will be shared with delegates for 24/7 medical assistance or reporting symptoms.

13. PASSPORT AND VISA REQUIREMENTS

- To gain entry into the Republic of Uganda, foreign nationals need to have in their possession passports with at least 6 months of validity and appropriate visas.
- Delegates from all countries are requested to obtain necessary advice from the Uganda High Commission or Embassy at their respective countries for all information and applications relating to their travel visa to Uganda.
- Information regarding the AALCO's Annual Session will be notified to all the Ugandan Missions in the AALCO Member States by the Government of the Republic of Uganda.
- Delegates from countries that do not have Uganda High Commission or Embassy in their respective countries are suggested to obtain necessary advice from the Organizing Committee's Focal Points.
- The bearer of the diplomatic and official passports of the following countries (**see Annex B**) do not require visa to enter Uganda. Other delegates are however, expected to apply for the necessary visa to attend the session. It is advised to contact the Uganda missions in the respective capitals for more information and support.

14. OTHER USEFUL INFORMATION

Other useful information on climate, temperature, banking service and currency, and exchange rates is detailed in **Annex C**.

15. SOCIAL EVENTS

A number of social events will take place during the Annual Session.

ANNEX A. LIST OF RECOMMENDED HOTELS FOR CONFERENCES WHEN VENUE IS SRCC.

S/N	NAME	RATING	ROOM/ITEM DESCRIPTION	HOTEL RATE (USD)	WEB/E-MAIL ADDRESS	CONTACT PERSON	DISTANCE FROM SPEKE RESORT MUNYONYO
1.	SPEKE RESORT & CONFERENCE CENTRE MUNYONYO		Deluxe Single	149.5	Email: spekeresort@spekeresort.com reservations@spekeresort.com Website: www.munyonyocommonwealth.com	Mr. Amit +256 752 711 701 +256 752 711 714 +256 414 227 111 +256 417 716 000	-
			Deluxe Double /Twin Rooms	190.8			
			Executive/ Superior Rooms	297			
			Executive Suites	887			
			Presidential Suites	2,952			
2.	LAKE VICTORIA SERENA GOLF RESORT & SPA		Deluxe Room	200	Racheal.kusemererwa@serenahotels.com william.mpungu@serenahotels.com Web: www.serenahotels.com	William +256 751 705 513 +256 313 221 000	7KM
			Deluxe double	220			
			Executive Suite	300			
			Executive Suite	350			
			State Suite	1,000			
3.	MARIE'S ROYALE HOTEL		Suites	100	Email: mariesroyalehotel@gmail.com reservation.maries@gmail.com www.Mariesroyalehotelkampala.com	Frank +256 701 683 558 Reception +256 392 176 181	1.5KM
			Twin	85			
			Super Deluxe	60			
			Deluxe	55			
4.	MESTIL		Executive room	180	reservations@mestilhotels.com www.mestilhotels.com	Ruth +256 752 007 761	13KM
			One-bedroom suite	220			
			Two-bedroom suite	345			
			Three-bedroom pent house	600			
5.	SIR JOSE HOTEL		Family Room	100	Email: sirjosehotel@hotmail.com	Massy +256 759 589 503	
			Twin Room	80			

			Deluxe	55	Website: www.sirjosehotel.com	Manager +256 772 500 322 Reception +256 789 222 230	1KM
			Double Room	55			
			Single Room	45			
6.	VICTORIA TRAVEL HOTEL		Deluxe	55	Email: victoriatravelhotel@yahoo.co.uk www.victoriatravelhotels.com	Joselyne +256 784 302 868 +256 705 193 681	1KM
			Double	40			
			Single	30			
7.	GREEN VALEY HOTEL		Executive Deluxe	50	Email: greenvalleyuganda@gmail.com www.greenvalleyhotel.net	Patricia (Manager) +256 700 872 645 Reception (Mariam) +256 393 281 257	0.8KM
			Executive Deluxe	30			
			Club room/3B	20			
			Double	40			
			Single	30			
8.	MELEY IMPALA HOTEL		Executive Suite	50	Email: meleyimpala@gmail.com www.meleyimpalahotel.com	Violet +256 7008 30 990 Edward (Manager) +256 702 766 222	0.5KM
			Deluxe Double	40			
			Twin Sharing	40			
			Double	30			
			Single	25			
9.	ALFA HOTEL		Deluxe	56	hotelalfamunyonyo@gmail.com	Alfred +256 782 732 416 Shallotte +256 764 599 250	0.4KM
			Double	42			
10.	BUZIGA COUNTRY RESORT		Suites	75	Email: buzigareort@yahoo.com www.buzigacountryresort.co.ug	Cathy +256 704 345 614	3KM
			Cottages	40			
			Twin Rooms	45			
			Standard room	35			
11.	CASSIA LODGE		Triple	170	Email: info@cassialodge.com Website: www.cassialodge.com	Joan +256 753 092 668 Reception +254 755 777 002/4	3.5KM
			Twin	150			
			Double	150			
			Single	130			
12.	PARADISE EXECUTIVE MOTEL		Double Deluxe	53	gracekabs04@gmail.com	Grace +256 754 404 455	2KM
			Single Deluxe	32			

