



PROTOCOL AND ADMINISTRATIVE GUIDE

**For the 38th Ordinary Session of the Assembly of Heads
of State & Government and the 46th Ordinary Session of
the Executive Council of the African Union**



**12 - 16 FEBRUARY, 2025
ADDIS ABABA, ETHIOPIA**

**Theme of the Year for 2025: “Justice for Africans and People
of African Descent through Reparations.”**

12th – 16th February 2025

Addis Ababa, Ethiopia



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1. Introduction

This Protocol and Administrative Guide provides information on the protocol and logistical arrangements for the delegations attending the 38th Ordinary Session of the Assembly of Heads of State and Government and the 46th Ordinary Session of the Executive Council of the African Union. These sessions will be held at the African Union Headquarters in Addis Ababa, Ethiopia.

1.1. Dates and Venues of the Main Meetings

14 th – 31 st January 2025	49 th Ordinary Session of the Permanent Representatives Committee (PRC), Medium Conference Hall, AUC
12 th -13 th February 2025	46 th Ordinary Session of the Executive Council of the African Union Nelson Mandela Plenary Hall, AUC
15 th – 16 th February 2025	38 th Ordinary Session of the Assembly of Heads of State and Government of the African Union, Nelson Mandela Plenary Hall, AUC
12 th – 13 th February 2025	Technical Advisors Meeting Old Building, AUC
14 th February 2025	Statutory Steering Committee Meeting, TBD
15 th – 16 th February 2025	29 th General Assembly of OAFLAD, Old Building, AUC

2. Registration and Accreditation

2.1 Registration

- The Ministry of Foreign Affairs, hereafter referred to as “the Ministry,” in collaboration with the African Union Commission (AUC) will support the organization of the Ordinary Sessions of the Assembly and Executive Council of the African Union.
- Registration for the sessions will be conducted exclusively via the online registration platform. Member States may obtain their private log-in credentials and other necessary information from a designated focal person.
- Embassies of Member States and other delegations must submit completed registration forms along with a Note Verbal to the Secretariat of the Ministry not later than 05 February 2025 to facilitate the preparation of badges, hotel reservations, transportation, and other related logistics.

2.2 Accreditation

The AU Commission, the Ministry, and National Intelligence and Security Service (NISS) will jointly issue different categories of badges that give access to different color-coded zones at the conference venue.

2.2.1 Special Lapel Pins:

- The host country will issue special golden pins to Heads of State and Government, Former Heads of State and Government, other Heads of Delegation of Member States, the Chairperson and Deputy Chairperson of the AUC, invited Heads of State and Government, and the UN Secretary General.
- The host country will issue special silver pins to Ministers of Foreign Affairs, Commissioners of AUC, Heads of AU Organs, RECs, former AUC Secretaries General/Chairpersons, and Heads of UN Agencies.

2.2.2 Badges

- The Ministry will issue badges for registered members of delegation.
- Ministers with other portfolios in the delegation will receive badges labeled “Minister.”
- The Ambassadorial badges will be issued exclusively to Permanent Representatives of AU Member States accredited to the African Union.
- Non-Ministerial delegates will be issued “Delegate” badges.
- Security officers will be issued with badges labeled “Special Armed” (Only one per Head of State/Head of Government), “Armed” or “Unarmed” Security badges. However, a security officer with “Special Armed” badge will not get access to the conference building.
- Members of the media team will be issued “Press Badge”.
- Other participants shall be issued with the appropriate category of badges.
- Access to all official venues is allowed only with the appropriate pins, badges, and car passes.
- Pins, badges and car passes are non-transferable.

NB: All delegates are advised to designate focal persons to collect badges. The delegates and other participants must wear their designated badges visibly at all official venues.

2.2.3 Media Accreditation

- Media personnel details, along with a list of media equipment, must be submitted to the Ministry Secretariat with an official Note Verbal at least five days before arrival. (See Annex XI)
- The Ethiopian Media Authority will set-up a special desk at Bole International Airport for assistance.
- The Ministry and Department of Information and Communication of the African Union Commission will handle the accreditation and distribution of press and media badges.
- Media badges will be available for distribution from 5th to 11th February 2025 at the AUC Badge Center, between 08:30 and 21:00 hrs.
- Press members are advised to consult the Media Center Coordinator at the Information and Communication Directorate of the AU Commission.
- International media representatives traveling to Ethiopia should register for accreditation using the following link: <https://accreditation.au.int/en/media-accreditation/38th-summit>
- Additional media details can be found in the Media Advisory Note at:
<https://au.int/en/pressreleases/20250117/media-advisory-note-38th-ordinary-session-african-union-assembley-heads-state>
- Media inquiries should be directed to the Media Center Coordinator at the AUC Information and Communication Directorate.

Credential Categories and Zone Access

The Conference venue will be categorized into Red Zone, Blue Zone, Green Zone and Yellow Zone as described below:

Red Zone

- This zone includes: Red Zone Entrance, Leaders' Holding Room, Conference Room (Nelson Mandela Plenary Hall), Leaders' Luncheon Room, Group Photo Zone, Bilateral Meeting Room, and to other Zones.
- Each delegation will be issued four floaters to access the Red Zone, and should decide on the delegates to distribute the floaters to.

- Floaters are non-designated, and hence can be used interchangeably within the members of each delegation.
- Delegation members must wear floater to access the Red zone.

N. B. Heads of Delegation for the summit with Lapel pin are not required to wear floater.

Blue Zone

- This zone includes: Blue Zone entrance, Ministerial Holding Room, and luncheon area for Ministers and Ambassadors.
- Delegation members with silver pin, and other delegates with badges labeled “Minister” and “Ambassadors” can access this zone.

