



Republic of Djibouti

PROTOCOL GUIDELINE FOR THE 3rd AFRICA - TÜRKİYE MINISTERIAL REVIEW CONFERENCE

November 2 to 3, 2024, at the Djibouti Palace Kempinski.

Djibouti

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◆ INTRODUCTION

In 2008, the African Union deepened its ties with Türkiye by designating it as a strategic partner for the continent. Following this decision, the first Türkiye-Africa Cooperation Summit was held in Istanbul from August 18-21, 2008. During the summit, the "Istanbul Declaration on Türkiye-Africa Partnership: Solidarity and Partnership for a Common Future" and its annex, the "Framework of Cooperation for Türkiye-Africa Partnership," were adopted.

As part of this partnership, several key areas of cooperation were prioritized, including trade and investment, agriculture, health, peace and security, infrastructure, and education, along with sectors such as energy, technology, and the environment.

Building on these initiatives, this year's Türkiye-Africa Summit seeks to further strengthen the strategic ties between Türkiye and Africa.

****Before you begin reading the note, we invite you to visit the official conference website, where you will find all the necessary information: <https://2024confafrique-turkiye.gouv.dj> ****

1. ARRIVALS AND DEPARTURES

All delegations traveling to Djibouti to attend the third Africa- Türkiye ministerial review conference, holding diplomatic, service, or other passports, will obtain their visas upon arrival at Djibouti Airport.

The heads of delegation will be extended a courtesy reception both on arrival and departure. They will be greeted in the VIP lounge by a senior official from the Ministry of Foreign Affairs.

2. COURTESIES

➤ Accommodation

The heads of delegation will be accommodated at the Kempinski Hotel, with lodging expenses covered by the djiboutian government. However, alcohol, and additional services will not be included and will be at the individual's own expense.

The government of Djibouti will extend the following courtesies to visiting heads of delegation:

1 for the Head of Delegation

1 for the African Union Commissions

Other members will be responsible for covering the cost of their accommodation, meals, beverages and incidental expenses. Please note that a set of rooms for the conference have been reserved at both Djibouti Palace Kempinski and Hotel Acacias for attendees. Delegations are asked to book their rooms at the earliest opportunity to ensure room availability.

Please find below the list of hotels in Djibouti in the following link: <https://2024confafrique-turkiye.gouv.dj>

➤ **Transport**

The Government of Djibouti will cover the transportation from Djibouti Ambouli International Airport to Hotel Palace Kempinski for All delegations. A shuttle service will transport participants between Hotel Palace Kempinski and Hotel Acacias throughout the Summit.

The State Protocol will provide transportation for the delegation in the following manner:

A) Delegation led by a Minister

- 1 Police vehicle
- 1 Protocol vehicle
- 1 VIP vehicle
- 1 Delegation vehicle
- 1 Luggage vehicle

B) Delegation led by an Ambassador

- 1 vehicle
- 1 Protocol vehicle

3. ACCREDITATION

➤ **Badge**

The Government of Djibouti will utilize accreditation to identify delegates and control access to designated areas.

All accreditation badges will feature each delegate's name, along with their country of origin or affiliated international organization, and must be worn at all times while accessing these areas. Badges will be distributed by the protocol officer assigned to your delegation, and pins will be provided for the Heads of Delegation.

Identification	Delegation	Access
Gold Pins	Head of Delegation	Conference venue
Blue Badge	Members of Delegation	Conference venue
Red Badge	Security (1)	Conference venue
Green Badge	Chief of Protocol / Protocol Staff (1)	Conference venue
Yellow Badge	Media (2)	Conference venue

➤ Registration of Delegation

The registration of delegations will proceed as follows:

First, each delegation participating in the conference must designate a focal point, whose name and email address should be communicated by note verbale to the following emails : djibouti@protocole.gouv.dj and djiboutiprotocole@gmail.com.

Once we have received the focal point's information, we will send them a username and password, allowing them to access the dedicated registration platform (<https://2024confafrique-turkiye.gouv.dj>), where they will be able to register the members of their delegation.