						+256 786 772 983	
13.	LATITUDE 0 DEGREES		Executive Room	170	0reservations@thelatitudehotels.com (the first digit is a zero) 0salesexec@thelatitudehotels.com (the first digit is a zero) www.thelatitudehotels.com	Sheila - (Senior Sales Executive) +256 709 440 629 +256 709 440 633	4KM
			Superior Room	200			
			Junior Suite	250			
			Suite	300			
			Diplomatic	450			
14.	CHOCOLATE LUXURY HOTEL		Single	33	Chocolateluxury18@gmail.com	Matua Emmanuel +256 702 202 999	4KM
			Double Room	35			
			Deluxe Room	45			
			Twin Room	50			
15.	SAPPHIRE HOTEL		Single	35	sapphire@infocom.co.ug www.sapphirehoteluganda.com	Martin Jabbo +256 752 819 588	8KM
			Double	45			
			Twin Room	40			
			Deluxe	55			
16.	NYOSAR HOTEL		Single	25	Lawriecj967@gmail.com	Lawrence +256 784 626 983	8KM
			Double	45			
			Deluxe	60			
17.	THE 611 HOTEL		Single	25	www.the611hotel.com	Modest Muhindo +256 785 801 604	2KM
			Double	40			
			Twin	50			
18.	VICTORIA VIEW BOUTIQUE HOTEL		Single Executive	100	Victoriaboutiquehotels256@gmail.com	Susan +256 757 556 604	5KM
			Double Executive	120			
			Single Suite	120			
			Double Suite	140			
19.	INTERSERVICE HOTEL		Single	65	interservicehotel@gmail.com	Yosief Amanuel +256 788 582 229	6KM
			Double	70			
			Twin	70			
			Executive	110			
			Family	180			
20.	CASA SOLADA HOTEL		Executive Suite	220	sales@casasoladahotel.com	Sarah Nankunda	

			Deluxe	220	www.casasoladahotel.com	+256 709 753 938 +256 417 103 500	300M (Walkable distance)
21.	LAKE VICTORIA, LAICO HOTEL P.O Box 15, Plot17-31 Circular Road.	3-Star	Executive B&B	100	Email: k.herbert@lvhotel.co.ug reservations@lvhotel.co.ug www.laicohotels.com	Mr. Herbert Kanyeimba +256 772 674 642 +256 414 351 600	34KM
22.	NICAN RESORT HOTEL Seguku, Ebb Road Kampala		Executive B&B	45	reservations@nicanresort.com	Mary +256 760 240 481	20KM
23.	BEST WESTERN PREMIER HOTEL Victoria Mall Address: Berkeley Rd, Entebbe	3-Star	Executive B&B	120	Email; sales@bestwesternghe.co.ug	Ms. Mary Murari, +256 706 208 447	34KM
24.	IMPERIAL APARTMENTS ENTEBBE		Executive B&B	120	james@hoteleq.com	James +256 772 417 016	37KM
25.	K - HOTELS ENTEBBE Plot 32, Hill Road Entebbe	3-Star	Executive B&B	100	Email: sales@khotels.ug	Kunobwa Joash - Manager +256 777 824 000 +256 777 846 000	36KM
26.	GRIK HOTEL	3-Star	Executive B&B	90	reservations@grikhotel.com	Doreen - Manager +256 701 320 858	38.7KM
27.	PROTEA MARRIOTT ENTEBBE HOTEL 36-40 Sebugwawo Drive, Entebbe Road, Entebbe-Uganda	4-Star	Deluxe	195	Email: events@proteaebb.co.ug	Rachel-Manager +256 772 488 903 +256 326 701 120	37.7KM
28.	ADMAS GRAND HOTEL	3-Star	Executive	100	Email: gm@admasgrandhotel.com	Judy - General Manager +256 709 777 557 +256 200 307 050 +256 773 586 303	34.5KM
29.	ASKAY HOTEL ENTEBBE			40	Email:	Carol - GM	36KM

	P.O Box 383 Entebbe Plot 5 Mugula Road				info@askayhotelsuites.com	+256 772 411 494	
30.	GREENYARD BEACH HOTEL Abaita Abibiri Entebbe	3-Star	Executive	95	greenyardbeachh@gmail.com	Sarah - Operations Manager +256 701 350 321	30.5KM

ANNEX B

a) VISA EXEMPT COUNTRIES

Which nationalities are visa-exempt?

