

**TURKEY-AFRICA PARTNERSHIP
MINISTERIAL REVIEW CONFERENCE
(16 December 2011, İSTANBUL)**

“Administrative Arrangements”

DRAFT PROGRAMME

14 December 2011, Wednesday (Conrad Istanbul/ Hilton Istanbul Hotel/Ceylan Intercontinental)

- Arrival of the delegations to İstanbul and transfer to hotels
(Buffet lunch and dinner at the hotels)

15 December 2011 Thursday (Conrad İstanbul Hotel)

- Arrival of the delegations to İstanbul and transfer to hotels
- Buffet lunch at the hotels

13.30-14.00 Registration

14:00-18:00 High Level Preparatory Meeting

- Welcome Address by the Deputy Undersecretary of Ministry of Foreign Affairs
- Remarks by the Chairperson of the Permanent Representatives Committee | Dr. Ruben
- Statement by Representative of the African Union Commission
- Consideration of the identified priority projects
- Consideration of the draft Joint Communiqué of the Ministerial review Committee
- Consideration of the draft agenda of the Ministerial Review Conference

19:30 Welcome Reception hosted by H.E. Amb. Birnur Fertekligil, Deputy Undersecretary, Ministry of Foreign Affairs

16 December 2011 Friday (Çırağan Palace Kempinski Hotel)

Ministerial Review Conference/Morning Session

07:45-09:30 Registration

09:30-10:10 Opening Statements (10 minutes for each speaker)

- Minister of Foreign Affairs of the Republic of Turkey
- Chairperson of the Executive Council of the African Union (Equatorial Guinea)
- Chairperson of the African Union Commission

10:10-11:10 Review of the Africa-Turkish Partnership and Future Perspectives

- Review of the Implementation of the Joint Plan of Action – Turkey
- Review of the Implementation of the Joint Plan of Action – Africa
- Discussion on the presentations of Review and Future Perspective

11:10-11:50 Statement of Ministers and Heads of RECs

11:50-12:45 Lunch at the hotel (In addition to the lunch given by Foreign Minister H.E. Ahmet Davutoğlu to the heads of the delegations, a buffet lunch will be organized for the other members of the delegations)

Ministerial Review Conference / Afternoon Session

- 14:00-16:30 Statements of Ministers and Heads of the RECs continued
- 16:30-17:30 Preparation of the II. Turkey-Africa Cooperation Summit
- o Date of Summit
 - o Venue of Summit
- 17:30-18:00 Adoption of the Joint Communiqué
- 18:00-18:30 Closing Remarks
- o Minister of Foreign Affairs of the Republic of Turkey
 - o Chairperson of the Executive Council of the African Union
- 18:30-18:45 Family Photo
- 18:45-19:15 Joint Press Conference (Minister of Foreign Affairs of Turkey, Chairperson of the Executive Council of the African Union and the Chairperson of the African Union Commission)
- 18:45-20:00 Bilateral Meetings (Rooms will be available for the delegations)
- 20:00 Dinner hosted by H.E. Ahmet Davutoğlu, Minister of Foreign Affairs of the Republic of Turkey in honor of the Heads of Delegations (organized with TUSKON) (A separate buffet dinner will be served for the remaining members of the delegations)
Venue: (To be confirmed)
- Spouse programme will be available
 - Shuttle service will be available between the Hotels and Conference venue.

17 December 2011 Saturday

Departure by Charter plane to Konya with Foreign Minister Davutoğlu / For the Ministers, Heads of the RECs and personally invited heads of the observer international organizations for a cultural and touristic programme (Details of the Konya programme will be provided)

A touristic programme for the Ministers, Heads of the RECs and personally invited heads of observer international organizations in Istanbul on 18 December 2011 will be available (Details of the Istanbul programme will be provided)

Transfer of the delegations to the airport that are departing for their countries will be provided.

18 December 2011 Sunday

Transfer of the Ministers in Konya by airplane to Istanbul /A Charter flight will be provided)

Departure of the delegations from Istanbul (transfers to the airport will be provided)

(For the Ministers and Head of the RECs that will stay in Istanbul in the night of 18 December 2011 due to their flight connections required hospitality will be provided)

TURKEY-AFRICA
PARTNERSHIP MINISTERIAL REVIEW CONFERENCE
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- Turkey-Africa Partnership Ministerial Review Conference will be held on 16 December 2011, in Istanbul.
- The Ministerial Review Conference will be preceded by a High Level Preparatory Meeting on 15 December 2011 afternoon.
- Turkey will cover the board and lodging expenses in Turkey of each participating state and the Regional Economic Communities (RECs) / From 14 December onwards for the participants of High Level Preparatory Meeting and from 15 December onwards for the participants of the Ministerial Review Conference on the following basis;

Minister + Spouse + 2 members (1+1+2) of the delegations from the participating states.
One of the 2 Officials must be the Ambassador or Chargé d'Affaires in Addis Ababa.

