PROTOCOL GUIDE

African Union Summit

Niamey (Niger), July 04–08, 2019
➤ July 04-05, 2019
The Thirty-fifth (35th) Ordinary Session of the Executive Council,

➤ July 07, 2019
The Twelfth (12th) Extraordinary Summit of the African Union (AU),

➤ July 08, 2019
The first (1st) Biannual Coordination Meeting of the African Union and the Regional Economic Communities (RECs)
INTRODUCTION

This information guide is intended for participants at the 35th Ordinary Session of the Executive Council, at the 12th Extraordinary Summit of the African Union, to the 1st Biannual Meeting of the African Union and the Regional Economic Communities, scheduled from July 04-08, 2019 in Niamey (Niger) as well as the side events organized in the margin of the Summit.

This practical guide provides delegations participating in the Niamey meeting, information on the administrative and logistical organisation, and all the procedures put in place within the framework of this Summit.

The information contained therein may be modified as the preparations evolve and will be subject to updates contained in subsequent notes.

1. ORGANIZATION

In order to ensure the success of this Summit, a National Agency for the Organization of the Conference of the African Union NIGER 2019 hereafter referred to as “AU Agency NIGER 2019” was put in place by Niger Authorities.

The AU Niger Agency will ensure the proper implementation of all protocol and logistical arrangements for accreditation, booking of hotels, transport and other related issues. For further information, see www.agenceua-niger2019.ne.

The diplomatic missions of Member States of the African Union and other guests can exchange with the Protocol Technical Committee at the following address. comite-protocol@agenceua-niger2019.ne

For any emergency, it is advisable to contact the following persons:

- Mr. Idi Hassane - Director of State Protocol
  Email: i.bader@agenceua-niger2019.ne
  Telephone: +227 (92700000)
2. PROGRAM

<table>
<thead>
<tr>
<th>DATES</th>
<th>EVENTS</th>
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</thead>
<tbody>
<tr>
<td>July 04–05, 2019</td>
<td>Thirty-Fifth (35th) Ordinary Session of the Executive Council</td>
</tr>
<tr>
<td>July 08, 2019</td>
<td>First Biannual Coordination Meeting of the African Union</td>
</tr>
</tbody>
</table>

Side events will be organized. For the program of these events, please visit [www.agenceua-niger2019.ne](http://www.agenceua-niger2019.ne).
3. LUNCHES AND OFFICIAL DINNERS

<table>
<thead>
<tr>
<th>DATES</th>
<th>EVENTS</th>
<th>FORMAT</th>
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<tr>
<td>July 04, 2019</td>
<td>Working Lunch of Foreign Ministers</td>
<td>• By invitation</td>
</tr>
<tr>
<td>July 04, 2019</td>
<td>Reception offered by Foreign Minister</td>
<td>• 1 + 2</td>
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<td></td>
<td></td>
<td>• CPR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Guests of honour</td>
</tr>
<tr>
<td>July 05, 2019</td>
<td>Working Lunch of Foreign Ministers</td>
<td>• By invitation</td>
</tr>
<tr>
<td>July 06, 2019</td>
<td>Banquet offered by the President of the Republic</td>
<td>• Delegations led by a Head of State and / or Government , 1 + 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Delegations not led by a Head of State and / or Government , 1 + 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• REC, 1 + 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CPR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Guests of honour</td>
</tr>
<tr>
<td>July 07, 2019</td>
<td>Lunch / Extraordinary Summit of the AfCFTA</td>
<td>• By invitation</td>
</tr>
<tr>
<td>July 08, 2019</td>
<td>Lunch / Coordination Meeting of the African Union and Regional Economic Communities</td>
<td>• By invitation</td>
</tr>
</tbody>
</table>

NB: For Participants wishing to have meals at approved restaurants See Annex VIII.