If your nationality is on the list, you don't need to apply for a Visa to enter Uganda:

Continent	Countries
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Africa	Botswana, Burundi, Comoros, Democratic Republic of Congo, Eritrea, Gambia, Ghana, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Rwanda, Seychelles, Sierra Leone, South Sudan, Swaziland (Eswatini), United Republic of Tanzania, Zambia, Zimbabwe
Asia	Malaysia, Singapore
Europe	Ireland, Malta, Cyprus
North America	Antigua and Barbuda, Bahamas, Barbados, Belize, Grenada, Jamaica, St Vincent and the Grenadines, Trinidad and Tobago
Oceania	Fiji, Solomon Islands, Tonga, Vanuatu

Source: Directorate of Citizenship and Immigration Control of Uganda

<https://immigration.go.ug/faqs/visa-exempt>

b) VISA APPLICATION

- I. All persons visiting Uganda for holiday, tourism, business, study, visit or medical are required to apply and obtain a visa online. The 4-step process is fast, seamless and convenient.
- II. Tourist visa applications can be completed and paid for online at;
<https://visas.immigration.go.ug/>
- III. A Ugandan tourist visa costs \$ 50. A six-month valid passport is required for travellers visiting from North America, Europe and other international markets.
- IV. Travellers planning to visit multiple countries can apply for the East Africa Tourist Visa, which allows for travel between Kenya, Rwanda, and Uganda for 90 days for \$100 USD

The list of visa-exempt countries has been updated and is summarized as below:

- Exemption for all types of passports (37 countries including DRC);
- Exemptions for Diplomatic and Service Passports (10 countries)

Visa-exempt Countries and Regions

As at 28th February 2025, the following are the countries whose citizens are allowed to travel to Uganda without a visa.

1. Antigua and Barbuda
2. Bahamas
3. Barbados
4. Belize
5. Botswana
6. Burundi
7. Comoros
8. Cyprus

9. Democratic Republic of Congo
10. Eritrea
11. Fiji
12. Gambia
13. Ghana
14. Grenada
15. Hong Kong SAR, People's Republic of China
16. Ireland
17. Jamaica
18. Kenya
19. Lesotho
20. Madagascar
21. Malawi
22. Malaysia
23. Malta
24. Mauritius
25. Mozambique
26. Rwanda
27. Seychelles
28. Sierra Leone
29. Singapore
30. Solomon Islands
31. South Sudan
32. St. Vincent & Grenada
33. Swaziland
34. Tonga
35. Trinidad and Tobago
36. United Republic of Tanzania
37. Vanuatu
38. Zambia
39. Zimbabwe

NB The visa exemption also applies where the citizens from the countries listed above ***hold valid conventional travel documents (CTD)**** regardless of the issuing country.

The holders of Diplomatic and Official/Service passports from the following countries are also exempted from visa requirements and can travel to Uganda without a visa.

1. The Socialist Republic of Vietnam
2. The Republic of Sierra Leone
3. The Republic of the Democratic Republic of Algeria
4. The Republic of South Africa
5. The Republic of Cuba
6. The Federal Democratic Republic of Ethiopia
7. The Republic of India
8. The Republic of Senegal
9. The Islamic Republic of Iran
10. The Russian Federation
11. Bolivarian Republic of Venezuela
12. The Republic of Türkiye

* **Note:**

A Convention Travel Document (CTD) is issued to refugees who are registered in accordance with the UN Convention on Refugees and is issued by the respective countries where the individual is a refugee. It does not 'remove' one's Nationality;

in other words, the nationality of the holder does not cease upon acquisition of a CTD. The holder's Nationality is usually clearly indicated in the CTD. This serves to inform all stakeholders that visa exemption is on the Nationality and not the Travel Document one holds. This implies that all CTD holders from Visa exempt countries do not require pre-approved visas or authorisations.

Holders of laissez-passers issued by international organizations recognized by Uganda or to which Uganda is a member are as below:

1. United Nations Organization Laissez-Passers whilst on official UN Business.
2. African Union Laissez-Passers whilst on official A.U. business.
3. African Development Bank Laissez-Passers, whilst on official A.D.B. business.
4. COMESA Laissez-Passers, whilst on official COMESA business.
5. International Monetary Fund and World Bank Laissez – Passers whilst on official IMF/World Bank Business.
6. Inter-Governmental Authority on Development (IGAD) Laissez Passers whilst on official IGAD business.
7. African Airlines Travel Association (IATA) Laissez- Passers whilst on official business.
8. Environment Liaison Centre International (ELCI) Laissez-Passers whilst on official ELCI business.
9. International Labour Organization (ILO) Laissez – Passers whilst on official ILO business.
10. Preferential Trade Area/Common Market of East & Southern African Bank Laissez – Passers whilst on official PTA/COMESA business.
11. European Union Laissez – Passers whilst on official European Union business.
12. International Potato Centre (CIP) Laissez – Passers whilst on official CIP business.
13. African Reinsurance Corporation (ARC) Laissez – Passers whilst on official ARC business.
14. African Housing Fund (AHF) Laissez – Passers whilst on official AHF business.
15. Serving Members of the British Military (are exempted from visa formalities).

