

1. Introduction

The information presented in this document is for participants of the 14th Ordinary Session of the Assembly of the African Union and the 16th Ordinary Session of the Executive Council of the African Union.

2. Contact Point for Information

The task of coordinating preparatory work as well as overseeing the proper implementation of protocol and facilitation matters are handled by the NATIONAL PREPARATORY COMMITTEE FOR THE 14TH ORDINARY SESSION OF THE ASSEMBLY 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- 51-03-67/0115-53-67-35/0115-51-41-66/0912-02-38-54

Fax:- 0115-51-75-44 /0115-51-43-00

E-mail: mfa.protocol@ethionet.et

3. Escorts of Honour and Escorts of Protocol

- Escort of Honour and High Level Government officials shall attend the welcoming ceremony of Heads of State and Government.
- One protocol officer (Escort of Protocol) will be assigned for each delegation. Escort officers shall serve as a communication channel between the Delegation and the Secretariat. Escort Officers shall always stay with the respective delegations until their departure from Ethiopia. The list of Escort Protocol Officers assigned for each delegation will be distributed as early as possible.

4. Registration

The Secretariat of the Preparatory Committee shall get at hand the final name list of the Heads and Members of Delegations from each member state **before 31 December 2009** in order to make necessary and proper preparations with regard to Badges, hotel reservation, transportation and other related issues.

Hence, all African Missions accredited to the AU are requested to submit the list of their 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 Hotel Reservation request to the Secretariat before **31 December 2009**.

The Secretariat shall 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 Ministers
- 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 the delegations who are not booked at the Sheraton or Hilton.

The Ethiopian Government will cover the cost of one Hotel Room and Hotel expenses (meals and soft drinks) 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 should be covered by the respective Delegation.

6. Transport Arrangement

The Ethiopian Government shall 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 car2
- Motor Cycle escort

B. For other Heads of Delegations

- Mercedes Limousine.....1
- Security Car1

C. For Spouses

- VIP Car.....1
- Security Car1

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 plate and name of the drivers to the secretariat before 5 January 2010.

7. Car Passes

All vehicles that would have to access to the relevant venues such as conference centers, hotels, etc should acquire Car passes. 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 2010 in order to get the car passes.

(Car pass request form is attached as Annex I)

8. Security

The Ethiopian Government shall take all the necessary and 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:-

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

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

N.B. One armed close protection officer per Heads 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 2010.

(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 14th Ordinary Session of the Assembly of the Heads of State and Government and the 16th Ordinary Session of the Executive Council of the African Union.

In order to facilitate an entry to Ethiopia and activities of the press, members of the press are requested to send press permit request to the following address before January 5, 2010.

Secretariat of the Preparatory Committee

Tel.No:- 0115- 51-03-67/0115-53-67-35/0115-51-41-66

Fax: 0115-517544/0115-514300/0115-525508

Mr. Demsew Kebede - 0911 34 46 33

E-mail: demesewk@gmail.com

Government Communication Affairs Office

Tel. 0115545658/ 0917812919

Fax 0115540473

E-mail. loveethiopia2000@yahoo.com

Attn.: Mr. Motuma Temesgen

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:-

Press and Information Division

African Union

P.O.Box 3243

Tel. 0115 51 77 00 ext 236 or 0911-385555

Fax 0115 51 12 90

Attn: Mr. Asmerom Girma

(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 shall be issued with **Special golden pins** that will give them access to all venues and events;
- Foreign Ministers shall 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 shall be issued with **Delegate Badges** to give them access to relevant venues and events;
- Security officers shall be issued with **Security Badges** to give them access to allowed areas at the conference center and Hotels.
- Members of the press shall be issued with **Press Badges** to give them access to areas allowed for the press.
- Other members of Delegations shall be issued with badges of different categories.
- Support staff from the Ethiopian Side (Protocol, Security etc...) shall always wear their designated badges during the summit.

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

- Missions are advised to contact: Department of VIP protection - 0115-151468 or 0911-409350/ Ato Semunegus H/Giorgis -0913470178/ Ato Girma Mengesha - 0913470178

- Missions are requested to fill the attached Badge request form and submit to the secretariat before 5 January 2010.

(Badges request form is attached as Annex V)

11. Private Planes

Presidential or private planes transporting delegates to the 14th Ordinary Session of the Assembly of the African Union and the 16th 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 delivered by hand to the Protocol Office of the Ministry before 20 January 2010 in order to get the necessary landing permit.

Alternative airports, apart from the Bole International Airport, are available at Bahir Dar International Airport and Mekele International Airport taking 45 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** 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 and 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 shall 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 shall 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.
- Refreshments shall 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 shall be received by officials of the Ministry of Foreign Affairs of Ethiopia.
- The visiting Foreign Minister shall be escorted to the VIP Salon and make brief stay;
- Refreshments shall be served

- The visiting Minister shall be escorted to the designated vehicle and proceed to the Hotel.

C. Other Participants

- All other participants and Delegates shall 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

31 January 2010, Heads of State and Government up on arrival at the Summit venue shall be received by H.E. Mr. Jean Ping, Chair Person of the Commission of the African Union and other officials of the African Union.

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

15. Departure from the Summit Venue

At the end of each Session of the Summit, Heads of State and Government shall be escorted to the Holding Room for a brief stay for the purpose of having an orderly departure.