4. SPECIAL PROGRAM OF FIRST LADIES

For the specific program for First Ladies, see Annex X.
5. LIAISON AGENT AND LIAISON OFFICER

5.1. Liaison Agent

With the aim of facilitating the flow of information and coordination of activities of Heads of Delegation, a liaison agent will be assigned to each delegation. The latter will be responsible for the protocol and administrative formalities of the delegation. He is the interface between the delegation and the National Agency for the organization of the AU Summit NIGER 2019.

The liaison agent will work closely with a liaison officer who will be responsible for all security aspects of the delegation.

5.2. Liaison Officer (Chief of Security).

In addition to a liaison agent, a liaison officer will also be assigned to each delegation. He is the interface of the delegation for all security issues.

6. SECURITY

Diplomatic missions are invited to send to the AU Agency Niger-2019 the list of security agents accompanying the Heads of State and / or Government as well as the Ministers and other participants no later than June 25, 2019 at the following address : comite-protocole@agenceua-niger2019.ne

The list must include detailed information on the firearms and communications equipment available at their disposal in accordance with Niger's security procedures. See Annex 1
6.1. Security and Protection of VIPs

As a reminder, the Government of Niger is the only guarantor of security and protection of Heads of State, Heads of Government, Heads of Delegation, delegates and special guests taking part in the Summit.

This competence is shared with the security of the Commission of the African Union on the official sites of the Summit.

Only one Unarmed Security Officer is authorized to accompany the Head of Delegation in official ceremonies.

**NB:** No gun will be allowed in the official ceremony venues.

6.2. Authorization to carry guns by Security Officers of Heads of State and Government

Temporary authorizations to carry guns on the territory of Niger will be issued to the security officers accompanying the Heads of Delegation. The security officers of the delegations are subject to compliance with the regulations of Niger security services. Their interlocutors are the liaison officers assigned to the delegations.

The introduction and possession of guns on a temporary basis in Niger are subject to strict compliance with the laws and regulations in force.

The number of handguns (automatic pistol only) authorized and admitted on the territory of Niger for delegations led by a Head of State or Government is **strictly limited** to five (05).

Delegations led by another personality are allowed to enter Niger with only two (02) guns.

Applications for authorization to carry a gun must contain the following information: names, first names, type of gun, serial number, number of ammunition and be introduced **before June 25, 2019** by Note Verbale to the Ministry of Foreign Affairs of the Republic of Niger (Directorate of State Protocol) **See Annex I.**

**NB:** Any equipment that may interfere with communication systems in the Conference Centre is strictly forbidden.
6.3. PASSES FOR VEHICLES

Special passes are granted to each delegation. The application form are available in Annex III.

Passes for vehicles do not provide clearance to travel on blocked routes for the passage of Heads of State or Government.

7. ACCREDITATION

Participants at the African Union Summit are required to register online through the portal dedicated to this purpose. Online registrations will be from June 01 to July 03, 2019.

A personalized and secure non-transferable personal badge will be given to them. Delegates are formally recommended to wear their accreditation badges in a visible manner throughout the Summit.

Access to the Conference Centre is strictly limited to delegates with appropriate badges. The wearing of pins/accreditation badges is mandatory at any time on the premises.

7.1. ACCREDITATION PROCEDURE

The accreditation platform will be accessible on the website of the Agency AU NIGER 2019 (www.agenceua-niger2019.ne), by clicking on the link “Accreditation” on the homepage.

Delegations should designate an accreditation officer who is responsible for the online registration of all members of the delegation. A username and a password are granted to him for this purpose.

The accreditation officer downloads for each delegate the copy of the passport and an ID photo in JPG format on white background and of a size not exceeding 2Mo. Only recent and good quality photos will be accepted. Failure to comply with these rules...
will result in the non-issuance of badges. The pins and badges are issued in Niamey in hand to the focal point or any other duly designated person.

The responsible of the accreditation will ensure the liaison with the Accreditation Technical Committee for all matters relating to the online accreditation.

The Accreditation Technical Committee requests delegations to forward the details of their focal point before June 20, 2019 to the following address: i.ahmed@agenceua-niger2019.ne.

