



# MEDIA ADVISORY NOTE



NOT FOR PUBLICATION OR BROADCAST

## MEDIA ADVISORY NOTE

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

### THEME OF THE SUMMIT

“Boosting intra African trade”

### EVENTS

- 23-24 January 2012:** 23<sup>rd</sup> Ordinary Session of the Permanent Representatives Committee (PRC);
- 26-27 January 2012:** 20<sup>th</sup> Ordinary Session of the Executive Council
- 29 – 30 January 2012:** 18<sup>th</sup> Ordinary Session of the Assembly of the African Union.

## 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/18thsummit>

**b. E-mail:**

After completing the accreditation form available at  
<http://au.int/en/summit/18thsummit>, the form and scanned copies of all the required documents should be sent via e-mail to Mrs Rahel Akalewold on: [18thAUSummit@africa-union.org](mailto:18thAUSummit@africa-union.org)

**c. Mail and fax:**

After completing the accreditation form available at  
<http://au.int/en/summit/18thsummit>, the form and all the required documents should be sent to:

Mrs. Rahel Akalewold  
Directorate of Information and Communication  
Room 015  
African Union Commission  
PO BOX 3243  
Addis Ababa  
Ethiopia

Tel: +251 11 5526373 ext 1015; Fax: +25111553 6150

**d. By hand:**

After completing the accreditation form available at  
<http://au.int/en/summit/18thsummit>, 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 hand delivered 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 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 Monday 16 January 2012.**

**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 National Preparatory Committee**

**Contact Person: Bezabih Tigu**

**Tel.No:-** 0115- 51-96-070115-51-41-66/0911-31-46-52

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

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

**Press Affairs Committee-Ministry of Foreign**

**Contact Person: Mr. Nebeyu Tedla**

**Tel.** 0115536731/ 0920537964

**Fax** 0115517544/0115514300

**E-mail:** n\_tedla@yahoo.com

**Committee for Badge Affairs**

**Contact Person: Mr. Girma Mengesha**

**Tel.** 0115519607/0911540410

**Fax.** 0115517544/0115514300

**Committee for Visa Affairs**

**Contact Person: Mr. Amare Shumet/Nebyu Mohammed**

**Tel.** 0911-206972

## **Government Communications Affairs Office**

Mr Mursan Umer

+251 11 5545662/ 911158189

Fax: +251 11 5507898

### **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 possible to make arrangements to get a visa on arrival in Ethiopia but all media personnel are strongly advised 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/18thsummit> )

### **1. MEDIA FACILITIES**

A media center, with facilities for print and electronic media will be available at the summit venue.

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.

### **2. 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. Journalists will be given advance notice of the briefing time, venue and speakers.

**7. TELEPHONES AND FAXES**

Telephone 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 Gemedra  
Co-ordinator; Satellite and Television Facilities  
(+251-911 677952)  
Ethiopian Television  
Fax: +251-11 5512686  
E-mail [Gemedra98@yahoo.com](mailto:Gemedra98@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/18thsummit>