16. Official Functions

State Dinner

A State Dinner will be hosted by H.E. Meles Zenawi, Prime Minister of Federal Democratic Republic of Ethiopia on the evening of 31 January 2010. 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;

N.B. 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 28 January 2010 at the

Sheraton Addis in honour of the participants of the 16th Ordinary Session of the Executive Council of the African Union;
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 shall be received by Escorts of Honour (Cabinet Ministers) at the entrance of the VIP Salon at the Airport;

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

Refreshment shall be served;

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

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 Program.

**Updated Car pass request form
(to be attached with the not verbal)**

| S.N | Name of the Embassy | Name of the Driver | | Address | | | Grade of Driving License | Driving License No | Type of the Vehicle | Name of company who, rented the vehicle | Address | | |
|-----|---------------------|--------------------|-----------|----------|--------|-----------|--------------------------|--------------------|---------------------|---|----------|--------|------------------------|
| | | First Name | Last Name | Sub City | Kebele | Mobile No | | | | | Sub City | Kebele | Mobile No of the owner |
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- N.B**
- List the car pass request according to the order of priority.
 - Indicate only 3 vehicles that you want to be in the motorcade.
 - Be sure that the rented cars are from the legitimate company.
 - Please attach the copy of driving license of the drivers assigned to Africa Union Summit.

**THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)**

OVER FLIGHT AND LANDING CLEARANCE REQUEST FORM

| | | | | | |
|----|---|---|---|---|---|
| 1 | COUNTRY/EMBASSY/INT.ORG./:- | | | | |
| 2 | TYPE OF AIRCRAFT:- | | | | |
| 3 | CALL SIGN:- | | | | |
| 4 | REGISTRATION NO. AND NATIONALITY | | | | |
| 5 | AIRCRAFT OPERATOR AND P.O. BOX:- | | | | |
| 6 | PURPOSE OF FLIGHT:- | | | | |
| 7 | CAPTAIN'S NAME:- | | | | |
| 8 | NUMBERS OF CREW MEMBERS:- | | | | |
| 9 | NAME AND STATUS OF VIP:- | | | | |
| 10 | OVER FLIGHT <input type="checkbox"/> LANDING <input type="checkbox"/> | | | | |
| 11 | ROUTE OF FLIGHT (FROM TO):- | | | | |
| 12 | POINT OF DEPARTURE/DESTINATION:- | | | | |
| 13 | TYPE OF CARGO:- | | | | |
| 14 | DATE OF FLIGHT | ORIGIN, ESTIMATED TIME OF DEPARTURE AND DATE (ETD) | ENTRY POINT AT ETHIOPIAN AIR SPACE, TIME AND DATE | EXIT POINT OF ETHIOPIAN AIR SPACE, TIME AND DATE | DESTINATION, DATE AND TIME OF ARRIVAL (ETA) |
| | | | | | |
| | | | | | |
| | | | | | |

For applicants only

Ref. No. -----

Signature and stamp -----

Date -----

For MFA purpose only

Flight permission number **MFA/** -----/-----/-----

Signature and stamp -----

Ref. No. -----

Date -----

CC: Civil Aviation Authority
Ministry of National Defense
National Intelligence and Security Service

REMARK. HAZARDOUS OR DANGEROUS CARGO DESCRIPTION MUST BE ANNEXED TO THIS REQUEST

FIRE ARM REGISTRATION FORM

**THE 14TH ORDINARY SESSION OF THE ASSEMBLY OF HEADS OF STATE AND
GOVERNMENT**

&

**THE 16TH ORDINARY SESSION OF THE EXECUTIVE COUNCIL OF THE
AFRICAN UNION**

(28 JANUARY - 2 FEBRUARY 2010)

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 14TH ORDINARY SESSION OF THE ASSEMBLY OF HEADS OF
STATE AND GOVERNMENT

&

THE 16TH ORDINARY SESSION OF THE EXECUTIVE COUNCIL OF THE AFRICAN UNION
(28 JANUARY - 02 FEBRUARY 2010)

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)

| JOURNALIST | VIDEO CAMERA PERSON | PHOTOGRAPHER | TECHNICIAN | OTHER PLS SPECIFY |
|------------|------------------------|--------------|------------|----------------------|
| | | | | |

CONTACT ADDRESS: _____

TELEPHONES: _____

FAX: _____

E-MAIL: _____

TIME AND DATE OF ARRIVAL: _____

FLIGHT NO: _____

SIGNATURE OF APPLICATION AND DATE _____

BADGES REQUEST FORM

(To be attached with the note verbal)

| S.N | First Name | Last Name | Country or Organization | Status | Put (✓) mark for those attend on 14 th Ordinary Session of the Assembly of the Africa Union (Jan 31- Feb 2) | Type of Badge | Passport/ID Number | Remark |
|-----|------------|-----------|-------------------------|--------|--|---------------|--------------------|--------|
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |

Types of Badges

- Security - AU Commission - First Lady - National Committee (Only for Ethiopian)
- Delegate - Observer - Protocol - Driver
- Minister - Special Guest - Support - Press

➤ *Only one security man is allowed to be in the conference center with the head of state*

N.B. The note verbal should be submitted to MOFA before Jan 10, 2009