Green Zone

- This zone includes the following areas: Green Zone entrance, First and Second floor of Nelson Mandela Plenary Hall (for the opening ceremony), areas outside the main building, and the Medical Center.
- Accredited Members of media, other members of delegation, and participants attending the opening ceremony, host country protocol and unarmed security can access this zone.

Yellow Zone

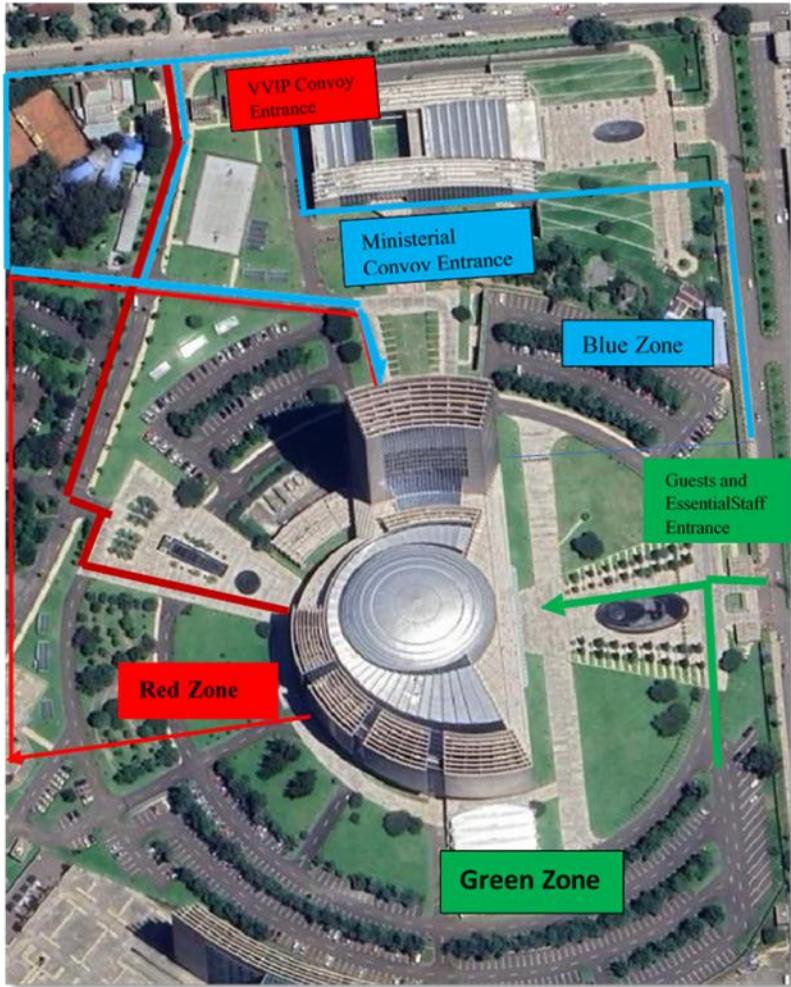
- This zone includes: Yellow and Green Zone entrance, the Media Center, and a dedicated area inside the building in front of Main entrance to Nelson Mandela Plenary Hall.
- This zone is to be used by accredited local and international media members with appropriate badge.
- Delegate accreditation will take place at the AUC from 1st to 10th February 2025, between 08:30 and 21:00 hrs.
- Access to all official venues is permitted only with the appropriate pins, badges, and car passes.

2.2.4 Observers

Observers will only be permitted to attend the opening and closing ceremonies. They must obtain badges from the accreditation center at the African Union Commission.

2.2.5 Car Passes

- There are two types of car passes. State Security car pass and AUC car pass. State Security car pass is a prerequisite to obtain AUC car pass.
- Access to the meeting venue will be restricted to officially registered drivers and vehicles.
- The registration of designated drivers will be done on site at the AUC with the assistance of Liaison Officers.
- It is mandatory to have a car pass to access AUC premises, Bole International Airport, designated hotels and other venues.
- The Ethiopian Government will issue Car Passes to all delegations. Different categories of car passes will limit entrance and access zones at the venue.
- The car passes shall be collected from the AUC badge center starting from 7th to 10th February 2025.
- Parking will be possible only at a designated parking lot (outside the AUC premise).
- Each delegation led by Head of State or Head of Government will be allocated five (5) car passes. However, only Protocol and VVIP cars can access the Red Zone drop off point.
- Delegations led by other Heads of delegation will be allocated 3 car passes. Red Zone entrance at the AU conference center is limited only for Protocol and VIP cars.
- Diplomatic missions are advised to submit a duly online completed form from 29th of January to 5th of February 2025. Details of the model of the cars, their registration numbers, and the full names and birth dates of the drivers with scans of driving license and ID for vehicles availed by the Diplomatic missions.
- Collection of driver's badges will take place at the AUC badge center from 6th to 10th February 2025.



African Union Compound

VVIP CONVOY ENTRY

Heads of Delegation, and Guest International Organizations

Car Passes:-

Protocol Car – RED ZONE PASS

VVIP Car – RED ZONE PASS

Ministerial Car – BLUE ZONE PASS

GUEST/ESSENTIAL STAFF

Other Members of the Delegation will be asked to use the Guest Entrance and Undergo Security Check both for Cars and Personnel

Car Passes:-

DELEGATION VAN - PARKING PASS

DROP AND GO - AUC PASS

3 Liaison Officers

- The Ministry will assign a Liaison Officer to each Member State to serve as a point of contact between the delegation and the host country for all relevant matters.
- List of Liaison Officers is annexed herewith. (See Annex II)

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 a Senior Government Official, the Chief of State Protocol and officials from the AUC.

- The ‘Adey Ababa’ carpet will be rolled out, and flowers will present bouquets of flowers. The AU Anthem will be played by the brass band in the presence of the Guard of Honor followed by a cultural dance.
- Eight officials including members of the advance team will be allowed to attend the welcoming ceremony at the airport. Names of the welcoming officials should be submitted 48 hours before the arrival time. Official welcoming ceremonies will be held from 06:00 to 18:00 hrs.

