



# MEDIA ADVISORY NOTE



NOT FOR PUBLICATION OR BROADCAST

## MEDIA ADVISORY NOTE

FOR THE  
**16<sup>TH</sup> ORDINARY SESSION OF THE ASSEMBLY OF THE AFRICAN UNION**  
ADDIS ABABA: ETHIOPIA

### THEME OF THE SUMMIT

"Towards Greater Unity and Integration through Shared Values"

### EVENTS

1. **24-25 January 2011:** 21<sup>st</sup> Session of the Permanent Representatives Committee (PRC)
2. **27 - 28 January 2011:** 18<sup>th</sup> Session of the Executive Council.
3. **30 - 31 January 2011:** 16<sup>th</sup> Ordinary Session of the Assembly of the African Union

This Advisory Note, in word format is also available on:

<http://au.int/en/summit/16thsummit>

## 1. ACCREDITATION

Access to media facilities will be available only to accredited media representatives. Accreditation is open to bona fide journalists, broadcasters, photographers, film and television camera crews and technicians.

Four methods of accreditation are available.

**a. Online system:**

The forms are available at

<http://au.int/en/summit/16thsummit/accreditation>

**b. E-mail:**

After completing the accreditation form available at

<http://au.int/en/summit/16thsummitt>, the form and scanned copies of all the required documents should be sent via e-mail to Mrs Rahel

Akalewold on: [rahela@africa-union.org](mailto:rahela@africa-union.org)

**c. Mail:**

After completing the accreditation form available at

<http://au.int/en/summit/16thsummit>, the form and all the required documents should be sent to:

Mrs. Rahel Akalewold

Communication and Information Division

Room 015

African Union Commission

PO BOX 3243

Addis Ababa

Ethiopia

Tel: + 251 11 551 4555

Fax: +25111551 1299

**d. By hand:**

After completing the accreditation form available at

<http://au.int/en/summit/16thsummitt>, the form and all the required documents can be submitted by hand to Mrs. Rahel Akalewold in

Room 15 at the AU Commission

The application should be signed by a senior executive confirming that the applicant has been assigned to cover the AU Summit.

**Required documents to accompany application form**

- Two passport size photographs;
- A letter on a letterhead from the journalist's organization indicating his/ her function;

- Copy of a professional press card or equivalent identification

It is also advisable to carry hard copies of all the required documents in case of any necessary checks.

**Applications should reach Mrs Akalewold before Saturday 15 January 2011.**

#### **What to do in Addis Ababa**

On arrival in Addis Ababa, journalists will need to get two badges

- a. The official government press badge, which will be issued at Ghion hotel (this involves being photographed before the card is processed).
- b. AU conference badge. After getting the government issued press badge, journalists will need to go to room 15 at the AU Commission's conference building to get their conference badges. These will give them access into the conference rooms.

Journalists are advised to make sure they arrive in Addis Ababa in good time so as to have the documentation done before the meetings start.

Journalists are also advised to arrive at summit venues early to ensure that they clear all entry procedures before the meetings start.

**Any further enquiries related to Ethiopian government processes may be directed to:**

#### **Secretariat of the preparatory committee**

Workaferahu Aklilu

Tel: +251 11 5519607/ 5514166/ 912023854

Fax: 251 11 557544/ 5514300

Email: [mfa.protocol@ethionet.et](mailto:mfa.protocol@ethionet.et)

#### **Press Affairs Committee- Ministry of Foreign Affairs**

Mr. Demsew Kebede

+251 911 344633

Fax: +251 11 5517544/ 5514300/ 5525508

#### **Government Communications Affairs Office**

Mr Mursan Umer

+251 11 5545662/ 911158189

Fax: +251 554286

## **2. PASSPORTS AND VISAS**

Members of the media from those countries exempted from visa requirements to Ethiopia need not apply for visas.

All other applicants **must comply with the Ethiopian visa requirements.**

Journalists should contact the nearest Ethiopian Diplomatic or Consular Mission to request for Ethiopian visa.

It is advisable to obtain visas before coming in order to save time.

### **3 CUSTOMS CLEARANCE**

Accredited media personnel bringing technical equipment with them to Ethiopia will be subject to full Customs Control. Therefore, journalists are kindly requested to send their list of equipment (two copies) together with their application for accreditation. (See media equipment form at <http://au.int/en/summit/16thsummit> )

### **4. MEDIA FACILITIES**

Media Centers, with facilities for print and electronic media will be located at the African Union Conference Center (for the PRC and Executive Council meetings) and the United Nations Conference Center (for the Assembly meeting).

A general work area will be provided in the Media Center.

The work area will be equipped with work desks, which will have standard Ethiopian power points (Shucko type, 220 VAC, 50Hz) where laptops and printers can be plugged in. PCs with Microsoft Windows packages plus printers will also be available.

The PC's will provide free Internet access and will share printers.

### **5. INTERVIEWS REQUESTS**

Journalists wishing to interview the leadership of the AU Commission during the summit should submit their requests to Mrs Esther Azaa Tankou on [YambouE@africa-union.org](mailto:YambouE@africa-union.org); Tel: +251 911 36 11 85

### **6. MEDIA BRIEFINGS**

Briefings by the African Union Resource persons will take place in the Media Briefing Center. Journalists will be given advance notice of the briefing time and speakers.

### **7. TELEPHONES AND FAXES**

Telephone and fax facilities will be available on a commercial basis.

8. **TELEVISION AND RADIO**

Facilities for satellite feeds can be booked in advance by contacting:

- Mr. Habte Gemed  
Co-ordinator; Satellite and Television Facilities  
(+251-911 677952)  
Ethiopian Television  
Fax: +251-11 5512686  
E-mail [Gemed98@yahoo.com](mailto:Gemed98@yahoo.com)  
Or [etv2@telecom.net.et](mailto:etv2@telecom.net.et)

9. **PRESS COVERAGE AND PHOTO POOLS**

Opening and closing sessions during the meetings are open to journalists, depending on availability of space within the meeting rooms.

10. **ACCOMMODATION**

Accommodation will be on self-arrangement basis. Journalists are advised to make their booking early to avoid last minute inconveniences. (An updated list of Addis Ababa hotels is available at: <http://au.int/en/summit/16thsummit>)