Administrative Note

The 12th Ordinary Meeting of The Specialized Technical Committee on Defense, Safety and Security And 15th Ordinary Meeting of African Chiefs of Defense Staff And Heads of Safety And Security

Cairo, Egypt

FROM 15 to 19 December 2019
I. BACKGROUND

1. The Specialized Technical Committee on Defense, Safety and Security (STCDSS) is a key Policy Organ of the African Union established pursuant to Article 14 of the Constitutive Act of the AU (2000). The main mandate of the STCDSS is to provide guidance and direction to the AUC on matters of defense and security. In that regard, the STCDSS considers and reflects on matters of peace and security and provide policy direction for implementation by the AUC. The AUC is therefore mandated to provide at least a yearly update on the implementation of AU decisions mainly on the development of the African Standby Force and its Rapid Deployment Capability. In the same vein, the Commission seeks guidance and advice from the STCDSS on how to effectively and efficiently continue addressing peace and security issues in Africa as they arise. The STCDSS meets at 3 levels: The Expert Meeting, the Chiefs of Defense Staff and the Ministers of Defense.

2. This year, the STCDSS will hold its 12th meeting at the Al-Masa Capital Hotel in Cairo, Egypt from the 15-19 December 2019.

II. AGENDA

3. The 12th Ordinary Meeting of the STCDSS and 15th Ordinary Meeting of the ACDS will be conducted over a period 5 days, as per Draft Agenda and Programme as follows:

   a. Meeting of Experts: 15-17 December 2019
   b. Meeting of Chiefs of Defense Staff: 18 December 2019
   c. Meeting of Ministers of Defense: 19 December 2019

III. PARTICIPATION

4. The AU Commission via a Note Verbal Ref.: PSD/107/8/57851.19 dated 6 November 2019 invited all Member States of the AU to participate in all 3 levels of the STCDSS.
a. Expert Meeting – Member States are required to nominate 3 Experts (Military, Police and Civilian) for participation at the Expert level meeting
b. Chiefs of Defense Staff – Participation of the Chiefs of Staff or their representative from each Member State of the AU
c. Ministers of defense – Participation of the Minister of defense or their representative from each Member State of the AU

5. MEMBER STATES AND RECS/RMS ARE REQUESTED TO SEND THEIR LIST OF PARTICIPANTS AND COPIES OF THEIR PASSPORTS TO THE AUC. THE DEADLINE FOR RECEIVING THE LIST OF PARTICIPANTS IS 4 December 2019. The Commission has communicated the same to the AU Member States and RECs/RMs via Note Verbale Ref: PSD/107/8/58237.19 dated 25 November 2019 requesting Member States to send the relevant information to the Focal Points at the AU Commission mentioned in the above referred Note Verbale.

IV. LOGISTICS

| Dates | The 12th STCDSS and the 15th Ordinary Meeting of the ACDS will take place on the 15-19 December in Cairo, Egypt |
| Venue for the Meeting | The Venue for the meeting is the Main Conference Hall of the Al-Masa Capital Hotel in, Cairo, Egypt. A detailed map describing the route from Cairo Air Port, as well as the route from Tahrir Square to Al-Masa Capital Hotel is attached to this note. |
| Visa | a. For Participants with Egyptian Embassy in their Country
Delegates of AU Member States with an Egyptian Embassy/Consulate in their respective countries are required to approach the respective Embassy/Consulate to fast-track the visa issuance prior to their travel to Cairo – while attaching the AU Note Verbale inviting Member States to participate in the STCDSS as a supporting document. Egyptian Consular Section will provide the necessary support and facilitation to all members of Official delegations traveling to Egypt to participate in the |
meetings of the STCDSS.

b. For Participants Without Egyptian Embassy in their respective Country

Visa upon arrival will be issued on an exceptional baisis for delegations of AU Member State that do not have an Egyptian Embassy/Consulate in their home country. In this case, the Member States are requested to share with the Commission the details and passport copies of all delegates (indicating whether they are diplomatic/service or ordinary passport) not later than 4 December 2019 for facilitation of Visa upon arrival.

c. Delegations are required to submit the names and passport copies of participants before the above-mentioned deadline to avoid circumstances of non-issuance of visa.

d. Kindly note that passports of Participants must have a minimum of three (3) months validity from the arrival date in Cairo.

<table>
<thead>
<tr>
<th>Air Transportation</th>
<th>Member States are responsible for costs associated with the participation of their delegates in the STCDSS Meeting. This includes air travel to and from Egypt as well as accommodation and transportation expenses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Transport</td>
<td>The Government of Egypt will provide shuttle buses for ground transportation: airport/hotel/Meeting Venue/hotel/airport. A protocol desk will receive the Delegation upon arrival at the airport.</td>
</tr>
<tr>
<td>Accommodation</td>
<td>The Government of Egypt confirmed a discounted rate of 138 USD for Standard Rooms at Al-Masa Capital Hotel in Cairo for delegates of Member States and RECs/RMs. Al-Masa Capital Hotel in Cairo is a new and modern hotel with spacious guest rooms with provisions of complimentary toiletries, air conditioning, Satellite TV and complementary free Wi-Fi access.</td>
</tr>
</tbody>
</table>
The Government of Egypt will extend the usual courtesies to the Chiefs of Defense Staff and Ministers of Defense through the provision of full board accommodation (Breakfast-Lunch-Dinner) on the following basis, while noting that alcoholic beverages are not included.