➤ Media Registration

Any delegation accompanied by a press team must complete the press accreditation form available in Annex 1 and submit it no later than October 19, 2024, to the following emails: service.presse@presidence.dj, djibouti@protocole.gouv.dj and djiboutiprotocole@gmail.com

You can also submit the completed press accreditation form directly on the conference website (<https://2024confafrique-turkiye.gouv.dj>) by clicking on the "Media" section.

4. FIREARM CARRY PERMIT

Request for firearms and ammunition clearance should be submitted through a Note Verbale and e-mailed to djibouti@protocole.gouv.dj and djiboutiprotocole@gmail.com no later than October 26, 2024.

The request for clearance should include the following details :

◆ Name of Officer	◆ Passeport number	◆ Number and calibre of ammunition
◆ Nationality	◆ Type of firearm	
◆ Date of birth	◆ Serial number	◆ Date of arrival and departure

➤ Radio frequencies and communication

Application for Radio Frequency Clearance and Communcation Equipment should be submitted through a Note Verbale and emailed to djibouti@protocole.gouv.dj and djiboutiprotocole@gmail.com no later than October 26, 2024.

The request for clearance should include the following details :

<ul style="list-style-type: none"> ◆ Bandwidth ◆ Frequency range (also known as the spectrum) 	<ul style="list-style-type: none"> ◆ Any preferred frequencies ◆ Area of usage 	<ul style="list-style-type: none"> ◆ Power output ◆ Make of Radio ◆ Serial Number
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Please note that the delegations should declare communication equipment to security personnel both on arrival and departure and should operate them in the assigned frequencies.

5. AIRCRAFT CLEARANCE

The Djibouti government requests that delegations provide specific arrival and departure details of their respective flights by Note Verbale at least 72 hours prior to arrival.

You will find the overflight authorization form in Annex 2.

Applications for overflight and landing must be submitted with a Note Verbale and emailed to djibouti@protocole.gouv.dj and djiboutiprotocole@gmail.com no later than October 28, 2024.

6. HEALTH SERVICES

To ensure the health and safety of all visitors, the Djiboutian government will set up a medical station on-site for the two days of the conference. In case of a medical emergency, delegation members will be transferred to the Military Hospital of Djibouti.

There are no COVID-19 testing or vaccination requirements for travellers entering Djibouti, however a yellow fever vaccination certificate is required.

**ANNEX 1****PRESS ACCREDITATION FORM**

(MR/MRS/Ms): _____

LAST NAME: _____

FIRST NAME : _____

NATIONALITY : _____

GENDER (M/ F) _____ PASSPORT No: _____

MEDIA OUTLET: _____

REGION - COUNTRY: _____

POSITION: _____

PROFESIONNAL ID NUMBER: _____

ADDRESS: _____

PHONE NUMBER: _____

FAX: _____

E-MAIL: _____

WEB SITE: _____

TYPE OF THE MEDIA OUTLET

Magazine	Radio	Online Press	News Agency	Other – Please specify
<input type="radio"/> NewsPaper	<input type="radio"/> Television	<input type="radio"/> Photo Agency	<input type="radio"/> Radio &TV	

Position to be filled during the Summit (check the box)

Journalist / Correspondent	Editor-in-Chief	Camerman	Technician	Other – Please specify
<input type="checkbox"/> Producer	<input type="checkbox"/> Director	<input type="checkbox"/> Photographer		

WORKING LANGUAGE: : _____

ARRIVAL DATE AND TIME: _____ FLIGHT NUMBER : _____

DATE AND SIGNATURE : _____

Important : Applications for accreditation must be submitted no later than 19/10/2024.
This completed form and the photos must be scanned and sent by e-mail to the following addresses : service.presse@presidence.dj, djibouti@protocole.gouv.dj and djiboutiprotocole@gmail.com.

