## BRIEF ON PROCESS FOR NGO STAFF COMING TO SOUTH SUDAN

## Following engagement between the NGO Forum and Deputy Chair of RRC, it was agreed that all requests for documentation for incoming staff to South Sudan should be submitted through the Office of the Deputy Chair of RRC. This replaces previous guidance that all requests be submitted through the Ministry of Foreign Affairs.

Please find the **travel request template** for staff coming to South Sudan on the NGO Forum website <https://docs.southsudanngoforum.org/regulation/guidance-documents/travel-request-template-ngo-staff-intending-fly-south-sudan>. **Attachments that should accompany the Travel Request Forms** for international staff coming into South Sudan are the following:

1. Passport biodata page of the NGO Staff in COLOR.
2. Copy of ID of existing staff.
3. Cover letter by Country Director or Executive Director of the NGO.
4. 2 Passport size photos. If unavailable, the passport page will be enough.

Also:

* In the cover letter, please indicate the **job title** of incoming staff.
* For “Proposed Day of travel” in the Travel Request Form, we recommend members to write “Depending on approval” instead of mentioning any specific travel date, due to unpredictable processing timeframes.

NGO Forum will be compiling and submitting requests to the Office Deputy Chair of RRC on a weekly basis. The requests are to be submitted to NGO Forum Secretariat through: Shamila Khaltuma on [nngo-states@southsudanngoforum.org](mailto:nngo-states@southsudanngoforum.org) (tel: 0922468926), copying Peter Chol on [programme@southsudanngoforum.org](mailto:programme@southsudanngoforum.org) (tel: 0927066747) and Ragnhild Gylver on [comms@southsudanngoforum.org](mailto:comms@southsudanngoforum.org) (tel: 0922651677). The RRC will be working together with the National Taskforce Committee on this matter. The fixed days for submission are still to be decided upon. Please call Shamila Khaltuma on tel: 0922468926 for updates on your travel request.

**Additional information:**

* Incoming staff with valid visas will still need approval through an Addendum to facilitate travel and easy entry into South Sudan.
* Incoming staff whose visas have expired will – even after obtaining approval through the Addendum signed by the Vice President – still need to get an entry permit in order to get visa at the Juba International Airport. **Please indicate in the cover letter whether staff will be arriving with a valid visa or not.** As many South Sudanese embassies are closed due to COVID-19, the Immigration has agreed to allow for processing of visa at the airport provided an entry permit is obtained first.
* Nationalities exempted from the entry permit requirement are Ugandans, Kenyans, Egyptians, Rwandans and people from Botswana. These nationalities are entitled to visa on arrival.
* Please note that Ethiopians and Sudanese are not exempted from the entry permit requirement.
* COVID-19 free certificates are required by the Immigration for those who don’t have valid visas or are not from countries entitled to visas at the airport; please submit after approval in NTF Addendum for facilitation of the Entry Permit process to [nngo-states@southsudanngoforum.org](mailto:nngo-states@southsudanngoforum.org), copying [programme@southsudanngoforum.org](mailto:programme@southsudanngoforum.org) and [comms@southsudanngoforum.org](mailto:comms@southsudanngoforum.org). **Those who have valid visa will only need to present the COVID-19 negative Certificate at arrival at JIA.** This is in compliance with the National Task Force directive that every international entering South Sudan should be COVID-19 free.
* The COVID-19 free certificate must be in English language. Ensure that the certificate specifies PCR testing as this has been required by certain airlines notably Ethiopian.
* For humanitarians bringing their families, COVID-19 Certificates are NOT required for infants.
* Upon arrival to South Sudan, despite staff having a certificate of COVID-19 negativity, staff must go through 14 days quarantine.
* The RRC Deputy Chair has requested that NGOs plan well and submit multiple requests at once, rather than submitting multiple requests separately within a short time span. He has expressed that multiple submissions from one NGO within for example a week, shows lack of planning and seriousness from the side of NGO. The Forum therefore asks members to compile and submit requests at greater intervals whenever possible.

The travel request process now looks as follows:

NGOs submit travel requests to the NGO Forum.

The RRC submits travel requests to Vice President’s Office.

The Office of the Vice President issues an Addendum granting special permission to enter South Sudan.

If incoming staff has valid visa or is from Kenya, Uganda, Rwanda, Egypt or Botswana:

If incoming staff does **not** have valid visa and is from a country other than Kenya, Uganda, Rwanda, Egypt, Botswana:

Incoming staff carries Addendum and COVID-19 free certificate at the time of travel.

The Addendum plus a COVID-19 Free Certificate of incoming staff, is submitted to the RRC by NGO Forum.

The RRC writes a letter to the Immigration authority requesting incoming staff to be given visas upon arrival to JIA.

Arriving to Juba, the staff completes Q14. Tracking template is not signed off by MoH but must be kept for internal record.

The Immigration approves the letter from the RRC with a stamp and signature.

Arriving to Juba, the staff completes Q14. Tracking template is not signed off by the MoH but must be kept for internal record.

Incoming staff carries Addendum, letter from the RRC stamped and signed by the Immigration and COVID-19 free certificate at the time of travel.

NGO Forum submits travel request to the RRC.

Applicable to all

THIS DOCUMENT WILL BE UPDATED WHENEVER NECESSARY