



Protocol and Administrative Guide
for the
Second Africa Climate Summit (ACS2)
September 5 - 10, 2025

Addis Ababa, Ethiopia

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1. Introduction

This Protocol and Administrative Guide provides information on the protocol and logistical arrangements for delegations attending the **African Climate Summit** hosted in Addis Ababa, Ethiopia from September 5-10, 2025.

The Summit is being organized under the auspices of the Government of the Federal Democratic Republic of Ethiopia in close collaboration with the African Union Commission. It will bring together Heads of State and Government, Ministers, technical experts, and stakeholders to deliberate on Africa's priorities in addressing climate change.

All subsequent organizational, logistical, and protocol arrangements contained in this guide will apply to delegations participating in the Summit.

2. Registration and Accreditation

2.1 Registration

- The Government of the Federal Democratic Republic of Ethiopia (hereafter “the Government”), in coordination with the African Union Commission will support the organization of the Summit.
- Registration for all sessions will be conducted exclusively through the online registration platform (<https://africaclimatesummit2.et/>).
- All Diplomatic Missions must submit list of delegation with a Note Verbal to the Protocol Affairs Directorate-General of the Ministry of Foreign Affairs of the Federal democratic Republic of Ethiopia in person or by e-mail (mfa.secretariat@mfa.gov.et) no later than **25th**

of August 2025 to facilitate preparation of accommodation, transportation, and other logistics.

2.2 Accreditation

The Government of the Federal Democratic of Ethiopia and the African Union Commission will jointly issue badges granting access to color-coded zones within the conference venues.

2.2.1 Special Lapel Pins

- **Golden pins** will be issued to Heads of State and Government, Former Heads of State and Government, the Chairperson and Deputy Chairperson of the African Union Commission, and the Secretary-General of the United Nations.
- **Silver pins** will be issued to Ministers of Foreign Affairs, Commissioners of the AUC, Heads of Regional Organizations.
- **Observer Pin:** will be issued to representatives of non–African Union and non–CARICOM member states, international organizations, and invited institutions with observer status.
- **Chief of Security Pin:** will be issued to the Chief of Security responsible for the VVIP protection.

2.2.2 Badges

- The Government will issue badges for all registered members of delegations.
- Delegates holding Ministerial portfolios will receive badges labeled “Minister.”
- Permanent Representatives accredited to the African Union will be issued with badges labeled “Ambassador”.
- Other delegates will receive “Delegate” badges.
- Security personnel will be issued badges labeled “Special Armed” (limited to one per Head of State/Head of Government), “Armed,” or “Unarmed.”

Note that holders of “Special Armed” badges will not have access to the main conference building.

- Media personnel will be issued “Press Badges.”
- Access to official venues will require presentation of the appropriate pins, badges, and car passes.
- Pins, badges, and car passes are strictly non-transferable.
- Member States need to designate focal persons to collect badges. All participants must wear badges visibly within official venues.

2.2.3 Media Accreditation

- Media personnel must submit their details and a list of media equipment to the Secretariat at the Ministry of Foreign Affairs with a Note Verbal in person or by e-mail (mfa.secretariat@mfa.gov.et) at least **seven days prior to arrival** (see Annex IV).
- The Ethiopian Media Authority will establish a dedicated desk at Bole International Airport to assist arriving media crew.

- Media badges will be available for collection from **30th of August to 3rd of September 2025** daily from **08:30 to 21:00 hrs.** at Addis International Convention Center (AICC).
- International media representatives should register for accreditation via the official summit portal (<https://africaclimatesummit2.et/>).

2.2.4. Credential Categories and Zone Access

The summit venue will be organized into **Red, Blue, Green, and Yellow Zones** as follows:

Red Zone

- Includes: Leaders' Holding Room, Main Plenary Hall, Leaders' Luncheon Room, Group Photo Zone, and Bilateral Meeting Rooms.
- Each delegation will receive **four (4) floaters** granting Red Zone access.
- Delegates must wear a floater to enter the Red Zones.

Blue Zone

- Includes: Ministerial Holding Room, Ministerial Luncheon Area, and Blue Zone Entrance.
- Accessible to delegation members with silver pins, and badges labeled "Minister" or "Ambassador."

Green Zone

- Includes: Green Zone Entrance, opening ceremony, outdoor areas and Medical Center.
- Accessible to accredited media, other delegation members, opening ceremony attendees, host country protocol, and unarmed security personnel.

2.2.5. Observers

- Observers will only be permitted at the opening and closing ceremonies.
- Observers must obtain badges with pin from the accreditation center.

2.2.5 Car Passes

- Car passes will be issued by the Ethiopian Government to all delegations. Categories of car passes restrict access to Summit venues, Bole International Airport, designated hotels, and other official locations.
- Parking is permitted only at designated lots.
- Delegations led by Heads of State or Government will receive **five (5)** car passes; only a Protocol and VVIP vehicles may access the Red Zone drop-off points.
- Delegations led by other Heads of Delegation will receive **three (3)** car passes. Red Zone entry is restricted to Protocol and VIP vehicles only.
- VVIP and VIP car pass will be collected from the Directorate-General of Protocol of the Ministry of Foreign Affairs of Ethiopia between 1-5 September, 2025.
- Other delegates and participants will collect car pass from Addis International Convention Center between 1-5 September, 2025.
- Diplomatic missions must submit request of Car Pass in person by Note Verbal including vehicle details, registration numbers, and driver information with copies of licenses and IDs between 1-5 September, 2025.
- Driver badges will be collected at the Badge Center from 1-5 September, 2025.