Chairman + Spouse + 5 members (1+1+5) of the delegation from the African Union

REC Secretariat + Term Presidency (1+1) from the RECs
- Turkey will also cover the international travel expenses of the LDC group of African countries on the basis of business class for the Ministers and their spouses and economy class for 2 members of the delegations (1+1+2). (One of the two should be the Ambassador or Chargé d'Affaires in Addis Ababa.
- A touristic programme will be prepared for the spouses in İstanbul on 16 December 2011.
- Following a cultural/touristic programme to be organized in Konya on 17 December 2011, Saturday, a touristic programme in Istanbul on 18 December 2011, Sunday will be available for Ministers, Heads of the RECs and personally invited heads of observer international organizations willing to stay in Turkey at the weekend.
- The Ministers and their spouses, Heads of the RECs and personally invited heads of observer international organizations are requested to confirm their participation in the Konya programme.
- The Turkish Government will cover the full expenses of the Konya programme. Return charter flights between İstanbul and Konya will be provided by the Turkish Government on 17 and 18 December 2011. Participants will receive the details of the Konya programme following the confirmation of their participation.
- For the Ministers and Heads of the RECs that will stay in Istanbul in the night of 18 December 2011, due to their flight connections, required hospitality will be provided until 19 December 2011, noon.

- Hotels: Delegations will be staying at the Conrad Hotel, Hilton Hotel and Ceylan Intercontinental Hotel in Istanbul.
- High Level Preparatory Meeting: High Level Preparatory Meeting on 15 December will be held at Conrad Hotel.
- Ministerial Review Conference: The First Turkey-Africa Partnership Ministerial Review Conference on 16 December will be held at Çırağan Palace Hotel.
- Contact Point: The lists (with attached form) of the Delegations should be sent to +90-312-292 27 66 by fax, and naime.saran@mfa.gov.tr ; eoner@mfa.gov.tr ; olgan.bekar@mfa.gov.tr by e-mail until December 02, 2011.

The phone numbers of the contact points are by order of writing : +90-312-292 15 25; +90-312-292 16 99; +90 312 292 21 69

In İstanbul contact points will be Mr. Kemalettin Eruygur (keruygur@mfa.gov.tr) and Mr. Arda Ulutaş (aulutas@mfa.gov.tr). The Secretariat in İstanbul is planned to be operational during the first week of December 2011.

- Arrivals and Departures: The Participating Countries should provide the information in due time concerning the arrivals and departures of the delegations, indicating whether it is a special flight or commercial flight to the contact point. For the special flights, necessary flight permissions have to be obtained from the Ministry of Foreign Affairs of the Republic of Turkey. Accredited Turkish missions in the continent will provide the necessary assistance.
- The Ministers/Heads of the RECs/Heads of Observer International organizations and their delegations will be met at Istanbul Atatürk Airport, VIP lounge.
- The transportation of the Ministers/Heads of the RECs/Heads of Observer International Organizations and their delegations from the Istanbul Atatürk VIP lounge to the Hotels on December 14th and 15th 2011, will be made through the provided vehicles by the Turkish Government.
- A VIP car will be assigned for the participating Ministers/ Heads of the RECs/Heads of Observer International Organizations. Appropriate vehicles will be allocated for other members of the delegations from a pool available for the Secretariat.
- Police escorts will be provided for the Ministers/Heads of the RECs/Heads of the Observer International Organizations. The cars will not be armored. The delegations preferring an armored vehicle have to consult their missions in Turkey or rent it.
- Shuttle services will be provided between Conference venue and the hotels.
- Vehicle Cards: In case the resident Embassies of the Participating Countries would like to bring extra cars with CD plates in addition to the cars provided by the Ministry of Foreign Affairs for the participants, 2 additional vehicle cards having access to the Conference venue will be given. (Ambassador's car plus 1 car with CD plate)

- Security: The Security measures of the Conference and participating Ministers/Heads of the RECs/Heads of Observer International Organizations will be taken by the competent authorities of the Republic of Turkey.
- Welcome Reception: H.E. Ambassador Birnur Fertekligil, Deputy Undersecretary of the Ministry of Foreign Affairs of the Republic of Turkey will host a Welcome Reception on 15 December 2011, at 19:30 hours at Conrad Hotel.

High Level Preparatory Meeting:

- The High Level Preparatory Meeting will begin at 14.00 hours on 15 December 2011 at the Ballroom of the Conrad İstanbul Hotel and end at 18:00 hours

The Review Conference:

- The Turkey-Africa Partnership Ministerial Review Conference will begin at 09:30 hours on 16 December 2011 at the Ballroom of the Çırağan Palace Hotel. The morning session will end at 11:50 am. The afternoon session will start at 14:00 hours and end at 18:30 hours.
- The delegations will take their places in the Ballroom before the arrival of the Ministers.
- There will be a 5 minutes photo opportunity before the beginning of the meeting.
- Family Photo will be taken at Çırağan Palace Hotel at 18:30-18:45 hours on 16 December 2011.
- A press Conference will be held at 18:45 – 19:15 hours at the Çırağan Palace Kempinski Hotel on 16 December 2011.
- H.E. Ahmet Davutoğlu, Minister of Foreign Affairs of the Republic of Turkey will be hosting a working Luncheon in the honour of the Ministers, Heads of the RECs and Heads of observer International Organizations at the Çırağan Palace Hotel on 16 December 2011, between 12:45 – 14:00 hours. (Venue: To be confirmed) A separate buffet lunch will be provided for the other members of the delegations at the Çırağan Palace.
- H.E. Ahmet Davutoğlu, Minister of Foreign Affairs of the Republic of Turkey will be hosting a dinner in the honour of Ministers, Heads of the RECs and Heads of observer International Organizations at 20:00 hours on 16 December 2011 with TUSKON. (Venue: To be confirmed) A separate buffet dinner will be provided for the other members of the delegations.
- Interpretation: The languages of the Summit are English and French. The simultaneous translation in English, French, Arabic and Turkish will be provided by the Ministry of Foreign Affairs of the Republic of Turkey.
- Seating Arrangement of the Ministers will be done according to the names of the countries in English alphabetical order. The names of the countries will be indicated by placates on the table. Heads of the RECs will be seated after the countries. Behind the seat of each Minister and Head of the REC 3 chairs will be allocated for every delegation.

- Bilateral Meetings: For the Ministers who wish to hold bilateral meetings, necessary logistical assistance will be provided by the Ministry of Foreign Affairs of the Republic of Turkey at the Çırağan Palace Hotel on 16 December 2011.
- The accreditation of the international press members will be made through the General Directorate of Press and Information. The announcement concerning the accreditation will be made by the aforementioned General Directorate and through the Press Accreditations Desk which will be opened at the Çırağan Palace Hotel on 16 December 2011.
- The accredited members of the press will have access to the event. Delegations that wish to broadcast the event to their countries by their own channels are invited to apply as soon as possible to the Turkish Radio Television Corporation (TRT) to make the necessary technical preparations.
- During the meeting there will be a Press Center at the “Çırağan Palace Hotel” giving communication, documentation and etc, services

Identification Badges:

- **Red Badge** : Accessible to the Conference Hall (Çırağan Palace Hotel) and all restricted areas.
- **Blue Badge**: Accessible to all other locations except the Conference Hall (Çırağan Palace Hotel).
- **Green Badge** : Non-Accessible Summit building. Just for outside activities (hotels garden, parking areas, etc).
- **Yellow Badges** : Members of the Press selected by Directorate of Press and Information.
- 3 red badges will be allocated for each delegation. Blue, white and yellow badges will be given in numbers according to the requests of the Participating Countries.
- Resident Embassies of the Participating Countries are kindly requested to nominate a Contact Point Officer starting 1 December 2011 for a healthy flow of information between the Ministry of Foreign Affairs and themselves.
- The Badges should be collected by the Contact Point Officers of the delegations from the Secretariat of the Ministry of Foreign Affairs at the Conrad Hotel on 14 and 15 December and at Çırağan Palace Hotel on 16 December 2011. Delegations of the Participating Countries that does not have a resident Embassy in Turkey can collect the badges and documentation holders upon their arrival.
- Delegations Secretariat: A Secretariat room provided with a computer, printer, fax and photo copy machines will be available for the use of the delegations.

(If the Delegations would like to work in their native languages they should bring their own laptops.)

- Medical Assistance: On 15 and 16 December 2011 there will be a full medical assistance team at the Conrad Hotel and Çırağan Palace Hotel.

- The blood groups, allergic conditions (food or other wise) and special diets of the Ministers, Heads of the RECs and Heads of observer International Organizations should be communicated to the Contact Point beforehand.

Confirmation of the Participation:

- *In order to finalize the preparations of the Conference, the official participation responses of the Ministers, Heads of the RECs and Heads of the observer international organizations including information regarding the composition of their delegations are requested not later than 1 December 2011, Thursday.*

Recommended Hotels in Istanbul:

Conrad Otel:

Cihannüma Cad. Saray Mah. No:5 34353 Beşiktaş - İstanbul / Türkiye

Phone: +90 0212 310 25 25

Fax: +90 0212 259 66 67

Hilton Otel:

Cumhuriyet Cad. 34367
Harbiye - İstanbul / Türkiye

Phone: +90 0212 315 60 00

Fax: +90 0212 240 41 65

Ceylan Intercontinental

Asker Ocağı Cad. No:1 Taksim 34435, İstanbul, Turkey

Phone: +90 212 368 44 44

Fax : +90 212 368 44 99

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DELEGATIONS INFORMATION FORM

The attached form should be sent to the Ministry of Foreign Affairs and to the Secretariat until December 01, 2011, including information with regard to the participation in the Konya programme/spouse attendance.

Secretariat

Phone : +90 312 292 16 99
+90-312 292 21 69
+90-312 292 15 25
Fax : +90-312 292 27 66
E-mail : eoner@mfa.gov.tr
naime.saran@mfa.gov.tr
olgan.bekar@mfa.gov.tr

**DELEGATION
CONTACT POINT**

Name :
Phone :
Fax :
E-mail :
Mobile phone :

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DELEGATION FORM

Please indicate in protocol order.

Title (*)	Name	Family Name	Duty	Arrival Date & Time	Departure Date & Time	Type of requested ID Badge

*Ex: Mr / Mrs / Dr. /