



REPUBLIC OF MOZAMBIQUE

**INTER-MINISTERIAL COMISSION FOR MAJOR NATIONAL AND
INTERNATIONAL EVENTS - CIGENI**

GUIDELINES AND PROCEDURES

FOR THE

TICAD

MINISTERIAL MEETING

(Maputo, 24 – 25 August 2017)

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1. Introduction

The present guidelines were prepared in the context of the TICAD Ministerial Meeting, which will take place in Maputo, Republic of Mozambique, and are aimed at providing the guests and participants with relevant information regarding organization, security, accreditation, and accommodation and transport arrangements.

2. Overview of Mozambique

- Area: 801 590 km²
- Population: 25,930,150
- Capital: Maputo
- Administrative division: 11 provinces (Maputo City, Maputo Province, Gaza, Inhambane, Manica, Sofala, Zambézia, Tete, Nampula, Cabo Delgado and Niassa).
- Official language: Portuguese
- Currency: Metical
- Time Zone: GMT+2
- Telephone code: 258
- Religions: Roman catholic 28.4%, Muslim 17.9%, Zionist Christian 15.5%, Protestant 12.2% (includes Pentecostal 10.9% and Anglican 1.3%), other 6.7%, none 18.7% and unspecified 0.7%.
- Climate: tropical
- Temperature in Maputo (August):
 - Average maximum: 26°C
 - Minimum average: 17°C
 - Rainfalls: 10 mm³

3. Date and venue

The TICAD Ministerial Meeting is to be held from the 24 to the 25 of August 2017 and will be preceded by a Senior Officials' Meeting (SOM) which shall take place on the 23rd of August at the Joaquim Chissano International Conference Centre in Maputo.

4. Responsibility of the Government of Mozambique

The Government of Mozambique will ensure that all logistical aspects regarding organization, security, accreditation, accommodation and transport arrangements are taken care of. To this end, the Government has designated the Inter-Ministerial Commission for Major National and International Events (CIGENI) to be in charge of all logistics related to the ministerial meeting.

5. Composition of the foreign delegations

Each African country's delegation is entitled to be represented in the Plenary Sessions by four (4) delegates, including the Head of the Delegation (1+3). Other countries and international organizations will be allocated 2 seats including the head of delegation (1+1).

Delegations of African countries are expected to be led by their ministers.

6. Registration and accreditation

6.1. Registration - overview

The registration to attend the meeting will be undertaken by the Japanese authorities. Delegates attending the meeting are requested to register online by 5 of August 2017, at the latest.

6.2. Online registration

The online registration procedure is as follows. Delegates who fail to register online will not be able to attend the Ministerial meeting.

- Click the URL https://comm.stage.ac/ticad_maputo/participant/index.html
- Enter the password allocated to each country / organization. A country / organization-specific password will be individually provided by the respective Japanese missions overseas.
- Input the following information in line with the guidance of the registration page:

- Details of participants (including name, title, passport number);
- Flight information (including flight number, date and time of arrival and departure);
- Accommodation information (including in/out dates);
- Print out the combined page after the completion of the registration. This page must be sent by fax or email to the following number / addresses by 8 August 2017:
 - E-mail: acreditacao@ncs.org.mz & jxirinda2000@gmail.com;
 - Fax: + 258 21 327020 or to the Head Office of the Ministry of Foreign Affairs and Cooperation in Maputo, of which address is Av. 10 de Novembro nº. 620.

6.3. Accreditation

The Mozambican authorities will issue the accreditation to the meeting.

The badges for the participants will be handed over at the designated desk in the Joaquim Chissano International Conference Centre as follows:

- 22 August: from 8:00 a.m. to 8:00 p.m.
- 23 August: from 8:00 a.m. to 8:00 p.m.
- 24 August: from 8:00 a.m. to 5:00 p.m.

Each delegation must appoint a delegate to collect the badges. In this process, the appointed delegate must present a valid personal identification document (ID or Passport) at the desk.

7. Airline tickets

All necessary travel arrangements including reservation and purchasing of airline tickets must be made by the participants themselves. The Japanese Government will not cover air fares of the participants.

Prior medical checks and appropriate travel insurance coverage are strongly recommended for all participants.