3. Liaison Officers

- The Ministry of Foreign Affairs will assign a Liaison Officer to each Member State and delegation to serve as the primary point of contact between the delegation and the host country for all protocol, logistical, and administrative matters.
- The list of Liaison Officers is attached herewith. (See Annex VIII)

4. Welcoming at the Airport

4.1 Arrival Ceremony and Procedures

4.1.1 Heads of State and Government

- Heads of State and Government will be welcomed upon arrival by Senior Government Officials, the Chief of State Protocol, and representatives from the African Union Commission.
- The “Adey Ababa” carpet will be rolled out, bouquets of flowers presented, and the Guard of Honor will salute.
- Up to eight officials, including members of the delegation’s advance team, may attend the official welcoming ceremony. The names of the welcoming officials must be submitted at least 48 hours prior to arrival.
- Official welcoming ceremonies at the airport will be conducted daily from **06:00 to 18:00 hrs.**

4.1.2 Ministers

- Ministers will be received by officials of the Government of Ethiopia at Addis Ababa Bole International Airport.

4.1.3 Other Delegates

- Delegates whose itinerary received at least four working days before the Summit will be welcomed by Protocol Officers.

Note:

- Diplomatic Missions and Regional/International Organizations must submit over-flight and landing permit requests at least 72 hours prior to arrival with an official Note Verbal containing relevant details. Requests should be sent via email to **mfa.secretariat@mfa.gov.et** or delivered in person to the Protocol Affairs Directorate General.

4.1.4 Aircraft Parking Space & Regulations

- Aircraft parking spaces will be allocated at Addis Ababa Bole International Airport primarily for delegations led by Heads of State or Government.
- Parking for other Heads of Delegation will be arranged depending on availability, including options at other international airports outside Addis Ababa.
- Airport security will comply with ICAO standards, Vienna Conventions, and other applicable laws.

5. Immigration and Customs

5.1 Visa Formalities

- Holders of Diplomatic or Service Passports from AU member states, and holders of AU, IGAD, and UN Laissez-Passer, are exempt from entry visas fees, provided a Note Verbal along with list of delegates is submitted to mfa.secretariat@mfa.gov.et or delivered in person to the Protocol Directorate General at the Ministry of Foreign affairs.
- Other participants must obtain visa through Ethiopian Embassies or apply online via www.evisa.gov.et Conference visa on arrival will be issued at Bole International Airport if the delegation list with arrival details and passport numbers accompanied by a Note Verbal is submitted at least five days before arrival.
- Dedicated immigration counters will be available at Bole International Airport to expedite visa processing for delegates and participants.

Note: Passports must be valid for at least six months upon arrival.

5.2 Customs Regulations

- Delegates should refer to www.ecc.gov.et for detailed customs regulations including prohibited items, temporary importation, duty-free allowances, restricted items requiring permits, and declaration requirements (e.g., cash over USD 10,000, precious metals over 100 grams).
- Detailed specifications of any conference-related equipment must be submitted to the Ministry Secretariat at least 72 hours prior to arrival. (See Annex IV)

6. Logistical Arrangements

6.1 Local Transport

- The Government of Ethiopia will provide local transportation for Heads of State and Government, and other Heads of Delegation from arrival to departure.

6.1.1 Delegations led by Heads of State and/or Government (4 vehicles)

- One VVIP car
- Two security vehicles
- One Liaison Officer/Protocol vehicle
- Motor escort

6.1.2 First Ladies (3 vehicles)

- One VIP car
- One Liaison Officer/Protocol vehicle
- One security vehicle
- Motor escort

6.1.3 Delegations led by Vice Presidents or Prime Ministers (3 vehicles)

- One VIP car
- One security car
- One Liaison Officer/Protocol car
- Motor escort

6.1.4 Other Heads of Delegation (2 vehicles)

- One VIP car
- One Liaison Officer/Protocol vehicle
- Motor escort

6.1.5 Ministers of Foreign Affairs (1 vehicle)

- One VIP car
- Motor escort

Note: Delegations or their Embassies should designate an officer responsible for luggage handling. Diplomatic missions are responsible for transportation of remaining delegates.

6.2 Accommodation

One Executive/Classic Suite, in a five-star Hotel from one night before the Opening Session of the Summit until the last day of the Official Session of the Summit (for four nights). Allocation of hotel rooms will be conducted based on the Order of Precedence of the African Union.

The Government of the Federal Democratic Republic of Ethiopia will cover only the accommodation cost of the Heads of Delegation at designated Hotel. Hospitality includes bed, meals, and non-alcoholic beverages for four nights.

Accommodation for Other Delegates

- All other delegates are responsible for reserving and settling their own accommodations.

- A compiled List and Contact details of 3-to-5-star Hotels is attached herewith. (See Annex VII)

All participants are responsible for booking their own accommodation. A list of recommended hotels is provided in the annex (See Annex VII)

7. Security

7.1 Security Briefing

- Security advance teams are required to attend briefing sessions organized by Ethiopian Security Officials and the AUC.
- All vehicles except motorcades will be screened.
- Delegates and their belongings will be screened upon entry, except for holders of Gold and Silver Lapel Pins.
- Firearms and weapons are prohibited inside the conference venue, except for approved security protection officers of Heads of State/Government, who must provide lists to the Ministry of Foreign affairs and obtain clearance.
- No firearms are allowed inside the conference hall.

