PROTOCOL AND ADMINISTRATIVE GUIDE
For
The 26th Ordinary Session of the Assembly of Heads of State and Government And
The 28th Ordinary Session of the Executive Council of the African Union

24-31, January 2016
Addis Ababa, Ethiopia
1. INTRODUCTION

• The information contained in this guide is intended for participants of the 26\textsuperscript{th} Ordinary Session of the Assembly of Heads of State and Government and the 28\textsuperscript{th} Ordinary Session of the Executive Council of the African Union from 24-31 January 2016 at the African Union Commission, in Addis Ababa, Ethiopia.
2. CONTACT POINT FOR INFORMATION

• Coordinating the preparatory activities as well as overseeing the proper implementation of all protocol and logistical arrangements is handled by the Protocol Directorate General of the Ministry of Foreign Affairs.

• Missions of member states and invited guests are advised to make contact with the following:

For any urgent matters:-
• Amb. Yeshi Tamrat - Chief Coordinator/ 091-123-0144
• Mr. Legesse Geremew – Chief of Protocol/ 091-214-2819
• Mr. Tesfaye Mekonnen-Security Affairs/ 091-130-2723
• **Secretariat of the Preparatory Committee**

• The Secretariat of the Preparatory Committee shall receive a Note Verbal with duly completed registration forms in order to make proper preparations with regard to badges, hotel reservations, transportation and other related issues. (The forms are annexed here with).

**Contact Persons:**

• Ms. Seble Woldeamanual/091-111-6053
• Ms. Adeyabeba Derbew/091-318-0946
• Office Tel .No:- 011-552-7624/011-552-7203/011-552-3867
• Fax: - 011-552-3776 /011-553-1775/011-551-4300
• E-mail: protocol@mfa.gov.et
3. **ESCORTS OF HONOR AND ESCORTS OF PROTOCOL**

- A Protocol/Liaison Officer will be attached to each member states and invited countries led by a Head of State or Government. The Officer shall act as a link between the Delegation and the Host country on all pertinent issues. Protocol Officers will remain with respective delegations until their departure.

- The names of Protocol Officers will be communicated to diplomatic missions.
4. **ACCREDITATION**

- Accreditation of delegates will be done at the Ghion Hotel from January 15 to 30, 2016 between 08:00-23:00hrs.

- **Contact Persons:**
  - Mr. Esayas Guta (Coordinator)/ 094-413-4108
  - Mr. Tesfaye Mekonnen / 091-130-2723
  - Mr. Nahom Berhanu / 091-118-6330
  - Office Tel .No:- 011-552-7624/011-552-7203/011-552-3867
  - Fax: - 011-552-3776 /011-553-1775/011-551-4300
5. ACCOMMODATION

Accommodation for AU Member States during the Summit will be facilitated for the nights of 28, 29, 30 and 31 January 2016 based on the following modalities.

- Delegations led by a Head of State or Government: - a suite and three rooms (1+1+2);
  - Sheraton Addis Hotel,
  - Hilton Addis Hotel,
  - Radisson Blu Hotel, or
  - Elilly Hotel.

- Delegations led by ministerial rank: - 1+2 rooms;
  - Sheraton Addis Hotel,
  - Hilton Addis Hotel,
  - Radisson Blu Hotel, or
  - Elilly Hotel,
  - Marriot Executive Apartments,
  - Capital Hotel and Spa,
  - Intercontinental Hotel, or
  - Getfam Hotel.
• Contact Persons:
  • Mrs. Roza Yerukneh /094-828-0188
  • Mr. Ameha Hailegiorgis/ 091-237-4303
  • Office Tel .No:- 011-552-7624/011-552-7203/011-552-3867
  • Fax: - 011-552-3776 /011-553-1775/011-551-4300
  • E-mail: protocol@mfa.gov.et.

• Missions are advised to book rooms in other hotels for the remaining members of their delegates.

• The Ethiopian Government will cover the cost of accommodation for Heads of State and Government or Heads of Delegations of Member States of the African Union as per the aforementioned dates. The coverage includes meals, water and soft drinks only.

• Hotel expenses for other members of the delegation shall be covered by respective delegations. Participants are strongly encouraged to secure hotel accommodation as early as possible.
6. TRANSPORT

From the date of their arrival, on 25 January 2016 at the earliest for Ministers of Foreign Affairs, and from 28 January 2016 at the earliest for Heads of State and Government, until their departure on 1st February at the latest, the Government of Ethiopia will provide delegates of Member States with the following number of vehicles.