ANNEX C

a) CLIMATE:

Uganda has a tropical climate, making it suitable for year-round travel. The climate varies by altitude, with cooler temperatures in the highlands and warmer conditions in lower areas. The country experiences two main seasons: dry and wet.

The dry seasons occur from December to February and June to August, with temperatures ranging from 24°C to 30°C (75°F to 86°F).

The wet seasons are from March to May and September to November, with temperatures between 17°C to 25°C (63°F to 77°F). Rainfall is heaviest in the central and western regions but typically followed by sunny periods.

b) BANKING SERVICES AND CURRENCY:

- i. the official currency is Ugandan shilling.
- ii. The shilling (abbreviation: USh; ISO code: UGX) is the currency of Uganda.
- iii. Current notes:
These are the Ugandan shilling banknotes in circulation:
50,000/= yellow
20,000/= red
10,000/= purple
5,000/= green
2,000/= blue
1,000/= brown
- iv. Visa and Mastercard are widely accepted at ATMs, hotels, restaurants, supermarkets, and travel service providers, especially in urban areas like Kampala, Entebbe, and Jinja. However, it's advisable to carry some cash (Ugandan Shillings) when traveling to remote areas, where card facilities may be limited.
- v. Interswitch is a popular payment network used locally, and some merchants and ATMs support Interswitch cards issued by Ugandan banks.
- vi. Mobile money services such as MTN MoMo and Airtel Money are also widely used and accepted in many places, offering a convenient way to pay for goods, transport, and activities without using cash.
- vii. International travellers can exchange foreign currency at banks, forex bureaus, and airports. U.S. dollars, euros, and British pounds are the most commonly exchanged currencies—newer and larger-denomination bills are preferred.
- viii. For security and ease, tourists are encouraged to use ATMs attached to bank branches, foreign exchange bureaus in the airport, hotels and avoid withdrawing large amounts of money in unfamiliar areas. Always inform your home bank before travelling to avoid card blocks.

c) EXCHANGE RATE:

- i. The Bank of Uganda sets exchange rates in Uganda, but other banks and financial institutions in the country handle their exchange rates independently. The table below shows the current exchange rates against the Uganda shilling (UGX):

Currency	Cross Rate	Buying (UGX)	Rate	Selling (UGX)	Rate
U.S. Dollar / Uganda Shillings (UGX)	1.0000	3594		3605	
Pound Sterling (GBP) / U.S. Dollar	1.3566	4876		4890	
Euro / U.S. Dollar	1.1557	4154		4166	
U.S. Dollar / Swiss Franc (CHF)	0.8136	4418		4430	
U.S. Dollar / Japanese Yen (JPY)	144.78	25		25	

d) TIME DIFFERENCE:

Time zone UTC+3 (EAT)

e) ELECTRICITY SUPPLY:

Uganda uses a 240V electricity supply with a frequency of 50Hz, similar to the UK.

Power sockets are generally the British-style three-pin (Type G). Tourists are advised to carry a universal power adapter if their devices use a different plug type

f) CAR HIRES AND TAXIS:

The best option for getting around cities, is private taxis and they are available in Kampala through taxi-ride apps including uber, faras, bolt, etc.

Additionally, Special hire taxis are what a modern city dweller would be familiar with. (taxi or cab) Special hire is a term that means hiring a vehicle privately to take you somewhere.

A standard vehicle for 4 persons + driver, who drives you wherever you want. This works very well, and the drivers are friendly, helpful and they know one's way around. Urban taxis are also known locally as special hires and are usually painted yellow, or with a white and yellow band (Entebbe airport taxis) around the middle or with a taxi cab light on the top.

The fee does not depend on the distance or the duration, but its negotiated before you start. Taxicab fares are a little pricier than all the above-mentioned road transport means but far more secure to travel with if you organize a special hire vehicle.

Prevailing rates for cabs from Entebbe International Airport to Conference Venue;
Uber x – USD 33 / UGX 120,000

Private taxi (metered) – USD 42 / UGX 120,000 – 150,000

Hotel /Airport shuttle – USD 55 / UGX 150,000 – 200,000

Boda Boda apps on IOS and Android:

This is the premier Boda Boda Apps company and the best at that! Their riders are constantly trained, are easily identifiable with uniforms and numbers and provide a second helmet for the passenger. The rates are determined by the app based on location, journey distance, trip duration and period of the day.

- i. Safeboda
<https://www.safeboda.com/>
- ii. Uber taxi boda
<https://www.uber.com/en-UG/blog/how-to-request-uber-boda/>