7.2 Firearms and Communication Equipment Clearance

- Firearms must be declared and receive permission 72 hours before arrival (See Annex I). A maximum of five side arms is allowed.
- Communication equipment, including radios, must also receive clearance 72 hours prior, including details such as brand, type, frequency, transmission power, etc. (See Annex II)

8. Arrival and Welcoming Ceremony at the Summit Venue

- The Ethiopian Government and AU officials will welcome Heads of State and/or Government at the Red Zone entrance and escorted to the VVIP holding room.
- Ministers and other dignitaries will be received at the Blue Zone entrance and escorted to VIP holding rooms.

Note:

- Movement of Heads of State and Government will follow the official Order of Precedence.
- Delegates with conference duties are advised to arrive at the venue ahead of their Heads of Delegation.

9. Departure of Heads of State & Government from the Summit Venue

- Heads of State and Government will be escorted to holding rooms by the conference coordinators at the end of meetings.
- Convoys will be organized according to the Order of Precedence.

10. Offices and Bilateral Meeting Rooms

- A limited number of temporary bilateral meeting rooms will be available. Requests must be submitted via reservation forms at the Information Desk.
- Access to bilateral meeting rooms requires Red Zone floaters and is limited to a 1+3 arrangement.
- Only the delegation initiating the meeting should submit requests to avoid double bookings.
- Reservations last 30 minutes; requests must specify date, time, and participant details.

- Working hours: 09:00 to 18:00 from 08- 10 September, 2025.

11. Family Photo

- The official family photo will be taken at a designated place.
- Arrangements will follow the Order of Precedence.

12. Official Functions by the Government of Ethiopia

12.1 State Dinner

- H.E. Abiy Ahmed Ali, Prime Minister of Ethiopia, will host a state Dinner in honor of Heads of Delegation on 08 September, 2025.

Note:

- Invitations will be distributed via Liaison Officers.
- Presentation of invitation cards is mandatory for entry.

13. Medical Services

- Medical services at the Summit venue will be jointly provided by medical teams.
- Medical coverage is limited to emergencies; other medical needs should be directed to designated hospitals (See Annex III).
- Yellow Fever vaccination certificates are mandatory for entry into Ethiopia. Tetravalent Meningitis and Typhoid vaccines are recommended.
- Precautionary health screenings for diseases such as Mpox and Marburg virus may be conducted at the airport and venue.
- Advanced medical posts will be operational at Bole International Airport VIP terminal and along major motorways.

14. Departure Procedures

- Departing Heads of State and Government will be seen off by Senior Government Officials and AU Commission representatives with a Guard of Honor between 06:00 and 18:00 hrs.
- Overlapping departures may require direct convoy transport to aircraft.

Note:

- Delegations must communicate actual departure times at least three hours in advance.
- Crew and delegation members should arrive early to complete customs and immigration formalities to facilitate smooth departures.

15. Forms

Annex I
THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)
FIRE ARM REGISTRATION FORM
Second Africa Climate Summit (ACS2)
8 -10 September 2025
Addis Ababa, Ethiopia
(To be attached with a Note Verbal)

No	COUNTRY/ ORGANIZA TION	FULL NAME	NATIONA LITY	S E X	PASSPOR T NO	JOB TITL E	MAKE, MODE L AND CALIB ER OF WEAP ON	SE RI AL NU M BE R	NUM BER OF ROU NDS OF AMM UNIT ION	SPEC IAL EQUI PME NT (CO MMU NICA TION DEVI CES)

Tel No.

STAMP AND SIGNATURE _____

Annex II
THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)
RADIO COMMUNICATION EQUIPMENT FORM

Second Africa Climate Summit (ACS2)
8 -10 September 2025
Addis Ababa, Ethiopia
(To be attached with a Note Verbal)

Country/Organization _____

Tel No _____

SN	Name of Holder	Passport No.	Type of Radio	Serial No.	Transmission Frequency	Receiving Frequency

Annex III
THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)
MEDIA ACCREDITATION FORM
Second Africa Climate Summit (ACS2)
8 -10 September 2025
Addis Ababa, Ethiopia
(To be attached with a Note Verbal)

Country/Organization _____ Tel No _____

FAMILY NAME

(MR/MRS/MS/): _____

FIRST NAME: _____

NATIONALITY: _____

SEX (M/F): _____

JOB TITLE: _____

MEDIA ORGANIZATION: _____

PASSPORT NO: _____

PROFESSIONAL CARD NO: _____

Duties to be performed in Addis (tick or enter as appropriate)

JOURNALIST	VIDEO CAMERA PERSON	PHOTOGRAPHER	TECHNICIAN	OTHER PLEASE SPECIFY

CONTACT ADDRESS: _____

TELEPHONES: _____

FAX: _____

EMAIL: _____

TIME AND DATE OF ARRIVAL: _____

FLIGHT NO: _____

SIGNATURE OF APPLICANT AND DATE _____

Annex IV

**THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)**

MEDIA EQUIPMENT FORM

Second Africa Climate Summit (ACS2)

8 -10 September 2025

Addis Ababa, Ethiopia

(To be attached with a Note Verbal)

Country/Organization _____

Tel No _____

List of Equipment for Mr. /Mrs. /Ms.) other (Please specify) _____

Name of News Agency _____

NO.	TYPE OF EQUIPMENT	SERIAL NUMBER	VALUE (USD)

