



Protocol and Administrative Guide for the 28th Ordinary Session of the Assembly of the African Union

**Theme: Harnessing Demographic Dividend
through Investment in the Youth**

**22-31 January 2017
Addis Ababa-Ethiopia**

Table of Contents

I. Introduction	2
II. Contact Point for Information	4
III. Liaison Officers.....	5
IV. Arrival.....	5
V. Arrival Ceremony and Procedure	6
VI. Visa and Customs.....	7
VII. Members of the Press and Press Equipment.....	10
VIII. Local Transport	11
IX. Accommodation.....	13
X. Security	15
XI. Accreditation.....	19
XII. Arrival and Welcoming Ceremony at the AU.....	23
XIII. Official Functions by the Government of Ethiopia and the AU	25
XIV. Departure from Ethiopia.....	27
General Information about Ethiopia.....	29
Emergency Telephone Numbers of Major Hospitals.....	31
Taxi Contacts.....	35
Ethio Telecom Major Products and Services	36
Registration Forms.....	37
Hotel Information	45
Compiled List of Contact Persons	51

I. Introduction

The information contained in this guide is intended for participants of the 28th Ordinary Session of the Assembly of Heads of State and Government the 30th Ordinary Session of the Executive Council of the African Union and the 33rd Ordinary session of the Permanent Representatives' Committee at the African Union Headquarters in Addis Ababa, Ethiopia.

Dates and Venues of the main meetings:

22 to 24 January 2017	33 rd Ordinary Session of the PRC, Medium Conference Hall (AU New Conference Centre, AU NCC)
25 to 27 January 2017	30 th Ordinary Session of the Executive Council, Nelson Mandela Hall, (AU New Conference Centre, AU NCC)
29 January 2017	Retreat of the Heads of State and Government , at Sheraton Addis
30 to 31 January 2017	28 th Ordinary Session of the Assembly of the Union, Nelson Mandela Hall

Member States of the African Union

No	Name	No	Name
1	People's Democratic Republic of Algeria	28	State of Libya
2	Republic of Angola	29	Republic of Madagascar
3	Republic of Benin	30	Republic of Malawi
4	Republic of Botswana	31	Republic of Mali
5	Burkina Faso	32	Islamic Republic of Mauritania
6	Republic of Burundi	33	Republic of Mauritius
7	Republic of Cameroon	34	The Republic of Mozambique
8	Republic of Cabo Verde	35	Republic of Namibia
9	Republic of Chad	36	Republic of Niger
10	Central African Republic	37	Federal Republic of Nigeria
11	Union of the Comoros	38	Republic of Rwanda
12	Democratic Republic of Congo	39	Saharawi Arab Democratic Republic
13	Republic of Congo	40	Republic of Sao Tome and Principe
14	Republic of Côte d'Ivoire	41	Republic of Senegal
15	Republic of Djibouti	42	Republic of Seychelles
16	Arab Republic of Egypt	43	Republic of Sierra Leone
17	Republic of Equatorial Guinea	44	Federal Republic of Somalia
18	State of Eritrea	45	Republic of South Africa
19	Federal Democratic Republic of Ethiopia	46	Republic of South Sudan
20	Republic of Gabon	47	Republic of The Sudan
21	Islamic Republic of The Gambia	48	Republic of Swaziland
22	Republic of Ghana	49	United Republic of Tanzania
23	Republic of Guinea	50	Republic of Togo
24	Republic of Guinea Bissau	51	Republic of Tunisia
25	Republic of Kenya	52	Republic of Uganda
26	Kingdom of Lesotho	53	Republic of Zambia
27	Republic of Liberia	54	Republic of Zimbabwe

II. Contact Point for Information

The Protocol Affairs Directorate General of the Ministry of Foreign Affairs of the Federal Democratic Republic of Ethiopia in collaboration with the Protocol Services Department of the African Union Commission, coordinate the preparatory activities as well as overseeing the proper implementation of all protocol and logistical arrangements. Diplomatic Missions of Member States and Invited Guests are advised to contact the following:

- **Mr. Esayas Gotta – A/Chief of Protocol, MFA/
+251 911-230-144/ +251 944-134-108**
- **Ms. Simone Abala- Chief of Protocol, AUC/
+251 911 503418, Email: abalas@africa-union.org**
- **Mr. Mesfin Wudneh - Director of State protocol, Ceremony and
Conference, MFA/+251-911-210-234**
- **Mrs. Almaz Tilahun, D/Chief of Protocol, AUC/
+251 911201651, Email: almazt@africa-union.org**

General information:

Member States as well as other Invited Guests shall provide the Secretariat of the Preparatory Committee (of the Ministry of Foreign Affairs of the Federal Democratic Republic of Ethiopia) a Note Verbal with duly completed registration forms not later than 20 January 2017 in order to make proper preparations with regard to badges, hotel reservations, transportation and other related logistics. (Please see forms annexed). The badge and accreditation forms can also be accessed from the Ministry's website at: www.mfa.gov.et

Contact Persons for General information:

- Ms. Seble Woldeamanual /+251-911-116-053
- Ms. Adeyabeba Derbew /+251-913-180-946

Office Tel .No:- +251-115-527-624/+251-115-527-203/+251-115-523-867

Fax: - +251-115-523-776 /+251-115-514-300

E-mail: protocol@mfa.gov.et

III. Liaison Officers

The Ministry shall assign a liaison Officer to all Member-States. The Liaison Officers shall act as a link between the Delegation and the Host Country on all pertinent issues. He/ She will stay with respective delegations until their departure.

The names of Liaison Officers will be communicated to all Member States by the Secretariat of the Preparatory Committee of the Host Country.

IV. Arrival

The Secretariat requests Missions to provide the specific arrival details of their delegation at least **72 hours** ahead of time by an official Note Verbal.

For special flights, relevant information such as:

- a. Name of carrier
- b. Name and type of aircraft
- c. Entry and exit points in Ethiopia
- d. Call sign
- e. Point of departure and destinations, and
- f. Dates and times of arrival and departure

Such information shall be communicated to the Situation Room of the Ministry of Foreign Affairs of Ethiopia by **Fax no. -251-115-523-776 or +251-115-514-300 or +251-115-531-775** or **delivered by hand to the Situation Room** of the Ministry.

(See annex VII)

Tel. +251-930- 077-080

Email – situations@mfa.gov.et

V. Arrival Ceremony and Procedure

A. Heads of State and Government

- A Head of State and Government will be welcomed by a Senior Government Official, Chief of State Protocol, Chief of Protocol of AUC, Elected Officials of AUC and a maximum of ten Diplomatic staff from respective Embassies.
- The Anthem of the African Union will be played.

B. Ministers of Foreign Affairs

- Foreign Ministers shall be received by protocol officials of the Ministry of Foreign Affairs and AUC at Bole International Airport.

