



## Safe Access to Fuel and Energy (SAFE) Humanitarian Workshop

### AGENDA

December 6-8, 2016

Gorilla's Golf Hotel, KG 274 St, Kigali, Rwanda

#### Tuesday, December 6: Day 1

8:30-9:00	<b>Registration</b>
9:00-9:15	<i>Main Conference Hall</i> <b>Welcome and Opening Remarks</b> Kathleen Callaghy, Global Alliance for Clean Cookstoves
9:15-9:30	<b>Keynote Speech</b> Dr. Amare Gebreselassie, Senior Environmental Coordinator, UNHCR
9:30-10:00	<b>Introduction to Training Objectives, Participant Icebreaker Activities</b> Megan Gerrard, Facilitator
10:00-10:15	<b>Pre-Workshop Self-Assessment Questionnaire</b> Nathan Odendahl, Global Alliance for Clean Cookstoves
10:15-11:00	<b>The SAFE Humanitarian Working Group: Facilitating Energy Access for Crisis-Affected People</b> Megan Gerrard, Facilitator Kathleen Callaghy, Global Alliance for Clean Cookstoves Daphné Carliez, WFP Andreas Thulstrup, FAO Virginie Viaene, UNHCR
11:00-11:15	<b>Sustainable Energy Technologies for Food Security (SET4Food) Project</b> Cristina Sonzogni, COOPI
11:15-11:30	COFFEE BREAK



11:30-12:30	<p><i>Pool Lounge</i></p> <p><b>SAFE Basics: Overview of SAFE Terminology &amp; Cross-cutting Issues and Challenges</b> Megan Gerrard, Facilitator</p> <p><i>Level: Beginner</i></p>	<p><i>Main Conference Hall</i></p> <p><b>Cookstove Technology Intensive Review</b> Anna Ingwe, GIZ Jackson Mutegi, Nyabyeya Forestry College</p> <p><i>Level: Intermediate</i></p>
12:30-13:30	<p><i>Main Restaurant</i></p> <p>LUNCH BREAK</p>	
13:30-14:45	<p><i>Main Conference Hall</i></p> <p><b>Fuels Intensive Review: Briquettes, Ethanol, Pellets, LPG, and Biogas</b> Shukry Said Twahir, Kencoco (Briquettes) Desalegn Getaneh, Gaia Association (Ethanol) Suzanna Huber, Inyeneri (Pellets) Amit Singh, UNICEF (Biogas) Sandra Tererai, Oryx Energies (LPG)</p>	
14:45-15:00	<p>COFFEE BREAK</p>	
15:00-16:00	<p><i>Pool Lounge</i></p> <p><b>Introduction to Humanitarian Contexts and Response</b> Megan Gerrard, Facilitator</p> <p><i>Level: Beginner</i></p>	<p><i>Main Conference Hall</i></p> <p><b>Heating &amp; Powering Intensive Review</b> Virginie Viaene, UNHCR John Graham, Schneider Electric</p> <p><i>Level: Intermediate</i></p>
16:00-17:30	<p><i>Pool Lounge</i></p> <p><b>Program Planning &amp; Grants Writing Workshop</b> Kathleen Callaghy, Global Alliance for Clean Cookstoves Megan Gerrard, Facilitator</p> <p><i>Level: Beginner</i></p>	<p><i>Main Conference Hall</i></p> <p><b>Lighting Technologies Intensive Review</b>  John Graham, Schneider Electric</p> <p><i>Level: Intermediate</i></p>
17:30-18:30	<p><i>No sessions</i></p>	
18:30-20:30	<p><i>Pool Lounge</i></p> <p>NETWORKING RECEPTION</p>	

