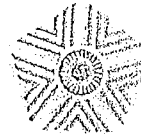




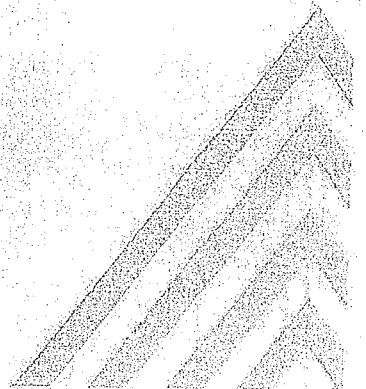
The Commonwealth



CHOGM  
RWANDA 2021

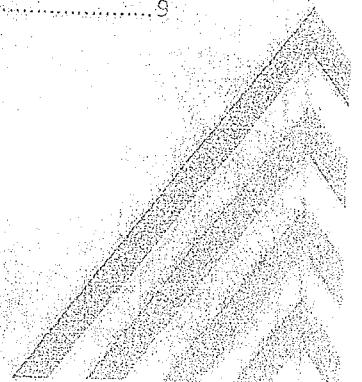
# Note on Media Arrangements

Kigali, 19-25 June 2022



## Contents

1. THEME .....	2
2. WEBSITE .....	3
3. DATES OF MEETINGS .....	4
4. MEDIA MOMENTS AND KEY EVENTS .....	4
5. COMMONWEALTH FORUMS .....	4
6. MEDIA ACCREDITATION .....	4
7. MEDIA LIAISON OFFICERS (MLOs) .....	5
8. MEDIA CENTRE .....	5
8.1. Operating times .....	5
8.2. Media Centre Facilities .....	6
8.3. Media Pools .....	6
8.4. Press Conferences and Media Briefings .....	6
8.5. Food and Beverage Service .....	6
9. VENUE ACCESS FOR MEDIA .....	7
9.1. Bilateral Meetings .....	7
10. INTERVIEW REQUESTS AND ROOM BOOKINGS .....	7
11. STAND-UP BROADCAST POSITIONS .....	7
12. HOST BROADCASTER .....	7
13. HOST PHOTOGRAPHER .....	8
14. OFFICIAL PHOTOGRAPHERS .....	8
15. OFFICIAL VIDEOGRAPHERS .....	8
16. LOGO .....	8
17. MEDIA ACCOMMODATION .....	8
18. MEDIA TRANSPORT ARRANGEMENTS .....	8
19. MEDIA VISA REQUIREMENTS .....	9
20. CUSTOMS .....	9
21. KEY CONTACTS .....	9



## COMMONWEALTH HEADS OF GOVERNMENT MEETING 2022

The Commonwealth Heads of Government Meeting (CHOGM) 2022 will be held in Rwanda from 19 to 25 June 2022.

The Commonwealth Secretariat will communicate the official programme in a separate memorandum.

Further information on administrative arrangements can be found in the CHOGM 2022 Aide Memoire.

### 1. THEME

The theme 'Delivering a Common Future: Connecting, Innovating, Transforming', builds on CHOGM 2018 outcomes which were inspired by the theme 'Towards a Common Future'. The meeting will place a strong emphasis on delivering achievable, comprehensive, meaningful, and powerful initiatives that effect change and implement the CHOGM 2018 agenda.

Meeting in Executive Sessions and in an informal Retreat, leaders will discuss how the modern Commonwealth, with its network of more than 80 organisations, can connect and innovate to transform the whole of the Commonwealth, underpinned by the values of democracy, multilateralism, sustainable development and the empowerment of women and young people.

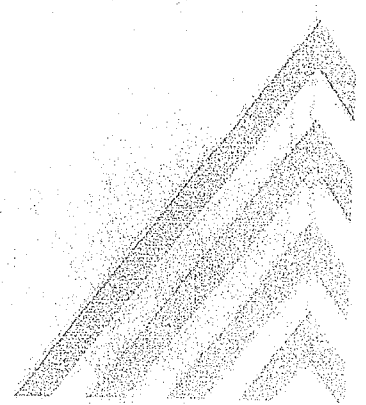
### 2. WEBSITE

The Government of Rwanda, supported by the Commonwealth Secretariat, has launched a CHOGM 2022 website to provide member countries with information of relevance, importance and interest. The media and general public can also access the website to receive all the latest news, updates and alerts in the lead up to, and during, CHOGM 2022.