N.B –

- **Official welcoming ceremonies shall be conducted from 9:00-18:00 hrs.**
- **Security at the Airport shall be conducted according to the International Civil Aviation Organization (ICAO) rules and regulations of international airport as well as relevant domestic laws.**
- **Time slots shall be allocated for private aircrafts during arrival and departure.**

C. Other Participants

Other delegates will be received by Protocol Officers of the Ministry of Foreign Affairs and the AUC. The Officers will operate from both, VIP and normal arrival lounges and assist participants in immigration formalities, baggage collection, coordinate transport and transfers to the hotels. To enable the airport Team to receive participants conveniently, Missions are kindly requested to provide the specific arrival and departure details of their delegation at least 48 hours ahead of time.

VI. Visa and Customs

Visa Formalities

Delegates and other Participants holding **Diplomatic** or **Service Passport** of Member States or **AU Diplomatic/Service Passport** are permitted to enter **without visa**.

For Delegates and other Participants holding Ordinary Passport of AU Member States as well as holders of Diplomatic, Service or Ordinary passports of other States or UN Laissez-passer, **Visa on Arrival** will be issued upon presentation of accreditation letter or invitation letter from the AU or prior submission of a formal request to the Ministry of Foreign Affairs. However, they are advised to apply for visa from the Ethiopian Missions in their respective home countries. In this connection it is worth noting that The Main Department for Immigration and Nationality Affairs of Ethiopia has issued an urgent Circular Note instructing the

Ethiopian diplomatic missions abroad to issue visas for participants and journalists of the upcoming AU summit.

Dedicated immigration counter shall be reserved at the airport to provide fast service for participants to the AU summit.

Contact Persons on visa issues:

**Mr. Sherif Kerry / Ministry of Foreign Affairs/+251-944-084-310/
+251-115-519-990**

**Mr. Tewodros Bogale /Main Department for Immigration and
Nationality Affairs/ +251 911-643-883**

**Mr. Gedamu Mekonen /Main Department for Immigration and
Nationality Affairs/ +251 914-744-001**

Customs

For Incoming Passengers

A) Prohibited Items

- Narcotic drugs, stimulants, psychotropic substances, etc.
- Firearms 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 card.
- Obscene or immoral materials and child pornography.
- Articles which infringe upon intellectual property rights (Patent, utility, model, design, trademark, copyright, etc)

B) Restricted Items: Items that requires permission from Regulatory Authorities.

S .No.	Type of items	Regulatory Authorities
1	Hunting guns, air guns, swords, etc	Security Immigration & Refugee Affairs Office
2	Internationally protected endangered animals, plants, or their products).	Heritage Studies & Conservation Authority
3	Crocodiles, cobras, turtles, ivory, musk, cactus etc.	Ministry Of Agriculture and Natural Resources
4	Live animals and plants, meat products etc,	Ministry Of Agriculture and Natural Resources
5	Vegetable, fruits, seeds, and etc.	Ministry Of Agriculture and Natural Resources
6	All type of medicine,	Ethiopian Drug Administrator & Control Authority
7	Professional cameras	Government Communication Affairs Office
8	Binoculars (High Standards)	Information Network Security Agency
9	Satellite Phone	Information Network Security Agency & Telecommunication Agency

C) Duty- Free Allowed Items

- One laptop Computer
- 2 bottles of alcoholic beverages.
- Cigarettes: 2 packet
- 600ml of perfume

D) Temporary Importation

- To comply with the import customs regulations of the Government of the Federal Democratic Republic of Ethiopia, participants should declare the following items they may bring with them into the country:-
 - ☞ laptops (if it is more than one);
 - ☞ Desktop Computer, Printer, Scanner, Video camera, etc.

- ☞ Any other conference equipment.
- In order to be assisted with the temporary importation of the above items, the participants should send the detailed specifications of the items to be brought in, together with their arrival and departure details to the Secretariat of the Protocol and logistics arrangements of the Conference by 20 January 2017 at the latest.
- The items will be registered for temporary import by the customs office and they will be taken out of the country at the end of the Conference.

E) Declaration of Goods and Cash

- Participants are highly advised to declare items stated in A and B, goods that exceed duty free allowance as per C, cash the amount of which exceeds USD 3000.00 or its equivalent to the customs office at the airport.

VII. Members of the Press and Press Equipment

The list of members of the press and their professional equipment to be brought into the country should be communicated to the Secretariat of the Preparatory Committee as per the application form. (See annex V)

Special Desk from Government Communication Affairs Office shall be reserved at the airport to provide fast service for Journalists coming to cover the AU summit.

Journalists should arrive one and half hours before meetings start.

Contact Persons:

- **Mr. Chala Dejenu- Ministry of Foreign Affairs /**
+251-910-518-669
Tel. +251-115-536-731
Fax: - +251-115-523-776 /+251-115-514-300

- **Mr. Shambel Tilahun - Government Communication Affairs Office / +251-911-747-313/**
- **Mr. Mohammed Seid - Government Communication Affairs Office / +251-911-768-354**
- **Mr. Teklemariam Debele - Government Communication Affairs Office / +251-913-142-920**
Office Tel. +251-115-545-662 /+251-115-528-113

The African Union registers members of the Press as well. Hence, all members of the press are advised to contact the African Union Directorate of Information and Communication at the following address:-

Mr. Molalet Tsedeke

Tel: +251 911-630-631

Email - molalett@africa-union.org

Directorate of Information and Communication

African Union Commission

VIII. Local Transport

For Ministers of Foreign Affairs from 24 January 2017 and for Heads of State and Government and other Heads of Delegations from 27 January 2017 until their departure on 1 February 2017, the Government of the Federal Democratic Republic of Ethiopia will provide delegates of Member States with the following number of vehicles:

A. Delegations led by Heads of State and Government

- One VVIP Car for the Head of State and Government
- One car for special assistant to the Head of State or Government
- Two Security cars
- One Liaison Officer car
- Motor escort

B. First Ladies

- One Executive car for First Lady
- One Liaison Officer car for First Lady
- Motor escort

C. Delegation led by a Vice-President or Prime Minister

- One VIP Car for the Vice-President or Prime Minister
- One Security car
- One Liaison Officer car
- Motor escort

D. Any Other Head of Delegations

- One VIP Car for the Head of Delegation
- One Liaison Officer car
- Motor escort

E. Ministers of Foreign Affairs

- One vehicle for the Foreign Minister
- Motor Escort

Shuttle luggage cars from Airport to the hotels and vice-versa will be arranged. Delegations are requested to designate a luggage manager for luggage handling.

F. Transportation for Other Delegates

Provision of transport to the remaining delegates is the responsibility of each individual delegation or their respective diplomatic mission.

Regular Shuttle transport will be available to and from the designated hotels and the conference center for participants from 25- 31 January 2017.

