1. **INTRODUCTION**

This Guide contains information for countries participating in the Meeting of the African Union Specialized Technical Committee (STC).

1. **INFORMATION SERVICE**

A special Information Service in charge of providing necessary information on the organization of the meeting will be made available to delegations to facilitate their participation in the Specialized Technical Committee Meeting scheduled to hold from 13 to 17 March 2017 in Lomé, Togo.

The Service will be based at the Administrative Secretariat of the Meeting, the contact details of which are as follows: Ministry of Foreign Affairs, Cooperation and African Integration - email: maeirtgce@yahoo.fr.

1. **GENERAL PROVISIONS**

The Government of the Republic Togo will be responsible for logistics support, security, protocol services, transport in Lomé and accreditation of Ministers and Experts attending the Meeting of the African Union Specialized Technical Committee.

* 1. A Welcoming Committee will be set up at Gnassingbé Eyadema International Airport (AIGE) to receive and provide transport for delegations to their hotels;
	2. A Protocol Officer will be assigned to each delegation and will act as a liaison officer with the Central Service of the Meeting;
	3. The VIP Lounge will be reserved for Ministers;
	4. Special counters will be set up for other participants.
1. **PRIVILEGES AND FACILITIES**
	1. **Definition of Privileges and Facilities**

For the purposes of the privileges and facilities to be accorded by the Government of the Republic Togo, the following definitions of the different categories of dignitaries shall apply:

* + 1. **Heads of Delegations**

Ministers or officials of the same rank designated to head a delegation to the Meeting of the African Union Specialized Technical Committee.

* + 1. **Other High-Ranking Personalities**

Special Guests of the Togolese Government attending the STC as Observers.

* 1. **Categorization of Privileges and Facilities**

The Government of the Republic of Togo shall accord transport privileges and facilities to Heads of Delegations as well as other high-ranking personalities.

Member States are requested to communicate to the Administrative Secretariat of the Meeting, the complete list of their respective delegations, the names and functions of delegates, as well as their arrival and departure dates.

1. **ACCOMMODATION**
* Appropriate rooms will be allocated to Officials of the AU Commission according to the terms of the Agreement between the Government of Togo and the African Union Commission;
* Delegates are requested to make their own hotel reservations, with the assistance of the Accommodation Committee. They will be responsible for the costs;
* It is the usual practice for hotels to require a deposit when room reservations are made.
1. **TRANSPORT**

The Government of the Republic of Togo will provide the following means of transport for the different delegations:

* 1. **Ministerial Delegations**
* One (01) VIP vehicle
	1. **Special Guests**
* One (01) VIP vehicle
	1. **AU Officials**
* Appropriate vehicles will be allocated to them as and when necessary, based on their dates of arrival.

**NB:** Any delegation that so wishes may hire additional vehicles from the approved rental agencies.

These vehicles will be issued stickers and passes granting them access to the airport and the Conference Centre.

To obtain stickers and passes, delegations should submit the plate numbers of the vehicles, as well as the names and contact details of the drivers to State Protocol, **at the following address:** **wakeyagninim@gmail.com****.**

1. **ARRIVAL AND DEPARTURE FORMALITIES**

All protocol facilities will be accorded to the different delegations on arrival at **Lomé Gnassingbé EYADEMA International Airport**, which is the **official point of entry**.

In this regard, Member States are requested to communicate to the Administrative Secretariat of the Meeting, the complete list of their respective delegations, the names and functions of delegates, as well as their arrival and departure dates.

Ministers, Special Guests, Experts and other personalities arriving for the STC will be received by the State Protocol Services, who will take them to the Lounge to complete their immigration formalities before transporting them to their hotels.

1. **AIRCRAFT OVERFLIGHT AND LANDING CLEARANCE**

Requests for overflight and landing clearance for special flights and private aircrafts of participants in the STC Meeting should be submitted by note verbale addressed to the Ministry of Foreign Affairs, Cooperation and African Integration at the following addresses: **wakeyagninim@gmail.com****;** **maeirtgce@yahoo.fr****.**

States having obtained permanent overflight and landing clearance for their official aircrafts for 2017, should indicate in the note verbale the reference number given for clearance.

1. **ENTRY CONDITIONS**
* Entry visas to Togo are required for the citizens of all countries, with the exception of the West African Economic and Monetary Union (UEMOA), the Economic Community of West African States (ECOWAS), and some countries having signed bilateral agreements granting them visa exemption;
* Delegates and observers requiring visas should apply for their visas from Togolese Diplomatic and Consular Missions abroad;
* The passports of STC participants should be valid for at least 30 days following their scheduled date of departure from Togo. The passport should contain at least two (2) blank pages when applying for the visa;
* Togo intends to issue courtesy visas to all the meeting participants from countries requiring entry visas;
* Presentation of a valid yellow fever vaccination card is required on arrival;
* Special provisions will be made at Gnassingbé EYADEMA International Airport to issue courtesy visas to delegates who are unable to obtain entry visas to Togo from their countries of origin.
1. **VENUE AND DATES OF MEETINGS**
* Conference Centre, located at Radisson Blu, Hôtel 2 Février:
* 13-15 March 2017: Experts Meeting;
* 16-17 March 2017: Ministerial Meeting.
1. **REGISTRATION OF DELEGATIONS**
* All AU Member States are requested to kindly communicate the composition of their respective delegations, indicating the number and titles of delegates (their surnames, first name, functions and details of their travel documents) participating in the STC, including special guests, to the following addresses:
1. **ACCREDITATION OF DELEGATES**
* Special badges issued by the AU Commission for this purpose, will be given to each delegation for participation in the different meetings;
* Access to the Conference Centre is strictly limited to delegates with appropriate badges;
* For security reasons and convenience, delegates are requested to wear their accreditation badges visibly at all times. Pins and badges are strictly personal and non-transferable;
* Ministers, AU Commissioners and Ambassadors of Member States accredited to the AU shall be exempt from the above requirement. This category of participants shall be accredited *in absentia* upon presentation of a JPEG format photo, copy of passport and a duly completed accreditation form;
* **Media** officials **must appear in person, with their passports, professional credentials or letter from their agency;**
* Special security measures will be put in place at the Conference Centre and access will be strictly limited to accredited persons.
1. **SECURITY AND PROTECTION**
* The Government of the Republic of Togo shall be the main guarantor of the security and protection of Ministers, Experts and Special Guests;
* Appropriate security measures shall be taken by the host country to ensure the smooth conduct of the meeting and related events.
1. **MEDIA**
* All delegations accompanied by media officials (for instance video and photography services) should request the necessary accreditation;
* Badges for media representatives shall be issued on approval of application for accreditation by the host country, in collaboration with the AU Commission.
1. **MEDICAL FACILITIES**
* All pertinent measures shall be taken to ensure emergency medical services for all participants.
* Hotels usually have medical facilities for their guests;
* For the purposes of the STC, medical facilities operating 24H/7, shall be available for emergency care at the Radisson Blu Hotel, where the STC Meeting will take place;
* It is recommended that participants come with a valid yellow fever vaccination card;
* Patients shall be responsible for hospital expenses;
* All participants are requested to comply with the health directives in force in Togo.
1. **DEPARTURE OF DELEGATIONS**
* The departure of Ministers, Experts and other personalities will take place in accordance with the provisions put in place on arrival, under the supervision of State Protocol.