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## **1. Introduction**

The information contained in this document is for the participants of the 12<sup>th</sup> Ordinary Session of the Assembly of the Heads of State and Government and the 14<sup>th</sup> Ordinary Session of the Executive Council of the African Union.

## **2. Focal Point for Information Communication**

The task of organizing and coordinating preparatory work as well as overseeing the proper implementation of protocol and facilitation matters are handled by the NATIONAL PREPARATORY COMMITTEE FOR THE 12<sup>TH</sup> ORDINARY SESSION OF THE ASSEMBLY OF THE HEADS OF STATE AND GOVERNMENT OF THE AFRICAN UNION. For the smooth facilitation of the preparatory activities of these important events, all participating states and their missions are advised to make contact through the following Telephone and Fax numbers.

- Secretariat of the National Preparatory Committee.

**Tel.No:-** 0115-54 48 38 /0115-51-41-66/0115-15 97 74/0911-44-25-06

**E-mail:** mfa.protocol@ethionet.et

**Fax:-** 0115-51-75-44 /0115-51-43-00 /0115-52 55 08

## **3. Escorts of Honour and Escorts of Protocol**

- Escort of Honour and high level government officials will be attending the welcoming ceremony of Heads of State and Government.
- One protocol officer (Escort of Protocol) will be assigned for each delegation. Escort officers serve as a communication channel between the Delegation and the Secretariat. Escort Officers will always stay with the respective delegations until their departure from Ethiopia.

## **4. Registration**

The Secretariat of the Preparatory Committee needs to get the final name list of the Heads and Members of Delegations from each member state ***before 01 January 2009*** in order to make proper preparations with regard to Badges, hotel reservation, transportation and other related issues.

Hence, all African Missions accredited to the AU are requested to send the name list of delegation members to the secretariat before the above mentioned date.

## **5. Hotel Booking**

Hotel reservation for Heads of Delegation can be made through the Secretariat of the Preparatory Committee. Since major hotels require early booking in advance, all African Mission are requested to send final Hotel Reservation request to the Secretariat by 01 January 2009.

The Secretariat will allocate rooms for each member state at major Hotels as indicated below:-

### ***For Heads of State and Government:-***

Sheraton 1+1+2 Rooms  
Hilton 1+1+2 Rooms

### **N.B**

- 1 for Heads of State/Government
- 1 for Foreign Minister
- 2 for others

### ***For other Heads of Delegation***

Sheraton 1+2 Rooms  
Hilton 1+2 Rooms

Missions are advised to book rooms at other Hotels for the remaining members of delegations who are not booked at the Sheraton or Hilton.

The Ethiopian Government will cover the cost of one Hotel Room and Hotel expenses for Heads of State and Government or Heads of Delegation of Member States of the African Union during the Summit.

Hotel expenses for other members of each Delegation will be covered by the respective Delegation itself.

## **6. Transport Arrangement**

The Ethiopian Government will provide vehicles to the participants of the Summit as indicated below:-

### **A. For Heads of State and Government**

- Mercedes Limousine.....1
- VIP car (Foreign Ministers).....1
- Security car .....2
- protocol Car.....1
- Motor Cycle escort

### **B. For other Heads of Delegations**

- Mercedes Limousine.....1
- Protocol Car ..... 1

C. For Spouses (First Ladies)

- Protocol Car ..... 1
- VIP Car..... 1
- Escort Car ..... 1

D. For Other Delegates

- Shuttle Buses will be arranged from and to Airport, Hotels and Meeting Venue.

E. Luggage Car

- Shuttle luggage car will be arranged from and to the Airport and Hotels.

Missions that rent additional cars for the purpose of this event are expected to register the cars and the drivers to the secretariat before 5 January 2009.

## **7. Car Passes**

Car passes have to be obtained for all vehicles to have access to the relevant venues such as conference centers, hotels, etc. Each Mission will be provided with **five car passes**. These are in addition to the official cars that are provided by the Ethiopian Government. Hence, each Mission is advised to provide the plate numbers as well as names and addresses of the drivers to the Secretariat before 5 January 2009 in order to get the car passes.

***[Car pass form is attached as Annex I]***

## **8. Security**

The Ethiopian Government will make proper security arrangements during the Summit and Ministerial meeting.

For the smooth facilitation of the entry of the security officers from AU Member States, the list of Security Officers accompanying Heads of State and Government as well as Ministers has to be communicated to the Secretariat of the preparatory committee including detailed information on firearms and Communication Equipments they carry.

It should be noted that one security officer can carry only one sidearm and each country is allowed to bring to Ethiopia only five sidearms.

All firearms to be brought to Ethiopia have to get permission prior to the arrival of the Delegation.

Hence, each Mission is kindly requested to send Security Officers permit request with the following information:-

- Type and Model of Firearm
- Serial No. of Firearm
- Rounds of ammunition

In addition, Communication Equipments to be used by security officers should also get permission before entering Ethiopia.