**Wednesday, December 7: Day 2**

8:30-9:00	<p><i>Main Conference Hall</i>  <b>Review Day 1 &amp; Introduction to Day 2</b>  Megan Gerrard, Facilitator</p>	
9:00-10:15	<p><b>Monitoring and Evaluation (M&amp;E):  Indicators &amp; Tools for Energy Projects in Humanitarian Settings</b>  Mekonnen Kassa, WFP  Kathleen Callaghy, Global Alliance for Clean Cookstoves  Virginie Viaene, UNHCR</p>	
10:15-10:30	<p>COFFEE BREAK</p>	
10:30-11:30	<p><b>Monitoring and Evaluation (M&amp;E) Part II: Case Studies</b>  Mekonnen Kassa, WFP  Liliane Winograd, ICRW  Mazahir Adam &amp; Daniela Cuellar, WFP Sudan  Donatien Ndayikeza, WFP Burundi</p>	
11:30-12:30	<p><i>Main Conference Hall</i>  <b>Energy Access and Gender</b>   Lydia Muchiri, Energia  Liliane Winograd, ICRW   <i>Level: Beginner</i></p>	<p><i>Pool Lounge</i>  <b>Climate Change Adaptation &amp; Mitigation</b>   Amare Gebreselassie, UNHCR   <i>All Levels</i></p>
12:30-13:30	<p><i>Main Restaurant</i>  LUNCH BREAK</p>	
13:30-14:30	<p><b>Reducing Risks of Gender-Based Violence Related to Energy Access</b>  Megan Gerrard, Facilitator</p>	
14:30-15:45	<p><i>Main Conference Hall</i>  <b>Forestry Intensive Review:  Conducting Assessments &amp;  Reducing Deforestation</b>  Andreas Thulstrup, FAO  Arturo Gianvenuti, FAO  Simon Mumuli, FAO  <i>Level: Beginner</i></p>	<p><i>Pool Lounge</i>  <b>Impacting Health with Energy  Interventions</b>   Goitom Ghebremedhin, WHO Ethiopia   <i>Level: Intermediate</i></p>
15:45-16:00	<p>COFFEE BREAK</p>	

16:00-17:00	<p style="text-align: center;"><i>Pool Lounge</i></p> <p style="text-align: center;"><b>Introduction to Carbon Finance</b></p> <p style="text-align: center;">Bill Farmer, Uganda Carbon Bureau</p> <p style="text-align: center;"><i>Level: Beginner</i></p>	<p style="text-align: center;"><i>Main Conference Hall</i></p> <p style="text-align: center;"><b>Energy Response in Rapid Onset Emergencies: Nepal Case Study</b></p> <p style="text-align: center;">Kathleen Callaghy, Global Alliance for Clean Cookstoves Daphné Carliez, WFP Nawa Raj Dhakal, Alternative Energy Promotion Centre, Government of Nepal</p> <p style="text-align: center;"><i>All Levels</i></p>
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**Thursday, December 8: Day 3**

8:30-8:45	<p><i>Main Conference Hall</i></p> <p><b>Review Day 2 &amp; Introduction to Day 3</b></p> <p>Megan Gerrard, Facilitator</p>		
8:45-10:00	<p><b>Market-based Approaches: Transcending the Humanitarian-Development Divide</b></p> <p>Susanna Huber, Inyenyeri Izdehar Mohamed, Practical Action Mason Huffine, Little Sun Laura Patel, Moving Energy Initiative</p> <p><i>All Levels</i></p>		
10:00-10:15	<p><b>Post-Workshop Self-Assessment Questionnaire</b></p> <p>Nathan Odendahl, Global Alliance for Clean Cookstoves</p>		
10:15-11:15	<p style="text-align: center;"><i>Main Conference Hall</i></p> <p style="text-align: center;"><b>SET4Food Decision Support System: Overview &amp; Feedback</b></p> <p style="text-align: center;">Jacopo Barbieri, Politecnico di Milano</p> <p style="text-align: center;"><i>All Levels</i></p>	<p><i>Pool Lounge</i></p> <p><b>Energy Expert Roster Training</b></p> <p>** Roster members only**</p>	
11:15-11:30	<p>COFFEE BREAK</p>		
11:30-13:00	<p><b>Thematic Roundtables</b></p> <p>Facilitators: Nathan Odendahl, Global Alliance for Clean Cookstoves Cristina Sonzogni, COOPI</p> <p><i>Topics to be determined by participants</i></p>		
13:00-14:00	<p><i>Main Restaurant</i></p> <p>LUNCH</p>		

