



MEDIA ADVISORY NOTE

FOR THE

29th Ordinary Session of the Assembly

Addis Ababa, Ethiopia

THEME OF THE SUMMIT

“Harnessing Demographic Dividend through investments in the Youth”

Important dates:

27th – 28th June 2017: 34th Ordinary Session of the Permanent Representatives’ Committee

30th June – 1st July 2017: 31st Ordinary Session of the Executive Council

3rd – 4th July 2017: 29th Ordinary Session of the Assembly of the Heads of State and Government of the African Union

**NOT FOR PUBLICATION OR BROADCAST
THIS ADVISORY IS SUBJECT TO UPDATES**

1. **ACCREDITATION FOR MEDIA PERSONNEL BASED OUTSIDE ETHIOPIA**

All journalists will apply online. The media accreditation form is available on <https://au.int/web/en/summit/29/accreditation>

Once journalists receive confirmation of their application from the Directorate of Information and Communication (DIC), they should print it and, along with their application documents and **passport copy**, take it to Ethiopian Embassy in their country. Documents should be taken to the PUBLIC DIPLOMACY CENTER and not the visa center.

The documents will be processed by the Ethiopian government authorities through their channels and journalists will receive their visas from their points of application.

All journalists will be issued with journalist visas. No journalist will be allowed to attend the summit on a business or tourist visa.

ACCREDITATION FOR JOURNALISTS APPLYING FROM COUNTRIES WHERE THERE IS NO ETHIOPIAN EMBASSY

Journalists from countries where there is no Ethiopian embassy should fill in the visa on arrival form available on the AU website: www.au.int

Once received, DIC will forward it to the Ethiopian Government Communication Office for processing as per the regulations.

ACCREDITATION FOR JOURNALISTS WHO ARE ON MISSION IN COUNTRIES WHERE THERE IS NO ETHIOPIAN EMBASSY

Media personnel who are on mission where there is no Ethiopian embassy should observe the following regulations:

Their organization should facilitate the process for them. Their residence card should be attached to their application documents.

They should go, in person, to collect their visa from their country of residence.

Three methods of accreditation are available for journalists applying from outside Ethiopia.

1.1. Online system:

The online accreditation form is available at <https://au.int/web/en/summit/29/accreditation>

1.2. E-mail:

After completing the accreditation form, the form and scanned copies of all the required documents should be sent via e-mail to Mrs Rahel Akalewold on: 29thausummit@africa-union.org

1.3. Mail and fax:

After completing the accreditation form, the form and all the required documents should be sent to:

MR. Molalet Tsedeke

Directorate of Information and Communication

African Union Commission

PO Box 3243

Addis Ababa

Ethiopia

Tel: +251115182014 +251115182558:

E-mail: 29thAUSummit@africa-union.org

Required documents to accompany application form

- Two passport size photographs not more than six months old;
- A letter of assignment on a letterhead from the journalist's organization indicating his/ her function;
- Copy of a valid 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 Mr. Molalet before June 20th 2017**

2. ACCREDITATION FOR MEDIA PERSONNEL BASED IN ETHIOPIA

All media personnel operating from within Ethiopia must apply for accreditation through the Government Communication Office by providing the following information:

- Full Names (as in ID or Passport)
- ID or Passport Number
- Name of Media organization

- Designation (Reporter, Photographer etc)
- Current media/ press badge
- Contact Numbers

Email address

The above information must be provided before 20th June 2017 to the following officials:

Government Communication Office

Mr. Shambel Tilhun

Tel: 251 911 747313

E-mail: mediarltn@gmail.com

Mr. Teklemariam Debele

Tel: 251 913 142920

E-mail: mediarltn@gmail.com

Ms. Bedrya Wolchafo

Tel : 251 911 030404

E-mail : mediarltn@gmail.com

Ms. Aynadis Getenet

Tel: 251 911 88 20 31

E-mail: mediarltn@gmail.com

Ministry of Foreign Affairs Office

Mr. Chala Dejenu

Tel. 251 91051 86 69

E –mail: chala.dejenu@mfa.gov.et

3. WHAT TO DO IN ETHIOPIA

Journalists will need to get two badges.