4.1.2 Ministers of Foreign Affairs

- Foreign Ministers will be received by officials from the Ministry and the AUC at Bole International Airport.

4.1.3 Other Delegates

- Delegates whose specific arrival and departure details are received at least four working days prior to the Executive Council session will be welcomed by Protocol Officers from the Ministry and the AUC.
- Protocol officers from the Ministry and up to three diplomatic staff members from respective Embassies will be permitted to assist delegates with immigration formalities, baggage collection, and transfer to their hotels.

NB: Diplomatic Missions and Regional and International Organizations must submit over-flight and landing permit requests at least 72 hours prior to arrival along with official Note Verbal containing relevant information. Requests should be sent via e-mail to mda.secretariat@mfa.gov.et or submitted in person to the Protocol Affairs Directorate General of the Ministry.

4.1.4 Aircraft Parking Space & Regulations

- Aircraft parking spaces will be allocated for delegations led by Head of State or Head of Government at Addis Ababa Bole International Airport.
- Aircraft parking spaces for other Heads of delegation will also be allocated depending on availability of spaces, including at other International Airports located outside of Addis Ababa.

- Airport security will be conducted in accordance with the International Civil Aviation Organization (ICAO) standards, the Vienna Convention on Consular Relations (1963), the Vienna Convention on Diplomatic Relations (1961), and other relevant laws.

5 Immigration and Customs

5.1 Visa Formalities

- All holders of diplomatic, service, special/official passport from AU member states, as well as holders of AU diplomatic/service passport and UN Laissez-Passer, shall obtain visa (gratis) upon arrival. However, a note verbal listing the participants must be submitted in advance to the Ministry at mfa.secretariat@mfa.gov.et or delivered in person.
- Holders of other type of Travel Document are advised to get visas from the Ethiopian Embassies or apply for e-visa online using www.evisa.gov.et. Conference Visa on Arrival(with Fee) will also be issued at Addis Ababa Bole International Airport provided that list of delegation including details of their arrival and passport number with a Note Verbal is submitted to the Ministry not later than 24 hours ahead of arrival.
- Dedicated immigration counters will be set-up at Bole International Airport to expedite visa services for delegates and other participants of the summit.

N.B. For purposes of issuing visas, passports should be valid at least for six months upon arrival.

5.2 Customs Regulations

- Delegates and other participants of the Summit are advised to refer to: www.ecc.gov.et and AUC webpages for details about Prohibited Items, Temporary Importation, Duty-free allowed Items, Restricted Items that require permission from Regulatory Authorities, and those items that need declaration on arrival: like an amount that exceeds USD 10,000.00 or its equivalent cash, or precious metals weighing above 100 grams etc... should be declared upon arrival to the customs office at the airport. Delegates should send the detailed specifications of any conference equipment to be brought in, together with their arrival and departure details to the Secretariat of the Ministry before 72 hours of arrival. (See Annex VIII)

6. Logistical Arrangements

6.1. Local Transport

- The Government of Ethiopia will provide local transport for Heads of State and Government, and other Heads of Delegations from the date of arrival till their departure.

6.1.1. Delegations led by Heads of State and Government (4)

- One VVIP Car
- Two Security vehicles
- One Liaison Officer/Protocol vehicle
- Motor Escort

6.1.2. First Ladies (3)

- One VIP car
- One Liaison Officer/Protocol vehicle
- One Security vehicle
- Motor Escort

6.1.3. Delegation led by Vice-president or Prime Minister (3)

- One VIP Car
- One Security car
- One Liaison Officer/Protocol car
- Motor Escort

6.1.4. Other Heads of Delegation (2)

- One VIP Car
- One Liaison Officer/Protocol vehicle
- Motor Escort

6.1.5. Ministers of Foreign Affairs (2)

- One VIP Car
- One Liaison Officer/Protocol car (until the arrival of the Head of Delegation)
- Motor Escort

NB:- Delegations or their Embassies are expected to designate an officer for luggage handling.

- Respective Diplomatic missions are responsible for arranging means of transportation for the remaining delegates.

6.2. Accommodation

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

7. Security

7.1. Security Briefing

- Security advance teams are advised to participate in a security briefing session to be organized by the Ethiopian Security Officials and the African Union Security Team.
- The Security and Safety arrangements inside the premises of the AU Headquarters are the primary responsibility of the Security and Safety Services (SSS) of the AUC and shall be supported by the National Intelligence and Security Service of the host country.
- Each gate of the AUC compound is designated to the different categories of delegates and participants during both the Executive Council Meeting and the Summit.
- Access for vehicles to the AUC compound is restricted only to Heads of State and Government, or Heads of Delegation, Ministers, Ambassadors, Heads of Organs, Heads of Regional Economic Communities, and other categories as approved by the Commission.
- All vehicles except Motorcades are subject to security screening and searching.
- All delegates and their belongings entering the AU premises and buildings are subject to security screening procedures with the exception of those wearing Gold and Silver Lapel Pins.

- Parking reservation inside the premises of the AU is only permitted after obtaining a Parking Permit issued by AUC Security and Safety Services.
- No firearms/weapons are allowed in the AU premises except for Heads of State and Government Security Protection Officers whose list should be provided to AUC Safety and Security Services.
- A Close Protection Security Officer of a Head of State/Government is required to obtain weapon clearance from the Host Government and subsequent permission from the AUC Security.
- Security officers should be mindful that no firearm is allowed in the conference building.