8. Health

According to the WHO, the Republic of Mozambique must require the certificate of vaccination against Yellow Fever, to travelers from the following african countries:

Angola, Benin, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Democratic Republic of Congo, Republic of Congo, Côte d'Ivoire, Equatorial Guinea, Ethiopia, Gabon Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Rwanda, São Tomé and Príncipe, Senegal, Sierra Leone, Somalia, Sudan, Tanzania, Togo, Uganda and Zambia.

Delegates without the required Yellow Fever Vaccination Certificate, shall be vaccinated immediately at the Airport Health International Desk at the cost of USD 50.00.

During the course of the meeting, a Medical Center with a professional team will be available at the Joaquim Chissano Internacional Conference Centre, to the participants from 07:30h to 18:00h. After 18:00h there will be a service with ambulance for those in need. The organization strongly recommends all delegates to have a Travel Insurance.

In case of need of medical assistance, please contact the following:

- Medical –Dr. Ms. Sheila Lobo +258 84 71 73 232
- Nurse – Ms. Paulina Cuamba +258 84 29 81 124

9. Visa

Participants are strongly recommended to obtain entry visas to the Republic of Mozambique from the Mozambican diplomatic and consular representation abroad prior to their departure.

Visas will be issued upon arrival at the Maputo International Airport for delegates who are unable to obtain them in advance. In this regard, holders of Diplomatic Passports will be granted a Courtesy Visa, while holders of Service or Official Passports will be granted Free Visa, and holders of Ordinary Passports shall pay USD 60.00 for Border Visa.

A special immigration service desk will be set up for this purpose. For those who wish to seek this arrangement, a note verbal or official letter from their respective countries/organizations or embassies, with copies of valid passports and of the combined page of online registration attached, should be sent to the following e-mail: afonsopnt91@gmail.com and jxirinda2000@gmail.com, by 5 August 2017.

For additional information, delegates should feel free to contact the liaison officers of the Ministry of Foreign Affairs and Cooperation of the Republic of Mozambique listed at 16.2 of this document.

10. Accommodation

Each delegation is responsible for all accommodation expenses, as well as the respective accommodation reservations. The Japanese Government will not cover accommodation costs.

The Delegations are recommended to book their accommodation listed in the attachment to this document. For additional information regarding hotels, delegates are advised to contact Ms. Telma Sono in charge of the accommodation subcommittee, through the following contact: +258 826812092, E-mail: telmavsono@yahoo.com.br

When making the reservation, delegates are recommended to inform the hotels that they take part in the TICAD Ministerial Meeting, in order to benefit from the pre-negotiated room rates. Once the reservation is confirmed, and for administrative purposes, send the information to the following e-mail addresses: acreditacao@ncs.org.mz and jxirinda2000@gmail.com.

11. Transport

The Government of the Republic of Mozambique will provide transportation from Maputo International airport to the designated hotels, as well as, from the designated hotels to Maputo International airport, as follows:

- Heads of delegations of African countries (ministerial level) will be provided with protocol vehicles and respective protocol officers. The same shall apply to the Heads of Delegation representing ministers from their respective African countries as well as the Heads of Delegation of the Co-organizers.
- For the purpose of confirmation of the rank of the representation, the Heads of delegation are requested to send in advance a note verbal to the Ministry of Foreign Affairs and Cooperation of Mozambique through the following addresses: acreditacao@ncs.org.mz and jxirinda2000@gmail.com.

The Heads of Delegation of African countries and of the Co-organizers will be provided with necessary transportation from the designated hotel to the venue of meeting and vice versa.

For other delegates, the Government of the Republic of Mozambique will provide bus services from the designated hotels to the venue of the meeting and vice versa. The schedule will be announced by the Mozambican authorities in due course. There will be no bus services from hotels that are not included in the attached list of hotels of accommodation.

Vehicles with diplomatic registration number plates including from neighboring countries will be accepted and authorized to enter the territory of Mozambique by submitting a request to the Ministry of Foreign Affairs and Cooperation of Mozambique, which must mention the number of vehicles, the registration number and the names of the respective drivers.

12. Assistance during arrival at the airport

At Maputo International Airport, a TICAD Desk will be provided to assist all delegates participating in the meeting, as follows:

- Upon arrival in Maputo, from private as well as from commercial flights, all delegations will be assisted by protocol officers of the Ministry of Foreign Affairs and Cooperation of Mozambique;
- The Ministerial Heads of delegation will be entitled to transport as specified in the preceding point. Their luggage must be collected by members of each delegation with the assistance of the Protocol officials;
- Delegations wishing to come to Mozambique on private planes must submit an application for overflight and landing to the Ministry of Foreign Affairs and Cooperation of Mozambique, providing the details of the aircraft, points and hours of entry into the Mozambican territory and call sign, through a note verbal, not later than a week before the date of arrival in the country. For more information, please contact Mr. Marcelino Pinto: E-mail: augustopinto@gmail.com; Mobile: +258 82 5241915.