- 3.1. The **Government press badge** will be issued by the government authorities. This involves being photographed before the card is processed. ***Journalists will be advised in due course of the accreditation venue.*** This badge will allow access into the AU compound.
- 3.2. **AU Conference badge:** After getting the government issued press badge, journalists will need to go to the African Union Commission to get their Conference badges. This badge will give them access into the conference

- rooms during the Summit.
- 3.3. Journalists are advised to make sure they arrive in Ethiopia in good time so as to have the documentation done before the meetings start.
 - 3.4. Journalists are also advised to arrive at Summit venues early to ensure that they clear all entry procedures before the meetings start.

4. YELLOW FEVER CARDS

- 4.1. Yellow fever cards will be required at the ports of entry for everyone travelling from yellow fever designated countries.

5. CUSTOMS CLEARANCE FOR MEDIA EQUIPMENT

Accredited media personnel bringing technical equipment with them to Ethiopia will be subject to full Customs Control. Journalists are requested to send their list of equipment (two copies) together with their application for accreditation. (See media equipment form on the AU website) [_](#)

Journalists wishing to bring in live broadcasting equipment or to request live transmission facilities should contact

Mr. Habte Gemed

Co-ordinator; Satellite and Television

Facilities (+251-911 677952) (+251 923 807

876) Ethiopian Television

E-mail Gemedetv@yahoo.com

6. MEDIA FACILITIES

A media center, with facilities for print, online and electronic media will be available at the Summit venue. Access to media facilities will be available only to accredited media representatives.

7. REQUESTS FOR INTERVIEWS WITH AUC LEADERSHIP

Journalists wishing to interview the leadership of the AU Commission during the 29th AU Summit should submit their requests to Ms. Afrah Thabit, on Thabitma@africa-union.org Tell: +251-911-200922

8. MEDIA BRIEFINGS BY AU LEADERSHIP

Briefings by leaders of the various African Union organs and programmes will take place at the conference center. Journalists will be given advance notice of the briefing time, venue and speakers.

Other partner organisations of the AU occasionally request facilities through the DIC for media briefings during the Summit. Journalists will be notified of such briefings through postings in the media center

9. MEDIA COVERAGE OF THE SUMMIT

Opening and closing sessions during the meetings are open to journalists, depending on availability of space within the meeting rooms. Media practitioners will be informed of how to enter the plenary halls in the following ways:

- a. A guideline will be circulated to all media on the AU database and on the AU website

A briefing session will be held for all media during the Summit. A notice will be circulated regarding the time and date of the briefing.

10. LIVE STREAMING

Opening sessions and press conferences of the Summit will be streaming live. The live stream link will be disseminated closer to the dates for information and for the public to follow live all the open sessions worldwide. These feeds will be available through the media centre. Media will also be notified of all live streamed meetings via the website and notices posted in the media center.

11. TELEPHONES AND FAXES

Telephone facilities will be available on a commercial basis.

12. TELEVISION AND RADIO

Media will be notified if live links to their national broadcasters will be available. Inquiries in this regard should be sent to Mr Gamal Karrar on: GamalK@africa-union.org, Direct Tel.: +251 11 5182573

13. ACCOMMODATION

Accommodation will be on self-arrangement basis. Journalists are advised to make their booking early to avoid last minute inconveniences. A list of Addis Ababa hotels will soon be available on the African Union website.

14. SUMMIT COMMUNICATIONS ENQUIRIES

General enquiries on the arrangements made for the media for the Summit should be directed to Mrs Wynne Musabayana on MusabayanaW@africa-union.org

For further information:

Directorate of Information and Communication | African Union Commission | E-mail: DIC@african-union.org | Website: <http://www.au.int>

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Face book: <https://www.facebook.com/AfricanUnionCommission>

Twitter: https://twitter.com/_AfricanUnion

YouTube: <https://www.youtube.com/AUCommission>

Learn more at:

<http://www.au.int>

<http://au.int/en/summit/29>