Contact Persons for Transport:

- **Mr. Getachew Dejene / +251-911-052-462**
- **Mr. Sadiq Mahdi/ +251-910-010-476**

Office Tel .No:- +251-115-527-624/+251-115-527-203/+251-115-523-867

Fax: - +251-115-523-776 /+251-115-514-300

IX. Accommodation

Accommodation for AU Member States during the Summit meetings will be facilitated by the Ministry of Foreign affairs:

- For the Heads of Delegation for the Executive Council Meeting from the nights of 24 January to 1 February 2017
- For the Head of State and Government or other Heads of Delegation from the nights of 27 January to 1 February 2017 based on the following modalities:

Delegations led by a Head of State and Government: - a suite and two standard rooms (1+2) in;

- Sheraton Addis,
- Hilton Addis Ababa,

- Radisson Blu
- Elilly Hotel, or
- Marriot Executive Apartments

Delegations led by Vice President or Prime Minister : - a Junior suite and two standard rooms (1+2) in;

- Sheraton Addis,
- Hilton Addis Ababa,
- Radisson Blu
- Elilly Hotel, or
- Marriot Executive Apartments

Delegations led by a Minister / Other Heads of Delegation: - a Junior suite and one standard room (1+1) in;

- Hilton Addis Ababa,
- Radisson Blu,
- Elilly Hotel,
- Marriot Executive Apartments, or
- Intercontinental Hotel

Courtesy extended by the Host Government

The Government of the Federal Democratic Republic of Ethiopia will cover the accommodation cost of Member States' Heads of Delegation for the Ordinary Session of the Assembly of the African Union. Hospitality includes only bed, meals and non-alcoholic beverages from 29th of January to 1st of February 2017.

Missions are advised to book rooms in other hotels for the remaining members of their delegation.

Contact Persons for Accommodation:

- **Mrs. Roza Yerukneh /+251-948-280-188**
- **Ms Yewubdar Seyoum/ +251-913-838-837**

Office Tel .No:- +251-115-527-624/+251-115-527-203/+251-115-523-867

Fax: - +251-115-523-776 /+251-115-514-300

E-mail:protocol@mfa.gov.et

As a courtesy, the Government of Ethiopia will also provide hand bags to the Heads of State, First ladies and Foreign Ministers. As well as golden pin for heads of delegation and silver pin for Foreign Ministers.

X. Security

The Government of the Federal Democratic Republic of Ethiopia will provide 24-hour security during the Summit and the Executive Council meeting at all venues and hotels where delegates will be staying.

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.

- During both the Executive Council Meeting and the Summit, two perimeter access gates are designated for access to the AU premises. Each gate is designated to different categories of participants. All participants are requested to limit the items inside their vehicles in order to expedite the physical security clearances.

- Car access to the AU compound is restricted only to Ministers, Ambassadors, Heads of Organs, Heads of RECs and the other categories as approved by the Commission. All vehicles are subject to security screening and searching.
- Drivers with access to the AU compound should remain either in their vehicles or at the refreshment areas allocated to them until they are called by their respective delegates.
- Participants are required to follow advice and guidance from ushers, security officers and protocol staff.
- Within the AU complex, there will be some restrictions on movements. The AUC Safety and Security Services will enforce controls over access to restricted areas.
- Participants must cooperate and follow the directives and advice of the AUC Safety and Security Personnel in all circumstances.
- Standing position is strictly prohibited inside the Plenary Hall. Those without seats could use the TV screens outside the Plenary Hall to follow the event.
- All Summit participants and their belongings entering the AU premises and buildings are subject to a series of thorough security screening and searching measures and procedures.
- Parking reservation inside premises of the AU is only permitted after obtaining a Parking Permit issued by AUC Security and Safety Services. Other participants are encouraged to look for parking areas outside the AU premise which are arranged and available for this purpose.

- No fire-arms/weapons are allowed in the AU premises with exception of Host Government Security protection which their lists is provided to AU 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.
- This information could be adjusted to fit the prevailing operational circumstances, before and during the course of the Summit.
- The AU venue is only for meeting participants during the Summit, therefore, visitors are restricted and denied access during this period.
- The AU Commission wishes to request all participants to the Summit to extend full cooperation.

Diplomatic Missions are advised to provide the list of Security Officers accompanying Heads of State and Government as well as Ministers to the Secretariat at the Ministry of Foreign Affairs at least a week ahead of the Executive Council Meeting and the Summit. The list should include detailed information on Firearms and Communication Equipment they carry in accordance with the security procedures of the Host country as indicated below.

N.B. Security advance teams are advised to participate in security briefing by the State Security as well as African Union Security & Safety briefing session in advance in order to avoid any inconvenience that might occur due to information gaps.

Security Fire Arms

It should be noted that each delegation led by Heads of State is allowed to bring into Ethiopia only five side arms. Delegations led by Head of Government or Minister are allowed to bring into Ethiopia only two side arms.

- Firearms to be brought into Ethiopia have to get permission prior to the arrival of the Delegation.
- All firearms should be declared at the Airport during the arrival and departure time.(See annex III)

Except exemption from the Commission, all delegates will be subjected to security checks when accessing AU Premises including the Conference Halls.

Communication equipment to be used by security officers should get permission before entering the Federal Democratic Republic of Ethiopia. Hence, each Mission is advised to submit the duly completed form to the Secretariat at least a week ahead of arrival. (See annex IV)

N.B. Only one protection officer with side arm per Head of State or Government shall be allowed in the lobby of Conference and Banquet venues. The rest of protection officers with the remaining side arms shall stay inside their vehicle or in shelters designated for this purpose.

Contact persons at AUC Security and Safety Services

- **Mrs. Mintwab Alula/ +251 911200846**
- **Mr. Asfaw Yigzaw/ +251 911 641054**

Summit Safety and Security Planning Team at the AUC: Room M45, Mezzanine Floor left wing of the New Complex (+251-11518-2045)

XI. Accreditation

Accreditation of delegates shall take place at Ghion Hotel from January 16 to 30, 2017 between 08:00-21:00hrs.

Contact Persons for Accreditation:

- **Mr. Tesfaye Mekonnen – (NISS) +251-911-302-723**
- **Mr. Yonathan Guebremedhin – (MFA) +251-924-337-805**
- **Mrs. Mahlet Tesfaye – (MFA) +251-930-011-520**
- **Mr. Retta Ayalew- (AUC) +251 911 602634**

Security Badges

Access into the Conference Center will be highly restricted to delegates having the appropriate access badges. Hence, all delegates are required to be accredited.

i. Special Lapel Pins

a) Heads of States and Government, Former Heads of State and Government, other Heads of Delegation of Member states, Chairperson and Deputy Chairperson of the AUC will be issued with special golden pins by the Host country

b) Ministers of Foreign Affairs, Commissioners, Heads of AU Organs & RECs, Former OAU/AU Secretaries General and Chairpersons will be issued with special silver pins by the Host Country.

ii) Badges:

- Other Ministers in the delegation will be issued with badge “**Minister**”
- Delegates will be issued with **Delegate** Badges
- Security officers will be issued with badges labeled **Security** Badges (**armed or unarmed**)

- Members of the media team will be issued with **Media/press** Badges
- Other Participants shall be issued with appropriate category of badges.