7.2. Firearms and Communication Equipment Permission and Clearance

- Firearms brought into Ethiopia must receive permission 72 hours before arrival. (See Annex IX)
- Only a maximum of five side arms shall be allowed.
- All firearms should be declared at the airport upon arrival and departure.
- Communication equipment used by security officers must receive permission 72 hours before arrival. The request should include detailed information of the radio frequency equipment (e.g. brand, type, quantity, declared frequency, frequency band, transmission power, and channel bandwidth). (See Annex X)

8. Arrival and Welcoming Ceremony at the AUC

- Officials/ Chief of Protocol of the AUC will welcome the Heads of State and Government, First Ladies, and other Heads of Delegation, from the drop-off point at the entrance of the Red Zone.
- Protocol staff will be deployed to receive Ministers and other dignitaries through the Blue Zone entrance and escort them to the VIP holding rooms.

NB:

- The movement of Heads of State and Government to and from the AUC Headquarters shall follow the Order of Precedence.
- Delegation members who have access and duty at the Conference venue are strongly advised to arrive at the Conference venue ahead of their heads of delegation.

9. Departure of Heads of State & Government from the AUC Headquarters

- Heads of State and Government will be escorted to the holding room by the AUC Chief of Protocol at the end of the meetings.
- Convoy will be organized based on the AU Order of Precedence.

10. Offices and Bilateral Rooms arrangement:

- A limited number of temporary rooms will be available for bilateral meetings. Request forms to be completed (for reservations) will be available at the Information Desk.
- Access to bilateral rooms during the summit is only with Red Zone floaters and limited to 1+3 arrangement.
- To prevent double booking, only the delegation initiating the bilateral meeting should submit the request.
- Reservations will be for 30 minutes only. All requests should specify the date and time of each meeting, and include the name and level of the other delegation participating in the bilateral meeting.
- Every effort will be made to keep consecutive appointments of the same delegation in the same room. Working hours will be from 09:00 to 18:00 hours from 12th February 2025 up to the end of the Summit.

11. Family Photo

The venue for the photo will be in front of Nelson Mandela Hall. Family photo for Executive Council, Heads of State and Government, and Heads of Delegation will be arranged according to the order of precedence of the AUC.

12. Official Functions by the Government of the Federal Democratic Republic of Ethiopia

12.1 State Dinner

A State Dinner will be hosted by H.E. Abiy Ahmed Ali (Ph.D), Prime Minister of the Federal Democratic Republic of Ethiopia, in honour of the heads of delegations attending the 38th Ordinary Session of the Assembly of the African Union. The event will take place on the 15th of February 2025.

12.2 Dinner to be hosted by H.E the Foreign Minister of the FDRE

Dinner will be hosted by H.E. Gedion Timothewos (Ph.D), Foreign Minister of the Federal Democratic Republic of Ethiopia, in honour of the Ministers of Foreign Affairs attending the 46th Ordinary Session of the Executive Council. The dinner will take place on the evening of 12th of February 2025.

12.3 Lunch Program by the Office of the First Lady

Lunch will be hosted by H.E. Madam Zinash Tyachew, First Lady of the FDRE on the 15th of February 2025 in honor of the First Ladies attending the 29th General Assembly of OAFLAD.

NB.

- Invitation cards will be sent through liaison officers.
- Invitees are required to present their invitation cards.

13. Medical Services

- During the Summit, medical services at the AUC compound will be provided by both the African Union and the Host Government Medical Teams.
- A mobile clinic, fully equipped with emergency beds and advanced ambulance services, will be available at the AU compound free of charge.
- Medical coverage will be limited to emergency cases.
- For any other medical services, delegations are advised to consult the list of designated hospitals and their contact information provided under the annex section. (See Annex III)
- A valid Yellow Fever vaccination certificate is required for entry into Ethiopia. Please carry your Yellow Fever vaccination card (Yellow card) with you, as you will be requested to present at the airport. Ethiopia accepts a single Yellow Fever vaccination as valid for life. Tetravalent Meningitis and Typhoid Vaccines are highly recommended vaccinations for all travelers.
- At the recommendation of WHO, screening for diseases of public health importance, such as Mpox and Marburg virus, may be conducted at the airport and/or Summit venue. Currently, there are no reports of these diseases in the country; these measures are precautionary to maintain a safe environment.

- Airport Advanced Medical Post and Motorway Advanced Medical Post are established as On-Site Medical Services at Bole Airport VIP terminal.

14. Departure

- Departing Heads of State and Government and other Heads of delegation shall be seen off by a Senior Government Official and Officials of the AU Commission in the presence of the Guard of honor from 6:00 -18:00hrs.
- If departure time of multiple Heads of delegation overlap, there might be a possibility for the convoy to take the departing Heads of delegation directly to their aircraft.

N.B.

- Delegations are strongly advised to communicate the actual time of departure three hours in advance.
- Crew and accompanying delegation members should arrive at the airport earlier to finalize customs and immigration formalities for ease of departure of Heads of delegation.

ANNEXES

ANNEX I

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. +251-911-575-785Email: protocol@mfa.gov.et	Contact point
Office of the Prime Minister	<ul style="list-style-type: none">• H.E. Amb. Betre Mekonnen• 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	>>
Mrs. Banchamlak Getachew Deputy Chief of State Protocol, Ministry of	<ul style="list-style-type: none">• +251 97 300 9886 <p>Email:</p>	>>

Foreign Affairs	banchamlak.getachew@mfa.gov.et	
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	• 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 Gidyelew, Secretariat (MFA)	+251-910-417-342 • Email:- dawit.gidyelew@mfa.gov.et	For General Information
Mr. Nahom Biadigilign, Secretariat (MFA)	+251912663747 • Email: nahom.biadglgn@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 <ol style="list-style-type: none"> 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/Commissioner 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 1. Mr. Selam Mulugeta 2. Mr. Silabat Manaye 3. Mr. Habtamu Debasu	Tel: +251-911-56-7439 Tel: +251 92 122 3081 Tel: +251 92 225 8348	For Press and Press Equipment related issues
Ethiopian Media Authority 1. Mohammed Seid 2. Desse Kefale 3. Yibekal Misganaw 4. Beza Sewnet	Tel: +251 91 176 8354 Tel: +251 91 345 3570 Tel: +251 91 148 3838 Tel: +251-934-978-650 E-mail: mediarltn@gmail.com	Contact persons from the Ethiopian Media Authority
Ethiopian Broadcasting Corporation (ETV) 11.1.1. Mr. Abdu Muktar 11.1.2. Mr. Hassen Abdurahman	Tel: +251913833173	

