



REPUBLIC OF BURUNDI



**COMMON MARCH OF AFRICA
EASTERN AND SOUTHERN**

23rd SUMMIT OF COMESA HEADS OF STATE AND GOVERNMENT

31 October 2024

Bujumbura (Burundi)

PROTOCOL AND INFORMATION GUIDE

Theme: "Accelerating regional integration through the development of regional value chains in climate-resilient agriculture, mining and tourism".

**Member States of the Common Market for Eastern Africa
and Southern Africa (COMESA)**

1. Republic of Burundi
2. Republic of Djibouti
3. Arab Republic of Egypt
4. Kingdom of Eswatini
5. State of Eritrea
6. Federal Democratic Republic of Ethiopia
7. Republic of Kenya
8. State of Libya
9. Republic of Madagascar
10. Republic of Malawi
11. Republic of Mauritius
12. Republic of Uganda
13. Democratic Republic of Congo
14. Republic of Rwanda
15. Republic of Seychelles
16. Republic of Somalia
17. Republic of Sudan
18. Republic of Tunisia
19. Union of the Comoros
20. Republic of Zambia
21. Republic of Zimbabwe

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ADMINISTRATIVE ARRANGEMENTS

1.0 Introduction

Burundi will host the 23rd Summit of Heads of State and Government of the member countries of the Common Market for Eastern and Southern Africa (COMESA).

This document is intended for participants in the 23rd COMESA Summit of Heads of State and Government, the 19th meeting of Ministers of Foreign Affairs and the 17th COMESA Business Forum to be held from 28 to 31 October 2024, in Bujumbura (Burundi).

2.0 Dates and venue of meetings

The Summit of Heads of State and Government and related activities are scheduled as follows:

N°	Dates	Meetings	Location
1.	Monday 28 October 2024	17 th COMESA Business Forum	AGATEKA HALL at the Palais des Congrès in KIGOBE
2.	Tuesday 29 October 2024	19 th Meeting of Foreign Ministers	PRESIDENTIAL PAVILLION B3
3	Thursday 31 October 2024	23 rd COMESA Summit of Heads of State and Government	

3.0 Transport and protocol services

3.1 Heads of State and Government

3.1.1. Arrival and departure

The Government of the Republic of Burundi will provide transport and hospitality for all the Heads of State and Government present.

Heads of State and Government and heads of delegations at various levels will be accorded the protocol courtesies appropriate to their rank, both on arrival and on departure.

It is recommended that details of the arrival and departure of the Heads of Delegation to Burundi be sent in advance through diplomatic channels by 15 October 2024 at the latest.

3.1.2. Protocol

The Heads of State and Government will be welcomed on arrival at Melchior NDADAYE International Airport by His Excellency Evariste NDAYISHIMIYE, President of the Republic of Burundi, or by another high-ranking personality designated by the Head of State himself for this purpose.

Each delegation will be provided with a liaison officer whose role will be to coordinate and facilitate access to all necessary information.

The liaison officer will be the point of contact for all relevant matters relating to protocol and administration throughout the stay.

The names and contact details of the liaison or protocol officers of all the delegations will be communicated in due course.

The Organising Committee will schedule two preliminary visits for the advance teams (from Diplomatic Missions or from the Capitals or headquarters) on 10 and 27 October 2024 respectively. The programme for the site visits includes an information session and a guided tour of the site.

3.2. Flights

The Organising Committee must be informed of the flight details of the Head of Delegation to the Summit (commercial aircraft or special flight). The details of the flight must be communicated to the Ministry of Foreign Affairs and Development Cooperation at least five days before the arrival of the participants.

3.2.1. Special flights

Delegations arriving on special flights must obtain prior overflight and landing authorisation from the Ministry of Foreign Affairs and Development Cooperation of the Republic of Burundi.

The diplomatic representations of the countries concerned are invited to send the written request at least five (05) working days before the day of the flight.

The following details must be provided: type of aircraft, call signal, registration, date of arrival and date of departure, point of entry and exit, surnames and first names as well as the status of the crew members.

Delegations arriving on special flights will be provided with ground services at their own expense.

3.2.2. Commercial flights

The delegation's focal point must forward the travel itinerary of all participants in the case of a commercial flight by completing the delegate accreditation form.

3.3. VIP Transport

3.3.1. Delegation led by a Head of State or Government

- One (01) VIP vehicle
- One (01) spare VIP vehicle.