***N.B. One armed close protection officer per Head of State and Government will be allowed in to all official Venues***

This information should reach the Secretariat of the Preparatory Committee by Fax 0115 51 75 44, 0115 51 43 00 before 5 January 2009.

***[Fire arm registration form is attached as Annex II]***

## **9. Members of the Press and Press Equipments**

Members of the International Press are welcome to cover the 12<sup>th</sup> Ordinary Session of the Assembly of the Heads of State and Government and the 14<sup>th</sup> Ordinary Session of the Executive Council of the African Union.


In order to facilitate the entry to Ethiopia and the activities of the press, members of the press are requested to send press permit request to the following address before 5 January 2009.

### ***Secretariat of the Preparatory Committee***

Tel. 0115- 54 48 38/ 0115 51 41 66/0115- 15 97 74

Fax 0115- 51 75 44, 0115 51 43 00 /0115- 52 55 08


Mr. Demesew Kebede

 0911-34 46 33

E-mail: dem\_dkt2@yahoo.com

### ***Ministry of Information of FDRE***

Mr. Fantahun Asres

Tel. 0115 52 85 84,  0913 53 96 91

Fax 0115 54 25 86

E-mail: fantahunasres @yahoo.com or moipi@ethionet.et

The African Union also makes registration of members of the Press. Hence all Members of the Press are advised to contact the African Union Press and Information Division at the following address:-

Ms. Rahel Akalework  
Communication and Information Division  
African Union Commission  
Tel 0115 51 77 00 ext. 206  
Fax 0115 51 12 99  
E-mail: Rahela@africa-union.org

**[Media Accreditation Form is attached as Annex III]**

**[Media Equipment Form is attached as Annex IV]**

## **10. Badges**

- Heads of State and Government as well as Heads of Delegations will be issued with **Special golden pins** that will give them access to all venues and events;
- Foreign Ministers will be issued with **Special Silver pins** in order to give them access to the relevant venues and events;
- Other Ministers will be issued with **Special Ministerial Badges**.
- Delegates, Protocols, Securities, Press and other participants will be issued with different categories of Badges to give them access to the relevant venues and events.

***N.B. The center for Badge preparation and distribution is at Ghion Hotel.***

- ***Missions are advised to contact: Ato Tesfaye Mekonen ☎ 0911 30 27 23 / Ato Girma Mengesha ☎ 0911 54 04 10 / Ato Robel Admassu ☎ 0911 41 94 12***
- ❖ Missions are requested to submit Badge request form to the secretariat before 05 January 2009.

***[Security Badge Request form is attached as Annex V]***

## **11. Private Planes**

Presidential or private planes transporting delegates to the 12<sup>th</sup> Ordinary Session of the Assembly of the Heads of State and Government and the 14<sup>th</sup> Ordinary Session of the Executive Council of the African Union will

land at Addis Ababa Bole International Airport. Relevant information such as:

- a. Name of carrier
- b. Name and type of aircraft
- c. Entry and exit points in Ethiopia
- d. Call sign
- e. Point of departure and destinations
- f. Dates and times of arrival and departure,

have to be communicated to the Secretariat by fax no. 0115 51 75 44 or 0115 51 43 00 or by hand to the Protocol Office of the Ministry before 20 January 2009 in order to get the necessary landing permit.

Alternative airports, apart from the Bole International Airport, are available at Bahir Dar and Mekele taking 45 minutes and 50 minutes flight hours from Addis Ababa respectively.

## **12. Visa Formalities**

Official Representatives and Experts holding **Diplomatic** or **Service** passport of member states or **Laissez-passer of the AU** who are traveling to Ethiopia to attend the summit are permitted to enter without visa.

For Representatives, Officials and Experts holding Ordinary Passport of the AU member states as well as holders of Diplomatic, Service or Ordinary passports of other states or a UN Laissez-passer who are traveling to Ethiopia to attend the summit, Visa On Arrival will be issued upon presentation of their accreditation letters or up on submission of formal request.

## **13. Arrival Ceremony and Procedure**

### **A. Heads of State and Government**

- Upon arrival of the aircraft carrying a head of state or Government, the Chief of Protocol of the Ministry of Foreign Affairs and the Ambassador of the respective state will board the plane to invite the Head of State or Government to disembark;
- The Head of State or Government, after disembarking, will be received at the base of the plane by senior cabinet Minister of the Government of Ethiopia;

- The Head of State or Government will be presented with bouquet of Flower;
- The Head of State or Government accompanied by the cabinet Minister of the Ethiopian Government will proceed along the red carpet to the Ceremonial Dias and the Anthem of the African Union will be played;
- Ethiopian Government Officials that stand in line along the red carpet will be introduced to the Head of State or Government by the Chief of Protocol followed by the Officials of AU and the Diplomatic Corps to be introduced to the Head of State or Government by the Ambassador of the respective State.
- The Chief of Protocol invites the visiting Head of State or Government to view the troops of cultural performers lined up along the red carpet.
- The Head of State or Government proceeds to the Presidential Salon accompanied by Senior Officials and make a brief stay at the Salon.
- Refreshment will be served.
- The Head of state or Government departs Presidential Salon for the Hotel accompanied by the Senior Official of the Ethiopian Government;

**B. Foreign Ministers**

- Foreign Ministers, upon arrival by private or commercial plane will be received by officials of the Ministry of Foreign Affairs of Ethiopia.
- The visiting Foreign Minister will be escorted to the VIP Salon and make brief stay;
- Refreshment is served
- The visiting Minister will be escorted to the designated vehicle and proceed to the Hotel.