14:00-14:30	<i>Main Conference Hall</i> <b>Workshop Feedback Session &amp; Wrap Up</b>	
14:30-16:00	<i>No sessions. Workshop concluded.</i>	<i>Pool Lounge</i> <b>Energy Expert Roster Training</b> ** Roster members only**

**Thank you for attending the 2016 SAFE Humanitarian Workshop!**

**Please make sure to turn in your feedback form and pre- and post-workshop quizzes to the facilitators before you leave.**



**SAFE**  
SAFE ACCESS TO  
FUEL AND ENERGY

On behalf of all the co-hosts and the SAFE Humanitarian Working Group, thank you for your efforts to facilitate coordinated, predictable, timely, and effective response to the fuel and energy needs of crisis-affected populations.

Visit us online at [www.safefuelandenergy.org](http://www.safefuelandenergy.org)

Stay in touch at [info@safefuelandenergy.org](mailto:info@safefuelandenergy.org)

Follow us on Twitter @SafeFuelEnergy  
#EnergyMatters



This workshop has been made possible due to generous support by UK aid from the UK government



Funded by European Union Humanitarian Aid



# Safe Access to Fuel and Energy Humanitarian Workshop

December 6, 2016 — December 8, 2016 | Kigali, Rwanda

## Logistics Overview

We welcome your participation in the 2016 Safe Access to Fuel and Energy (SAFE) Humanitarian Workshop in Kigali, Rwanda. Please use this document as a resource for planning and booking your travel and accommodations for the event.

### The Workshop

The SAFE Humanitarian Workshop will take place from **Tuesday, December 6<sup>th</sup> – Thursday, December 8<sup>th</sup> at the [Gorillas Golf Hotel](#).**

This year's workshop will be hosted by the co-chairs of the SAFE Working Group – the [Global Alliance for Clean Cookstoves](#), the UN World Food Programme ([WFP](#)), the UN Food and Agriculture Association (FAO) – in partnership with the United Nations High Commissioner for Refugees ([UNHCR](#)) and the Sustainable Energy Technologies for Food Security ([SET4Food](#)) project. It will feature two and a half days of in-depth training sessions and group discussions on a range of topics, including monitoring and evaluation, clean fuels, lighting, cooking, and powering technologies, women's empowerment, and connections to gender-based violence.

Lunch and two coffee and tea breaks will be provided each day. A detailed agenda will be shared closer to the conference date.

### **Participant Roundtables**

On December 8th, participants will have the opportunity to facilitate and participate in informal roundtable discussions on topics of their choosing. To submit topic ideas for the roundtables in advance, fill out [this form](#). There will also be a sign-up sheet circulated during Days 1 and 2 of the workshop.

### **Field Visits**

There are no field visits currently planned for the 2016 workshop. They were removed from the agenda in Addis Ababa for security reasons, and we do not anticipate being able to establish them in Kigali due to the very short turnaround time of the workshop. However, if we manage to arrange them, they will take place on Day 3 of the workshop, December 8th, after the closing session at 14:30. If you are a non-profit organization or private energy company that works in humanitarian settings, have a location based in Kigali, and would like to welcome a group of conference participants to your facilities on December 8th, please contact [info@safefuelandenergy.org](mailto:info@safefuelandenergy.org) by December 1st.