**Access to the accreditations platform will be open until July 8, 2019.**

**NB:**
- Only the passport used for the accreditation of the focal point or the duly designated person allows the withdrawal of the badges.
- Badges are indispensable for security screening and their misuse will result in police and judicial prosecution.
- The loss of badges must be reported immediately at the check-in desk.
- Badges are strictly personal and non-transferable.

For any urgent questions regarding accreditation, please contact:

- Mr. Ahmed Ibrahim, Chief Commissioner of Police,
  
  *E-mail, [i.ahmed@agenceua-niger2019.ne](mailto:i.ahmed@agenceua-niger2019.ne)*.
  
  *Telephone*, 00227 (98805453 / 90262508)

- Mr. Moussa Boureima, Police Officer,
  
  *E-mail, [m.boureima@agenceua-niger2019.ne](mailto:m.boureima@agenceua-niger2019.ne)*
  
  *Telephone*, 00227 (96989884)

- Mr. Cheik Omar Diakité, Chief of Operations and Security Coordination Department,
  
  *E-mail, [o.diakite@agenceua-niger2019.ne](mailto:o.diakite@agenceua-niger2019.ne)*
  
  *Telephone*, 00227 (96403795 / 90070688)


7.2. MEMBERS AND PRESS EQUIPMENT

The accreditation of the International Press will be done in collaboration with the Directorate of Information and Communication of African Union (www.au.int/summit/accreditation, see Annex II for further details) while the accreditation of local press will be done via the AU-Agency-NIGER 2019 on the website www.agenceua-niger2019.ne

All members of the media are required to complete an online registration form for media accreditation and reporting of their press equipment.

For any urgent questions regarding media accreditation, please contact:

- Mr. Ahmed Ibrahim, Chief Commissioner of Police
  E-mail: i.ahmed@agenceua-niger2019.ne
  Telephone: 00227 (98805453/90262508)

- Mr. Cheik Omar Diakité, Chief of Operations and Security Coordination Department, AU Agency-Niger 2019
  E-mail: o.diakite@agenceua-niger2019.ne
  Telephone: 00227 (96403795/90070688)

- Mr. Molalet Tsedeke, Media Center Coordinator, Director of Information and Communication, AUC,
  E-mail: molaletT@africa-union.org
  Telephone: 00251 (911) 630 631/11 518 20 14 Ext. 2014

7.3 Categories of Accreditation
The different colours of pins and badges are:

1. **PINS:** GOLD, SILVER and BRONZE.

2. **BADGES:** RED, BLUE, WHITE, YELLOW and GREEN.

Conference participants will receive the following pins and badges:

- **1 golden pin** for Heads of State and / or Government, First Ladies, Heads of Delegations representing Heads of State, the President of the AU Commission and all other eligible personalities.

- **1 Silver –coloured pin** for Foreign Ministers, the Vice-President of the AUC, the Commissioners, Heads of AU Organs, Executive Heads of Regional Economic Communities and all other eligible personalities.

- **1 Bronze coloured pin** for members of the Permanent Representatives Committee.

During the online registration, the focal point must indicate for each member of his delegation, the colour of badge to be assigned. Each delegation is entitled to four (4) red badges and three (3) blue badges. The yellow badges are dedicated to the media; however, the presidential press (a cameraman and a photographer) will have a yellow badge with a red handwriting.

*Only red badge holders have access to all sessions (including closed sessions). The yellow badges with red handwriting have access to the plenary room and in closed sessions, only with the authorization of the protocol department.*

*Blue and yellow badge holders have only access to open sessions.*

*For OAFLAD events,* the First Ladies will have gold–coloured pins. Each delegation will have four (4) grey badges for closed sessions and three (3) orange badges for open sessions.

*For the symposium on cancer in Africa,* pink badges will be printed.

*For all other side events involving Heads of State and First Ladies,* a brown badge with the title and date will be printed.

