

**XIV NON-ALIGNED MOVEMENT (NAM)
MINISTERIAL CONFERENCE**

17-19 AUGUST 2004

**INTERNATIONAL CONVENTION CENTRE
DURBAN, KWA-ZULU/NATAL PROVINCE, SOUTH AFRICA**

**PROTOCOL GUIDELINES AND
ADMINISTRATIVE ARRANGEMENTS**

(subject to possible change)

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XIV NON-ALIGNED MOVEMENT (NAM)

MINISTERIAL CONFERENCE

1. INTRODUCTION

The information contained in this document is for the benefit of the Ministers of Member States and their Delegations, as well as the Representatives of Observer States and Guest Countries and Organisations attending the XIV Non-Aligned Movement (NAM) Ministerial Conference.

2. MEETING DATES

The XIV NAM Ministerial Conference will take place at the International Convention Centre (ICC), Durban, South Africa from 17 to 19 August 2004.

The General Programme of the meetings is attached as **Appendix 1**. Agendas for the meetings are being developed and will be circulated to the invited States and Organisations in due course.

3. VENUE

All Plenary and Committee Sessions will be held at the International Convention Centre (ICC), Durban. Breakaway Sessions or Roundtable meetings (if any) will also be held at the ICC.

4. RESPONSIBILITY FOR ARRANGEMENTS

The Department of Foreign Affairs (DFA) of the host government is responsible for the general organisation and conduct of the sessions and meetings. The DFA will also service the sessions and meetings. The Government of South Africa, as host, will also be responsible for logistic support such as conference facilities, security, protocol, transport, accreditation and accommodation.

The contact details of the Logistic Co-ordinator are as follows:

- (i) **Adriaan Woudstra**
Acting Director: International Conferences
Department of Foreign Affairs
Private Bag X152
Pretoria 0001
SOUTH AFRICA

Room PPN 115
Tulbagh Park
Cnr Duncan/Church Streets
Pretoria
South Africa

Tel: +27 12 351-1436
Fax: +27 12 351-1206
e-mail: woudstraa@foreign.gov.za

5. COMPOSITION OF DELEGATIONS

Member States of the NAM invited to the meeting are required to provide the South African Government, by no later than Wednesday 21 July 2004, with the following information:

- (1) **Duly completed registration forms (Appendix 2) in respect of each member of Delegation.** The registration forms can be faxed or e-mailed to the Logistics Co-ordinator as soon as possible, but not later than 21 July 2004, and must be submitted under cover of a formal Diplomatic Note or letterhead listing the names of the members of Delegation. Although not required at this stage, attachment of a passport-sized photograph with the name of the Delegate written on the reverse, will ensure that the accreditation of that Delegate will be simplified.

Observers and Guests invited to the Conference on 19 August 2004 should complete the registration forms (Appendix 2) and fax or e-mail the forms to the Logistics Co-ordinator as soon as possible.

- (2) List of Accompanying Protection Officers (**Appendix 3**)

6. ACCREDITATION OF DELEGATES

- (1) All Delegates of Member States, Observers and Guests (including Ministers) will have to obtain photo accreditation cards on arrival, which will be issued at the Accreditation Centre situated in Hall 6, across the street from the ICC and the Hilton Hotel. All Delegates are urged to send their duly completed registration forms (**Appendix 2**) to the Logistic Co-ordinator under cover of a Diplomatic Note or letterhead, to ensure that the members of the Delegation are duly accredited. No person will be accredited without a Diplomatic Note or letterhead from his/her government. The early submission of Diplomatic Notes or letterheads and registration forms will facilitate the accreditation procedure. Ministers will not be expected to visit the Accreditation Centre, if the photo is not supplied, a blank accreditation card will be issued to the delegation.
- (2) **Media** will be accredited in the same manner, upon proof of their press status and for specific access to certain events at the ICC, at the Accreditation Centre. A Note Verbale from the Mission of the relevant country, will assist this process, but is not essential.
- (3) The Accreditation Centre will be open from Sunday 15 August 2004, operating from 08:00 to 18:00 daily.