The website can be found at: [www.chogm2022.rw](http://www.chogm2022.rw)

Social media channels are:

- <https://twitter.com/CHOGM2022>
- <https://www.facebook.com/CHOGM2022>
- <https://www.instagram.com/chogm2022/>
- <https://www.flickr.com/photos/chogm2022/>
- <https://www.youtube.com/channel/UCJ4MQt2FYdUvLlOasAf3EgQ>



### 3. DATES AND VENUES OF MEETINGS

MEETING / EVENT	DATE	VENUE / LOCATION
Media briefing	20 June 2022	TBD
Commonwealth Youth Forum	19-21 June 2022	Intare Arena
Commonwealth Women's Forum	21-22 June 2022	Serena Kigali Hotel
Commonwealth People's Forum	20-22 June 2022	M Hotel
Commonwealth Business Forum	21-23 June 2022	Kigali Conference and Exhibition Village (KCEV)
Ministerial Meetings	23-24 June 2022	Kigali Convention Centre (KCC)
Formal Opening of CHOGM 2022	25 June 2022	Kigali Convention Centre (KCC)
CHOGM 2022 Executive Sessions	25 June 2022	Kigali Convention Centre (KCC)
Heads of Government Retreat	26 June 2022	Intare Arena

### 4. MEDIA MOMENTS AND KEY EVENTS

A full programme of media moments, including the size and composition of media pools to cover them will be provided in due course.

Coverage of events that do not form part the official programme and media opportunities away from CHOGM 2022 venues will be the responsibility of visiting delegations.

### 5. COMMONWEALTH FORUMS

The week of CHOGM begins with four forums, bringing together representatives from the worlds of business, civil society and government.

- The Commonwealth Youth Forum (CYF) from 19 to 21 June 2022 at Intare Arena, Kigali.
- The Commonwealth Women's Forum (CWF) from 21 to 22 June 2022 at Kigali Serena Hotel.
- The Commonwealth People's Forum (CPF) from 20 to 22 June 2022 at M Hotel
- The Commonwealth Business Forum (CBF) from 21 to 23 June 2022 at Kigali Conference and Exhibition Village

Details on media access to the forums will be confirmed in due course.

### 6. MEDIA ACCREDITATION

Members of the media who wish to cover CHOGM 2022 must apply for accreditation. An online portal for media accreditation will open in March 2022.

Member countries bringing an official photographer (please note that only one photographer per delegation is permitted) and/or press officer must accredit them as part of their delegation and not via the media accreditation portal.

Member countries bringing videographers must accredit them via the media accreditation portal.

Applications for media accreditation will be subject to a vetting process and only working journalists will be accredited.

Those applying for accreditation will need to provide the following:

- a scanned copy of the photo page of their passport or national ID card
- a scanned copy of a national, UN issued press card or other reputable media credentials
- a letter from their bureau chief/editor or High Commission/Ministry of Foreign Affairs confirming their assignment.
- a colour passport style photograph in .jpeg format, 360 x 460 pixels, portrait oriented and under 2 MB.

Applications for accreditation will be considered on a case-by-case basis. Accreditation can be denied or withdrawn if it is established that an applicant does not have genuine media credentials.

The Commonwealth Secretariat, in close consultation with the Host Government, is the final authority for all media accreditation for CHOGM 2022.

Further information on the accreditation process will be shared during the Advance Visits.

Answers to questions on media accreditation can be found at: [media@chogm2022.rw](mailto:media@chogm2022.rw)

## 7. MEDIA LIAISON OFFICERS (MLOs)

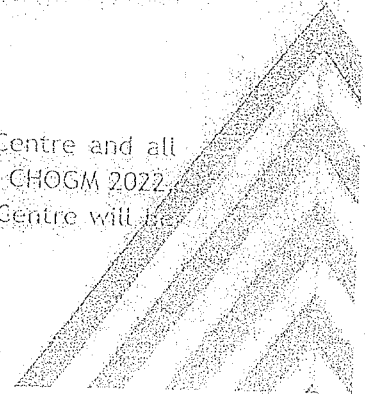
MLOs will be appointed by the Government of Rwanda as part of the CHOGM 2022 Media and Communications Team. They will be the main points of contact for member countries on media matters.

Each member country delegation will be assigned an MLO to provide media support and assistance throughout CHOGM, including helping to coordinate any specific media requirements.