**Delegations led by Heads of State or Government, including First Ladies**

- One VVIP Limousine for the Head of State or government
- One Executive Car for First Lady
- One Executive Car for Foreign Minister
- Two Security cars
- One Protocol car
- One Protocol car for First Lady
- Motor escort
• **Delegations led by Ministerial rank**

• One VIP Car for the Head of Delegation
• One Protocol car

• Provision of transport to the remaining delegates is the responsibility of each individual delegation or their respective diplomatic mission.

• Diplomatic missions are advised to provide prior information to the Secretariat, on the models of cars, their registration numbers, and the full names and dates of birth of the drivers with copies of driving license and ID. (See annex II).

• Access to the African Union Commission will be with car passes issued by the AU Security. Access to Bole International Airport and designated hotels will be limited only to vehicles with relevant car passes.

• Each Mission is advised to submit a duly completed form to the Secretariat in order to get the car passes. (See annex II).

• Shuttle luggage cars from Airport to the hotels and vice-versa will be arranged. Delegations are requested to designate a luggage manager for luggage handling.

**Contact Persons:**
• Mr. Mesfin Woldesillassie / 091-316-8104
• Office Tel .No:- 011-552-7624/011-552-7203/011-552-3867
• Fax: - 011-552-3776 /011-553-1775/011-551-4300
7. **SECURITY**

- The Ethiopian Government provides 24 hour security during the Summit and the Executive Council meetings at all Official Summit venues and hotels where delegates are staying.

- Diplomatic missions are advised to provide the list of Security Officers accompanying Heads of State or Government as well as Ministers to the Secretariat a week ahead of the Ministerial and Summit Meetings. The list should include detailed information on Firearms and Communication Equipments they carry in accordance with the security procedures of the Host country as indicated below.
7.1 Security Fire Arms

- It should be noted that each delegation led by head of state is allowed to bring into Ethiopia only five side arms. Delegations led by Prime Minister or Minister is allowed to bring into Ethiopia only two side arms.

- Firearms to be brought into Ethiopia have to get permission prior to the arrival of the Delegation.
- All firearms should be declared at the Airport during the arrival and departure time. (See annex III)

- All delegates, except Heads of State and Government, First Ladies, Ministers and Ambassadors will be subjected to security checks when accessing formal or informal venues including the Conference Hall.
- Communication equipments to be used by security officers should also have to get permission before entering Ethiopia. Hence, each Mission is advised to submit the duly completed form to the Secretariat a week ahead. (See annex IV)

N.B.
- Only one protection officer without arm per Heads of State or Government will be allowed into the conference hall and the state banquet.
- One protection officer with side arm per Head of State or Government shall be allowed in the lobby of all venues.
8. MEMBERS OF THE PRESS AND PRESS EQUIPMENTS

All media personnel are required to provide information for Media Accreditation and media equipment clearance as per the application form to the Secretariat. (see annex V)

Contact Persons:

Mr. Zerihun Megersa- 091-306-1499
Tel. 011-553-6731
Fax 011-551-7544/011-551-4300

Government Communication Affairs Office
Mr. TekleMariam Debele 091-3142920
Tel. 011-554-5662
Fax 011-554-2586
• The African Union also makes registration of members of the Press. Hence, all members of the Press are advised to contact the African Union Directorate of Information and Communication at the following address:-

• Mrs. Rahel Akalewold
• Directorate of Information and Communication
• African Union Commission
• Tel: +251 11-552-6373 ext 1015
9. **Security Badges and Car passes**

- The Secretariat will provide each delegation with the following badges:
  - **1 Golden pin** for Heads of State or Government, as well as Heads of Delegations of Member States.
  - **1 Silver pin** for Foreign Ministers and Heads of Regional and International Organizations.
  - Other Ministers will be issued with **Special Ministerial Badges**.
  - Delegates will be issued with **Delegate Badges**
  - Security officers will be issued with **Security Badges**
  - Members of the media team will be issued with **Media Badges**
  - Other members of Delegations shall be issued with badges of different categories.
Car Passes will be provided to each delegation as follows:
• Motorcade-4
• Ministers-1 each
• First Lady motorcade-2
• Ambassadors-1
• Embassy-3
• For rented cars-7

N.B.
• Car passes do not give permission to drive on roads blocked during the transfer of Heads of State and Government. Delegates are advised to use alternative roads.
• All Participants and delegates must always wear their designated badges during the Summit.
• **Allocation of badges:**
  – For delegates of member States – 20
  – Security – 5
  – Protocol -3 including the Protocol/Liaison Officer and protocol of First Lady.
  – Press as per accreditation
  – Invited guests, Regional and International Organizations – 5
  – AU guests and AU Organs – 5