## The Venue

### Address

[The Gorillas Golf Hotel](#) is located at KG 9 Av. KG 274 St., Nyarutarama, Kigali, Rwanda

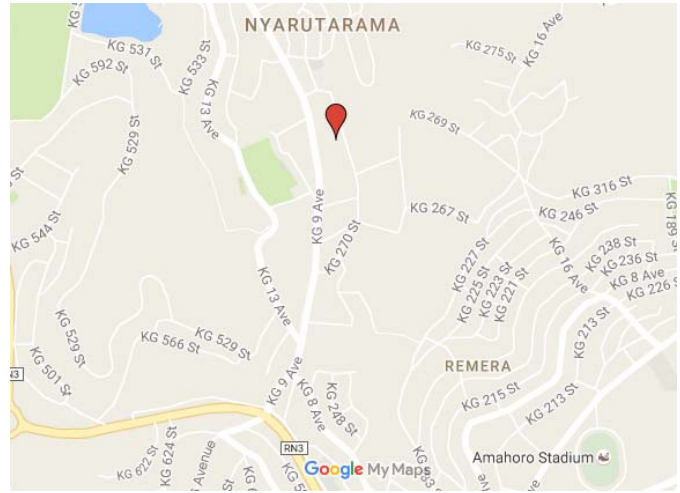
### Contact Info

Phone: +250 (0) 788174000

+250 (0)788200500

Email: [reservation@gorillashotels.com](mailto:reservation@gorillashotels.com)

Cc: [sales@gorillashotels.com](mailto:sales@gorillashotels.com)



## Registration

Please follow this link to register for the 2016 SAFE Humanitarian Workshop:

<https://www.etches.com/2016safeworkshop> **PLEASE NOTE:** If you registered for the cancelled workshop in Addis Ababa, **you must re-confirm your participation** to be considered registered for the Kigali workshop. To do this, simply select “Modify Registration” on the registration page and follow the prompts.

Spaces are limited. Priority will be given to humanitarian field practitioners, as well as participants who previously registered for the workshop in Addis Ababa. All those who register after the workshop reaches capacity will be placed on a waiting list.

There is no cost to register; however, please note that **there are no sponsorships available for participants at this year’s workshop. You are therefore responsible for arranging your own accommodations and travel**, either individually or through your organization.

## Accommodations

Kigali offers numerous options for lodging during the conference; participants are welcome to stay wherever is most convenient. We recommend the following locations:

- [The Gorillas Golf Hotel](#) – **\*Conference Venue.** (See details below)
- [The Manor Hotel](#)—2.0 km from the Gorillas Golf
- [Lemigo Hotel](#)—2.0 km away from the Gorillas Golf
- [CityBlue Hotel Embassy Row](#)—3.7 km away from the Gorillas Golf
- [Hotel Des Mille Collines](#)—7.5 km away from the Gorillas Golf

## The Gorillas Golf

### Room Rates & Booking

The Gorilla's Golf hotel is offering a discounted rate of USD \$165.00 per room per night to workshop participants. To book a room at this rate, email [reservation@gorillashotels.com](mailto:reservation@gorillashotels.com) (cc: [sales@gorillashotels.com](mailto:sales@gorillashotels.com)) and mention that you are part of 'UNF'. Spaces at the hotel are limited and based on availability, so we recommend that you book as soon as possible.

The room rate includes bed and breakfast with amenities provided in the individual rooms as king sized bed, pool/garden view, toiletries, air conditioning, satellite TV channels, slippers, and bath robes. In house guests also have access to free wifi internet connection, unlimited swimming pool access, fitness centre, and business centre. Room service, laundry service, taxi service, telephone calls consumption in bar and restaurant will have a surcharge as per requirements by the guest.

Additional guests in a single room will incur a cost of USD \$25.00.

### Check-in / Check-out

Check in time is at 2:00 pm; check-out is 12:00 noon.

### Airport Transportation

Management of the Gorillas Golf will provide airport transfers upon request at a fee of USD \$15.00 one way. Detailed flight schedules must be provided in time for planning purposes.