You can also submit the completed press accreditation form directly on the conference website (<https://2024confafrique-turkiye.gouv.dj>) by clicking on the "Media" section

ANNEX 1

List of Equipment for Mr./Mrs./Ms :

Media Outlet :

N	TYPE OF EQUIPMENT	SERIAL NUMBER

State Protocol Office

Tel:(253) 21 32.00.50/

Fax:(253) 21 35.22.43

P.B 1863 Rue Marchand

Djibouti, République de Djibouti

Web site : <https://2024confafrique-turkiye.gouv.dj/> E-

mail: djibouti@protocole.gouv.dj

**ANNEX 2****AIRCRAFT CLEARANCE FORM**

For requests of diplomatic clearance for over flight & landing on Djibouti territory

Note No:

Date :

1. Nationality of the Aircraft :	
2. Type of the Aircraft:	
3. Aircraft Registration:	
4. Radio Call Sign/Flight Number:	
5. Name of Pilot-In-Command (PIC) and number of crew:	
6. Date of Flight:	
7. Purpose of Flight:	
8. Names, Ranks and Titles of VIP Passengers if any:	
9. Name and Four Letter ICAO Location Codes of Departure/Destination Airports:	
10. Estimated Times (UTC) of Departure and Arrival to and From these Airports:	
11. Points of Entry into and Exit from Djibouti FIRs:	
12. Estimated Times (UTC) of Arrival to and Exit from to these Points:	
13. Air Routes to be Followed within Djibouti FIRs:	
14. Description of Cargo: [Including an explicit indication of whether or not the aircraft contains any hazardous material, weapons, ammunitions of war or any other explosive substance (give ICAO identification codes if any) or any optical or electronic warfare equipment]	
15. Block Clearance Number if any:	
16. Prior authorization clearance number if any (Please indicate the change in the relevant section)	

Seal of Country/Organization/Embassy and Date/Signature

ANNEX 3

Recommended hotels in the area.:

1. DJIBOUTI PALACE KEMPINSKI

Adresse : ilot du Héron

Tél : (+253) 21 32 55 55

Fax : (+253) 21 32 55 56

Site web : <https://www.kempinski.com>

Courriel : reservations.djibouti@kempinski.com

2. DJIBOUTI AYL GRAND HOTEL

Adresse : RUE DE VENISE

Tel : (+253) 21 25 45 45 / 21 25 44 45

Email : info@aylahotels.com

3. HÔTEL SHERATON

Adresse : Plateau du

serpent BP 1924 Djibouti

Tél : (+253) 21 32 80 00

Fax : (+253) 21 35 65 00

Email : djibouti.reservation@sheratondjibouti.com

Site web : <http://www.sheraton.com/djibouti>

4. PREMIER BEST WESTERN DJ HOTEL

Adresse : Place La Garde Djibouti

Tél : (+253) 21 33 10 00

Email : reservations@bwpremierdj.com

Site web: <https://www.bestwestern.com/fr>

5. ATLANTIC HOTEL

Adresse : Rue de Rome

Tél : (+253) 21 33 11 00

Fax : (+253) 21 33 11

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Email : reservations@atlantichoteldjibouti.com

6. CAPITAL HOTEL

Adresse : Rue de Rome,

EAB Building, Djibouti, Djibouti

Tél : (+253) 21 35 53 53

7. RESIDENCE L'EUROPE

Adresse : Place 27 juin

Tel : (+253) 21 35 50 60

Email : heurope@intnet.dj

8. HÔTEL ALIA

Adresse : Plateau du

serpent Tél : (+253) 21 35

82 22

Fax : (+253) 21 35 86 88

BP : 1887

9. HÔTEL LES ACACIAS

Adresse : ilot du Héron

BP 4111 Djibouti

Tél : (253) 21 32 78 78

Fax : (253) 21 32 78 79

Email : reservation@acaciashoteldjibouti.com

Web site: www.acaciashoteldjibouti.com

10. HOTEL LE LAURIER

Adresse : Avenue Georges-Clemenceau

Tél : (253) 21 34 23 80

Email : lelaurierhotel@gmail.com

Vehicle rental booking. :

1. **Groupe Marill** : <https://www.groupe-marill.com/fr/activit%C3%A9/location-0>

2. **Hertz** : <https://www.hertz.com/rentacar/reservation/>

3. **Europcar** : <https://www.europcar.fr/fr-fr/places/location-voiture-djibouti>

4. Pyramide rent a car :

Adresse : Rue de la Siesta, Djibouti

Tél : (+253) 21 35 82 03

5. Lootah Rent A Car :

Adresse : Haramous Village