*For the Executive Council,* two (2) pins (1 silver--coloured and 1 bronze coloured pin valid for the entire Summit) will be awarded by delegation. Four (4) red crossed badges and three (3) blue crossed badges will be awarded by delegation. The focal point should
select the function from a drop-down list. Minister or Delegate. These badges are valid only for the Executive Council.

**For the General Assembly and the 1st Semi-annual Coordination Meeting**, access will be limited to ten (10) persons per delegation, divided as follows.

- Gold, silver and bronze pins
- Four (4) red badges for any regular access for delegations **without First Lady**
- Three (3) red badges for any regular access for delegations **with First Lady**
- Three (3) blue badges for open sessions

In addition, each delegation will receive for the support staff:

- One (1) black badge with red handwriting for the protocol
- Five (5) black badges for Security Agent A (armed and not allowed in the conference room)
- One (1) black badge with red handwriting for the security agent (unarmed allowed in the conference room)
- One (1) yellow badge with red handwriting for the official photographer
- One (1) yellow badge with red writing for the official cameraman
- A white badge for the rest of the delegation.

**Green badges** are reserved for the support staff of Niger.

**Accreditation cards for the press**

The media are identified by yellow press badges.

**8. CATEGORY OF PRIVILEGES AND FACILITIES**

8.1. The Government of the Republic of Niger will grant to the Heads of State and/or Government, First Ladies and Heads of Delegation the following privileges and honours.

8.2. The following formats are adopted for the provision of vehicles to the various delegations (Airport/Hotel/Conference venue).
<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>DESIGNATION</th>
</tr>
</thead>
</table>
| A.  Delegation led by a Head of State, a Head of Government Vice-President or Prime Minister | • 1 VIP vehicle  
• 1 Safety car  
• 1 protocol vehicle  
• 2 bikers  
• 1 Van luggage transport (shuttles) |
| B.  Delegation led by a Vice-President or Prime Minister                  | • 1 VIP vehicle  
• 1 Safety car  
• 1 Protocol vehicle  
• 2 biker  
• 1 Van luggage transport (shuttles) |
| C.  First Ladies                                                          | • 1 VIP vehicle  
• 1 Safety car  
• 1 biker |
| D.  Former Heads of State and Government                                  | • 1 VIP vehicle  
• 1 Safety car  
• 1 biker |
| E.  Other heads of Delegation                                             | • 1 VIP vehicle  
• 1 biker (only during the meeting of the Executive Council) |
| F.  Foreign Ministers                                                      | • 1 High standing vehicle  
• 1 biker (only during the meeting of the Executive Council) |
| G.  Special Guests                                                        | • 1 High standing vehicle |
| H.  Other Delegates                                                       | Airport Shuttle – Hotel – Conference Center |
| I.  President, Vice-President, Commissioners, Presidents of AU Bodies, Commission Secretary | • According to the Host Agreement |
Delegations are informed that, for security reasons, the composition of the procession will be limited.

Only officially authorized vehicles of the procession will have access to the security zones defined by Niger authorities.

**NB**: The shuttles for delegates will be provided with passes and the Police will grant them priority of passage. However, delegates can directly book their own transportation means to the proposed local companies. See Annex VII

### 8.3 ACCOMMODATION

The Government of Republic of Niger will grant privileges and accommodation facilities to the following personalities.

<table>
<thead>
<tr>
<th>BENEFICIARIES</th>
<th>DESIGNATION</th>
</tr>
</thead>
</table>
| Heads of State           | • 1 villa + catering or
|                          | • 1 presidential suite with breakfast
|                          | • 2 Hotel bedrooms
|                          | • 5 additional bedrooms (paying)                                            |
| Heads of Government or Vice-Presidents | • 1 villa + catering or
|                          | • 1 suite with breakfast
|                          | • 2 additional bedrooms (paying)                                            |
| Former Heads of State / Special Guests | • 1 suite + Breakfast                                                    |
|                          | • 2 paying rooms (including at least one in the same hotel)            |
| Other Heads of Delegation | • 1 hotel bedroom  
| | • 2 additional bedrooms (paying)  
| President, Vice-President, Commissioners and eligible staffs of the AU Commission | • According to the Host Agreement  