13. Safety and security

The Government of the Republic of Mozambique will make all necessary security arrangements during the meeting.

In case the security officers need to carry firearms and radio communications equipment, the respective Government should obtain the "Firearms registration form" and the "Radio communication equipment form" from the liaison officers of the Ministry of Foreign Affairs and Cooperation of Mozambique and fill in and submit them by 15 August 2017. For more information, please contact Mr Afonso Pinto: E-mail: afonsopnt91@gmail.com; Mobile: +258 82 5155763.

14. Media

The media will be allowed to cover the opening and closing sessions as well as the press conference after the Ministerial meeting. Those who wish to cover the meeting, including the official media and photographers should register online by 15 August 2017.

The journalists must register on-line (https://comm.stage.ac/ticad_maputo/press_initial/) and submit a letter (request) from their media agencies to the following e-mail (gabinfo.dic@gmail.com), attaching a copy of their passports (press professional ID card for Mozambican journalists), digital photo and a form (attached to this document) duly completed. Those who are part of the official delegations need to register online first and then will have to send their details, including passport copy, a photo, the duly completed form to GABINFO (Mozambique Information Office), via the Ministry of Foreign Affairs and Cooperation of Mozambique.

The request for the use of audiovisual material in Mozambique should be attached to the above mentioned documents, along with the detailed list of the respective instruments for customs clearance.

A room with internet connection and other necessary facilities for media activities will be available at the meeting venue. Details of the program and content of the meeting will be made available in the room provided for media professionals.

For more information, please contact the following officials at GABINFO in Mozambique:

- Mr. João Manassés, Director of Information and Communication
Mobile: +258 82 5589132 or +258 82 4355200, E-mail:
manassesjoao@yahoo.com.br
- Ms. Túnia Macuácuá, Oficial, Mobile +258 84 1060226 or +258 82 9884677, E-mail: tuniasabete@yahoo.com.br

15. Working languages

The working languages of the conference will be English and French. Simultaneous interpretation between English and French will be available.

16. Important addresses

16.1. Coordination

- Mr. José António Nhalungo, Permanent-Secretary, Ministry of Foreign Affairs and Cooperation; E-Mail: nhalungo@gmail.com
- Mr. Belmiro Malate, Director for Asia and Oceania, Ministry of Foreign Affairs and Cooperation. E-mail: bmalate24@gmail.com
- Mr. Joel Sele, Deputy Chief of the State Protocol, Ministry of Foreign Affairs and Cooperation. Mobile: +258 82 3962302, E-mail: fjoel.sele@gmail.com

16.2. Liaison officers

- Mr. João Xirinda, Head of Department/ Asia Division, Ministry of Foreign Affairs and Cooperation. Mobile: + 258 84 7494494, E-mail: jxirinda2000@gmail.com
- Mr. Erasmo Matimbe, Protocol Officer, State Protocol, Ministry of Foreign Affairs and Cooperation. Mobile: + 25882 392 1616, E-mail: cintya_erasmo@yahoo.fr

(Form for media)



REPUBLIC OF MOZAMBIQUE

Information Office

FICHA DE ACREDITAÇÃO PARA JORNALISTAS

MEDIA ACCREDITATION FORM

FAVOR REMETER ESTA FICHA AO / Please send this form to:

Gabinete de Informação

Av. Francisco Orlando, 780, Maputo, Moçambique, Telefone: (258-1) 49 10 87 / Fax:
49 02 09/492386, E-mail: gabinfo.dic@gmail.com

Por favor preencher em letra de imprensa / Please type or fill in block letters

1. NOME COMPLETO / Full

Name_____

2. DATA DE NASCIMENTO / Date of Birth_____ / _____ / _____

3. LUGAR E PAIS DE NASCIMENTO / Place and Country of
Birth_____

4. NACIONALIDADE /

Nationality_____

5. No. DO PASSAPORTE / Passport

Number_____

6. NACIONALIDADE DO PASSAPORTE / Nationality of the
Passport_____

7. VALIDADE / Validity_____

8. JORNALISTA / Journalist _____ OPERADOR DE CÂMARA / Camera
Operator _____ OPERADOR DE SOM / Sound operator _____ TÉCNICO
/Technician _____ FOTOGRAFO / Photographer _____ OUTROS / Others _____

