

AFRICAN GROWTH AND OPPORTUNITY ACT (AGOA) FORUM

DELEGATE INFORMATION GUIDE

REPUBLIC OF TOGO

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1. INTRODUCTION

This guide contains information for countries and institutions to participate in the AGOA Forum, which will take place from 8 to 10 of August 2017 in Lomé with parallel activities starting on August 7th, 2017.

2. SECRETARIAT OF FORUM

A secretariat is set up by the Forum Coordination Unit. This secretariat is responsible for providing the necessary information relating to the organization of the Forum and is made available to delegations to facilitate their participation in the Conference.

For any information, the secretariat of the forum can be reached with the following contacts:

Email : secretariat@agoatogo2017.info; Tél : 228 23 20 71 11 / 228 23 20 71 12

3. GENERAL DISPOSITIONS

The Togolese Government provides support for conference logistics, security, protocol service, on-site transport and accreditation of heads of delegation, ministers and heads of sub regional, regional and to participate in the AGOA Forum.

3.1- a welcome committee will be set up at the Gnassingbé Eyadema International Airport (AIGE) to ensure the reception and transportation of delegations to their hotels;

3.2- a protocol officer will be assigned to each government delegation and head of regional or sub-regional institution. This officer will act as a liaison with the coordination of the Forum. The names and contacts of focal points assigned to government delegations and heads of institutions will be communicated to them by official letter to help prepare their arrival.

3.3- Ministers and Heads of Delegation holding the rank of Minister will be welcomed at the Ministerial Fair;

3.4- Passages dedicated to the other participants will be set up within the AIGE.

4. PRIVILEGES AND FACILITIES

4.1 Definition of privileges and facilities

For the purposes of the privileges and facilities granted by the Togolese Government, the following definitions of the different categories of dignitaries will be implemented:

4.1.1 Heads of Delegation

It is a Minister, a Senator or any other person appointed to represent his country at the Forum.

4.1.2 Other High-ranking Persons

These are special guests from the Togolese and American Governments who will take part in the Forum as Observers.

4.2 Categorization of privileges and facilities

Delegations are invited to reserve their rooms in hotels, a list of hotels is published on the Forum's website. This list mentions hotels that will be served by buses. The Government of the Togolese Republic shall grant privileges and facilities for accommodation and transport to Heads of Delegation and other high-ranking officials.

5. ACCOMODATION

5.1 Delegations carried out by a Minister, a Senator or a person of the same rank:

Delegations are invited to book their room from the accredited hotels for the forum. This list can be consulted on the official website of the AGOA 2017 forum and is attached to this document. See Annex 6

Government delegations are requested to communicate their reservations to their protocol officer and to the address: confirmation@agoatogo2017.info to facilitate the planning of the reception.

. Special guests and Heads of sub regional, regional and international institutions

5.3 The members of the American delegation.

- Appropriate chambers will be allocated to the US delegation in accordance with the arrangements agreed between the Togolese and American governments.

Memento

1. Eligible States and other accredited participants are invited to make arrangements for hotel reservations for their entire delegation by July 28th. In case of need, the participants can contact the accommodation commissions whose coordinates are the following: Email: hebergement@agoatogo2017.info.

2. It is customary for hotels to require deposit when booking room reservations.

6. TRANSPORT

The Government of the Togolese Republic shall make available to the various delegations the following means of transport:

6.1 Delegation led by a Minister or a Senator

One (1) VIP vehicle from arrival until departure

6.2 Heads of Institution

One (1) VIP vehicle from arrival until departure

6.3 Special guests

One (1) VIP vehicle from arrival until departure

6.4 Accredited Delegates

Appropriate buses and vehicles will make regular shuttle services between the hotels on the Forum list and the venue of the Forum for Delegates.

6.5 Other transport provisions

Any delegation may wish to hire additional vehicles at its own cost from authorized rental agencies and taxi companies whose list and contacts are available.