Ministry of Tourism 1. Mr. Tewodros Derebew	Tel: 251 91 396 5175	For Tourist Sites and Tourism Packages
Ethiopian Tourist Trading Enterprise 1. Mrs. Hana Moges	Tel: 251913183403 Tel +251929244066	
AU Commission Media Center Coordinator at AUC • Mr. Molalet Tsedeke	Tel. +251-115 182 014; WhatsApp. +251-911-630- 631; E-mail: molalett@africa-union.org	Media Center Coordinator AUC
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 • 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
Bole Airport Arrival and Departure Committee Coordinators, 1. Mr. Amare Shumet, MFA,	Tel: +251-911-206-972/ +251 91 364	For Arrival and Departure Related Support

2. Mr. Addisu Melkamu, MFA 3. Mr. Dimiru Bekele, MFA	1814 Tel: +251-911-206-972/+251 92 274 4967 Tel: +251-911-206-972/+251 92 258 2909	
AUC Security and Safety Services 1. Mr. Henok Abate, 2. Mr. Selam Solomon Tegegn,	Tel: +251 91 124 5685 Email: HenokA@africa-union.org Tel. +251 91 163 7192 Email: selamt@africa-union.org	Contact Person at AUC Security and Safety Services
Accreditation 1. Mr. Zewdu Nigus (MFA) 2. Mr. Getu Abebe (MFA) 3. Mr. Haileyesus Mitiku, (National Intelligence and Security Services) 4. Mr. Gashaw Wudu, (National Intelligence and Security Services) 5. Mrs. Biruktawit Kasahun 6. Lieleti Negash (French Speaker): 7. Lina Seeid (Arabic Speaker): 8. Medan Demeke (English Speaker):	Tel: +251 92 322 4386 Tel: +251 91 235 3341 Tel: +251-929-269-098 Tel: +251- 940-277-319 Tel: +251 97 301 2312 Tel: +251 92 080 6996 Tel: +251 91 247 3425 Tel: +251 92 923 4422	Contact Persons for Accreditation:
Contact for Extended Official Functions: • MFA Secretariat	Email: mfa.secretariat@mfa.gov.et / protocol@mfa.gov.et Office Tel.: - +251-115-527-624/ +251-115-527-203/+251-115-523-867 Fax: - +251-115-523-776 /+251-115-514- 300	Contact for extended official functions (MFA)
Hospital Contacts for VVIP-level treatment • Sr. Medi, Addis Ababa Silk Road General Hospital (ASRGH)	Tel: 0911217692 / Reception +251 93 661 0666 Emergency +251 93 663 0666	Emergency Hospital Services

<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 (Intercom: 2063, 2090)</p> <p>After Hours (5 PM–8 AM): Extension 4377</p> <p>Strict Emergencies:</p> <p>+251-912-032-706 +251-922-481-559 +251-911-682-347</p>	<p>Important contacts at AU Medical and Health Services</p>
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For Emergency Medical Support 1. Dr. Abenet Zeleke, Ministry of Health 2. Dr. Elubabor Buno, Ministry of Health 3. Dr. Nahom Tadesse G/Yesus (Emergency 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

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 II

LIAISON OFFICERS ASSIGNED TO AU MEMBER STATES FOR THE 38TH ORDINARY SESSION OF THE ASSEMBLY AND THE 46TH ORDINARY MEETING OF THE EXECUTIVE COUNCIL

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	Ahmed Adem Edris	+251 991871256 +251 920787216
11.	Union of the Comoros	Ermias Mekonnen Robi	+251 991877435 +251 921457388

12.	Democratic Republic of Congo	Edoshe Tesfaye Eticha	+251 991881443 +251 929489727
13.	Republic of Congo	Mengistu Berhe Niguse	+251 991885593 +251 923991680
14.	Republic of Côte d'Ivoire	Leiliti Negash	+251 920806996 +251 992129827
15.	Republic of Djibouti	Bethlem Dinku Biftu	+251 992146104 +251 907004330
16.	Arab Republic of Egypt	Semeredin Redi Alshikur	+251 992157602 +251 941465090
17.	Republic of Equatorial Guinea	Natan Belachew Chaka	+251 992157781 +251 911259069
18.	State of Eritrea	Nathan Tadesse Eshetu	+251 992161635 +251 922597738
19.	Kingdom of Eswatini	Kalab Abayneh	+251 992161759 +251 912351708
20.	Republic of Gabon		
21.	Republic of The Gambia	Bachak Ojulu Oman	+251 992165289 +251 961194290
22.	Republic of Ghana	Hana Worku Birhanu	+251 992165783 +251 913657323
23.	Republic of Guinea		
24.	Republic of Guinea Bissau	Natnael Zerihun Tamiru	+251 992174331 +251 941485323
25.	Republic of Kenya	Gebrialia Hilawe Tewodros	+251 992206971 +251 941728327
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	Adan Mohammed	+251 992216782 +251 911171126
33.	Republic of Mauritius	Hasset Abera Belay	+251 992219715 +251 938039661
34.	Kingdom of Morocco	Bezawerk Haile Tadesse	+251 992229781 +251 972555520
35.	Republic of Mozambique	Seblewengel Mengistu	+251 992236459 +251 978694249
36.	Republic of Namibia	Elebethel Mossisa Dibaba	+251 92250307 +251 922857127
37.	Republic of Niger		
38.	Federal Republic of Nigeria	Natnael Tadesse	+251 992 251532 +251 924308268
39.	Republic of Rwanda	Eyakem Birhanu	+251 992 269824 +251 939203100
40.	Saharawi Arab Democratic Republic	Asia Seid	+251 992 28 9227 +251 951055025