Annex V

THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)
OVER FLIGHT AND LANDING CLEARANCE REQUEST FORM
Second Africa Climate Summit (ACS2)
8 -10 September 2025
Addis Ababa, Ethiopia
(To be attached with a Note Verbal)

Country/Organization _____ **Tel No** _____

1.	COUNTRY/EMBASSY/INT.ORG.:
2.	TYPE OF AIRCRAFT:
3.	CALL SIGN:
4.	REGISTRATION NO. AND NATIONALITY:
5.	AIRCRAFT OPERATOR AND P.O. BOX:
6.	PURPOSE OF FLIGHT:
7.	CAPTAIN'S NAME:
8.	NUMBERS OF CREW MEMBERS:
9.	NAME AND STATUS OF VIP:
10.	TYPE OF REQUEST: OVER FLIGHT <input type="checkbox"/> LANDING <input type="checkbox"/>
11.	ROUTE OF FLIGHT (FROM -TO):
12.	POINTS OF DEPARTURE AND DESTINATION:
13.	TYPE OF CARGO:

14	DATE OF FLIGHT	ORIGIN, ESTIMATED TIME OF DEPARTURE AND DATE (ETD)	ENTRY POINT AT ETHIOPIAN AIR SPACE, TIME AND DATE	EXIT POINT OF ETHIOPIAN AIR SPACE, TIME AND DATE	DESTINATION, DATE AND TIME OF ARRIVAL (ETA)

For applicants only

Ref. No. _____ Signature and stamp _____

Date _____

For MFA purpose only

Flight permission number: _____ Signature and stamp

Ref. No. _____

Date _____

CC:
Civil Aviation Authority
Ministry of National Defense
National Intelligence and Security Service

**REMARK: HAZARDOUS OR DANGEROUS CARGO DESCRIPTION
MUST BE ANNEXED TO THIS REQUEST**

List of Hospitals

Annex VI

General Hospitals

No.	Name of the Hospital	Key contact	Mobile number
1.	Addis General Hospital	Dr. Ahmed	0911208582
2.	Addis Hiwot General Hospital	Mr. Kahas	0911603171
3.	Afran General Hospital	Dr. Jeilan	0966693626
4.	American Medical Center	Mr. Tewodros	0911247126
5.	Amin General hospital	Dr. Mehamed	0911752275
6.	Betezata General Hospital	Sr. Kokebe	0911230048
7.	Ethio-Istanbul General Hospital		
8.	Ethiotebib General Hospital	Dr. Abdela	0911227555
9.	Genet General Hospital	Mrs. Wegahta	0911246890
10.	Girum General hospital	Dr. Million	0911181298
11.	Halleluiah General Hospital	Ms. Meron Getachew	0919184920
12.	Hayat Hospital and Medical College	Mr. Azimache	0911001785
13.	ICMC General Hospital	Mrs. Rahel	0911250612
14.	Kadisco General Hospital	Sr. Meriem	0912500997
15.	Landmark General Hospital	Dr. Michael	0911412298

16.	Lanset General Hospital	Mr. Esayas	0911829303
17.	MeQrez General Hospital		
18.	Myungsung Christian medical center	Dr. Solomon	0911226751
19.	National General Hospital	Dr. Mekonen	0911208700
20.	Silk Road Hospital	Sr. Medi	0911217692
21.	St Gabriel General Hospital	Mrs. Lulayna	0911204396
22.	St.Yared General Hospital	Mrs. Hiwet	0911056573
23.	Teklehaimoanot General Hospital	Mrs. Beza	0911235528
24.	TZNA General Hospital	Dr. Fikru	0911218165
25.	Washington Medical Center		
26.	Yerer General Hospital	Dr. Eyob	0911228941
27.	Zenbaba General Hospital	Dr. Agra	0911222157

Specialized Hospitals

No.	Name of the Hospital	Key contact	Mobile number
1.	Addis Cardiac Hospital	Mr. Bisrat	0911669780
2.	Betsegah MCH hospital	Dr. Sisay	0911230700
3.	Brass MCH hospital	Mrs. Mulu	0911203344
4.	Christmas international brain and spine hospital	Dr Zenebe	0911216445

5.	Dinberwa MCH gynecology and obstetrics hospital	Mr. Arega	0967281525
6.	MuluG Specialty Center	Mr. Abel	0913540767
7.	Samaritan Surgical Center	Mrs. Firewet	0911207619
8.	Yordanos orthopedic and trauma services hospital	Col. Meles/ Dr. Worku	0911420053/ 0911204003

Annex VII

List of Hotel				
No.	NAME OF HOTEL	STAR	TEL NO	E-MAIL
1.	SHERATON ADDIS HOTEL	5	011 5171717	RESERVATIONSADDISETHIOPIA@LUXURYCOLLECTION.COM
2.	CAPITAL HOTEL	5	011 6 67 2100 0930100714	SALES@CAPITALHOTELANDSPA.COM WWW.CAPITALHOTELANDSPA.COM
3.	NEXUS HOTEL	5	0111112345 01116670067	INFO@NEXUSADDIS.COM INFO@NEXUS HOTEL.COM
4.	ILILI INTERNATIONAL HOTEL	5	0115587777 0911202904	INFO@ELILLYHOTEL.COM/ INFO@ELILLYHOTEL.COM
5.	HILTON ADDIS ABABA	5	011 5170000 011 5518400	RESERVATION.ADDISABABA@HILTON.COM
6.	MARRIOTT EXECUTIVE HOTEL	5	011 518 4600	RESERVATION@MARRIOTHOTEL.COM
7.	RADISON BLUE HOTEL	5	0115157600 0115170400	INFO.ADDISABABA@RADISSONBLUE.COM
8.	GOLDEN TULIP HOTEL	5	0116183333 0116612828	GM@GOLDENTULIPADDISABABA.COM WWW.GOLDENTULIPADDISABABA.COM
9.	INTERCONTINENTAL HOTEL	5	011 550 5066 0115180444	RESERVATION@INTERCONTINENTALADDIS.COM
10.	HYATT REGENCY HOTEL	5	0115171234	www.hyatt.com
11.	SKY LIGHT HOTEL	5	0116818181	www.ethiopianskylighthotel.com