These vehicles can be equipped with a badge allowing access to the Airport and the Conference Center.

In order to obtain macarons, delegations must provide the registration numbers of these vehicles as well as the names and contacts of the drivers to the Organizing Committee. Pass application forms are attached to Appendix 3.

7. ARRIVAL AND DEPARTURE CEREMONIAL

All protocol facilities are granted to the various delegations upon their arrival at the Gnassingbé EYADEMA International Airport in Lomé, which constitutes the official point of entry.

Depending on the protocol rank and status of heads of delegations and other participants, a specific ceremonial will be observed for them.

7.1 Special guests and heads of institutions

Heads of delegations, heads of institutions, special guests and other personalities will be welcomed by an official of the Togolese Government and a protocol that will take them to the desk for formalities before they are escorted to the hotel.

7.2 Accredited delegates

All other participants will be greeted by a State Protocol Officer who will take them to the Salon before transfer to the hotel.

8. OVERFLIGHT AND LANDING AUTHORIZATIONS

A request for overflight and landing is mandatory for private or non-scheduled flights.

Applications must be sent two weeks prior to the completion of the flight (ie no later than July 25th, 2017), to the following address: survatter@yahoo.fr with copy to bialome@yahoo.fr.

Either contact the DG ANAC directly; Tel: (+228) 90043839 or Mr BATANTA; Tel: (+228) 90230887

The form to be filled in is attached to Annex 2.

States which have obtained a permanent overflight and landing permit for their official aircraft in respect of **the year 2017** shall indicate in the **verbal** note of application the number given to them for that purpose.

9. CONDITIONS OF ENTRY

9.1 Entry visas to Togo are required of nationals of all countries except those of WAEMU, ECOWAS and certain countries which have concluded bilateral visa waiver agreements.

9.2 Special arrangements are in place by Togo to issue visas of courtesy to all participants of the Forum upon their arrival on the national territory (International Airport **GNASSINGBE EYADEMA** and at all land borders) whose entry into the country requires a visa. A **verbal note** has been sent to all embassies in the eligible countries and the United States for this purpose.

9.3 Delegates and observers subject to the visa are requested to obtain their visa from the Diplomatic and Consular Missions of Togo abroad.

9.4 Passports of participants in the Forum must be valid for at least 30 days after the date of the planned departure from Togo. They must also contain at least two (2) blank pages when applying for a visa.

9.5 Presentation of an up-to-date yellow fever immunization record is required upon arrival.

Special measures are taken to ensure compliance with these provisions at all points of entry into the country:

- By air: International Airport General **GNASSINGBE EYADEMA** of Lomé.
- Land: Border AFLAO, HILACONDJI, CINKASSE

The list of focal point contacts is in Annex 8 of this document (General Focal Point of the Ministry of Foreign Affairs, Focal Point for Border Posts with Togo-Benin, Togo-Ghana and Togo-Burkina Faso).

10. PLACES AND DATES OF MEETINGS

10.1 Official Forum Activities

As part of the Forum, the meetings will take place at the Radisson Blu, 2 Février Hotel in Lomé, according to the general program contained in the table below:

	Date	Activities	Location
1	August 8 th , 2017	Civil Society Forum	Radisson Blu 2 Février Hotel in Lomé
2		Private sector Forum	Radisson Blu 2 Février Hotel in Lomé
3	From August 9 th to August 10 th , 2017	Ministerial AGOA Forum	Radisson Blu 2 Février Hotel in Lomé

10.2 Parallel Activities

AGOA-eligible countries as well as Civil Society and Private Sector organizations will hold consultative meetings and other parallel activities in the period from 07 to 10 of August 2017. For more information, please visit the following websites:

- For the Civil Society Forum www.agoacsonetwork.org: AGOA civil society network
- For the Private Sector Forum www.corporatecouncilonafrika.com/ Corporate Council on Africa

11. REGISTRATION AND ACCREDITATION MINISTERIAL FORUM

11.1 For the Ministerial Forum, participants must register through the official website of the AGOA 2017 Forum www.agoa-togo.tg, by clicking on the accreditation menu on the site and choosing the ministerial forum icon. The choice of this icon will allow the participant to be directed automatically to the accreditation site of the ministerial forum from which it will be possible for him to register after having informed the invitation code of his country which was sent to his government through diplomatic channels.