Security badge request submitted with photos in soft copy shall be processed only for First Ladies, Heads of Diplomatic Missions, and of Regional and International Organizations. Submitted photos should be only in a CD format (other formats such as USB flash will not be accepted). Such requests shall be processed only when a representative is officially authorized to process and collect the badges. Other members of the delegation shall appear in person for registration and accreditation.

iii) Conference Badges & Registration:

The AU Commission issues different categories of conference badges. Participants are required to obtain security badges before requesting for conference badges. Member States and other participants are requested to submit comprehensive official delegation list. Access to the meeting venues is subject to the presentation of both valid conference badge and security badge.

Distribution will be in accordance with the guidelines and invitation letters.

a) Press/Media:

Department of Information and Communication (DIC) will handle accreditation and distribution of press and media personnel.

b) Badges for the Heads of State and Government Retreat:

Separate conference badges will be prepared for the Retreat and will be distributed on 27 January 2017 during the Executive Council meeting.

c) Badges for the side-line meetings/events

Separate badges will be prepared for the side-line meetings and parallel events. Distribution will be through the Organizing Institutions/Departments.

PRC & Executive Council badges will be distributed in sealed envelopes to member states including AU organs & RECs. Distribution to the other participants will be on 19 & 20 January 2017 at the Information desk located at the lobby, in front of Nelson Mandela Hall.

Observers will only attend the opening and closing ceremonies as per the invitation letter.

N.B. Conference badges are non-transferable. And Participants are requested to wear the right badges all the time during the meetings.

Car Passes

Car passes have to be obtained for all vehicles to have access to the relevant venues such as the Conference Center, Bole International Airport and designated hotels.

Diplomatic missions are advised to submit a duly completed form to the Secretariat at the Ministry of Foreign Affairs. The forms should contain the following information: model of cars, their registration numbers, and the full names and dates of birth of the drivers with copies of driving license and ID before 16 January, 2017. (See annex II).

The car passes shall be collected from the badge Center at Ghion Hotel starting from 16 January, 2017.

All vehicles of participants which do not possess AUC Safety and Security Services valid **Access Permit (AP)** will be denied access to the venue and will be turned away at all gates. But parking area is available outside the premise. It is

mandatory to have a car pass from the State Security in order to pass different security check points that would be established on roads before reaching to the Venue.

Car Passes will be provided to each delegation as per the following arrangement:

- Heads of Delegation of Member States – As per the number of vehicles specified in the Local Transport section (see above)
- Former Heads of state and Government - 1 each
- Heads of AU Organs and RECs - As per the invitation letter
- Ministers -1 each
- Non-Member States-2
- Organizations – As per the invitation

N.B.

- **Car passes do not give permission to drive on roads blocked during the transfer of Heads of State and Government. Delegates are advised to use alternative roads.**
- **All participants and delegates must always wear their designated badges at all official venues.**
- **Badge and Car pass request forms should be typed and submitted. Requests that are not readable will not be processed.**
- **A list that is not completed according to the format provided by the Ministry, and has not been signed and stamped by the respective Mission/ Organization will be void.**

XII. Arrival and Welcoming Ceremony at the AU

On 30th January 2017, the Chief of Protocol of AUC will welcome Heads of State and Government, First Ladies and the other Heads of Delegation from the dropping point (i.e. VIP entrance at the basement).

Protocol staff will be deployed to receive Honorable Ministers, other dignitaries, etc... through the staff tower entrance and escort them to the holding rooms.

The following VIP holding rooms have been allocated:

No.1 (B41)	For Heads of State and Government, Former Heads of State & Government and Heads of Delegation.
No. 2, M26	For First Ladies
VIP No.2, G20	For Honorable Ministers, Commissioners, Heads of AU

NB:

- **Taking into account the limited space in the holding rooms, access should be tightly controlled.**
- **Arrival and departures from hotels and conference halls shall be according to the Order of Precedence.**

Offices and Bi-lateral Rooms:

Offices will be allocated to the Elected Officials, other VIPs and Officers near the conference venue. A limited number of temporary bi-lateral rooms will also be

available for bilateral meetings. Request forms to be completed (for reservations) will be available at the Information Desk, NCC.

To prevent double booking, only the delegation initiating the bilateral meeting should submit the request. Reservations will be for 30-minute 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 25 to 31 January 2017.

Photo Ceremonies & Plans

Venue for the photo ceremonies is in front of Nelson Mandela Hall. Plans for PRC, Executive Council and Heads of State and Government and Heads of Delegation will be prepared according to the order of precedence.

Formalities for the departure of Heads of State and Government from the AU

- At the end of the meetings, Heads of State & Government will be escorted to the holding room No.1, B41 by the AUC and State Protocol staff
- Accompanying Delegation members are kindly advised not to follow and assemble/gather at the VIP entrance and lobby area
- Convoy will be organized based on Order of Precedence.
- When the convoy is ready, protocol staff/security calls upon respective protocol staff of member states to inform their respective Heads of State to depart.

Contact Person:

Mr. Stepples Muchimba, Protocol Officer, AUC

Tel +251 921 304338, Email: muchimbas@africa-union.org

XIII. Official Functions by the Government of the Federal Democratic Republic of Ethiopia and the AU

State Dinner

A State Dinner will be hosted by H.E. Mr. Hailemariam Dessalegn, Prime Minister of the Federal Democratic Republic of Ethiopia on the evening of 30 January 2017 at 19hrs.

The Heads of State and Government will arrive at the Holding Room of the Lalibela Ball Room of Sheraton Addis, according to the order of precedence.

For delegations led by Heads of State and/or Government, Heads of State and/or Government, First Ladies, Foreign Ministers and Ambassadors accredited to Ethiopia will be invited.

For delegations led by a Minister of Foreign Affairs, Foreign Ministers and Ambassadors accredited to Ethiopia will be invited

N.B. Attendance shall only be by invitation. Badges cannot be used in lieu of invitation cards.

Invitation cards for Member States will be sent through their liaison officers.

Reception

In honor of the participants of the 30th Ordinary Session of the Executive Council of the African Union, H.E. Dr. Workneh Gebeyehu, Minister of Foreign Affairs of the Federal Democratic Republic of Ethiopia, will host a reception on the evening of 25 January 2017 at the Sheraton Addis, Lalibela Ball Room at 19hrs.

Heads of delegation for the Executive Council Meeting, Ambassadors accredited to Ethiopia +1 (as per the suggestion of the mission) will be invited.

N.B. Attendance shall only be by invitation. Badges cannot be used in lieu of invitation cards.

Invitation cards for Member States will be sent through their liaison officers.