9. NOME DO ÓRGÃO DE INFORMAÇÃO / Name of the News
Organization _____

10. IMPRENSA / Press _____ TV / TV _____ RADIO / Radio _____

11. MOTIVO DA VISITA / Purpose of the
Visit _____

12. LOCAL (IS) A VISITAR/ Place(s) to be
visited _____

13. DATA DE CHEGADA A MOÇAMBIQUE / Arrival Date in
Mozambique _____ / _____ / _____

14. ENDEREÇO/ LOCAL DE HOSPEDAGEM/ Mozambique-Adress/ Place of Accommodation

15. CONTACTOS TELEFÓNICOS/ Telefon numbers _____

16. DATA DE PARTIDA DO PAÍS / Departure Date from the
Country _____ / _____ / _____

17. Maputo, _____ / _____ / _____

18. ASSINATURA DO CANDIDATO / Signature of the
Applicant _____

FAVOR ANEXAR DUAS FOTOGRAFIAS TIPO PASSE E FOTOCOPIA DO PASSAPORTE

Please attach two passport size photographs and photocopy of the passport

FAVOR REMETER ESTA FICHA AO: Gabinete de Informação

Please send this form to: Av. Francisco O. Magumbwe, 780

LIST OF THE HOTELS

Hotel	Contact	Classif.	For Ministers	Capac.	Rate					Time to the venue	breakfast	further Informações
					Execut. Room	Stand. Room	Suits Execut/ Luxury	Delux Room	Luxury Room			
Maputo Afec Gloria	846389124 21266666	5*		258	138		208/158		110	5m	Included	justino.maripila@gloriahotels.com
Radisson Blu	21328463	5*	✓	271		220 235	310	260		5m	Included	maputo@radissonblu.com
Sothern Sun Maputo	258 21495050 258 21497700	5*	✓	269	370	220	435	240		10m	Included	Inacio.julai@southernsun.co.mz Email: southernsun.co.mz , reservations@southernsun.co.mz Rua da Sé, nº 114 - Maputo, Moçambique Tel. +25821305000 Fax. +25821305305
Hotel Avenida	21484448	5*		159	245	180				15m	Included	bookings.avenida@tdhotels.com Av. Julius Nyerere, 627/ 3236 - Maputo Tel.: +258 21 48 44 00, Fax: +258 21 49 9600 Email: bookings@hotelavenida.co.mz Z Rua Macombe Macossa,

												nº1.373 Bairro da Sommerschield, Maputo Moçambique- Tel. +25821498765 Fax. +25821499643
Hotel Polana		5*	✓	153	420	295	575	295		15m	Included	Avenida Julius Nyerere, 1380 P.O. Box 1151, Maputo, Moçambique. Tel: 2581491001, Fax: 2581491480 Email: res@polana-hotel.co.mz , www.serenahotels.com
Hotel Terminus	21491333	3* +			6.550 Mts	6.075 Mts	8.100 Mts		6.975 Mts	15m	Included	info@terminus.co.mz
Hotel Cardoso	843119940	4*		130	235	165 175	405			15m	Included	info@otelcardoso.co.mz info@hotelcardoso.co.mz Email: sales@hotelcardoso.co.mz , www.hotelcardoso.co.mz

* Rate in US Dollars

For Reservation.

Afecc Gloria Hotel, Hotel Polana e Hotel Terminus - TICAD VI

Hotel Cardoso TICAD VI nº 57107

Hotel Avenida - TICAD VI MINISTERIAL 2017

Radisson Blue Hotel -TICAD

LIST OF THE HOTELS

HOTEL	Contact	STANDARD/EXECUTIVE	TIME TO THE VENUE	
MONTEBELO GIRASSOL 3 Stars 44 Rooms	821360360	8074,08 MTS/9072MTS	25 MINUTES	recepcaomontebelogirassol@montebelohotels.com mariomolela@montebelohotels.com www.montebelohotels.com Av. Patrice Lumumba nº737
HOTEL TIVOLI 3 stars 88 rooms	821484448	5.940 MTS/90USD	25 MINUTES	Booking.tivolimaputo@tdhotels.com

Reservation: Code: TICAD VI MINISTERIAL 2017