**NB:**
- The incurring cost of the delegations by the Government of Niger covers the period from 6 to 8 July 2019 for the Extraordinary Summit and from 6 to 9 July 2019 for those participating in the biannual coordination meeting.
- Costs related to anticipated arrivals and extensions of stay are borne by the delegation.
- Heads of State and Heads of delegation who decide to take bedrooms of a higher standing than those reserved by the Government of Niger, do so at their own expense.
- Heads of State and heads of delegation who decide to reserve accommodation in a place other than that offered by the Government of Niger, do so at their own expense and also bear the costs associated with the rooms of the Nigerien security team assigned to their service.
- Member States shall ensure at their own cost the reservation of accommodation for additional members of their delegations.
- It should be noted that hotels may require a deposit or a full payment. Some may also apply penalties in case of late cancellation of bookings.

### 8.4. **ONLINE BOOKING SYSTEM**

All bookings and payments for the accommodation of the delegates borne, in accordance with the table above, are made by the Government of Niger.

All bookings for additional bedrooms by delegation, in accordance with the table above, are made by the Government of Niger but are the responsibility of the delegations.
All the other participants are invited to make directly their bookings by referring to the list of places of accommodation proposed in Annex VI.

NB :
- The AU Niger 2019 Agency will facilitate the booking process only with approved hotels. Delegations, which decide to book accommodation in another hotel other than those chosen, will be responsible for hotel bookings and for the costs involved. See list of other Hotels in Annex VI.
- Delegations wishing to have additional room allocations should communicate with the AU Agency Niger 2019 no later than June 25, 2019.

9. ARRIVAL AND DEPARTURE FROM THE AIRPORT

The arrivals and departures of all delegations will be at the DIORI HAMANI International Airport of Niamey.

9.1. CEREMONIES AND ARRIVAL PROCEDURES

9.1.1 HEADS OF STATE

The protocol courtesies will be granted to Heads of State and /or Government including those traveling on commercial flights at their arrival and departure from Diori Hamani International Airport of Niamey.

Countries may, upon request, be allocated timeslots for arrivals and departures. The Head of State will be welcomed by a Commissioner of the African Union, the Director of Protocol of the AUC and a top Nigerien official and the Director of State Protocol of Niger.

The members of the Committee of Permanent Representatives and those of the Executive Council as well as the resident and non-resident heads of mission accompanied by a maximum of two (2) officials will have access to the VIP Lounge / State Protocol to welcome and accompany their Heads of State as well as their respective heads of delegation.
NB :  
• An advance notification must be submitted 48 hours in advance to gain access to the Presidential Terminal.  
• Delegations designate their own refuelling handlers.  
• The delegations support the costs associated to the arrival, refuelling and departure, as royalties - passenger and parking fees and handling of their respective official aircraft.

9.1.2 FOREIGN MINISTERS

Upon arrival, the Foreign Ministers are welcomed by a State Protocol officer.

9.1.3 OTHER DELEGATES

The Protocol Officers are assigned to the airport to assist other delegates upon their arrival.  
Specific counters are made available to the participants of the Summit for immigration, health and customs formalities.  
After the collection of their baggage, the participants are led by host agents to erect tents outside before transport to the different agreed accommodation facilities.  
Delegations are invited to communicate their flight plan to the Protocol Technical Committee at the following address: comite-protocole@agenceua-niger2019.ne

9.2 OVERFLIGHT CLEARANCE FOR GOVERNMENT OR PRIVATE FLIGHTS

The Foreign Ministry of Niger will be grateful if Diplomatic and Consular Missions would provide through Note Verbale the information related to arrivals and departure of their respective delegates at least 72 hours in advance. The application for authorization of overflight and landing the presidential aircraft or private / chartered transporting delegate should be sent to the following address: comite-protocole@agenceua-niger2019.ne

In addition, applications for diplomatic overflight and landing authorization must be formally submitted by Note Verbale containing a series of information listed below, required to obtain the authorization see Appendix XI for form template.
For more information on airport procedures, please send your questions to the following address: comite-protocole@agenceua-niger2019.ne

**NB**. Any modification must be notified at least 48 hours before arrival date.

9.3. **HANDLING BAGGAGE AND FREIGHT**

Delegations are responsible for handling and transporting their luggage. Nevertheless, there is a special counter for assisting them in case of loss of luggage.