			0944337043	
12.	GATEFAM HOTEL	4	0116673175 0935402055	INFO@GETFAMHOTEL.COM RESERVATION@GETFAMHOTEL.COM
13.	THE HUB HOTEL	4	0911243084 0911200408	gm@thehubaddis.com www.thehubaddis.com
14.	MADO HOTEL	4	0116393044	gm@madohotels.com www.madohotel.com
15.	ELGEL HOTEL AND SPA	4	0911230175	reservation@elgelhotelandspa.com www.elgelhotelandspa.com
16.	ELMOS HOTEL	4	0114704902 0988010211	info@elmoshotel.com reservation@elmoshotel.com
17.	CASSIOPIA HOTEL	4	0933160115	www.hotelcassiopiaaddisababa.com
18.	THE GRAND PALACE HOTEL	4	0112770025	www.grandpalaceaddis.com
19.	DEBREDAMO HOTEL	4	0115509828 0116612630	RESERVATION@DEBREDAMOHOTEL.COM
20.	DREAMLINER HOTEL	4	011 467 4000-7	MARKETINGMANAGER@DREAMLINERHOTEL.COM
21.	FRIENDSHIP HOTEL	4	0116670201 0116670202	MARKETING@FRIENDSHIPHOTEL.COM.ET
22.	HARMONY HOTEL	4	0116183100 0116612389	INFO@HARMONYHOTEL.ETHIOPIA.COM
23.	JUPITER INT. HOTEL (KAZANCHIS)	4	0115527333	INFO@JUPITERINTERNATIONALHOTEL.COM

24.	JUPITER INT. HOTEL (BOLE)	4	0116616969	INFO@JUPITERINTERNATIONALHOTEL.COM
25.	MOMONA HOTEL	4	0116672201/07	RESERVATION@MOMONAHOTEL.COM
26.	NAZRA HOTEL	4	0114674465 0114666676	IF0@NAZRA HOTEL. COM
27.	SAROMARIA HOTEL	4	01116672167/75	INFO@SAROMARIAHOTEL.COM/RESERVATION@SAROMARIAHOTEL.COM STAY@SAROMARI HOTEL.COM
28.	SAREM INTERNATIONAL HOTEL	4	011262087/0911518807	RESERVATION@SAREMHOTEL.COM
29.	WASHINGTON HOTEL	4	0911855738 0116392183	INFO@WASHINGTONADDIS.COM/RESERVATIONS@WASHINGTONADDIS.COM
30.	TEGEN GUEST ACCOMMODATION HOTEL	4	011 618 2870 0116182871	INFO@TEGENHOTEL.COM INFO(AT)TEGEN HOTEL.COM
31.	RAMADA ADDIS HOTEL	4	0116393939	0116393939
32.	SAPPHIRE ADDIS HOTEL	4	0116393907 0116173710	0116393907/0116173710
33.	AZZEMAN HOTEL	4	-	0911800602
34.	NEGA BONGER HOTEL	4	0114708100	0114708100
35.	BEST WESTERN PLUS HOTEL	4	251116-671414/671130	251116-671414/671130
36.	MAGNOLIA HOTEL	4	011 6393777	011 6393777
37.	GRAND ELIANA HOTEL	4	0111262600	0911144761
38.	Best Western premium dynasty	4	251114174117	ZELALEM.G@bw premier addis.com

**CONTACT FOR PROTOCOL AND LOGISTICAL ARRANGEMENTS
AS WELL AS ALL SUMMIT RELATED ENQUIRIES**

Name	Telephone and Email	Remarks
Dr. Aziza Geleta–Chief of State Protocol, Ministry of Foreign Affairs	<ul style="list-style-type: none"> • Tel. +251-911-575-785 Email: protocol@mfa.gov.et	Contact point
Office of the Prime Minister	<ul style="list-style-type: none"> • H.E. Amb. Betre Mengistu • Tel. +251 967661162 • Mrs. Tsinat Tesfaye • Tel. 251 900056194 • Mrs. Rebka Saketa • +251 94 220 1632 	
Mr. Dejene Kebede– National Intelligence and Security Service on security issues	<ul style="list-style-type: none"> • +251-911-463-752 • +251-911-203-061 	>>
Mr. Eshetu Legesse (MFA) Director of State protocol, ceremony, & conference in the Ministry	Tel:- +251-91 121 0234 Email: eshetu.legese@mfa.gov.et	>>
Amb. Dr. Yousif Ahmed Eltayeb –Director of Protocol of the African Union Commission	<ul style="list-style-type: none"> • Tel +90-549-781-5555, +251-911-225-034 Email: ElkordofaniA@africa-union.org	>>

