GUIDE FOR THE ATTENDANTS TO THE
VII AFRICA, THE CARIBBEAN AND THE
PACIFIC (ACP) SUMMIT OF CHIEFS OF
STATE AND GOVERNMENT

DECEMBER 10 TO 14, 2012

MALABO.
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1.- INTRODUCTION

This Guide offers information to the attendants to the VII Africa, the Caribbean and the Pacific (ACP) Summit of Chiefs of State and Government, to take place in Malabo, the capital city of the Republic of Equatorial Guinea, on December 10 to 14, 2012.

2.- POINTS OF INFORMATION

The Government of the Republic of Equatorial Guinea offers to Delegations and official Guests the necessary information to coordinate activities under the umbrella of the VII ACP Summit of Chiefs of State and Government. To duly fulfill and coordinate the workings of the Summit, all actions will be undertaken by the NATIONAL COMMITTEE OF CONFERENCE ORGANIZATION AND MANAGEMENT OF THE REPUBLIC OF EQUATORIAL GUINEA.

To effectively prepare for such a significant event, all attending States and their Diplomatic Missions and Special Guests are advised to contact the following telephone, fax or e-mail addresses:
GENERAL COORDINATION

Contact Persons

- His Excellency Mr. Santiago NSOBEYA EFUMAN NCHAMA
  - Tel. +240- 222-26-61-61
  - E-mail: cumbreacp2012malabo@yahoo.com

GENERAL SECRETARIAT

- Honorable Mr. Jovino ONA NSUE ABEGUE
  - Tel.: +240- 222-29-32-99
  - Landline: +240-333-09-47-52
  - E-mail: cumbreacp2012malabo@yahoo.com

TECHNICAL SECRETARIAT

- Honorable Mr. Ángel MOKARA MOLEILA
  - Tel. +240 222 -27-59-19
  - E-mail: cumbreacp2012malabo@yahoo.com

- Embassy of Equatorial Guinea in Brussels, Belgium:
  - His Excellency Mr. Carmelo NVONO NKA
  - Tel:+32 (2)-3462509/ +32 493836125
  - Mr. Luis ASUMU MBA MEDJA contact person
  - E-mail: guineaequatorial.brux@skynet.be

- Embassy of Equatorial Guinea to the African Union in Addis Ababa, Ethiopia:
  - His Excellency Mr. Rubén MAYE NSUE
  - Tel. +240-222-22-50-40/ +251-911-51-15-76

- Permanent Mission of Equatorial Guinea to the United Nations in New York, USA:
  - His Excellency Mr. Anatolio NDONG MBA
  - Tel. +1-212-223-2324
3. **PROTOCOL**

A team of Protocol officials will be sent to the International Airport of Malabo to duly welcome the Delegations and arrange transportation to their respective hotels.

For more information on Protocol services, you may contact:

**Honorable Mr. Heriberto Obiang Asumu**

+240-222-24-22-15

Sisino Eyebe Mbana, +240-222-24-22-70

4. **REGISTRY**

The General Secretariat of the NATIONAL COMMITTEE OF CONFERENCE ORGANIZATION AND MANAGEMENT OF THE REPUBLIC OF EQUATORIAL GUINEA shall have the official Delegation list of all attending States and Special Guests by December 7, 2012 the latest, to carry out the necessary preparations.

It is suggested to all attending States and to Special Guests to send the lists of delegation members to the following email address, to make the necessary arrangements.

E-mail: cumbreacp2012malabo@yahoo.com

5. **HOTEL RESERVATIONS**

Hotel reservations for the delegations may only be made through the Accommodation Subcommittee, since the availability of rooms will be by and large controlled by it.

The Accommodation Subcommittee will book rooms for all attending States and Special Guests in the hotels of the City of Malabo and Sipopo as follows:

- For Chiefs of State and Government: A Presidential Villa.
• For Ministries of Foreign Affairs:  
  A hotel suite.
• For Special Guests:  
  A hotel room.
• For the rest of Delegations:  
  To be distributed among the various hotels of the City of Malabo.
• The Government has planned to book five (5) additional rooms per Delegation.

