



MEDIA ADVISORY NOTE



NOT FOR PUBLICATION OR BROADCAST

MEDIA ADVISORY NOTE

**FOR THE
24TH ORDINARY SESSION OF THE ASSEMBLY OF THE AFRICAN
UNION
ADDIS ABABA ETHIOPIA**

23-31 JANUARY 2015

THEME OF THE SUMMIT

“Year of Women Empowerment and Development Towards Agenda 2063”

EVENTS

**Friday 23 and Saturday 24th January: 29th Ordinary Session of the
Permanent Representatives Committee**

**Monday 26th and Tuesday 27th January: 26th Ordinary Session of the
Executive Council of the African Union**

**Friday 30th and Saturday 31st January: 24th Ordinary Session of the
Assembly of the African Union**

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

The following accreditation process applies only to media personnel based outside Ethiopia. Local media personnel or international correspondents based in Addis Ababa do not need to apply through the African Union. They are required to approach the Ministry of Information for accreditation.

Four methods of accreditation are available.

1.1. **Online system:**

The online accreditation form is available at <http://summits.au.int/en/24thsummit/accreditation>

1.2. **E-mail:**

After completing the accreditation form available at <http://summits.au.int/en/24thsummit/accreditation> the form and scanned copies of all the required documents should be sent via e-mail to Mrs Rahel Akalewold on: 24thAUsummit@africa-union.org

1.3. **Mail and fax:**

After completing the accreditation form available at <http://summits.au.int/en/24thsummit>, the form and all the required documents should be sent to:

Mrs. Rahel Akalewold
Directorate of Information and Communication
African Union Commission
PO Box 3243
Addis Ababa
Ethiopia
Tel: +251 11 5526373; Fax: +25111553 6150 ext 2551

1.4. **By hand:**

After completing the accreditation form available at <http://summits.au.int/en/24thsummit>, the form and all the required documents can be submitted by hand to Mrs. Rahel Akalewold at the AU Commission

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

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 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 Friday 16th January 2015.**

2. ACCREDITATION FOR MEDIA PERSONNEL BASED IN ETHIOPIA

All media personnel operating from within Ethiopia should approach the Government Communication Affairs Office

Mr. Tesfaye Gebremeskel

+251 11 552 8113

+251 913 433 780 (mob)

+251 11 550 7898 (fax)

loveethiopia2000@yahoo.com

However, after accreditation by the Ministry, they should proceed to the African Union to get the conference badge

3. WHAT TO DO IN ADDIS ABABA

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

- 3.1. The official government press badge, which will be issued in Addis Ababa (this involves being photographed before the card is processed).
- 3.2. AU conference badge. After getting the government issued press badge, journalists will need to go to the conference center to get their conference badges. These will give them access into the conference rooms.
- 3.3. 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.
- 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. PASSPORTS AND VISAS

- 4.1. Members of the media from those countries exempted from visa requirements to Ethiopia need not apply for visas.
- 4.2. All other applicants **must comply with the Ethiopian visa requirements.**
- 4.3. Journalists should contact the nearest Ethiopian Diplomatic or Consular Mission to request for an Ethiopian visa.
- 4.4. 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.
- 4.5. Contact details for the Ministry of Foreign Affairs will be provided soon.

5. **CUSTOMS CLEARANCE FOR MEDIA EQUIPMENT**

Accredited media personnel bringing technical equipment with them to Ethiopia will be subject to full Customs Control. Therefore, journalists are requested to send their list of equipment (two copies) together with their application for accreditation. (See media equipment form at <http://summits.au.int/en/24thsummit>)

Journalists bringing in heavy equipment that will require space outside of the plenary halls will need to relay this information before 16th of January to

Mr Gamal Eldin Ahmad A Karrar
Directorate of Information and Communication
Room 015
African Union Commission
PO BOX 3243
Addis Ababa
Ethiopia
Tel: +251 11 5526373 ext 2573; Fax: +25111551 1299
GamalK@africa-union.org

6. **MEDIA FACILITIES**

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.

A media center, with facilities for print, online 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, 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. File Transfer Protocol (FTP) service is available in the media center.

Recording points for audio are available in the plenary hall and the media center as follows:

Plenary hall: 76 Male (including 24 outputs of the mobile multibox) and 24 female points

Media center: 26 male per each of the four AU languages languages

However, as the number of such points is limited, media organisations that have mobile multi boxes are advised to bring them in order to effectively cover the meetings.

Live transmission facility of the open sessions from the plenary hall will be available in the media center.

A sound recording room is also available.

Focal person for the media center facilities is: Mr. Molalet Tsedeke; molalett@africa-union.org ; +251 911 630631

7. REQUESTS FOR INTERVIEWS WITH AUC LEADERSHIP

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; Tel: +251 911 36 11 85

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 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 guideline will be circulated to all media on the AU database
- A briefing session will be held for all media at the AU during the summit. A notice will be circulated regarding the time and date of the briefing.

Additionally, specific officers will be responsible for ensuring smooth entry and exit of media personnel. Pls see table below

10. LIVE STREAMING

The AU Commission will be streaming live, all the opening sessions of the PRC, Executive Council and Assembly meetings as well the press conferences by AU leadership. These feeds will be available on <http://livestream.au.int>

Enquiries regarding live streaming should be directed to:

Mr Asmerom Girma
+251 911 385555

11. TELEPHONES AND FAXES

Telephone facilities will be available on a commercial basis.

12. 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) (+251 923 807 876)

Ethiopian Television

Fax: +251-11 5512686

E-mail Gemedatv@yahoo.com

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 is available on the African Union website.