Mr. Muchimba Stepples, Deputy Protocol, African Union Commission (AUC)	• Tel +251-929-381-848 Email: MuchimbaS@africa-union.org	>>
Mr. Melaw Getachew, Director of ceremony & Conference Management in the Ministry	+251-938-917-113 • Email: – melaw.getachew@mfa.gov.et	For General information
Mr. Dawit Gidyalew, Secretariat (MFA)	+251-910-417-342 • Email:- dawit.gidyalew@mfa.gov.et	For General Information
Mr. Nahom Biadgilign, Secretariat (MFA)	+251912663747 • Email: nahom.biadgilgn@mfa.gov.et	For General Information
Participant Registration and Accreditation <ul style="list-style-type: none"> Mr. Getu Abebe (MFA) Mrs. Biruktawit Kasahun MFA 	Tel: - +251 91 235 3341	For issues related to Registration, Registration Link and Accreditation
Overflight, Landing and Other equipment related clearances <ul style="list-style-type: none"> Mr. Mehari Anteneh (MFA) Mr. Nur Hussien (MFA) 	Tel. +251-919-829-549 Tel. +251-930-077-080 E.mail: – situations@mfa.gov.et	For Flight and Weapon Clearance

Presidential/Charter Flight Services 1. Mr. Abiy Asrat, Ethiopian Airlines 2. Mr. Zelalem Teklu, International Cargo & Aviation Services	Tel: +251 91 135 8638 Tel: +251929908648 +251 91 121 9076 zelalemt@icasethiopia.com	Contacts for Presidential/Charter Flight Services
Ethiopian Airlines team, 1. Mr. Bezakulu Alemneh, 2. Mr. Tatek Habtemariam, 3. Mr. Wondimagegn Abateneh, and 4. Mr. Girum Abebe	Tel. +251 98 689 4574 Tel. +251 98 689 4573 Tel. +251 91 150 1248 Tel: +251 91 112 6384 Email:CustomerAirlinesHandling@ethiopianairlines.com	Contacts for Airlines Handling and other related Ground Handling Services
Immigration and Citizenship Services 1. Mr. Getachew Wondemu 2. Mr. Tebebu Yenew 3. Mrs. Teruye Legese 4. Mr. Hakim Kedir	Tel: +251 913-596-121 Tel: +251 923-264-009 Tel: +251 911-913-659 Tel: +251 99 237 6226	For Visa related Issues
Ethiopian Federal Police 1. Deputy Commissioner Abera Hunde 2. A/Comissioner Yigerem Chalachew	Tel: 251 93 010 0874 Tel: +251 91 325 2204	
Addis Ababa Traffic Management Authority • Mr. Alemseged Zewdie	Tel: +251 911 409 083	

Members of the Press and Press Equipment from the Ministry of Foreign Affairs of the FDRE		For Press and Press Equipment related issues
1. Mr. Silabat Manaye	Tel: +251 92 122 3081	
2. Mr. Habtamu Debasu	Tel: +251 92 225 8348	
Ethiopian Media Authority	Tel: +251 91 176 8354	Contact persons from the Ethiopian Media Authority
1. Mohammed Seid	Tel: +251 91 345 3570	
2. Desse Kefale	Tel: +251 91 148 3838	
3. Yibekal Misganaw	Tel: +251-934-978-650	
4. Beza Sewnet	E-mail: mediarltn@gmail.com	
Ethiopian Broadcasting Corporation (ETV)	Tel: +251913833173	
6.1.1. Mr. Abdu Muktar		
6.1.2. Mr. Hassen Abdurahman		
Ministry of Tourism		For Tourist Sites and Tourism Packages
1. Mr. Tewodros Derebew	Tel: 251 91 396 5175	
Ethiopian Tourist Trading Enterprise	Tel: 251913183403	
1. Mrs. Hana Moges	Tel +251929244066	
AU Commission Media Center Coordinator at AUC	Tel. +251-115 182 014; WhatsApp. +251-911-630- 631; E-mail: molalett@africa-union.org	Media Center Coordinator AUC
• Mr. Molalet Tsedeke		

Transport Team Coordinators at MFA 1. Mr. Fikadu Molla, 2. Mr. Teshome Girma	Tel: +251 976025665 Tel: +251 90 457 8509	Contact Persons for Transport:
Logistics Team, MFA <ul style="list-style-type: none"> Mr. Melkamu Debelo, 	Tel: +251 91 113 8100	Logistics Related(MFA)
Accommodation, Banquet Committee Coordinators 1. Mrs. Hirut Habtamu 2. Mrs. Yodit Walelign 3. Mrs. Yodit Dejene 4. Ms. Merhawit Hadish	Tel: +251 97 9995732 Tel: +251 9 123 61771 Tel: +251 91 152 6960 Tel: +251 92 929 9107 Email: mfa.secretariat@mfa.gov.et	Contact Persons for Accommodation
Firearms Permission and Clearance Team 1. Mr. Addis Girma (National Intelligence and Security Services) 2. Mr. Tewodros Belachew (National Intelligence and Security Services)	Tel: +251-911-571-520 Tel: +251-911-412-822	Contact Person for Firearms Permission and Clearance
Customs Clearance 1. Mrs. Kassanesh Gebreyohannes (Customs Commission)	Tel: +251-931-105-633	Customs Clearance related support