• **Embassies**
  • Ambassador- 1
  • Deputy Ambassador ( if any) -1
  • Other Embassy staffs – 5
• **African Union** (as per the list to be provided by the commission)
  • Relevant staffs only
  • Ushers as per the AU list
  • Protocol Officers of AU
  • Security Personnel

• **Media (Local)**
  • Print media -1/day
  • ETV -15 per day
  • Addis Based Foreign Media -2 per organization

• **Badge and Car pass request forms should be submitted on digitally written manner. Requests that are not readable will not be processed.**

• **N.B.**

• Security badge request submitted with scanned Photos shall be processed for Heads of Missions, Regional and International Organizations Heads. Other staff members shall appear physically for registration.
10. ARRIVALS AND DEPARTURES

The Secretariat requests that missions provide the specific arrival and departure details of their delegates at least 72 hours ahead by a Note Verbal.

Presidential or private/chartered planes transporting delegates to attend the 26th Ordinary Session of the Assembly of Heads of State and Government and the 28th 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,
has to be communicated to the Situation room of the Ministry of Foreign Affairs by fax no. 011-552-3776 or 011-551-4300 or 011-553-1775 or delivered by hand to the Situation Room of the Ministry. (See annex VII)
11. **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 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 upon submission of formal request.

- **Contact Persons:**
  - Mr. Sebsibe Bade / 091-083-1804
  - Mr. Mesfin Melaku / 091-019-9399
  - Mr. Semere Kidane / 091-120-6972
  - Mr. Tewodros Yilma/ 091-164-8731
12. 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 by a Senior Government Official of Ethiopia and a Commissioner of the AU;

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;

The Head of State or Government proceeds to the Presidential VIP Salon at the First Floor accompanied by the Senior Government Official and make a brief stay at the Salon.

Refreshments shall be served.

The Head of State or Government departs Presidential Salon for the Hotel.

N.B Official welcoming ceremonies shall be conducted from 7:00a.m. till 6:00p.m.
B. Foreign Ministers

• Foreign Ministers, upon arrival by private or commercial plane shall be received by protocol officers of the Ministry of Foreign Affairs.
• The Foreign Minister shall be escorted to the Red VIP Salon and make a brief stay;
• Refreshments shall be served;
• The Foreign Minister shall be escorted to the designated vehicle and proceed to the Hotel.

C. Other Participants

• Other delegates will be received by Protocol Officials of the Ministry of Foreign Affairs of Ethiopia and Officials of the African Union.
13. **ARRIVAL AND WELCOMING CEREMONY AT THE AUC**

- On 30\(^{th}\) January 2016, Heads of State and Government shall be received by H.E. Dr. Nkosazana Dlamini-Zuma, Chairperson of the Commission of the African Union and other Officials of the African Union at the AUC. Only the private secretary, Chief of Protocol, Doctor, one security and ADC (if any) can access the venue with the Heads of States without being subjected to security searching.

- Heads of State and Government shall be escorted to the Holding Room and shall be received by H.E. Mr. Hailemariam Dessalegn, Prime Minister of the Federal Democratic Republic of Ethiopia.

- Arrival and departures from hotels and conference hall shall be according to order of precedence.
14. OFFICIAL FUNCTIONS BY THE GOVERNMENT OF ETHIOPIA

15.1. STATE DINNER
A State Dinner will be hosted by H.E. Mr. Hailemariam Dessalegn, Prime Minister of the Federal Democratic Republic of Ethiopia on the evening of 30th January 2016. Heads of State and Government will arrive at the Holding Room of the Lalibela Ball Room according to the order of precedence.

N.B. Only one unarmed Security officer accompanying Heads of State is allowed to enter into the banquet hall.

Attendance shall be only by invitation.
15.2 RECEPTION

In honor of the participants of the 28th Ordinary Session of the Executive Council of the African Union, H.E. Tedros Adhanom, Minister of Foreign Affairs of the Federal Democratic Republic of Ethiopia, will host a reception on the evening of 27th January 2016 at the Sheraton Hotel, Lalibela Ball Room.

Attendance shall be only by invitations.

Contact Person:
- Mr. Mesfin Wudineh 091-121-0234
- Mr. Nebyu Tedla 092-053-7964
- Mrs. Selamawit Alemayehu 091-160-7248
• **15. DEPARTURE FROM ETHIOPIA**

• Departing Heads of State and Government shall be seen off by the Chief of Protocol.

• The Departing Heads of State or Government will be escorted to the VIP Salon at the First Floor and make a brief stay;

• After a short stay, the Heads of State or Government proceed along the red carpet and board their planes.