1. **Chiefs of Defense Staff - plus one** from 17\(^{th}\) to 20\(^{th}\) December 2019.
2. **Ministers of Defense - plus one** from 18\(^{th}\) to 20\(^{th}\) December 2019.

All other delegates are responsible for their accommodation.

It is required that Delegates indicate their hotel of preference between Al- Massa and Tulip Hotels to the AU Commission.

**Hotels Reservation information:**

1. Al-Masa Capital Hotel in Cairo (privilege rate of 138 USD$ / night)
   
   Email: reservation@almasa-hotels.com
   
   Tel: +202 46111000

2. Tulip Hotel (privilege rate of 75 USD$ / night)
   
   Tel: +201067060741
   
   Email: gm@tolipfamilypark.com

Facilities at the suggested hotels include modern guest rooms with complimentary toiletries, air conditioning, Satellite TV and free Wi-Fi access.

<table>
<thead>
<tr>
<th>Dress Code</th>
<th>Formal/Business attire or respective national uniforms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tea/Coffee Breaks</strong></td>
<td>The Government of Egypt will provide tea/coffee breaks for delegates during the STCDSS meeting.</td>
</tr>
<tr>
<td><strong>Accreditation</strong></td>
<td>The AU Commission and the Government of Egypt as a Host Country will be responsible for accreditation of participants at the Conference Venue (Al-Masa Capital Hotel) and at Tulip Hotel.</td>
</tr>
<tr>
<td><strong>Medical</strong></td>
<td>Delegates will be responsible for their medical care. Nevertheless, First Aid in emergencies will be provided within the Conference area and premises by the Host Country.</td>
</tr>
</tbody>
</table>
| **Media** | AU Member States that intend to bring a media team should provide the details of the media personnel (including their passport copies and equipment information) no later than 4 December 2019 to the below-mentioned focal points.  
1- Embassy of the Arab Republic of Egypt – Egypt Focal Point  
2- AU Commission Focal Points as mentioned in Note Verbale Ref: PSD/107/8/58237.19 |
| **Yellow Fever Vaccination Cards** | Participants should have the Yellow Fever vaccination card |
| **Security** | The venue of the meetings is fully secured by the Host Country. Kindly note no firearms and weaponry will be allowed; Special arrangements in this regard should be communicated directly to the Government of Egypt through the respective Embassies. |
| **Weather** | The average minimum temperature in Cairo in December is 10.0°C (50°F). December is a dry month with an average of 6mm (0.2in) rain. This month generally has very pleasant temperatures with an average maximum temperature around 20.0°C (68°F). Participants are advised to dress accordingly. |
| **Internet Connection and Power Adaptor** | There is internet connectivity in all hotel rooms and at the meeting venue. Please be advised that the socket/plug used in Cairo, Egypt are as below: |
| **Language** | The official language of Egypt is Arabic. Meetings will be conducted in all the four (4) AU Official languages, French, English, Portuguese and Arabic. |
| **Communication** | Participants can acquire local mobile sim cards at their own |
| Working Documents | Working documents for the meeting have been shared with the Member States and RECs/RMs by email prior to the meeting. The AU Commission via Note Verbal Ref: PSD/107/8/58056.19 dated 15 November 2019 communicated to the AU Member States and RECs/RMs the documents that will be considered by the STCDSS meeting. Additional working documents will be shared by the Commission in due course. |
| Local Currency/Forex | The local currency used in Egypt is the Egyptian Pound, with the following average official rate. 1 USD = 16.11 EGP |
| Protocol and Organizational Matters | Protocol services and Organizational matters of the meetings will be coordinated by the AU Commission and facilitated by Government of Egypt as the Host Country. |
| Contact Persons | 1- Military Attache Unit at the Egyptian Ministry of Defense:  
Tel: +2 0222913754 / +2 0222913753  
+2 0222913726 /+2 022904194  
2- Colonel Khaled Elsayed, Egypt DA accredited to the AU:  
Email: sparkthunder2018@gmail.com  
Mobile: +251944710728 (Addis Ababa) –  
+20 01001806480 / + 2 01002550112 (Egypt)  
3- Councellor Mohamed Elghitany (Focal Point from the Embassy of Egypt to Addis Ababa)  
Email: mghitany912@gmail.com  
Mobile: +251904389474 |
| Further Information and Useful Links | For further comprehensive information on Egypt kindly check the web site of the State Information Service on the following URL (available in Arabic - English – French-Spanish –Chinese):  
http://www.sis.gov.eg/  
The Official Home Page of the Egyptian Armed Forces  
https://www.mod.gov.eg/ |
Al- Ahram English Portal (a leading Egyptian daily news-paper website):