## Travel Recommendations

### Yellow Fever

**The government of Rwanda requires proof of yellow fever vaccination if travelling from a country with risk of yellow fever or a country with an active yellow fever outbreak.** Further details from the Rwandan Ministry of Health are available at:

[http://moh.gov.rw/index.php?id=34&tx\\_ttnews%5btt\\_news%5d=633&cHash=31c90fd13b953240c27d812275643392](http://moh.gov.rw/index.php?id=34&tx_ttnews%5btt_news%5d=633&cHash=31c90fd13b953240c27d812275643392)

The U.S. Center for Disease Control also provides useful information regarding travel to Rwanda:

<http://wwwnc.cdc.gov/travel/destinations/traveler/none/rwanda>

## Visa Information

All participants are responsible for procuring their own visas to enter Rwanda. Upon request, the Global Alliance for Clean Cookstoves will provide workshop participants with formal letter of invitation to Rwanda (see below, Required Documentation); however, participants are responsible submitting their own applications, providing all supporting documentation, and covering fees.



## T6-1 Conference Visa

In order to avoid delays upon entry, we recommend that all participants apply for the T-6 Conference visa, which applies to travel for short-term conferences, workshops, and seminars. **The T6-1 visa is valid for up to 30 days.** Follow this link to learn more about a Rwandan Visa process:

<https://www.migration.gov.rw/index.php?id=13>

## Required Documentation for a T6-1 Conference Visa

The following components are required for all foreign nationals applying for a T6-1 visa, regardless of country of origin or application method.

1. A complete filled application form. [Click here](#) to download application form. An online version is also available. (See 'How to Apply')
2. An application letter from a local host organization, addressed to the Director General of Immigration and Emigration.

The Global Alliance for Clean Cookstoves will provide this letter upon request. To request a letter, please contact Nate Odendahl at [nodendahl@cleancookstoves.org](mailto:nodendahl@cleancookstoves.org) with your full name, title, and organization.

**Requests for invitation letters will not be accepted after December 1<sup>st</sup>**, except in extreme circumstances. After this point, we cannot guarantee that we can accommodate your request in time to receive your visa.

3. One clear colored passport size photo with white background recently taken without glasses, caps and scurf; (the photo should be attached to the application form by use of glue stick. Stapling and clipping the photo to the application form is not advisable).
4. \$30.00 USD, EUR 27.00, or £20.00 depending on your currency. Exact change in cash is recommended. Please follow the link for more information on the rates and fees for a Rwandan T6-1 Conference visa:  
[https://www.migration.gov.rw/fileadmin/templates/PDF\\_files/COMMUNIQUE/New\\_standard\\_rates\\_for\\_Visa\\_fees\\_2016.pdf](https://www.migration.gov.rw/fileadmin/templates/PDF_files/COMMUNIQUE/New_standard_rates_for_Visa_fees_2016.pdf)

## How to Apply

### Apply through your local Embassy or Consulate

If time allows, we recommend that participants apply through their local Rwandan Embassies and Consulates as soon as possible.

### Apply online for visa pick-up on arrival

It is also possible to apply online through the Rwanda Directorate General of Immigration and Emigration online visa application portal: <https://www.migration.gov.rw/index.php?id=203>.

This online visa portal is useful for individuals without a Rwandan Embassy or Consulate in their home country.

The Rwanda Directorate General of Immigration and Emigration will process online requests and, once approved, email the applicant an approval slip allowing the applicant to pick up their visa upon arrival. Participants who apply through the online portal must bring this approval slip, as well as all other required documentation (see above) to pick up their visa upon arrival.

*Note:* All African Nationals, and Nationals of Australia, Germany, Israel, New Zealand, Republic of South Africa, Sweden, United Kingdom, and United States of America can pick up a T6-1 visa upon arrival without prior application to the Rwanda Directorate General of Immigration and Emigration; however, we recommend that you complete this step to be safe.

#### UNLP Passport Holders

No matter the nationality, all holders of UNLP passports can obtain a T6-1 visa upon arrival with the proper supplementary documentation.

*\* If you have any questions regarding the T6-1 visa application please email Nathan Odendahl at [nodendahl@cleancookstoves.org](mailto:nodendahl@cleancookstoves.org)*