- Two (02) vehicles for four delegates from the official delegation
- Two (2) security vehicles
- Protocol vehicle
- Luggage vehicle
- Ambulance.

3.3.2. Delegation led by a Vice-President or a Prime Minister

- One (01) VIP vehicle
- One (1) vehicle for two delegates from the official delegation
- Two (2) security vehicles
- Protocol vehicle
- Luggage vehicle.

3.4. Ministers/Heads of Delegation

The COMESA Secretariat shall make a ceremonial car available to the COMESA Coordinating Ministers and any other Minister taking part in the meetings. Any representative officially designated to represent a Minister shall also receive a vehicle for the duration of the Meetings of Ministers of Foreign Affairs and the Summit of COMESA Heads of State and Government.

3.5. Transport of other delegates

A shuttle service will be made available to other participants, from 27 October to 2 November 2024, on arrival at Melchior NDADAYE International Airport to the designated hotels, and during the Conferences to ensure transfers between the recommended residences and the meeting venues. These shuttles will transfer participants to Melchior NDADAYE International Airport on their departure. The buses will carry specific signs for each destination area.

Delegates may hire additional means of transport at their own expense. Information on suitable car hire companies can be obtained from the Summit's National Organising Committee.

The organisers are not responsible for the transport of delegates who choose to stay in places that are not on the list of recommended hotels.

Contact persons for transport questions:

- Mr Gédéon NTIBASHIRINZIGO, Official from the Presidency
Tel: +257 61 724 491 (whatsapp)
E-mail: ntibashirinzigogedeon@gmail.com
- Mr Alain NDAYIZIGA, Official from the Ministry of Trade
Tel: +257 79 570 158 (whatsapp)
E-mail: ndayiziga257@gmail.com

4.0. Documentation

All working documents and reports will be available online once they have been duly approved. No printed documents will be provided in accordance with the COMESA Paperless Meeting Policy.

5. 0 Registration and accreditation of delegates

5.1. To be accredited, the following must be provided:

- The note verbale in which the person concerned is designated to participate
- Copy of passport
- A recent passport photo.

The lists of delegations must be submitted, in order of precedence, no later than 10 October 2024.

The following points should be noted:

- Access to the Conference venue and other designated areas will be strictly limited to duly accredited delegates with badges or pins (for Heads of State and Government and Ministers).
- Badges are personal and non-transferable

Mailing address: accreditation@burundi-comesa23.bi

Summit participation format :

Delegation led by a Head of State and/or Government: 1+4

Format for participation in the ministerial meeting: 1+2

For accreditation, the necessary documents can be sent to the following address: accreditation@burundi-comesa23.bi

Format for participation in the COMESA Business Forum

Depending on the accreditation, the grade and details are given in a separate document.

Contact persons for accreditation and badges:

- Amb. Ernest NIYOKINDI, Director General of Bilateral Relations,
Telephone/whatsapp: +25767 580 821 ,
E-mail: ernest.niyokindi@gmail.com
- Mr Evariste NGENDANKENGERA, State Protocol Adviser :
Téléphone/whatsapp: +25768911742
E-mail: ngenda.evariste@yahoo.fr
- Emmanuel NKEZABAHIZI, Executive at the Presidency of the Republic
Telephone / Whatsapp : +257682892
E-mail: emmankeza14@gmail.com
- The Director of Human Resources and Administration
COMESA Secretariat

COMESA Centre
P.O. Box 30051
Lusaka
Zambia
Tel: (260) 211 229725 - 32 or 226625
Email: DBanda2@comesa.int with in copy smwesigwa@comesa.int,
schola@comesa.int amhizha@comesa.int, and dkapoko@comesa.int

5.2. Online accreditation is Available

All delegates are invited to register online using the following link: www.burundi-comesa23.bi, for accreditation.

Accreditation badges can be collected and on-site registrations made at the Ministry of Foreign Affairs and Development Cooperation on presentation of :

- a passport for participants in the Business Forum;
- a passport and an official designation document for participants in the Ministerial Meeting and the Summit.

6.0 Banquet/Receptions/Diners

- A banquet of honour will be offered by His Excellency the President of the Republic of Burundi to his illustrious guests on 30 October 2024.
- A welcome dinner will be offered by His Excellency the Minister of Foreign Affairs and Development Cooperation to his counterparts on 29 October 2024.
- Any other courtesy events that may be organised will be announced during the meetings.