9.4. **VISAS AND IMMIGRATION PROCEDURES**

Each delegate must be equipped with a valid passport (at least 6 months).

Delegates are advised to obtain their visa in advance by submitting the necessary documents to the Nigerien Embassy or Consulate accredited to their country of residence. See the list of Diplomatic and Consular Missions of Niger abroad in *Annex IV*.

The official members of delegation as well as the experts with their diplomatic or services passports of the Member States where Niger has no diplomatic or Consular mission will get free visas upon their arrival at Diori Hamani International Airport based on official lists of their delegations and passport copies of the members of delegation that they would have uploaded when registering online.

For official representatives and experts having the UN passports and the African Union traveling to Niger in order to attend the Summit, the visa will be granted upon presentation of a formal letter of invitation or names on the official list of the delegation of the African Union or the United Nations.

Holders of ordinary passports, nationals of countries subject to visas, who do not have a diplomatic representation of Niger in their country of residence, are eligible for the visa-stealing, with the payment of twenty-five thousand (25,000 CFA francs or about €38).

For this purpose, they must serve their visa application during the online accreditation procedure.
9.5. DEPARTURE

The departures are ensured by a Committee of Honour and organized from the Presidential Pavillon for the Heads of State and Government.

Special security check-in, registration and immigration counters are dedicated to delegates departing from Diori Hamani International Airport of Niamey.

The VIP delegates have access to the official lounge.

10. WELCOMING CEREMONY AT THE VENUE OF THE SESSIONS

The heads of State and/or Government are welcomed at the venues of the sessions, at the scheduled times, by the President of the Republic of Niger and the President of the African Union the Commission.

11. MEDICAL SERVICES

See Health Guide in Annex V.

12. GENERAL INFORMATIONS

12.1 INFORMATION TECHNOLOGIES

Delegates have the choice between the following mobile operators.

- Niger Telecoms
- Airtel
- Orange
- Moov Niger

These mobile phone operators also allow access to the Internet. SIM cards for mobile phones are widely available. However, under Nigerien law, any user/purchaser of a
SIM card must be registered to obtain activation. The SIM card can be registered at the time of purchase.

12.2. CHANGE

The monetary unit is the CFA franc (XOF). Exchange rates are subject to fluctuations for the US dollar and other currencies. The euro has a fixed parity (655.957 XOF).

Currency exchange offices are available at the airport and in the main hotels selected for the Summit.

12.3. BANKING SERVICES

Banks are open from 8.30 a.m. to 5.30 p.m. on weekdays and from 9 a.m. to 11.30 a.m. on Saturday. Most commercial banks allow the use of credit cards below:

- VISA
- MasterCard
- UEMOA GIM Cards

13.4 CLIMATE

This time of the year coincides with the rainy season and the temperatures vary between 27 °C and 37 °C.

13.5 Hour

The time in Niger is GMT + 1.

13.6. POWER SUPPLY

Niger uses the electric power supply 220 / 240Volts AC. It is advisable to bring your own adapter and a 110 V AC transformer if necessary.
13.7. EMERGENCY SERVICES

In case of emergency, please call the following numbers:

- Brigade firefighters (Free call) : 18
- SAMU (Free call) : 15
- Police Emergency Squad : 17

13.8. OFFICE AND SHOP OPENING HOURS

The offices are opened from 8:00 a.m. to 5:30 p.m. from Monday to Thursday and Friday from 08:00 a.m. to 1:30 p.m.

The shops are opened from 9:00 a.m. to 9:00 p.m. every day.

13.9. TOURIST SITES

See Annex IX