Contact Person:

- **Mrs. Rediet Dessalegn / +251-911-948-375**

Office Tel .No:- +251-115-527-624/+251-115-527-203/+251-115-523-867

Fax: - +251-115-523-776 /+251-115-514-300

Luncheon

The Chairperson of the AUC will host luncheon on 25 January 2017 at Africa House in honor of The Honorable Ministers attending the 30th Ordinary session of the Executive Council. Invitation card to the luncheon will be distributed accordingly.

Lunch in honor of Heads of State and Government on the occasion of the launching of the Africa Center of Disease Control (CDC) will be held on 31 January 2017 at the Multi-purpose Hall, AU.

Contact Person:

- **Ms Simone Abala- Chief of Protocol, AUC/ +251 911 503418**
- **Mrs. Almaz Tilahun, D/Chief of Protocol, AUC/ +251 911201651,**
- **Mr. Anoh Hyacinthe Assemien (Protocol Officer, AUC)/ +251 912010352,**

XIV. Departure from Ethiopia

Departing Heads of State and Government shall be seen off by the Chief of State Protocol.

Customs for Outgoing Passengers

A) Prohibited items

- Drug and narcotic substances
- Explosives and weapons
- Pornographic films
- Ivory and their products

B) Restricted Items: Items that need permission from regulatory government authorities.

No	Type of items	Regulatory Authorities
1	Gold, Silver,	If it is beyond the prescribed amount , Bank permit is necessary
2	Minerals	Bank permit and permission from the Ministry of Mines
3	Seeds, Cereals, Seedlings, Soil, Coffee beans, Flowers, Teff	Ministry of Agriculture and Natural Resources
4	Wild animals and their products, hunting armaments swords and blades	Wild Animals Protection Authority
5	Meat and related items	If it is beyond the prescribed amount Bank permit and health quarantine
6	Drugs and related items	Ethiopia pharmaceuticals control authority
7	Cultural Heritage /Branna/ Cross	Permit from Ministry of Culture & Tourism

C) Limits of Currencies not to be taken out of the Country

- More than ETB 200.00

- Undeclared foreign currency amounting more than USD 3,000.00 or its equivalent.
- If a person is found having beyond the permitted amount of currency, the money will be confiscated and the person will be liable before the law.

General Information about Ethiopia

Official Name – Federal Democratic Republic of Ethiopia (F.D.R.E.)

Capital - Addis Ababa

Head of Government - Prime Minister Hailemariam Dessalegn

Area – 1.14 Million square kilometers

Total population – Over 90 Million (2014 estimate, Central Statistics Agency)

Languages – Ethiopia is a multi-ethnic state with a great variety of languages spoken; out of which 83 have over 200 dialects. Amharic is the official working language of the Federal Government. English is the widely spoken international language in Ethiopia.

Time -GMT+3

International Dialing Code - +251

Electricity supply – 220V

Telecommunication service - Ethio-Telecom is the telecommunication service provider in Ethiopia

Currency and Banking - The Currency of Ethiopia is Birr. It is divided into 100, 50, 10, 5, 1 bank notes and 1, .50, .25, .10, .05, .01 cents. One United States Dollar is approximately equivalent to 22 birr.

Major Banks have a cash dispenser (ATM), accepting Visa and Master Card.

Foreign currencies can be exchanged at the banks.

Banking Hours – Banks are opened from 8:30 (the latest) to 5:30 (the earliest) From Monday to Saturday.

Shopping Hours –Shops are generally open from 9 am to 8 pm from Monday to Saturday. They are mostly closed on Sundays.

Calendar – Ethiopia uses a Julian calendar, which divides the year into 12 months of 30 days each. The remaining five or six days in a leap year constitute the short 13th month known as “Pagume”. The Ethiopian Calendar is seven years behind the Gregorian calendar, with the Ethiopian New Year falling on the 11th of September.

Climate – The Ethiopian climate is temperate in the highlands and hot in the lowlands. Temperature ranges from 20° c to 30° c. Rainfall ranges from 200mm to 2000mm. Ethiopia receives big rains in June, July and August; and small rains in February and March.

Environment and Biodiversity – Ethiopia is the fourth largest biodiversity zone on earth with a number of endemic plants and animals, 850 species of birds of which around 15 of them are endemic. Ethiopia boasts landscapes of stunning beauty and dramatic contrasts from the soaring pinnacles of the Simein Mountains- the roof of Africa- to the plummeting depths of the Danakil depression, the lowest, and the hottest place on earth. Cloud forests such as those in the Kafa Biosphere Reserve- the sole home of many wild coffee varieties- active volcanoes, hot springs, cool underground Caverns, rugged gorges, waterfalls, lakes and rivers. The largest, Lake Tana, is the source of life nurturing Blue Nile.

Emergency Telephone Numbers of Major Hospitals

List of hospitals especially assigned to give emergency care for AU meeting on January 22 – 31, 2017

S.N.	ORGANIZATION	NAME OF CONTACT	TELEPHONE NO.	POSITION
1	Tikur Anbessa Specialized Hospital	Dr Wuletaw Chane	+(251) 935-410-495	Medical director
		Dr Finot Debebe	+(251) 911-137-363	Emergency director
		Sr Tigist	+(251) 913-733-261	Liaison officer
2	St. Paul Millennium Medical College and hospital	Dawit Mekonnen	+(251) 911-211-381	CEO
		Dr Berhane Reda	+(251) 911-210-543	Medical service vice provost
		Dr Zerihun Abebe	+(251) 911-223-923	General provost
		Dr. Ayalew	+(251) 913-388-765	Emergency director
		Melke Bimrew	+(251) 912-233-336	Supervision head
			+(251) 112-788-052	Liaison bureau
3	ABET hospital	Dr Gelila Mengistu	+(251) 911-414-041	CEO
		Dr Berhanu H/mikael	+(251) 911-106-106	Chief of hospital affairs
		Dr Alegnta G/Iyesus	+(251) 911-081-859	Chief of patient flow and quality improvement
		Sr Jalene Aga	+(251) 911-482-093	Emergency nurse director
4	Army hospital	Dr Yitbarek	+(251) 911-569-714	
		Dr Assefa	+(251) 911-897-744	
		Dr Estifanos Shewarget	+(251) 911-250-633	Emergency director

5	MCM Korea hospital	Dr Solomon	+ (251) 911-226-751	Medical director
		Dr kim chulso	+ (251) 912-501-288	CEO
		Sr Simegn	+ (251) 911-043-041	Emergency director
		Ato Asheber fekadu	+ (251) 911-476-237	Critical area nursing director
			+ (251) 116-294-602	ER direct line
6	Landmark hospital	Proff. Kebede Oli	+ (251) 911-212-472	CEO
		Dr Wossen	+ (251) 913-919-487	Medical director
			+ (251) 115-525-719 + (251) 115-525-761	Hospital direct line
		Dr Abdulhafiz Mohamed	+ (251) 911-421-736	Emergency director
7	Bethel hospital	Dr Yigeremu Asfaw	+ (251) 911-206-060	CEO
		Dr Nigussie Tefera	+ (251) 911-684-300	Medical director
		Dr Fetsum	+ (251) 929-014-293	Emergency director
		Sr Meaza Zeleke	+ (251) 911-475-238	Liaison officer

