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**NOT FOR PUBLICATION OR BROADCAST**

**MEDIA ADVISORY NOTE**

**FOR THE  
27<sup>TH</sup> ORDINARY SESSION OF THE ASSEMBLY OF THE AFRICAN  
UNION  
KIGALI, REPUBLIC OF RWANDA**

**10 – 18 JULY 2016**

**THEME OF THE SUMMIT**

***“ 2016: African Year of Human Rights, with particular focus on the Rights of Women”***

## 1. **ACCREDITATION FOR MEDIA PERSONNEL ATTENDING**

All journalists will apply online. The media accreditation form is available on <http://au.int/en/summit/27/accreditation>

Once journalists receive confirmation of their application they may also apply for their visa online on <https://www.migration.gov.rw/index.php?id=203>. After online registration and receiving the confirmation message also later receive an invitation letter from the government of Rwanda, which you will use as support document for your online visa application.

All journalists holding passports from African countries may get their visa upon arrival at Kigali International Airport.

### 1.1. **E-mail:**

After completing the accreditation form, the form and scanned copies of all the required documents should be sent via e-mail to Mrs Rahel Akalewold on: [27thausummit@africa-union.org](mailto:27thausummit@africa-union.org)

### 1.2. **Mail and fax:**

After completing the accreditation form, the form and all the required documents should be sent to:

**Mrs. Rahel Akalewold**

Directorate of Information and Communication

African Union Commission

PO Box 3243

Addis Ababa

Ethiopia

Tel: +251 11 5526373 ext 2551;

E mail- [27thAUSummit@africa-union.org](mailto:27thAUSummit@africa-union.org)

### **Required documents to accompany application form**

- Two passport size photographs not more than six months old;
- A letter of assignment on a letterhead from the journalist's organization indicating his/ her function;
- Copy of a valid professional press card or equivalent identification

It is also advisable to carry hard copies of all the required documents in case of any necessary checks. **Applications should reach Mrs Akalewold before the 1<sup>st</sup> of July 2016**

## 2. **CUSTOMS CLEARANCE FOR MEDIA EQUIPMENT**

Accredited media personnel bringing technical equipment with them to Rwanda will be subject to full Customs Control. Journalists are requested to send their list of equipment. See media equipment form on the AU website: <http://au.int/en/summit/27/equipment>

Journalists wishing to bring in live broadcasting equipment or to request live transmission facilities should contact the local contact provided below.

### **3. WHAT TO DO IN RWANDA**

Journalists will need to get two badges.

- 3.1. The **Government press badge** will be issued by the government authorities. This involves being photographed before the card is processed. ***Journalists will be advised in due course of the accreditation venue.*** This badge will allow access into the Summit venue.
- 3.2. **AU Conference badge:** After getting the government issued press badge, journalists will need to get their Conference badges from the African Union Commission at the venue of the Summit (Office of the AU Communication staff). This badge will give them access into the conference rooms during the Summit.
- 3.3. Journalists are advised to make sure they arrive in Rwanda in good time so as to have the documentation done before the meetings start.
- 3.4. Journalists are also advised to arrive at Summit venues early to ensure that they clear all entry procedures before the meetings start.

### **4. YELLOW FEVER CARDS**

- 4.1. Yellow fever cards will be required at the ports of entry for everyone travelling from yellow fever designated countries.

### **5. MEDIA FACILITIES**

A media center, with facilities for print, online and electronic media will be available at the Summit venue. Access to media facilities will be available only to accredited media representatives.

### **6. REQUESTS FOR INTERVIEWS WITH AUC LEADERSHIP**

Journalists wishing to interview the leadership of the AU Commission during the 27<sup>th</sup> AU Summit should submit their requests to Mrs Esther Azaa Tankou, Ag. Director of Information and Communication of the AUC on [YambouE@africa-union.org](mailto:YambouE@africa-union.org) / [esthertankou@yahoo.com](mailto:esthertankou@yahoo.com); while for the Rwandan officials please go through the local contacts provided below.

**7. MEDIA BRIEFINGS BY AU LEADERSHIP**

Briefings by leaders of the various African Union organs and programmes will take place at the conference center. Journalists will be given advance notice of the briefing time, venue and speakers.

Other partner organisations of the AU occasionally request facilities through the DIC for media briefings during the Summit. Journalists will be notified of such briefings through postings in the media center

**8. MEDIA COVERAGE OF THE SUMMIT**

Opening and closing sessions during the meetings are open to journalists, depending on availability of space within the meeting rooms. Media practitioners will be informed of how to enter the plenary halls in the following ways:

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

**9. LIVE STREAMING**

Open sessions of the Summit will be streaming live on <http://www.rba.co.rw/> for the public to follow live all the open sessions worldwide.

These feeds will be available through the media centre. Media will also be notified of all live streamed meetings via the website and notices posted in the media center.

**11. TELEPHONES AND FAXES**

Telephone facilities will be available on a commercial basis.

**12. TELEVISION AND RADIO**

The link for live proceedings of the opening session of the Assembly will be publicised as soon as it is established.

Related enquiries should be sent to **Mr Kennedy Munyangayo** from Rwanda Broadcast Agency +250 788 305 170, [mukennedy@yahoo.fr](mailto:mukennedy@yahoo.fr)

**13. ACCOMMODATION**

Accommodation will be on self-arrangement basis. Journalists are advised to make their booking early to avoid last minute inconveniences. A list of hotels in Kigali, Rwanda will soon be available on the African Union website.

14. **SUMMIT COMMUNICATIONS ENQUIRIES**

Further enquiries on the arrangements made for the media for the Summit should be directed to Mrs. Esther Azaa Tankou, Ag. Director of Information and Communication of the AUC on [yamboue@africa-union.org](mailto:yamboue@africa-union.org) or [esthertankou@yahoo.com](mailto:esthertankou@yahoo.com) and (Focal person from the host country include:

**Vivianne Mukakizima**

Director Media  
Office of the President

Phone: +250786554825

Email: [vmukakizima@presidency.gov.rw](mailto:vmukakizima@presidency.gov.rw)

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