7. ACCOMMODATION FOR NAM MEMBER STATES

- (1) The South African Government will provide at its expense one (1) Suite in one of the Headquarter Hotels, for one Minister (or Deputy Minister/Assistant Minister/Secretary of State/Deputy Secretary of State), from the afternoon of

Wednesday, 18 August 2004 to the morning of Friday, 20 August 2004. Heads of Delegation that do not have the rank of Minister (or Deputy Minister/Assistant Minister/Secretary of State/Deputy Secretary of State) will not qualify for this courtesy. Should the Minister/Deputy Minister of the NAM member state also be a member of AASROC and stay on for the AASROC II meeting on 20 August 2004, the stay will be extended to Friday afternoon, 20 August 2004. All expenses incurred other than accommodation by the Minister (or Deputy Minister/Assistant Minister/Secretary of State/Deputy Secretary of State) in the suite provided by the host government will be for the expense of the Delegation.

- (2) The South African Government will provide at its expense one (1) standard room in one of the Headquarter Hotels for one (1) Senior Official/Delegate from the afternoon of Monday, 16 August 2004 to the morning of Friday, 20 August 2004. Should the Senior Official also attend the AASROC II meeting on 19 and/or 20 August 2004, the courtesy will be extended to the afternoon of Friday, 20 August 2004. All expenses incurred other than accommodation by the Senior Official/Delegate in the standard room provided by the host government will be for the expense of the Delegation.
- (3) Two (2) additional standard rooms have been reserved in the Headquarter Hotels on behalf of each Delegation, if required. These rooms and other expenses incurred, will be for each Delegation's own account. The rates of the Headquarter Hotels are indicated below.
- (4) Invited Members States of the NAM wishing to make use of the provision as in paragraph (3) above, will have to secure their rooms by paying deposits within 48 hours of making the reservation, to secure their allocated accommodation. **Should the additional two-room allocations for the account of the Delegates themselves, not be secured by deposits with the Headquarter Hotels by 01 August 2004, the rooms will be released to the general public or other Delegations requiring more than the allocated two additional rooms.**

- (5) For information on securing further accommodation, Delegations are welcome to refer to the list of hotels and their rates indicated below. The rates have been negotiated with the hotels and can be compared to the existing government rate. Other than for the 1 suite and 1 standard room provided courtesy of the host country, delegates should contact hotels in Durban directly to make their reservations. It would, however, be appreciated if the Logistics Co-ordinator could be informed of where Delegates will be accommodated in order that transportation between the Headquarter Hotels and the ICC can be arranged. For this purpose the travel annexure (**Appendix 4**) should be completed and sent to the Logistics Co-ordinator **no later than 21 July 2004**.

Hotel name	Contact no.	Distance from	Rates
Edward Hotel	Tel. 27 31- 337 3681 Fax. 27 31- 332 1692	5 min drive from venue	R665-00 B&B Single
Elangeni Holiday Inn	Tel. 27 31- 362 1300 Fax. 27 31- 332 5527	5 min drive from venue	R895-00 B&B Single R1,100-00 B&B Double
Hilton Hotel	Tel. 27 31-336 8100 Fax. 27 31- 336 8199	Next to Venue	R920-00 B&B Standard Single R1040-00 B&B Std Twin
Holiday Inn Garden Court Marine Parade	Tel. 27 31- 337 3341 Fax. 27 31 - 337 5929	10 min drive from venue	R 794-00 B&B Single R 860-00 B&B Double
Holiday Inn Garden Court North Beach	Tel. 27 31- 332 7361 Fax. 27 31 – 337 4058	10 min drive from venue	R 782-00 B&B Single R848-00 B&B Double
The Riverside Hotel	Tel. 27 31- 563 0600 Fax. 27 31- 563 0611	15 min drive from venue	R510-00 B&B Single R700-00 B&B Double
The Royal Hotel	Tel. 27 31- 333 6000 Fax. 27 31- 333 6002	10 min walk from venue	R605-00 B&B Single R700-00 B&B Double

8. TRANSPORTATION

The following transport arrangements will be put in place:

- (1) The host government will provide every Minister of a NAM Member State (or Deputy Minister/Assistant Minister/Secretary of State/Deputy Secretary of State) with a sedan car and close protector/driver for the period of the Minister's stay from the afternoon of

Wednesday, 18 August to the morning of Friday, 20 August 2004. Should the Minister also accept the invitation for the AASROC II on 20 August 2004, the courtesy will be extended to the evening of Friday, 20 August 2004.