After registration, the participant will receive an email confirming his / her accreditation. This email will serve as the basis for the withdrawal of the badges.

11.2 All AGOA-eligible States are kindly requested to communicate the composition of their respective delegations, indicating the number and title of delegates (their full names, functions, references of travel documents) to participate in the preparatory sessions for the Forum. The same is true of special guests.

11.3 This information shall be communicated, not later than July 28th, 2017, to the services listed in Annex.1.

11.4 The format for attendance at AGOA Ministers and Senators meetings is 1 + 7. A total of 8 members per country

11.5 Once the registration has been validated, an e-mail of confirmation of accreditation will be sent to each participant. This confirmation e-mail will serve as the basis for the withdrawal of the badges.

11.6 The badges of the members of the delegations shall be handed over by the protocol officer upon arrival at the airport or at their installation to the heads of delegation or to the focal point for coordination of the mission or to the mission manager

11.7 Special badges issued by the Forum Organizing Committee for this purpose will be given to each delegation for its participation in these various meetings.

11.8 Access to the venue of the Forum is subject to wearing a badge.

11.9 Delegates are requested to wear their accreditation badges permanently and visibly. Badges are strictly personal and non-transferable.

11.10 An Accreditation Center will be set up for the different types of badges.

11.11 Delegates are required to present themselves in person to the Accreditation Center with their passports and confirmation email for accreditation. The accreditation center will be open from August 4th, 2017 and a shuttle will serve the center.

11.12 Media officers are also required to present themselves in person, with their passports, business cards and confirmation e-mail to obtain accreditation. The accreditation center will be open from August 4th, 2017 and a shuttle will serve the center.

11.13 Special security measures shall be in place at all venues of the Forum and shall be accessible only to accredited persons.

12. REGISTRATION AND ACCREDITATION FORUM PRIVATE SECTOR AND FORUM SOCIETY

For the Private Sector Forum, participants can register through the official website of the AGOA 2017 Forum www.agoa-togo.tg, by clicking on the "ACCREDITATION" menu on the site and choosing the "PRIVATE SECTOR" icon. The choice of this icon will allow the participant to be directed automatically on the Corporate Council on Africa website: www.corporatecouncilonafrika.com. From this site, it will be possible to register by following the instructions.

Corporate Council on Africa will proceed with the accreditation formalities of registered participants for the Private Sector Forum.

For the Civil Society Forum, participants can register through the official website of the AGOA 2017 Forum www.agoa-togo.tg, by clicking on the "ACCREDITATION" menu on the site and choosing the "CIVIL SOCIETY" icon. The choice of this icon will allow the participant to be automatically directed to the AGOA Civil Society Network website: www.agoacsonetwork.org. From this site, it will be possible to register by following the instructions.

Registrations for the civil society forum can also be made directly through the AGOA Civil Society Network website: www.agoacsonetwork.org.

AGOA Civil Society Network will proceed to the accreditation formalities of registered participants for the Civil Society Forum.

13. MEDIA ACCREDITATION

Media wishing to be accredited for the forum should submit their request through the forum website: www.agoa-togo.tg by clicking on the "Press and Media" icon and following the instructions

Categories of accreditation

The badges will be awarded according to the categories of participants.

Special badges will help identify the members of the organizing committee, support staff and the media.

Loss of Badge

In case of badge loss delegates are asked to go to the accreditation center or contact their protocol officer

14. SAFETY AND PROTECTION OF HIGH PERSONALITIES

14.1 The Togolese Government is primarily responsible for the security and protection of heads of delegation, ministers, senators and special guests.