The CHOGM 2022 Media and Communications Team will share MLO contact details with member countries by 28 February 2022.

## 8. MEDIA CENTRE

The CHOGM 2022 Media Centre will be located at the Kigali Convention Centre and all accredited members of the media will have access to the centre throughout CHOGM 2022. A schedule of official media briefings and press conferences at the Media Centre will be released at a later date.



Media access to some CHOGM 2022 venues will be limited and access to some media opportunities, due to space constraints, will be via small, escorted media groups.

Access to these groups will be based upon regional representation and on a first come first-serve basis. Along side these groups a pooling system will be put in place for some key events to ensure coverage of these events is available to all media.

Accredited delegates will have access to the Media Centre for media opportunities if they are accompanied by an accredited journalist. They will not have access to the Media Centre workspaces.

#### 8.1. Operating times

The planned operational days for the CHOGM 2022 Media Centre will be from 19 to 26 June. The opening hours of the media information desk will be confirmed in due course.

#### 8.2. Media Centre Facilities

Accredited media will be able to use the Media Centre to compile material and file reports.

Facilities will include:

- workspaces;
- edit booths;
- host broadcast feeds;
- press conference facilities;
- interview rooms;
- areas for pieces to camera.

Press conference facilities are limited and will be booked on a first come, first served basis so delegations should share their plans with the CHOGM 2022 Media and Communications Team as early as possible. Information desks and staff will be positioned throughout the Centre.

#### 8.3. Media Pools

Within the Media Centre, there will be a gathering point for accredited media who are part of the small escorted media pools for official CHOGM media opportunities.

The pooling system will ensure coverage of key events is available to all media.

Media pool schedules will be issued during CHOGM 2022 and will be managed by the CHOGM 2022 Media and Communications Team in consultation with the Commonwealth Secretariat Communications Division.

Media pool arrangements will only be facilitated from the Media Centre.

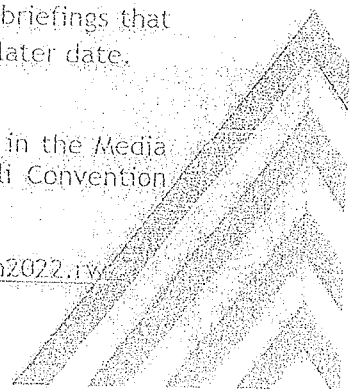
#### 8.4. Press Conferences and Media Briefings

Further information and a schedule of official press conferences and media briefings that will take place at the Media Centre during CHOGM 2022 will be released at a later date.

#### 8.5. Food and Beverage Service

Catering facilities for the purchase of food and beverages will be available in the Media Centre and there is a range of cafes, restaurants and shops close to Kigali Convention Centre.

For further information about the Media Centre please contact: [media@chogm2022.rw](mailto:media@chogm2022.rw)



## 9. VENUE ACCESS FOR MEDIA

Media access to some CHOGM 2022 venues will be limited to small escorted media groups. The CHOGM 2022 Media and Communications team will provide full details in due course.

Access to these groups will be based upon regional representation and on a first come first serve basis. Alongside these groups if required a pooling system will be put in place for some events to ensure coverage is available to all media.

### 9.1. Bilateral Meetings at the Heads of Government Retreat

Due to the nature of the Heads of Government Retreat, bilateral meetings will be in a more informal setting and members of the media will not have access to them.

## 10. INTERVIEW REQUESTS AND ROOM BOOKINGS

Media wishing to interview a Head of Government, Foreign Minister or member of a delegation must lodge their interview request with their Media Liaison Officer or the Media Information Desk in the Media Centre. The request will then be forwarded to the appropriate delegation.

The Communications team of the Commonwealth Secretariat will be able to assist member country delegations with requests to interview the Secretary-General or staff of the Secretariat. Contact details for the Secretariat's media team will be shared with member countries before CHOGM begins.

Delegations will be able to book interview rooms should your Head of Government, Foreign Minister or spokesperson wish to do a media briefing.

Requests to book interview and conference rooms can also be made via the Media Information Desk in the Media Centre. Interview and conference room schedules will be available at the Media Information Desk.

Delegates can visit the Media Centre if they are accompanied by an accredited member of the media.