- (2) Should flight arrangements, however, necessitate longer stays, transportation for this will have to be arranged with the Logistics Co-ordinator beforehand.
- (3) Note that the Military Liaison Officer (MLO) that will be provided to each Minister (or Deputy Minister/Assistant Minister/Secretary of State/Deputy Secretary of State), will also be a passenger in the same vehicle.
- (4) There will be regular shuttle services available from Durban Airport to the Headquarter Hotels in the city as well as between the hotels and the ICC for use by Delegates. In order for this to be managed properly, Delegates should complete the travel annexure (**Appendix 4**) and send it to the Logistics Co-ordinator by **21 July 2004**.
- (5) Additional transport may be hired by Delegations at their own expense. Rental vehicles are available from the Durban Airport and in Durban through well-known companies. Delegations requiring additional chauffeur-driven vehicles can arrange this through car hire companies.

9. SECURITY

- (1) The South African Government will be responsible for overall security throughout the duration of the Meetings. Special security arrangements will apply at the venue of the meeting.
- (2) Each Minister of a NAM Member State (or Deputy Minister/Assistant Minister/Secretary of State/Deputy Secretary of State) will be provided with a Military Liaison Officer who will be at his/her disposal throughout his/her stay in Durban and will escort him/her outside of the ICC.

- (3) Special arrangements for screening of hand luggage, attaché cases etc will be in place at the access point to the meeting venue. Should a Minister be accompanied by a close protection officer(s), **Appendix 3** should be completed and sent to the Logistics Co-ordinator **not later than 21 July 2004**.

10. PROTOCOL ARRANGEMENTS ON ARRIVAL AND DEPARTURE

- (1) The normal protocol formalities will be in place at Durban Airport and Johannesburg International Airport for arriving Delegations. The Minister and one Delegate's entry will be facilitated through the VIP lounge. The rest of the Delegation will enter through the normal immigration and custom channels.
- (2) In order to facilitate arrival and departure courtesies, Delegates are requested to complete **Appendix 4** on Travel Arrangements and submit this to the Logistics Co-ordinator **no later than 21 July 2004**. The Logistics Co-ordinator should be notified as soon as possible of any subsequent changes in travel plans, and using the same form, by fax or e-mail to the same addressee.

11. IMMIGRATION AND HEALTH REQUIREMENTS

Visas

- (1) All visitors to South Africa must hold valid passports. Citizens of countries that require visas for South Africa should obtain these beforehand at the appropriate South African Diplomatic or Consular Missions. Visa applications and passports may be forwarded to the relevant South African Mission by courier service or travel agent. It takes approximately ten working days to process a visa application. Applications should be accompanied with the necessary visa fees in respect of countries whose passport holders are subject to visa fees.

Health Requirements

- (2) All visitors to South Africa who travel from or through yellow fever areas, as designated by the World Health Organisation, must carry valid certificates of

vaccination against **Yellow Fever**. There will be a control post upon arrival at Johannesburg International Airport to ensure the validity of these vaccinations. Participants failing to provide proof of vaccination will be required to submit to a vaccination prior to entry into the country.

12. MEDICAL AND HEALTH SERVICES

- (1) A clinic is available for immediate intervention in primary health care and emergency medical services close to the Headquarter Hotels. These hotels also have doctors on call.
- (2) Ambulances and emergency medical response vehicles are also available and operate on a 24-hour basis.
- (3) Delegates are encouraged to obtain medical travel insurance from a reputable organisation, as health care at the Headquarter Hotels is only accessible on a cash basis or upon producing medical travel insurance. State health facilities, although more affordable than private health care, still have to be paid for.

13. GENERAL INFORMATION

Airport

Durban Airport is an average of 25 km from the Headquarter Hotels.

Banking Services and Currency

Banking hours are from 09:00 to 15:30 on weekdays and from 08:30 to 11:00 on Saturdays.

Banking amenities are available at the ICC and in the vicinity of the Hilton Hotel and other Headquarter designated Hotels and most banks have cash dispensing machines accepting Visa, MasterCard and Cirrus. Bureau de Change facilities are available.

Most internationally recognised currencies and travellers cheques can be exchanged at commercial banks, hotels and international airports. Major credit cards are accepted in most hotels, restaurants and shops.

There is no limit on the amount of foreign currency that may be imported into South Africa by individual non-residents, provided that it is declared on arrival to facilitate the exportation thereof on departure.