<p>Bole Airport Arrival and Departure Committee</p> <p>Coordinators,</p> <p>2. Mr. Addisu Melkamu, MFA</p> <p>3. Mr. Dimiru Bekele, MFA</p>	<p>Tel: +251-911-206-972/ +251 91 364 1814</p> <p>Tel: +251-911-206-972/+251 92 274 4967</p> <p>Tel: +251-911-206-972/+251 92 258 2909</p>	<p>For Arrival and Departure Related Support</p>
<p>AUC Security and Safety Services</p> <p>1. Mr. Henok Abate,</p> <p>2. Mr. Selam Solomon Tegegn,</p>	<p>Tel: +251 91 124 5685</p> <p>Email:- HenokA@africa-union.org</p> <p>Tel. +251 91 163 7192</p> <p>Email: - selamt@africa-union.org</p>	<p>Contact Person at AUC Security and Safety Services</p>
<p>Accreditation</p> <p>1. Mr. Zewdu Nigus (MFA)</p> <p>2. Mr. Getu Abebe (MFA)</p> <p>3. Mr. Haileyesus Mitiku, (National Intelligence and Security Services)</p> <p>4. Mr. Gashaw Wudu, (National Intelligence and Security Services)</p> <p>5. Mrs. Biruktawit Kasahun</p> <p>6. Lietelet Negash (French Speaker):</p> <p>7. Lina Seid (Arabic Speaker):</p> <p>8. Medan Demeke (English Speaker):</p>	<p>Tel: +251 92 322 4386</p> <p>Tel: +251 91 235 3341</p> <p>Tel: +251-929-269-098</p> <p>Tel: +251- 940-277-319</p> <p>Tel: +251 97 301 2312</p> <p>Tel: +251 92 080 6996</p> <p>Tel: +251 91 247 3425</p> <p>Tel: +251 92 923 4422</p>	<p>Contact Persons for Accreditation:</p>

<p>Contact for Extended Official Functions:</p> <ul style="list-style-type: none"> MFA Secretariat 	<p>Email:- mfa.secretariat@mfa.gov.et/protocol@mfa.gov.et</p> <p>Office Tel.: - +251-115-527-624/ +251-115-527-203/+251-115-523-867</p> <p>Fax: - +251-115-523-776 /+251-115-514-300</p>	<p>Contact for extended official functions (MFA)</p>
<p>Hospital Contacts for VVIP-level treatment</p> <ul style="list-style-type: none"> Sr. Medi, Addis Ababa Silk Road General Hospital (ASRGH) 	<p>Tel: 0911217692 /</p> <p>Reception +251 93 661 0666</p> <p>Emergency +251 93 663 0666</p>	<p>Emergency Hospital Services</p>
<p>AU Medical and Health Services</p> <p>AU Clinics:</p> <ul style="list-style-type: none"> Visit the nearest EMT station or AU Clinic (Satellite, Main, or Old Clinic) 	<p>Call for Assistance:</p> <p>AU Medical and Health Services:</p> <p>Office Hours: +251-11-551-4642</p> <p>(Intercom: 2063, 2090)</p> <p>After Hours (5 PM–8 AM): Extension 4377</p> <p>Strict Emergencies:</p> <p>+251-912-032-706</p> <p>+251-922-481-559</p> <p>+251-911-682-347</p>	<p>Important contacts at AU Medical and Health Services</p>

For Emergency Medical Support 1. Dr. Abenet Zeleke, Ministry of Health 2. Dr. Elubabor Buno, Ministry of Health 3. Dr. Nahom Tadesse G/Yesus (Emmergency Medical Team	Tel: +251-910-121-308, Tel: +251-948-864-844 Tel +251-913-011-084	Contact officials for Medical and Health Services
Ethiopian Red Cross Society 1. Mr. Mesfin Dereje 2. Mr. Derje Muleta	Tel: +251-911-228-581 Tel +251-911-369-955	
Ethio Telecom 1. Adisu Kassaw 2. Segniwork Lema 3. Mr. Mesay Wubishet	Tel: +251 911 502 982 Tel: +251-911-509-885 Tel:	For Telecom Service Related Issues
Commercial Bank of Ethiopia Mr. Elias Endale	Tel:- +251 913 208 562	For Foreign Currency Exchange and Related Financial Services
Fire and Disaster Risk Management Commission Mr. Demis Feyisa	Tel: +251 911 877 539	For Fire and Emergency related issues

Ethiopian Electric Services Mr. Shewayirgaw Lakew	Tel: +251 911 886 920	For Electricity Related issues
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NB. Additionally, the Ministry's links—www.mfa.gov.et and AUC webpages—will provide access to various accreditation forms, declaration sheets, and other helpful materials. Additionally, the liaison officers designated to each member state shall be sent by Note Verbal.

Annex VIII

List of Liaison Officers			
No.	Country Name	Attached Protocol Officer's Name	Phone No.
1.	People's Democratic Republic of Algeria	Ige Abdi Adem	+251 991 835907 +251 941124181
2.	Republic of Angola	Meseret Tekalign	+251 991836041 +251 953529884
3.	Republic of Benin	Alazar Yisma Desta	+251 991836411 +251 933680392
4.	Republic of Botswana	Binyam Kidane Bayesa	+251 991847057 +251 943180257
5.	Republic of Burkina Faso		
6.	Republic of Burundi	Medan Demeke	+251 991848322 +251 929234422
7.	Republic of Cameroon	Dawit Denbi Burji	+251 991861745 +251 929083874
8.	Republic of Cape Verde	Gemechu Tadele Rafera	+251 991863464 +251 911319972
9.	Republic of Chad	Dagim Tilahun Kebede	+251 991865834