List of hospitals assigned for back up service

S.N.	ORGANIZATION	NAME OF CONTACT	TELEPHONE NO.	POSITION
1	St peter hospital	Ato. Yakob seman	+ (251) 966-216-492	CEO
		Dr Solomon lemayehu	+ (251) 914-156-034 + (251) 966-216-495	Medical director
		Dr mohammed	+ (251) 913-222-833	Emergency director
			+ (251) 930-079-130	Liaison bureau
2	Zewditu hospital	Dr Terefe Asefa	+ (251) 911-892-104	CEO
		Dr Yenealem ayele	+ (251) 923-218-979	Medical director
		Dr bezawit tesfaye	+ (251) 911-372-799	Emergency director

		Aminat hassan	+(251) 911-758-893	Liason officer
3	Alert hospital	Dr Solomon Bussa Mezemir Ketema Dr Mohammed Mohammud	+(251) 911-402-270 +(251) 911-253-983 +(251) 913-780-182	Medical director CEO Emergency director
			+(251) 113-481-411	Liaison office
4	Tirunesh Beijing Hospital	Dr Wondwossen Ato Alemayehu Negash Sr Mulunesh Taye Addis Taye	+(251) 912-016-234 +(251) 911-641-194 +(251) 911-856-845 +(251) 924-403-559	Medical director CEO Emergency head Liaison officer
5	Minilik hospital	Ato Kibebew workneh Dr kassahun adem Dr dagnachew siraye Getaw degif	+(251) 934-475-817 +(251) 944-117-355 +(251) 911-433-119 +(251) 911-820-292	CEO Medical director Emergency director Liaison officer
6	Ghandi memorial hospital	Sr Hiwot g/Michael Dr Dereje Alemayehu Tizita Geze Bemnet Tesfaye	+(251) 911-468-027 +(251) 912-614-084 +(251) 913-063-603 +(251) 912-783-606	CEO Medical director Liaison officer Emergency head
7	Yekatit hospital	Dr Mamo Desalegn Ato Israel Attaro Dr Zerubabel Ayalew Ato Tatek Sine	+(251) 930-077-0 98 +(251) 930-012-133 +(251) 911-044-129 +(251) 111-580-767 +(251) 945-627-895	Medical service vice provost CEO Emergency case team coordinator Liaison office

8	Ras desta hospital	Dr Teka	+(251) 911-433-664	Emergency director
		Dr Teshome	+(251) 911-405-361	Medical director
		Ato Nega	+(251) 938-608-350	CEO
			+(251) 932-180-897	Liaison office

Emergency Medical professionals designated to give medical emergency response within the AU premises during Africa union Summit, 22-31 January 2017

NO.	Name	Profession	Phone No.
1.	Dr. Naftal Kilenga	Head Support Services Division	+(251) 912-032-706
2.	Dr. Mary Tapgun	Head Clinical Services	+(251) 922-481-559
3.	Dr. Hassina Boudra	Physician	+(251) 911-836-675
4.	Dr. Maryamawit Solomon	Emergency physician	+(251) 911-538-215
5.	Dr. Melakebrhan Gulilat	Emergency physician	+(251) 911-661-135
6.	Melke Bimrew Aleme	Emergency nurse	+(251) 912-233-336
7.	Enyew Muluneh	Emergency nurse	+(251) 918-486-827
8.	Hareg Kidane	Emergency nurse	+(251) 934-449-213

Emergency contacts at the Ministry of Health

+251937939393

+251937949494

Taxi Contacts

- **Adika** +(251) 115-572-545 / +(251) 938-666-665
- **The Lucy** +(251) 938-483-821
- **Zay Ride** +(251) 947-373-724

Ethio Telecom Major Products and Services



ethio telecom™
ኢትዮ-ቴሌኮም

www.ethiotelecom.et

Product & Services		Tariff (ETB)
2G & 3G SIM Card: prepaid & postpaid		15.00* (With 15 birr default airtime)
4G LTE Mobile SIM Card: prepaid & postpaid		30.00 (With 15 birr default airtime)
Mobile National Calling Tariff: prepaid & postpaid (mobile to mobile/mobile to fixed line)		Peak hour: 0.83 per minute Off peak hour: 0.35 per minute
Mobile Internet pay as you go Tariff: prepaid & postpaid		0.35 per MB
For Mobile Package Services Dial *999#		Daily, Weekly & Monthly plan
International Calling Tariff : Applicable for both Mobile & Fixed Line		
• Zone 1: Asia, Europe, middle East & North America		8.63 per minute
• Zone 2: Africa, Oceania and South America		10.29 per minute
• Zone 3: Special Zone: DIEGO GARCIA, ASCENSION ISLAND, ST. HELENA, TOKELAU, NORFOLK ISLAND, SAO TOME, ANTARCTICA, WALLIS & FUTUNA, SOLOMON ISLANDS, EAST TIMOR, NAURU, CUBA, FALKLAND ISLANDS, NIUE ISLAND, MALDIVES, COOK ISLANDS, NORTH KOREA, PAPUA NEW GUINEA, MADAGASCAR, TUVALU, KIRIBATI AND COMOROS		23.00 per minute
SMS:		
• To Local		0.35 Per SMS
• To Djibouti		4.37 Per SMS
• To the rest of the world		6.10 Per SMS
Fixed line calling tariff:		
Fixed to Fixed	• Inside Town	Peak hour: 0.23 Per 6 minute Off Peak hour: 0.23 Per 6 minute
	• Outside Town	Peak hour: 0.46 Per minute Off Peak hour: 0.29 Per minute
Fixed to Mobile		Peak hour : 0.83 Per minute Off peak hour: 0.35 Per minute

NB:

- * 2G & 3G SIM Card selling price is a promotional Price and will stay from 01/12/2016 – 28/02/2017. After this period the price will be 30 birr.
- Default airtime is applicable only for prepaid SIM card.
- Peak hour: 7:00AM-9:00PM & off peak hour: 9:00PM-7:00AM
- LTE services are available only in Addis Ababa.
- All prices are 15 % VAT inclusive.



Annex I

THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)
REGISTRATION FORM
African Union Summit
22 to 31 January 2017
Addis Ababa
Ethiopia
(To be attached with the Note Verbal)

Country/Organization _____ Tel _____
No _____

S.N	Full Name	Status/Job Position	Passport Number	Remarks (Head of State or Government, Minister, delegate, etc...)	Hotel or Address in Addis Ababa

Annex II

THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)
CAR PASS REQUEST FORM

African Union Summit

22 to 31 January, 2017

Addis Ababa

Ethiopia

(To be attached with the Note Verbal)

Country/Organization _____ Tel
No _____

SN						
1.	Cars owned by Embassies/Organizations					
	<i>Particulars of the Driver</i>				<i>Vehicle details</i>	
	Full Name	Driver's License No.	Driver's Mobile No.	Name of organization	Type of Car	Plate No.
2.	Hired Vehicles					
	<i>Particulars of the Driver</i>				<i>Vehicle details</i>	
	Full Name	Driver's License No.	Driver's Mobile No.	Name of driver's organization	Type of Car	Plate No.