41.	Republic of Sao Tome and Principe	Meryam Sawrawork Teferi	+251 992299523 +251 953406981
42.	Republic of Senegal	Betselot Tadele Kebede	+251 992 313480 +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	Tsion Hailu	+251 992328482 +251 933939999
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	Seblewengel Solomon Dagnachew	+251 992330708 +251 919783725
50.	Republic of Togo	Mirtnesh Kasahun	+251 992357467 +251 912662976
51.	Republic of Tunisia	Amanuel Amsalu Hate	+251 992368075 +251 992164432
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

ANNEX VIII

CONTACT INFORMATION FOR MAJOR HOSPITALS IN ADDIS ABABA

GENERAL HOSPITALS

No.	Hospital Name	Key Contact
1.	Addis General Hospital	0911208582 / Dr Ahmed
2.	Addis Hiwot General Hospital	0911603171 / Mr. Kahas
3.	Afran General Hospital	0966693626 / Dr. Jeilan
4.	American Medical Center	0911247126 / Mr. Tewodros
5.	Amin General hospital	0911752275 / Dr Mehamed
6.	Betezata General Hospital	0911230048 / Sr. Kokebe
7.	Ethio-Istanbul General Hospital	+251962212223/+251965212223 Reception
8.	Ethiotebib General Hospital	0911227555 / Dr Abdela
9.	Genet General Hospital	0911246890 / Mrs. Wegahta
10.	Girum General hospital	0911181298 / Dr. Milihon
11.	Halleluiah General Hospital	0919184920 / Ms. Meron Getachew
12.	Hayat hospital and Medical College	0911001785 / Mr. Azimache
13.	ICMC General Hospital	0911250612 / Mrs. Rahel
14.	Kadisco General Hospital	0912500997 / Sr. Meriem
15.	Landmark General Hospital	0911412298 / Dr. Michael
16.	Lanset General Hospital	0911829303 / Mr. Esayas
17.	MeQrez General Hospital	0952272727 / 0921636465 Reception
18.	Myungsung Christian medical center	0911226751 / Dr. Solomon
19.	National General Hospital	0911208700 / Dr. Mekonen
20.	Silk Road Hospital	0911217692 / Sr. Medi
21.	St Gabriel General Hospital	0911204396 / Mrs. Lulayna
22.	St. Yared General Hospital	0911056573 / Mrs. Hiwet
23.	Teklehaimoanot General Hospital	0911235528 / Mrs. Beza
24.	TZNA General Hospital	0911218165 /Dr. Fikru
25.	Washington Medical Center	+251 939 515151/ Or Hotline 6511
26.	Yerer General Hospital	0911228941 / Dr. Eyob
27.	Zenbaba General Hospital	0911222157 / Dr. Agraw

SPECIALIZED HOSPITALS

No.	Hospital Name	Key Contact
1.	Addis Cardiac Hospital	0911669780 / Mr. Bisrat
2.	Betsegah MCH hospital	0911230700 / Dr. Sisay
3.	Brass MCH hospital	0911203344 / Mrs. Mulu
4.	Christmas international brain and spine hospital	0911216445 / Dr Zenebe
5.	Dinberwa MCH gynecology and obstetrics hospital	0967281525 / Mr. Arega
6.	MuluG Specialty Center	0913540767 / Mr. Abel Gemechis
7.	Samaritan Surgical Center	0911207619 / Mrs. Firewet
8.	Yordanos Orthopedic and Trauma Services Hospital	0911420053/Col. Meles 0911204003 Dr. Worku

ANNEX IV

HOTEL INFORMATION

LIST OF STAR-RATED HOTELS IN ADDIS ABABA

NO	NAME OF THE HOTEL	STAR	NO. OF ROOMS	NO.OF BEDS	PHONE NO	E-MAIL
1.	SHERATON ADDIS HOTEL	5	294	323	011 5171717	RESERVATIONSADDISETHIOPIA@LUXURYCOLLECTION.COM
2.	HYATT REGENCY HOTEL	5	188	200	0115171234	www.hyatt.com
3.	SKY LIGHT HOTEL	5	373	400	0116818181/0944337043	www.ethiopianskylighthotel.com
4.	RADISSON BLUE HOTEL	5	114	128	0115157600 0115170400 0115544412/13	INFO.ADDISABABA@RADISONBLU.COM
5.	ELLELE INTERNATIONAL HOTEL	5	155	163	0115587777 0911202904 0922728318	INFO@ELILLYHOTEL.COM/ INFO@ELILLYHOTEL.COM
6.	CAPITAL HOTEL and SPA	5	114	114	011 6 67 2100 0930100714 0911639122 0116672100	SALES@CAPITALHOTELANDSPA.COM WWW.CAPITALHOTELANDSPA.COM
7.	THE GRAND PALACE HOTEL	4	84	105	0112770025	www.grandpalaceaddis.com
8.	MARRIOTT EXECUTIVE HOTEL	5	108	128	011 518 4600	RESERVATION@MARRIOT HOTEL.COM
9.	JUPITER INT. HOTEL (KAZANCHIS)	4	102	112	0115527333	INFO@JUPITERINTERNATIONALHOTEL.COM
10.	JUPITER INT. HOTEL (BOLE)	4	40	52	0116616969	INFO@JUPITERINTERNATIONALHOTEL.COM
11.	GOLDEN TULIP HOTEL	5	90	115	0116183333 0116612828	GM@GOLDENTULIPADDISABABA.COM WWW.GOLDENTULIPADDISABABA.COM
12.	THE HUB HOTEL	4	85	95	0911243084 0911200408	gm@thehubaddis.com www.thehubaddis.com
13.	MADO HOTEL	4	81	81	0116393044	gm@madohotels.com www.madohotel.com