			+251 924304259
10.	Central African Republic	Nahom Solomon Mamo	+251 969649797
11.	Union of the Comoros	Ermias Mekonnen Robi	+251 991877435 +251 921457388
12.	Democratic Republic of Congo	Leul Kiros	+251 991881443 +251 929489727
13.	Republic of Congo	Mengistu Berhe Niguse	+251 991885593 +251 923991680
14.	Republic of Côte d'Ivoire	Edom Mesay Kassaye	+251 978686386
15.	Republic of Djibouti	Rahema Muhadin Ibrahim	+251 940543440
16.	Arab Republic of Egypt	Nathan Tadesse Eshetu	+251 992161635 +251 922597738
17.	Republic of Equatorial Guinea	Meti Fekadu Seboka	+251 911223370
18.	State of Eritrea		
19.	Kingdom of Eswatini	Makida Amare Wakijra	+251 973208084
20.	Republic of Gabon		
21.	Republic of The Gambia	Bachak Ojulu Oman	+251 992165289 +251 961194290
22.	Republic of Ghana	Rediet Yonas Asfaw	+251 909692800
23.	Republic of Guinea		

24.	Republic of Guinea Bissau	Natnael Zerihun Tamiru	+251 992174331 +251 941485323
25.	Republic of Kenya	Idelawit Tinsae Mulugeta	+251 967277378
26.	Kingdom of Lesotho	Bintubaz Ali Mohammed	+251 992208012 +251 913085677
27.	Republic of Liberia	Hiwot Aklilu	+251 992209580 +251 922587899
28.	State of Libya	Mohammed Hassen Abdulkadir	+251 992210393 +251 912180288
29.	Republic of Madagascar	Samrawit Godadaw	+251 992211706 +251 991140612
30.	Republic of Malawi	Wondemu Tumolo Arkiso	+251 992215088 +251 929186931
31.	Republic of Mali		
32.	Islamic Republic of Mauritania	Fenet Lissanu Fekede	+251 982411995
33.	Republic of Mauritius	Frehiwot Akalu Lentiro	+251 967066462
34.	Kingdom of Morocco	Bezawork Haile Tadesse	+251 992229781 +251 972555520
35.	Republic of Mozambique	Nahom Markos Bekele	+251 32180776
36.	Republic of Namibia	Elebethel Mossisa Dibaba	+251 92250307 +251 922857127
37.	Republic of Niger		

38.	Federal Republic of Nigeria	Tsion Hailu	+251 933939999
39.	Republic of Rwanda	Amanuel Amsalu	+251 992368075 +251 992164432
40.	Saharawi Arab Democratic Republic	Hussein Jebril Hussein	+251 928519838
41.	Republic of Sao Tome and Principe	Hawi Furgassa Hirpa	+251 919188973
42.	Republic of Senegal	Betselot Tadele Kebede	+251 992313480 +251 947461394
43.	Republic of Seychelles	Gifti Kebede	+251 992316348 +251 980400306
44.	Republic of Sierra Leone	Sabrina Yimaj Abdulmalik	+251 992 326965 +251 944246252
45.	Federal Republic of Somalia	Nathnael Tadesse	+251 992251532 +251 924308268
46.	Republic of South Africa	Hewan Endashaw Bekele	+251 992330708 +251 915555946
47.	Republic of South Sudan	Eden Mulushewa	+251 992338223 +251 940307443
48.	Republic of The Sudan		
49.	United Republic of Tanzania	Abemelek Daniel Kibret	+251 947349231
50.	Republic of Togo	Biruk Salilih Waka	+251 913852454

51.	Republic of Tunisia	Hasset Abera Belay	+251 938039661
52.	Republic of Uganda	Hawi Roba Banata	+251 992376821 +251 977244501
53.	Republic of Zambia	Betselot Alemu Alengo	+251 992378055 +251 910781284
54.	Republic of Zimbabwe	Maerge Demeke Bayissa	+251 99238569 +251 939603506

MARKET PLACES INFORMATION

LIST OF MARKET PLACES

1. Ambassador Mall (Arat Killo, Infront of Parliament Building) for Jewelry and related items.
2. Century Mall (Gurd Shola) Suit, Clothes
3. Friendship Hypermarket (Bole in front of Millennium Hall)
4. Medhanealem Mall (Bole near Edna Mall Square)
5. Millennium Duty Free Shop (Bole Skylight Hotel)
6. Merkato Market
7. Shiro Meda (for Traditional Ethiopian Attire)
8. Mafi City Mall

LIST OF TOURIST DESTINATIONS

TOURIST DESTINATIONS IN THE CITY

- ADWA Victory Memorial Museum
- National Palace Museum
- National Museum
- Addis Ababa Museum
- Unity Park
- Friendship Park
- Entoto Natural Park

LIST OF TOURIST DESTINATIONS OUTSIDE THE CITY

- Wonchi Eco Lodge
- Chebera Churchura Elephant Paw Lodge
- Gorgora Eco Resort
- Beynuna Village
- Hallala Kella Resort

TAXI HOTLINES AND CONTACTS

No	Taxi Service	Call Center Contact	Contact Address for guests
1.	Feres	6090	011-558-5869/ 011-558-5870
2.	Ride Taxi	8294	
3.	The Lucy	343	+251-993-822-529/+251-966-117-812
4.	Adika Taxi Service	7000	0905067000
5.	Pick Pick	6111	
6.	Taxiye	6055	
7.	Zay Ride	6303	