## 11. STAND-UP BROADCAST POSITIONS

Stand-up broadcast positions at the Kigali Convention Centre will be available during CHOGM 2022. Please send expressions of interest to [media@chogm2022.rw](mailto:media@chogm2022.rw). Positions will be available to book closer to CHOGM 2022 on a first come first served basis through the CHOGM 2022 Media and Communication Team.

## 12. HOST BROADCASTER

The Host Broadcaster for CHOGM 2022 is the Rwanda Broadcasting Agency ([www.rba.co.rw](http://www.rba.co.rw)). They will record media events associated with CHOGM 2022 and will provide footage from these events to accredited media in the Media Centre.

The Host Broadcaster will also offer limited media services on a 'fee-for-service' basis. A Media Services Rate Card, including host broadcast facility fees, will be available on the CHOGM 2022 website at a later date.



### 13. HOST PHOTOGRAPHER

The Host Photographer will attend all media events associated with CHOGM 2022 and provide photographs/footage from these events to accredited media within the Media Centre.

A selection of images/video clips will be made available online, with additional images/video clips available upon request.

### 14. OFFICIAL PHOTOGRAPHERS

If member countries bring an official photographer, they must accredit them as part of their delegation.

Further information on official photographer access to media moments will be available in due course.

### 15. OFFICIAL VIDEOGRAPHERS

If member countries bring an official videographer, the videographer must be accredited through the CHOGM 2022 media accreditation portal rather than as a delegate.

Further information on official videographer access to media moments will be available in due course.

### 16. LOGO

The official CHOGM 2022 logo will be applied to materials produced by the Government of Rwanda and the Commonwealth Secretariat to support and promote the event. A version of the logo may in some instances be approved for use by key event partners, media and stakeholders involved directly in CHOGM 2022. The logo will also be applied to outcome documents and the CHOGM Communiqué.

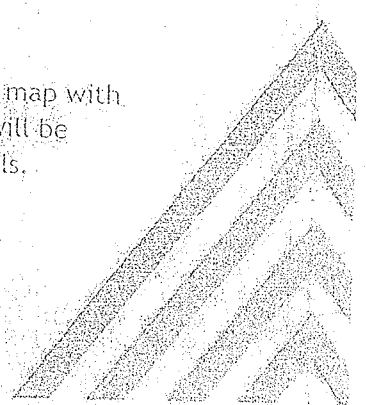
For further queries regarding use of the CHOGM 2022 logo, please contact: [branding@chogm2022.rw](mailto:branding@chogm2022.rw)

### 17. MEDIA ACCOMMODATION

The Government of Rwanda is allocating one hotel for accommodation for media at CHOGM 2022. This accommodation will be available on a first come first serve basis and will be paid for in full by members of the media who use it. In addition, a list of other recommended hotels available for booking by media will also be shared alongside the opening of the accreditation system on the CHOGM 2022 website. Early booking for all accommodation is advised.

### 18. MEDIA TRANSPORT ARRANGEMENTS

Accredited journalists will have access to the free shuttle service. A detailed map with itineraries and routings will be shared in due course. In addition, transport will be provided across official venues for accredited media taking part in media pools.





## 19. MEDIA VISA REQUIREMENTS

Citizens from a Commonwealth, Francophonie or African Union country, get a 30-day free visa upon arrival.

Nationals of all other countries will receive visas on arrival at Kigali International Airport and all land borders.

## 20. CUSTOMS

Normal customs procedures shall be upheld for all media representatives. However, the CHOGM 2022 Media and Communication Team will facilitate accredited media accompanying official delegations.

## 21. KEY CONTACTS

Enquiries or communications to the Government of Rwanda's CHOGM2022 Communications and Media team should be addressed to:

CHOGM2022 Communications and Media  
Office of the Government Spokesperson  
KG1 Roundabout  
PB Box 179 Kigali, Rwanda  
Tel: +250788125043  
Email: [media@chogm2022.rw](mailto:media@chogm2022.rw)

The Commonwealth Secretariat point of contact for all media activities is:

Commonwealth Secretariat Media Team  
Commonwealth Secretariat  
Marlborough House  
Pall Mall  
London SW1Y 5HX  
United Kingdom  
Tel: + 44 (0)20 7747 6235  
Email: [media@commonwealth.int](mailto:media@commonwealth.int)

Member countries are kindly requested to email all significant communication on CHOGM 2022 to the relevant point of contacts in both the Commonwealth Secretariat and the Government of Rwanda.