7.0 Accommodation/Hotels in Bujumbura

For the comfort of participants, the Organising Committee has selected hotels where all the official delegations taking part in the Summit will be accommodated.

The selected and recommended hotels are: Hotel Club du Lac Tanganyika, Kiriri Garden Hotel, Olivia Hotel; Ebenezer Palace, Best Outlook Hotel, Martha Hotel, Roca Golf Hotel, Royal Palace Hotel, Mount Zion Hotel, City Hill Hotel, Kings Conference Hotel, City Hills Hotel, Burundi Palace, Amaria Hotel, Amahoro Hotel, Tiger's Apartments Hotel, Alexestel Hotel, Emeraude Hotel, Hotel le Chandelier, Source du Nil Hotel, Pearl Residence Hotel, Hotel la Perle, Star Hotel, Van Beach Research Hotel, New Agena Hotel, Gahahe Hills Hotel, Hotel de la Palmeraie, Hotel de l'Amitié, Maketch Hotel, Safari Gate Hotel, Kinindo Light Hotel, Dolce Vitae Resort Hotel, Kangaroo Hotel, Hibiscus Hotel, Burundi Palace Hotel, Nzima Hotel, Loxana Palace Hotel, Bright Hotel, Mountain's View Hotel, Imperial Hotel de Kabondo, Hotel Tanganyika, Havilla Hotel, Kiriri Residence Hotel, Paradis Apartments, Royal Palm

Resort, Shammah Hotel, Tanganyika Lake Wiew Hotel, Ubuntu Residence, Village Hotel, Yucca Beach Hotel, Bleu Velvet, ...etc.

Villas for heads of state and government are also envisaged.

The Government will pay for the accommodation of the Heads of Delegation as follows:

- Heads of State and Government: 1+2 ;
- Vice President and Prime Minister 1+1,
- Ministers: 1+0.

Payment will cover the period from 30 October to 1^{er} November 2024 for the Heads of State and Government, and from 28 to 31 October 2024 for the Ministers attending the Ministerial Meeting.

All other delegates are responsible for their own accommodation and related costs. The Secretariat will assist with hotel reservations for all Ministers who confirm their participation. They are responsible for their own accommodation costs, except for the period covered by the Government.

The contact persons for accommodation matters are:

- Mr Pierre Claver NZISABIRA, Executive at the Presidency
Tel: +257 68 290 272
E-mail: nzisabirapcl@gmail.com
- Mr. Alain NDAYIZIGA, Executive from the Ministry of Trade
Tel: +257 79 570 158
E-mail: ndayiziga257@gmail.com

8.0 The Focal Point/Contact Person for Each Delegation

Delegations are invited to designate, through diplomatic channels, before 1st October 2024, a focal point/contact person whose role will be to coordinate all logistical matters relating to the participation of their delegation and to ensure that participants have access to all necessary information. The focal point may be based in Bujumbura (for countries or organisations with accredited missions in Burundi; or in the capitals or headquarters of the countries or organisations concerned, as appropriate).

9.0 Communication Facilities

A Wi-Fi connection will be provided to accredited delegates at the International Conference Centre of the Presidential Pavillion in KIRIRI (B3) and at the AGATEKA HALL located at the Palais des Congrès in KIGOBE.

10.0 Security

10.1 General Information

All measures will be taken to ensure the safety of participants. The security of delegates attending the Summit is the responsibility of the Burundian authorities. Security officers will be made available to each head of delegation at the Summit.

10.2. Firearms and Security Radio frequencies

Authorisation to carry firearms and use radio frequencies will be granted to delegations in accordance with Burundian law. Requests for authorisation to carry firearms and use radio frequencies must be sent through the diplomatic channel no later than 23 October 2024.

Full details, i.e. the full names of the bearers of the firearms, nationalities, dates of birth, passport numbers, calibre of weapons, serial numbers and cartridges, must be clearly indicated.

Weapon bearers are not allowed in the meeting rooms.

Delegations wishing to use their transmitters/receivers on Burundian territory must submit a request for the temporary use of a frequency. Such requests shall include: the type of set, the transmission and reception frequencies, the number of sets and the frequency band required.

The equipment must be declared on arrival.