14.	INTERCONTINENTAL HOTEL	4	151	190	011 550 5066 0115180444 0115540090	RESERVATION@INTERCONTINENTALADDIS.COM
15.	SAPPHIRE ADDIS HOTEL	4	80	104	0116393907/0116173710	0116393907/0116173710
16.	BEST WESTERN PREMIERE DYNASTY	5	89	110	0912050958	Melaku.t@bwpremieraddis.com
17.	SAROMARIA HOTEL	4	87	87	01116672167/75	INFO@SAROMARIAHOTEL.COM/RESERVATION@SAROMARIAHOTEL.COM STAY@SAROMARIHOTEL.COM
18.	HARMONY HOTEL	4	150	176	0116183100 0116612389	INFO@HARMONYHOTELET HIOPIA.COM
19.	FRIENDSHIP HOTEL	4	104	104	0116670201 0116670202	MARKETING@FRIENDSHIPHOTEL.COM.ET
20.	DEBREDAMO HOTEL	4	102	102	0115509828 0116612630	RESERVATION@DEBREDA MOHOTEL.COM
21.	MOMONA HOTEL	4	60	80	0116672201/07	RESERVATION@MOMONA HOTEL.COM
22.	RAMADA ADDIS HOTEL	4	129	136	0116393939	0116393939
23.	GRAND ELIANA HOTEL	4	80	98	0111262600	0911144761
24.	MELKA HOTEL	4	60		0903335599	melekainternationalhotel@gmail.com
25.	CASSIOPIA HOTEL	4	120	126	0933160115	www.hotelcassiopiaaddisababa.com
26.	BEST WESTERN PLUS ADDIS	4	159		0944309157	reservations@bwplusaddisababa.com
27.	NEXUS HOTEL	4	66	66	0111112345 01116670067	INFO@NEXUSADDIS.COM INFO@NEXUS HOTEL.COM
28.	ELMOS HOTEL	4	37	43	0114704902 0988010211	info@elmoshotel.com reservation@elmoshotel.com
29.	THE PLACE LUXURY LIVING APPARTMENTS		13 _{units}	33	+251 93 388 8282	info@theplaceluxuryliving.com

30.	SHITAYE SWEET HOTEL	4	60	64	+251 96 688 4400 +251 96 688 2200 +251 1146 21000	reservation@shitayesuitehotel.com
31.	TULIP INN OLYMPIA	4	109	125	+251 949282828/ +251 114702847	info@tolipolympliahotel.com
32.	BONANZA ADDIS HOTEL	4	57	57	+251 911421282 +251-901227722	aabebe@bonanzaaddishotel.com
33.	MAGNOLIA HOTEL	4	36	54	011 6393777	011 6393777
34.	HILTON ADDIS ABABA	3	360	400	011 5170000 011 5518400	RESERVATION.ADDISABABA@HILTON.COM
35.	AZZEMAN HOTEL	3	120	144	-	0911800602
36.	ADDISSINIA HOTEL	3	60	60	0911511569 0116623634	INFO@ADDISSINIAHOTEL.COM RESERVATION@ADDISSINIAHOTEL.COM
37.	BEST WESTERN PLUS PEARL	3	76	84	0911202227	gm@BWppaddis.com
38.	THE RESIDENCE HOTEL	3	18	21	0115571025 0911503125	INFO@THERESIDENCEADDIS.COM
39.	ASELEFECH MERGA HETEL AND SPA	3	42	44	0963121307	contact@aselefechmergahotel.com om@aselefechmergahotel.com www.aselefechmergahotel.com
40.	MONARCH HOTEL	3	95		0948332402 0911696416	info@monarchaddis.com
41.	HAILE GRAND	5	157	189	+251 94 873 2524	salesexecaddis@haileresorts.com reservationaddi@haileresorts.com

ANNEX V

MARKET PLACES INFORMATION

15.5. 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

ANNEX VI

LIST OF TOURIST DESTINATIONS IN THE CITY

15.6. 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

ANNEX VII
TAXI HOTLINES AND CONTACTS

No	Taxi Service	Call Center Contact	Contact Address for AU 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	

ANNEX: VIII
THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)

1	COUNTRY/EMBASSY/INT.ORG./:-				
2	TYPE OF AIRCRAFT:-				
3	CALL SIGN:-				
4	REGISTRATION NO. AND NATIONALITY: -				
5	AIRCRAFT OPERATOR AND EMAIL: -				
6	PURPOSE OF FLIGHT:-				
7	CAPTAIN'S NAME: -				
8	NUMBERS OF CREW MEMBERS:-				
9	NAME AND STATUS OF VIP:-				
10	OVER FLIGHT	<input type="checkbox"/>	LANDING	<input type="checkbox"/>	
11	ROUTE OF FLIGHT (FROM TO):-				
12	POINT OF DEPARTURE/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	DESTINATIO N, DATE AND TIME OF ARRIVAL (ETA)

OVER FLIGHT AND LANDING CLEARANCE REQUEST FORM

➤ Request clearance is valid for 72 hours before and after the requested date.

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

ANNEX IX
THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA

MINISTRY OF FOREIGN AFFAIRS (MFA)

FIREARM REGISTRATION FORM

African Union Ordinary Summit

12th – 16th February 2025
Addis Ababa, Ethiopia

(To be attached with a Note Verbal)

NO.	COUNTRY/ ORGANIZATION	FULL NAME	NATIONALITY	SEX	PASSPORT NO	JOB TITLE	MAKE, MODEL, AND CALIBER OF WEAPON	SERIAL NUMBER	NUMBER OF ROUNDS OF AMMUNITION	SPECIAL EQUIPMENT (COMMUNICA TION DEVICES)

Tel No.