**C. Other Participants**

- All other participants and Delegates will be received by Protocol Officials of the Ministry of Foreign Affairs of Ethiopia and Officials of the African Union.

#### **14. Arrival and Welcoming Ceremony at the Summit Venue**

On 1 February 2009, Heads of State and Government upon arrival at the Summit venue will be received by higher officials of the Commission of the African Union.

Heads of State and Government will be escorted to the Holding Room and will be received by H.E. Ato Meles Zenawi, Prime Minister of the Federal Democratic Republic of Ethiopia.

#### **15. Departure from the Summit Venue**

Procedures of Departure will be communicated to each mission and delegation in due time.

#### **16. Official Functions**

##### **State Dinner**

There will be a state Dinner on the evening of 1 February 2009 at Sheraton Hotel.

Heads of State and Government will arrive at the Holding Room of the Hotel according to the order of precedence of the Heads of State and Government of the Members of states of the African Union;

***❖ Only one Security officer is allowed to enter to the Dinner program together with the Heads of State and Government.***

Details will be communicated in due time.

##### **Reception**

H.E. Ato Seyoum Mesfin, Minister of Foreign Affairs of the Federal Democratic Republic of Ethiopia hosts a reception on the evening of 29 January 2009 at the Sheraton Addis in honour of the visiting Foreign Ministers;

Masters of Ceremony extends few words of welcome in English, French and Arabic languages;  
and Cultural Song and Dance will be performed by Artists from Hager Fikir Theater;

## **17. Departure from Ethiopia**

Departing Heads of State and Government from their respective Hotels will be received by Escorts of Honour (Cabinet Ministers) at the entrance of the VIP Salon at the Airport;

The Departing Head of State or Government will be escorted to the VIP Salon and makes a brief stay;

Refreshment will be served;

After a short stay, the Head of State or Government proceeds along the red carpet for the ceremonial Dais;

The Head of State or Government will be invited by the Chief of Protocol to view the traditional Dancers;

The Head of State or Government Bids farewell to the Diplomatic corps and Ethiopian Government Officials;

Salute of Honour will be given by Guard of Honour;

The Anthem of the African Union will be played;

Proceeds to board the aircraft;

**End of the Programme.**



**FIRE ARM REGISTRATION FORM**

**THE 12TH ORDINARY SESSION OF THE ASSEMBLY OF THE HEADS  
OF STATE AND GOVERNMENT**

**&**

**14TH ORDINARY SESSION OF THE EXECUTIVE COUNCIL OF THE  
AFRICAN UNION**

**(29 JANUARY -3 FEBRUARY 2009)**

**FAMILY NAME** \_\_\_\_\_

**FIRST NAME** \_\_\_\_\_

**NATIONALITY** \_\_\_\_\_

**SEX** \_\_\_\_\_

**JOB TITLE** \_\_\_\_\_

**PASSPORT No** \_\_\_\_\_

**MAKE, MODEL AND CALIBER OF WEAPON** \_\_\_\_\_

**SERIAL NUMBER** \_\_\_\_\_

**NUMBER OF ROUNDS OF AMMUNITION** \_\_\_\_\_

**SPECIAL EQUIPMENT** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**MEDIA ACCREDITATION FORM**

**THE 12TH ORDINARY SESSION OF THE ASSEMBLY OF THE HEADS OF  
STATE AND GOVERNMENT**

**&**

**14TH ORDINARY SESSION OF THE EXECUTIVE COUNCIL OF THE  
AFRICAN UNION**

**(29 JANUARY -3 FEBRUARY 2009)**

**FAMILY NAME**

**(MR/MRS/Ms):** \_\_\_\_\_

**FIRST NAME(S):** \_\_\_\_\_

**NATIONALITY:** \_\_\_\_\_

**SEX (M/F)** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**MEDIA ORGANIZATION:** \_\_\_\_\_

**PASSPORT NO:** \_\_\_\_\_

**PROFESSIONAL CARD NO:** \_\_\_\_\_

**\* Duties to be performed in Addis (tick or enter as appropriate)**

<b>JOURNALIST</b>	<b>VIDEO CAMERA PERSON</b>	<b>PHOTOGRAPHER</b>	<b>TECHNICIAN</b>	<b>OTHER Pls Specify</b>

**CONTACT ADDRESS:** \_\_\_\_\_

**TELEPHONES:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**TIME AND DATE OF ARRIVAL:** \_\_\_\_\_

**FLIGHT NO:** \_\_\_\_\_

**SIGNATURE OF APPLICATION AND DATE** \_\_\_\_\_