Annex III

**THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)
FIRE ARM REGISTRATION FORM**

African Union Summit

22 to 31 January, 2017

Addis Ababa

Ethiopia

(To be attached with the Note Verbal)

Country/Organization _____ Tel

No _____

FAMILY NAME _____

FIRST NAME _____

NATIONALITY _____

SEX _____

JOB TITLE _____

PASSPORT NO. _____

MAKE, MODEL AND CALIBER OF WEAPON _____

SERIAL NUMBER _____

NUMBER OF ROUNDS OF AMMUNITION _____

SPECIAL EQUIPMENT _____

SIGNATURE _____

Annex V

THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA

MINISTRY OF FOREIGN AFFAIRS (MFA)

MEDIA ACCREDITATION FORM

African Union Summit

22 to 31 January, 2017 Addis Ababa

Ethiopia

(To be attached with the Note Verbal)

Country/Organization _____ Tel
No _____

FAMILY NAME

(MR/MRS/MS/): _____

FIRST NAME (S): _____

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 PLS SPECIFY

CONTACT ADDRESS: _____

TELEPHONES: _____

FAX: _____

EAIL: _____

TIME AND DATE OF ARRIVAL: _____

FLIGHT NO: _____

SIGNATURE OF APPLICATION AND DATE _____

Annex VII

**THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)
OVER FLIGHT AND LANDING CLEARANCE REQUEST FORM**

**African Union Summit
22 to 31 January, 2017 Addis Ababa**

Ethiopia

(To be attached with the 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: TO CARRY ON DELEGATIONS				
7	CAPTAIN'S NAME: SWIFTAIR ON BEHALF OF UN				
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:				
		ORIGIN,	ENTRY POINT	EXIT POINT OF	DESTINATION,

14	DATE OF FLIGHT	ESTIMATED TIME OF DEPARTURE AND DATE (ETD)	AT ETHIOPIAN AIR SPACE, TIME AND DATE	ETHIOPIAN AIR SPACE, TIME AND DATE	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

Hotel Information

No	NAME OF HOTEL	STAR	TEL NO	EMail
1	Sheraton Addis Hotel	Five Star	+(251) 115171717	reservationsaddisethiopia@luxurycollection.com
2	Capital Hotel	Five Star	+(251) 116672100 +(251) 930100714	sales@capitalHotelandspa.com
3	Ellele international Hotel	Five Star	+(251) 911202904	info@elillyHotel.com
4	Marriott Executive Hotel	Five Star	+(251) 115184600	reservation@marriotHotel.com
5	Radison Blue Hotel	Five Star	+(251) 115544412/13	info.addisababa@radissonblu.com
6	Golden Tulip Hotel	Five Star	+(251) 116183333	gm@goldentulipaddisababa.com
7	Debredamo Hotel	Four Star	+(251) 115509828	reservation@debredamoHotel.com
8	Dreamliner Hotel	Four Star	+(251) 114674000/7	marketingmanager@dreamlinerHotel.com
9	Friendship Hotel	Four Star	+(251) 116670201	marketing@friendshipHotel.com.et
10	Gatefam Hotel	Four Star	+(251) 116673175	
11	Harmony Hotel	Four Star	+(251) 116183100	info@harmonyHotelethiopia.com
12	Intercontinental Hotel	Four Star	+(251) 115505066	reservation@intercontinentaladdis.com
13	Jupiter int. Hotel (kazanchis)	Four Star	+(251) 116616969	info@jupiterinternational.com
14	Jupiter Int. Hotel (Bole)	Four Star	+(251) 115527333	info@jupiterinternationalHotel.com
15	Momona Hotel	Four Star	+(251) 116672201/07	reservation@momonaHotel.com
16	Nazra Hotel	Four Star	+(251) 114674465	
17	Nexus Hotel	Four Star	+(251) 111112345	Info@nexusaddis.com

18	Saromaria Hotel	Four Star	+(251) 113728000/1 Fax +(251) 113728002	info@saromariaHotel.com/ reservation@saromariaHotel.com
19	Sarem International Hotel	Four Star	+(251) 11262087/ +(251) 911518807	reservation@saremHotel.com
20	Washington Hotel	Four Star	+(251) 911855738	info@washingtonaddis.com/ reservations@washingtonaddis.com
21	Tegen Guest Accommodation Hotel	Four Star	+(251) 116182870	info@tegenHotel.com
22	Addis Regency Hotel	Three Star	+(251) 913141583	info@addisregency.com
23	Addis View Hotel	Three Star	+(251) 111249766	addisview@ethionet.et
24	Addissinia Hotel	Three Star	+(251) 911511569	info@addissiniaHotel.com reservation@addissiniaHotel.com
25	Caravan Hotel	Three Star	+(251) 911522744	caravanHotel@caravanaddis.com
26	Aphrodite Hotel	Three Star	+(251) 912502256	marketing@aphroditeaddis.com info@aphroditeaddis.com
27	Ararat Hotel	Three Star	+(251) 116461166	info@araratHotelethiopia.com
28	Beer Garden Inn	Three Star	+(251) 116182595 +(251) 116182591	info@beergardeninn.com
29	Beshale Hotel	Three Star	+(251) 116478181/88	Info@beshaleHotel.com
30	Ambassador Hotel	Three Star	+(251) 116188284 +(251) 910302591 +(251) 931728294	reservation@ambassadorhotelethiopia.com / info@ambassadorHotelethiopia.com
31	Crown Hotel	Three Star	+(251) 114391444	Info@crownhoteladdis.com/ booking@crownhoteladdis.com

32	Cyan city Hotel	Three Star	+(251) 911207900 +(251) 911517901	info@cyancityHoteladdis.com
33	Embilta Hotel	Three Star	+(251) 112758787	info@embiltaHotel.com / embiltaHotel@yahoo.com
34	Global Hotel	Three Star	+(251) 114663906 +(251) 114664766	globalHotel@ethionet.et
35	Hilton Addis Ababa	Three Star	+(251) 115170000 +(251) 115510000	reservation.addisababa@hilton.com
36	Kaleb Hotel	Three Star	+(251) 116622200	reservation@kalebHotel.com
37	King's Hotel	Three Star	+(251) 113711300	kingsHotelethiopia.com
38	Monarch Hotel	Three Star	+(251) 116672480/1/2	Info@monarchaddis.com
39	Panorama Hotel	Three Star	+(251) 116616070	panoramaHotel@ethionet.et
40	Sidra Hotel	Three Star	+(251) 116617777 +(251) 116610000	info@sidraHotel.com
41	Reliance Hotel	Three Star	+(251) 116672024/02	info@relianceHotelapartment.com
42	Seyonat Hotel	Three Star	+(251) 911237070	reservation@Hotelsiyonat.com
43	Solo Te Hotel	Three Star	+(251) 116670021	info@soloteHotel.com
44	The residence Hotel	Three Star	+(251) 115571025 +(251) 911503125	info@theresidenceaddis.com
45	Wassamar Hotel	Three Star	+(251) 116610055	info@wassamarHotel.com
46	Umma Hotel	Three Star	+(251) 113719445	request@ummaHotels.com