STAMP AND SIGNATURE _____

ANNEX X

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

African Union Ordinary Summit

12th – 16th February 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 XI

THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA

MINISTRY OF FOREIGN AFFAIRS (MFA)

MEDIA ACCREDITATION FORM

African Union Ordinary Summit
12th – 16th February 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 XII
THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)
MEDIA EQUIPMENT FORM

African Union Ordinary Summit
12th – 16th February 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 XIII



Ethiopian Revenues & Customs Authority

(-A-)

CUSTOMS DECLARATION

Declaration of Personal Effects

Please fill in the following information and submit to Customs.
(Only one written declaration per family is required.)

Flight No.	Point of embarkation		
Date of Arrival in Ethiopia	Year	Month	Day
Name	Last name (or surname)	First & middle name	
Address in Ethiopia (Accommodation)	Tel. ()		
Nationality	Occupation		
Date of Birth	Year	Month	Day
Passport No.			

1. PROHIBITED ARTICLES

(Narcotic drugs, stimulants, psychotropic substances, etc)
(Fire arms such as pistols, revolvers and machine guns, and bullets or parts thereof)
(Explosive, gunpowder, materials for chemical weapons, germs such as anthrax, etc)
(Counterfeit, altered or imitated coins, bank notes or securities, and forged credit cards)
(Obscene or immoral materials, and child pornography)
(Articles which infringe upon intellectual property rights. (Patent, utility, model, design, trademark, copyright, etc.)

2. RESTRICTED ARTICLES (require permission from responsible body)

(Hunting guns, air guns, swords, etc)
(Internationally protected endangered animals, plants, or their products)
(Crocodiles, cobras, turtles, ivory, musk, cactus etc)
(Live animals and plants, meat products etc)
(Vegetable, fruits, seeds, all type of medicine, satellite cameras and measurement Instruments etc)

3. Duty-Free Allowance (excluding crew member and frequently flying Passengers).

- 2 bottles of alcoholic beverages.
- Cigarettes: 2 packet
- 600ml of perfume
- Readymade cloths for personal use!
- Television, lap top one from each for one time,

There is no free allowance for alcoholic beverage and tobacco products for those under 18 years old



(-B-)

4. Please answer with a "✓" mark to the following questions.

4. Are you bringing the following into Ethiopia? Yes No

- a. Prohibited Article(s) or Restricted Article(s) (Please refer to No. 1&2)
- b. Goods exceeding duty-free allowance (Please refer to No 3.)
- c. Commercial goods or samples or valuable items such as gold, silver etc
- d. Any items you have been requested from Someone else to bring in to Ethiopia

4. If your answer to any of the questions above is "Yes" Please list your belongings in "Description of Personal Effects" on No 6.

5. For all passengers (including transit passengers) do you have Cash, Checks, Promissory Notes, Securities or Valuable items. (For non residents exceeding the amount 3000USD Or its equivalent.) Yes No

4. If you choose "Yes", please submit this Declaration to Customs officer.

6. Description of Personal Effects (If all your answers to No. 4 Of side B are "NO", you need not fill in this section.)

Description of goods	Quantity	Market value	Remark

4. Customs use only

7. If your answer to any of the questions no. 4 is "Yes" please pass through the Red channel.

4. If your answer to all of the questions no. 4 is "No" please pass through the Green channel.

8. "NOTICE"

As regulated by pro.No.859/2014 and other laws and regulations concerned, you are required to declare all the articles that you have purchased or acquired abroad and pass through Red channel. Any false declaration or failure to declare or passing through Green channel regardless of having taxable or restricted or prohibited articles subject to penalty in Ethiopian laws and regulations concerned.

I declare that the above particulars are true and correct.

Name _____ Signature _____ Date _____

ANNEX XIV

INFORMATION OF DELEGATION/HEADS OF DELEGATION AND SPOUSES	
Delegation	
First Name	
Last Name	
Title	
DIETARY RESTRICTION INFORMATION	
Vegetarian (not vegan) <i>*If applicable, please select your vegetarian dietary requirements. If you are a vegan, please skip this question and move to Strict Dietary Requirements.</i>	<input type="checkbox"/> No Red Meat <input type="checkbox"/> No Chicken <input type="checkbox"/> No Fish <input type="checkbox"/> No Eggs <input type="checkbox"/> No Pork <input type="checkbox"/> No Dairy Products
Strict Dietary Requirement <i>*If applicable, please select your strict dietary requirement by ticking the box.</i>	<input type="checkbox"/> Vegan (I eat only plant foods and plant products. I do not eat animal foods, eggs or dairy) <input type="checkbox"/> Kosher (I require a special meal to be prepared by a Kosher kitchen) <input type="checkbox"/> Halal (I require a special meal to be prepared by a Halal kitchen) <input type="checkbox"/> Celiac Disease (I am allergic to wheat, rye, oats or barley and any food containing gluten)
Food Allergy <i>*Please select any food allergy you have by ticking the box.</i>	<input type="checkbox"/> Peanuts <input type="checkbox"/> Tree nuts <input type="checkbox"/> Dairy <input type="checkbox"/> All seafood (including shellfish) <input type="checkbox"/> Other (please specify) _____
Special Requirements	

This form is **only** applicable to: Leaders and Spouses, Ministers and Head of Delegations. Please submit the form through the designated LO by **1st February 2025**.



**PROTOCOL AFFAIRS DIRECTORATE GENERAL,
MINISTRY OF FOREIGN AFFAIRS OF THE
FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA**