The Accommodation Subcommittee advises Delegations to manage reservations in other hotels or private homes on their own for the remaining members of their Delegations.

The Government of the Republic of Equatorial Guinea will cover accommodation and per diem expenses of the President of the Republic and his wife or his Representative, and a Minister.

The remaining Delegation members will cover their own accommodation and per diem expenses.

6. - TRANSPORTATION

a. For Chiefs of State and Government:

1 Motorbike for the Escort  
1 Protocol Vehicle  
2 Mercedes Benz (VIP + Reservation)  
1 Vehicle for the Security detail  
1 Vehicle for baggage.

b. For the First Ladies:

1 Motorbike for the Escort  
1 Protocol Vehicle  
1 VIP Vehicle  
1 Vehicle for the Security detail
c. **For the Representative of the Chief of State:**

1 Police Vehicle  
1 VIP Vehicle  
1 Protocol Vehicle  

d. **Ministerial Delegation:**

1 Vehicle for the Minister of Foreign Affairs.  
1 Vehicle for the Minister of the Council  

e. For the remaining Delegations, buses will pick up delegates at the International Airport of Malabo and take them to their hotels. Likewise, there will be a shuttle service every thirty (30) minutes shuttling from the hotels to the Conference Center of Sipopo during the meetings.  

The Delegations renting cars for the event must report so and register the cars, the names of the drivers and license plates with the Heads of the Rental Car Subcommittee by contacting the following telephone number: +240  

7.- **SECURITY**  

The Government of Equatorial Guinea will take all security measures necessary during the VII ACP Summit of Chiefs of State and Government.  

To grant entry to fire-arm-carrying security officials in the detail of Chiefs of State and Government, their names and licenses shall be notified to the Defense and Security Subcommittee. Detailed information on the characteristics of the fire arms they carry shall be included as well.
It must be pointed out that each Presidential delegation may enter Equatorial Guinea with only five (5) light weapons.

Each Delegation is advised to send the requirements to authorize their Security detail along with the information of Annex I.

The name of the fire arm carrier must be notified to the Secretariat of the Organizing Committee by email before December 7, 2012.

8. PRESS

Summit events may be covered by Official Mass Media of all ACP Member States and all Mass Media that previously request so to the ACP General Secretariat, which will convey the request to the Government of Equatorial Guinea through the questionnaire attached, sent to the following email address before December 7, 2012.

cumbreacp2012malabo@yahoo.com.

Members of the Press shall register with the Press Subcommittee. The General Secretariat will be informed and will provide the corresponding paperwork to obtain the credentials.
9.- CREDENTIALS

Starting on December 6, 2012, a Credential Center will be opened at the Conference Center of Banapá for the various levels and categories of attendants.

All attendants to the meetings shall carry their tags. Tags are personal and non-transferrable.

For more information on different credentials, you may contact:

❖ His Excellency Mr. Armando Dougan Champion
❖ Tel: +240-222-26-62-54

Delegation members will fill in the corresponding card, depending on their category and services.

10.- VISA FORMALITIES

Members of Official Delegations holding diplomatic, official and service passports of countries where Equatorial Guinea has no Diplomatic or Consular Mission shall obtain free visas upon arrival at Malabo’s airport, prior delivery of the official delegation list and the copies of their passports to the Embassy of Equatorial Guinea in Brussels (guineaecuatorial.brux@skynet.be), with the email cumbreacp2012malabo@yahoo.com copied. The holders of ordinary passports shall pay their entry visas upon arrival at the International Airport of Malabo.

The Official Representatives and Experts carrying UN (or other international organization) passports and travelling to Equatorial Guinea to attend the VII ACP Summit will be granted a free visa upon arrival, once they present their formal letter of invitation or are checked to be on the official Delegation list of the Organization to which they belong.
Delegations from countries where Equatorial Guinea does have a Diplomatic or Consular Mission shall obtain their visas before traveling to Equatorial Guinea.