47	Top Ten Hotel	Three Star	+(251) 116464449	gmanager@toptenethiopia.com
48	Southern Addis Hotel	Three Star	+(251) 116610505 +(251) 116610000	reservation@southernaddisHotel.com
49	Zola international Hotel	Three Star	+(251) 116733333	Hotelzola@yahoo.com
50	Adotina Hotel	Two Star	+(251) 114674101	Adottinah@ethionet.et
51	Astara Hotel	Two Star	+(251) 116461166	
52	Axum Hotel	Two Star	+(251) 116613916	axum.d@ethionet.et / axum.n@ethionet.et
53	Churchill Hotel	Two Star	+(251) 111568648 +(251) 111110000	contactus@churchillHoteladdis.com
54	Damu Hotel	Two Star	+(251) 115509828	
55	Desalegne Hotel No.2	Two Star	+(251) 116624524	rooms@desalegnHotel.com/ confrence@desalegnHotel.com
56	Destiny Addis Hotel	Two Star	+(251) 911202904	info@destinyaddis.com
57	Edna Addis Hotel	Two Star	+(251) 910646962	reservation@ednaaddis.com
58	Empire Addis inter, Hotel	Two Star	+(251) 116614523	info@empireaddis.com
59	Lobelia Hotel	Two Star	+(251) 116673850/51/52/53	@HotellObeliaaddis.com
60	Ghion Hotel	Two Star	+(251) 115513222	info@ghionHotel.com
61	Grand Yordanos Hotel	Two Star	+(251) 115512470	marketing@grandyordanosHotel.com.et
62	Haimi Apartment Hotel	Two Star	+(251) 116161888	info@haimiHotel.com
63	Homage Hotel	Two Star	+(251) 115516341 +(251) 930033910	info@homageHotel.com reservation@homageHotel.com
64	Louvera Hotel	Two Star	+(251) 116187755	info@louvregrandHotel.com
65	KZ Hotel	Two Star	+(251) 116611206 +(251) 116620000	kzHotel08@yahoo.com

66	Kenenisa Hotel	Two Star	+(251) 911888468	stay@kenenisaHotel.com
67	Pacific Hotel	Two Star	+(251) 116456371	reservation@pacificHotelet.com
68	Queen of Sheba	Two Star	+(251) 116615400 +(251) 116180000	QueenShebaHotel@ethionet.et
69	Ras Amba Hotel	Two Star	+(251) 111228080	rahot@ethionet.et rasambaHotel@hotmail.com
70	Trinity Hotel	Two Star	+(251) 911620224	info@trinityaddis.com
71	Soramba Hotel	Two Star	+(251) 111565633	
72	AG palace Hotel	One Star	+(251) 911405885	agpalaceHotel@gmail.com Booking@agpalaceHotel.com
73	Ethiopia Hotel	One Star	+(251) 115517400 +(251) 115510134	
74	Fil wuha Hotel enterprise	One Star	+(251) 115519100	
75	M.N Int. Hotel	One Star	+(251) 116620831 +(251) 116333435	info@mninternationalHotel.com
76	Nardan Hotel	One Star	+(251) 1166358816	Hotel@nardanplc.com
77	Paramount Hotel	One Star	+(251) 911686970	
78	Semien Hotel	One Star	+(251) 111550067	info@semienHotel.com
79	Three days Hotel	One Star	+(251) 116612583	

Newly Opened Hotels

No.	Name of the hotel	Phone No	EMail
1	Bole Sky Gate	+(251) 116183355	Boleskygatehotel@yahoo.com
2	Foyat Hotel	+(251) 116607096	reservation@foyathotel.com
3	The Mosaic Hotel	+(251) 116670465	Gm@themosaicet.com
4	Nigist Towers Hotel	+(251) 115509770	info@nigisttowers.com
5	Eliana Hotel	+(251) 111262600 +(251) 967527989	info@elianahotel.com
6	Impress Hotel	+(251) 116674470 +(251) 116674471	info@impresshoteladdis.com
7	Heyday Hotel	+(251) 114709089 +(251) 114707794	info@heydayhotelethiopia.com reservation@haydayhotelethiopia.com
8	Blue Nest Hotel	+(251) 911136617	
9	Azzemen Hotel	+(251) 911 205 726 +(251) 116 393 131 +(251) 116393232	info@azzemanhotel.com
10	Magnolia Hotel	+(251) 911245602 +(251) 116181455	Gm@magnoloaaddis.com
11	Tirar Hotel	+(251) 115577152/55 +(251) 966215702 +(251) 911302892	Reservation@tirarhotel.com
12	Ramada Hotel	+(251) 116392029 +(251)116393939	Reservations@RamadaAddis.com
13	Solish Int'l Hotel	+(251) 115572448	<u>Email..info@solishinthotel</u> Website.www.solishhinphopel.com

Compiled List of Contact Persons

#	Name	Position/ Committee	Contact
1.	Mr. Esayas Gotta	A/Chief of Protocol, Ministry of Foreign Affairs (MFA)	+251 911-230-144/ +251 944-134-108
2.	Ms. Simone Abala	Chief of Protocol, African Union Commission (AUC)	251 911 503418, Email: abalas@africa-union.org
3.	Mr. Mesfin Wudneh	Director of State protocol, Ceremony and Conference, MFA	+251-911-210-234
4.	Mrs. Almaz Tilahun	D/Chief of Protocol, AUC	+251 911201651 Email: almazt@africa-union.org
5.	Ms. Seble Woldeamanual	Secretariat, MFA	+251-911-116-053 protocol@mfa.gov.et
6.	Ms. Adeyabeba Derbew	Secretariat, MFA	+251-913-180-946 protocol@mfa.gov.et
7.	Mrs. Roza Yerukneh	Hotel Committee, MFA	+251-948-280-188
8.	Ms Yewubdar Seyoum	Hotel Committee, MFA	+251-913-838-837
9.	Mr. Getachew Dejene	Transport Committee, MFA	+251-911-052-462
10.	Mr. Sadiq Mehdi	Transport Committee, MFA	+251-910-010-476
11.	Mr. Chala Dejenu	Press Committee, MFA	+251-115-536-731
12.	Mr. Shambel Tilahun	Government Communication Affairs Office (GCAO)	+251-911-747-313
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