The unit of currency is the Rand (R) that is divided into 100 cents. Exchange rates are subject to fluctuation. At the time of printing the rate of exchange was approximately US\$1 = R6.30 (22 June 2004).

Climate and Clothing

During August the average maximum temperature in Durban, is 24C and the average minimum temperature is 14C. Some rain occurs this time of the year. Delegates are advised to bring some warm garments for the occasional cooler evening.

Time

The time in South Africa is GMT +2

Electricity Supply

The power supply in South Africa is 220vAC, 50Hz. Electrical sockets are rounded three pronged.

Postal Services

Services are available at all hotels in Durban.

Driver's Licences/Permits

Drivers must have valid driving licences, which carry a photograph of the holder, and is either printed or authenticated in English. South Africa recognises international driving permits issued under the 1949 Convention on Road Traffic.

Business and Shopping Hours

Offices and businesses are generally open from 08:00 hours to 17:00 hours, Monday to Friday. Shopping hours vary but most shops are open from 09:00 hours to 17:00 hours Monday to Friday and from 09:00 hours to 13:00 on Saturdays. Some shops are open on Sundays between 09:00 hours to 13:00.

Value-added Tax

Value-added tax (VAT) is charged on most goods and services except when purchased in duty-free shops at international airports. The current rate is 14%. On presentation of the goods and tax invoices, VAT may be reclaimed at Durban Airport.

Appendix 1

DRAFT PROGRAMME OF THE XIV NON-ALIGNED MOVEMENT MINISTERIAL CONFERENCE INTERNATIONAL CONVENTION CENTRE DURBAN 17 TO 19 AUGUST 2004

First Draft

TUESDAY 17 August 2004

- | | | |
|-------|---|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 09h00 | : | Opening of Senior Officials Meeting. Minister of Foreign Affairs to deliver opening statement |
| 10h00 | : | Senior Officials commence with work on the draft final document in the two working Committees (Political Committee and Economic/Social Committee) |
| 11h30 | : | Tea/coffee |
| 12h00 | : | Senior Officials continue with work in Committees |
| 13h00 | : | Finger lunch for Senior Officials hosted by the Secretary of the Meeting and Director-General, Dr A Ntsaluba |
| 14h30 | : | Senior Officials continue with work in Committees |
| 16h00 | : | Tea/Coffee |
| 16h30 | : | Senior Officials continue with work in Committees |
| 18h00 | : | Senior Officials meetings adjourn |
| 19h30 | : | Cocktail Reception for Senior Officials |

WEDNESDAY 18 August 2004

- 09h00 : Senior Officials resume work in Committees
- 10h00 : Meeting of the Committee on Palestine including the NAM
UNSC Caucus at Ministerial Level
- 11h00 : Tea/Coffee
- 11h30 : Senior Officials continue with work in Committees
- 13h00 : Finger lunch for Senior Officials hosted by the
Secretary of the Meeting and Director General, Dr A Ntsaluba
- 13h00 : Lunch hosted by the Minister of Foreign Affairs for the
Committee on Palestine
- 14h30 : Senior Officials continue with work in Committees
- 15h00 : Committee on Palestine resumes
- 16h00 : Tea/Coffee
- 16h30 : Senior Officials continue with work in Committees
- 18h00 : Closure of meeting of the Committee on Palestine
- 18h00 : Senior Officials break for dinner
- 19h30 : Senior Officials continue with work in Committees –
if required

THURSDAY 19 August 2004

- 08h30 - 09h30 : Tea/Coffee
- 09h30 : Opening Ceremony of the Ministerial Conference
- 10h30 : First Plenary Session of the Ministerial Conference
- 13h00 : Finger/buffet lunch hosted by the Minister of Foreign Affairs
- 14h30 : Second Plenary Session of the Ministerial Conference
- 16h00 : Tea/coffee
- 17h00 : Adoption of the Draft Document by the Ministerial Conference
- 17h30 : Closing Ceremony of the Ministerial Conference
- 19h30 : Cultural Event and Dinner hosted by South Africa (NAM and AASROC Ministers and Delegates)

Appendix 2

**XIV NON-ALIGNED MOVEMENT (NAM) MINISTERIAL
CONFERENCE**

DURBAN, SOUTH AFRICA, 2004

REGISTRATION FORM

Please complete and return by **21 JULY 2004** under cover of official letter or diplomatic note
Each member of delegation should complete a separate form

COUNTRY

NAME.....
(Surname first in BLOCK LETTERS)

MALE FEMALE..... (Please tick)

ID / PASSPORT NUMBER.....