Delegates located outside of where Equatorial Guinea has a Diplomatic or Consular Mission shall prove so to obtain their visas upon arrival to Equatorial Guinea.

11.- ARRIVAL AT THE INTERNATIONAL AIRPORT OF MALABO

A.) Chiefs of State and Government

An Honor Committee appointed by the Government of Equatorial Guinea will welcome the Chiefs of State and Government upon their arrival.

Delegations arriving in private airplanes shall send the characteristics of their airplanes to the following email address to obtain overfly and landing authorizations:
cumbreacp2012malabo@yahoo.com

B.) Other attendants

The remaining Delegates will be welcomed by Protocol Officials appointed by the National Committee of Conference Organization and Management, and taken to the welcoming halls before being taken to their hotels.

12.- EXIT OF DELEGATIONS

Once the VII Summit is over, the exits of Chiefs of State and Government and Special Guests will be done pursuant to established protocol formalities.

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ANNEX I

SECURITY TAG FORM FOR THE VII ACP SUMMIT OF CHIEFS OF STATE AND GOVERNMENT
DECEMBER 2012

(Attach to the Verbal Note)

USE UPPERCASE LETTERS

Name…………………………………………………………………………………………

Last names………………………………………………………………………………

ID/Passport Number……………………………………………………………………

Country/Organization……………………………………………………………………

Signature of the title holder………………………………………………………………

Categories of tags:

1. Minister
2. Delegate
3. Armed Security Detail
4. Unarmed Security Detail
5. Protocol
6. Special Guest
7. First Lady
8. African Union Commission
9. General Secretariat of the ACP Group
10. National Committee of Conference Organization and Management (CNODC by its Spanish acronym)
11. On-the-Field Aid
12. Observer
13. Press
14. Driver

Checked by: …………..Signature: ………….. Date: ………………….

Direct to photograph station: 1……2……3……4……5……6……
ANNEX II

RENTAL CARS FOR THE VII ACP SUMMIT OF CHIEFS OF STATE AND GOVERNMENT

DECEMBER 10 TO 14, 2012

(Attach to the text of the corresponding authority)

Name of the Company/Individual......................................................

Telephone Number...........................................................................

Car Brand and Model......................................................................

License............................................................................................

Driver’s Name.................................................................................

Driver’s Last names........................................................................

Driver’s Telephone Number..............................................................

Driver’s License.............................................................................

Date Issued ......................................................................................

Expiration Date................................................................................
FORM TO REGISTER FIRE ARMS
FOR THE VII ACP SUMMIT OF CHIEFS OF STATE AND GOVERNMENT
DECEMBER 10 TO 14, 2012

NAME______________________________________________________
LASTNAME_________________________________________________
NATIONALITY______________________________________________
GENDER____________________________________________________
WORK TITLE_______________________________________________
PASSPORT NUMBER________________________________________
TYPE OF ARM_____________________________________________
MAKER____________________________________________________
MODEL AND CALIBER______________________________________
SERIAL NUMBER____________________________________________
AMOUNT OF AMMUNITION____________________________________
SPECIAL EQUIPMENT_______________________________________
SIGNATURE________________________________________________
PRESS CREDENTIALS FORM

FOR THE VII ACP SUMMIT OF CHIEFS OF STATE AND GOVERNMENT
DECEMBER 10 TO 14, 2012

LASTNAME
(MR/MRS/MS): _____________________________________________

NAME/S: __________________________________________________

NACIONALITY:_____________________________________________

GENDER: ___________________________________________________

PRESS ORGANIZATION: ______________________________________

PASSPORT NUMBER: _______________________________________

PROFESSIONAL ID NUMBER________________________________

MATERIAL REGISTRY NUMBER____________________________

Work to be carried out in Malabo

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CONTACT ADDRESS: ______________________________________

TELEPHONES: _____________________________________________

FAX: ____________________________________________________

E-MAIL: __________________________________________________

DATE AND TIME OF ARRIVAL: ______________________________

FLIGHT NUMBER: _________________________________________

SIGNATURE: __________________________________ DATE: ____________