14.2 The necessary security measures shall be taken by the host country for the proper conduct of the work and related events.

15. FIREARMS LICENSE

15.1 Applications for Firearms Authorization, specifying the name of the firearm holder, type of firearm, model, serial number, caliber number, number of ammunition and License must be sent by verbal note to the Ministry of Foreign Affairs, Cooperation and African Integration of the Togolese Republic.

15.2 Each delegation shall be permitted to enter only five (5) firearms into Togolese territory.

15.3 No weapons are permitted in the premises of the Conference.

15.4 Unlicensed weapons or other protective equipment are not permitted in the country. If applicable, these instruments will be deposited with the security services at the airport against receipt and returned at the time of departure.

15.5 The application form for authorization to carry firearms is given in Appendix 4.

16. RADIO FREQUENCIES AND COMMUNICATION MATERIALS

Radio frequencies and communication equipment to be used by security officers must be authorized before they enter Togo.

Requests for radio frequencies and communications equipment (Annex 5) must be sent by verbal note to the Ministry of Foreign Affairs, Cooperation and African Integration of the Republic of Togo by July 28th, 2017.

17. OFFICIAL AND INTERNATIONAL MEDIA

All delegations accompanied by official media (eg video and photography services) must apply for accreditation for their media.

Members of the international press and other media who wish to cover the various meetings of the forum should also seek accreditation.

Media badges shall be issued upon approval of the accreditation request by the host country in collaboration with the Forum Organizing Committee.

The category of official media only applies to staff accompanying heads of delegations.

18. PROVISIONS OF A MEDICAL ORDER

18.1 All relevant measures shall be taken to provide emergency medical services to the participants.

18.2 All official entry points identified, the hotels selected for the occasion and the venues of the Forum are equipped with medical facilities operating 24 hours a day for first aid.

18.3 It is recommended that participants in the Forum should bring their current immunization record, in particular against yellow fever.

18.4 Hospital costs are borne by the patients.

18.5 All guests are requested to comply with Togo's health guidelines.

18.6 On the back of the badges will be the contacts of the doctors chosen for the needs of the Forum.

19. CEREMONIAL OF WELCOMING THE FORMAL OPENING CEREMONY OF FORUM

Heads of Delegation, Ministers, Senators and Ambassadors of the States eligible for AGOA will be welcomed at the solemn opening ceremony of the Forum in accordance with the usual protocol arrangements according to the agenda. Details may be provided by the State Protocol Services.

20. DEPARTURE OF DELEGATIONS

The departure of the participants will take place in accordance with the provisions implemented on arrival under the State Protocol.

21. OTHER INFORMATION

21.1 Tele-service

- The Radisson Blu and the Forum websites are covered by a broadband wireless service. Participants in the Forum will receive free of charge
- The hotels approved by the organization of the forum are equipped with a quality internet connection
- Two major mobile telephony operators (Togo cellulaire and Moov) make available to the participants chips for their communications, payable by the users. These operators offer services allowing access to the Internet through GPRS and / or 3G technologies.

21.2 Banking services and currency

- Banks are open from 7 am to 4 pm on weekdays and from 8 am to 1 pm on Saturdays. All commercial banks provide banking services and most have ATM machines that accept Visa and Mastercard. There is an exchange office in most branches of Togolese banks. Internationally recognized currencies and travelers' checks can be exchanged at commercial banks, hotels and at GNASSINGBE EYADEMA International Airport in Lomé.
- The currency used in Togo is the CFA Franc. One (01) Euro = 655,957 FCFA; The US dollar rate varies depending on the market value.

21.3 Climate

Togo enjoys a tropical climate with a temperature varying between 20 ° C and 25 ° C. In August, average temperatures are between 23 ° C and 28 ° C.

21.4 Hour

- The time in Togo is Universal Time (TU).

21.5 Store opening hours

- Shops are generally open from 8 am to 6 pm, Monday to Friday. On Saturdays, they are open from 8:30 am to 5 pm.