TITLE.....

HEAD OF DELEGATION DELEGATE SUPPORT STAFF PROTECTION OFFICER (Please tick)

TELEPHONE NUMBER.....

FAX NUMBER.....

E-MAIL ADDRESS.....

DATE OF BIRTH..... PLACE OF BIRTH.....

COUNTRY OF BIRTH..... NATIONALITY.....

DATE OF PASSPORT ISSUE..... PLACE OF ISSUE

WORK ADDRESS

PLEASE SEND TO:

**The Logistics Co-ordinator
(ROUTE iba000)
Department of Foreign Affairs
Private Bag X152
Pretoria 0001
South Africa**

**Room PPN 115,
Tulbach Park
cnr Duncan/Church Streets
Pretoria
South Africa
Fax no +27 12 351 1206
e-mail: woudstraa@foreign.gov.za**

Appendix 3

**XIV NON-ALIGNED MOVEMENT (NAM) MINISTERIAL
CONFERENCE**

DURBAN, SOUTH AFRICA, 2004

ACCOMPANYING PROTECTION OFFICER

Please complete and return by **21 JULY 2004**

COUNTRY.....

Please complete in order of precedence with first name, surname and full titles. Please continue list of names on a separate sheet if necessary. Please underline the surname.

(a) Surname, Initials and Rank

.....

(i) Place and Date of Birth

(ii) Passport Number

(iii) Place, Date of Issue & Expiry Date

(iv) Make, Model and Calibre of weapon

(v) Serial Number

(vi) Number of rounds of ammunition

(vii) Special equipment

(b) Surname, Initials and Rank

.....

(i) Place and Date of Birth

(ii) Passport Number

(iii) Place, Date of Issue & Expiry Date

(iv) Make, Model and Calibre of weapon

(v) Serial Number

COUNTRY.....

(vi) Number of rounds of ammunition

(vii) Special equipment

(c) Surname, Initials and Rank

(i) Place and Date of Birth

(ii) Passport Number

(iii) Place, Date of Issue & Expiry Date

(iv) Make, Model and Calibre of weapon

(v) Serial Number

(vi) Number of rounds of ammunition

(vii) Special equipment

If more than three officers accompany, please photocopy this form.

PLEASE SEND TO:

**The Logistics Co-ordinator
(ROUTE iba000)
Department of Foreign Affairs
Private Bag X152
Pretoria 0001
South Africa**

**Room PPN 115,
Tulbach Park
cnr Duncan/Church Streets
Pretoria
South Africa
Fax no +27 12 351 1206
e-mail: woudstraa@foreign.gov.za**

Appendix 4

**XIV NON-ALIGNED MOVEMENT (NAM) MINISTERIAL
CONFERENCE**

DURBAN, SOUTH AFRICA, 2004

TRAVEL ARRANGEMENTS

Please complete and return by **21 JULY 2004** for every member of delegation

COUNTRY/ORGANISATION

NAME.....

1. ARRIVAL

- (i) First point of arrival in South Africa
- (ii) Date and time of first arrival
- (iii) Flight number
- (iv) Date and time for domestic connection to Durban (if applicable)
- (v) Date and time of arrival in Durban
- (vi) Flight number
- (vii) Hotel in Durban (only if not arranged by host country)

2. DEPARTURE FROM DURBAN

- (i) Date and time of flight
- (ii) Flight number
- (iii) Connecting flight number from Johannesburg International Airport for departure from South Africa
- (ii) Date and time of flight
- (iii) Flight number

(Appendix 4 continuation)

3. ARRIVAL/DEPARTURE BY PRIVATE/STATE AIRCRAFT

(Flight clearance and terminal arrangements must be made through the Department of Transport, attention Ms. Althea Belford, tel. 012 – 3093470, fax 012 – 309 3731)

- (i) Date, time and place of scheduled arrival
- (ii) Date, time and place of scheduled departure

PLEASE SEND TO:

**The Logistics Co-ordinator
(ROUTE iba000)
Department of Foreign Affairs
Private Bag X152
Pretoria 0001
South Africa**

**Room PPN 115,
Tulbach Park
cnr Duncan/Church Streets
Pretoria
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Fax no +27 12 351 1206
e-mail: woudstraa@foreign.gov.za**