The contact persons for safety matters are:

- Salvator MASABO :
Telephone/Whatsapp: +25761692367
Email : masalbariga@yahoo.fr

- Emmanuel NKEZABAHIZI, Executive at the Presidency of the Republic
Telephone / Whatsapp : +257682892
E-mail: emmankeza14@gmail.com

- Albert BIGIRIMANA :
Telephone /Whatsapp :+25769539258
Email : albertbigirimana2018@gmail.com

VI. HEALTH REGULATIONS

6.1. Health Protocol

A health protocol will be put in place to ensure that the work runs smoothly and to protect the health and well-being of all participants.

6.2 Medical facilities, emergency contacts

To ensure the well-being and health of participants, the Government of Burundi has set up hospitals where Summit guests and participants can receive treatment if necessary. Reference hospitals have been identified: Kira Hospital, Kamenge Military Hospital and Tanganyika Care Hospital. Fixed medical centres and an ambulance service will be set up to cover all the conference venues.

Contact person for health questions:

- **Doctor Oscar NIMPAYE :**

Telephone: +25771575061 / +25768716505

Email :Nimpos12@gmail.com

12.0 Airport access for diplomats

A maximum of three (3) diplomats and members of the respective diplomatic missions in Bujumbura will have access to the airport to welcome their ministers on arrival.

In this regard, Member States are invited to communicate in advance to the Government of Burundi and the COMESA Secretariat the names of diplomats and members of the community designated to welcome their Ministers on arrival.

13.0 Visa formalities

All foreign nationals entering Burundi must hold a passport valid for at least six months prior to the date of entry. Summit participants benefit from visa exemption, regardless of the category of their passport.

The contact persons for questions of protocol, reception and liaison:

1. Ambassadeur Gamaliel NKURUNZIZA, Directeur Général du Protocole et des Affaires Consulaires ; Téléphone Whatsap +31686077473 ; Email : gamaliel.nkurunziza@mae.gov.bi
2. Mr. Evariste NGENDANKENGERA, State Protocol Adviser
Telephone/whatsapp: +25768911742
Email : ngenda.evariste@yahoo.fr
3. Hon. Odette HABONIMANA, Director of Protocol ;
Telephone/whatsapp: +25779903309
Email : habodette1@gmail.com

14.0 Reporting and media coverage

All media personnel are required to provide information for media accreditation and authorisation of media equipment.

Importing media material

- All delegations travelling with official media (photography and video services) must be accredited. The list of official media personnel and their respective equipment must be submitted no later than 10 October 2024.
- 1. All members of the media who wish to have access to the official sites and be part of an official "media pool" must be accredited.
- 2. A dedicated Summit media centre will be available at the Summit venue, and accredited media personnel will have access to the media facilities to ensure seamless coverage of the event.
- 3. Photographers and cameramen accredited to the meetings are authorised to enter the conference room during the opening and closing ceremonies of the meetings. However, they should contact the Burundi Ministry of Foreign Affairs and the COMESA Institutional Communication Unit for guidance and coordination.

The contact persons for media accreditation and media coverage are:

-Mr. Jean-Claude NSHIMIRIMANA ;
Telephone/whatsapp: +25761387989
Email : claudenshim@gmail.com

- COMESA Institutional Communication Unit by e-mail or telephone: + 260 211 229725/32 E-mail: pr@comesa.int

16. Vehicle passes

All vehicles must have a pass to access the meeting venue. Rental vehicles must also obtain a pass for access to Bujumbura International Airport, the Conference Centre and other designated areas.

Passes will be issued at the car park of vehicles chartered for the Summit. In this regard, the make, type and registration number of the vehicle and the name of the driver must be communicated in advance to the Ministry of Foreign Affairs and Development Cooperation of Burundi and to the COMESA Secretariat.

Contact details are given in point 13.0 above.

17.0 Provisional programmes

The provisional agenda of the Foreign Ministers' meeting and the programmes of the COMESA Business Forum and the Summit will be published on the following website www.burundi-comesa23.bi in due course.

18.0 Other useful information

Time: GMT+2

Weather: October in Burundi is usually sunny and humid, but sometimes rainy; the temperature varies between 25 and 30 degrees C.

Electricity: the voltage is 220 volts, and only round bipolar plugs can be used, otherwise an adapter is required.

Facilities in Burundi :

Plugs and sockets in Burundi are type C, D and G. The standard electrical voltage is 220 volts and the standard frequency is 50 Hz. Here are the images:



Telephony: To call Burundi: dial the number directly; To call Burundi from abroad: 00-257 (or +257) - telephone number; To call from Burundi abroad: 00 - country code of the telephone number.

Internet : Burundi has good coverage, and a secure, free very high-speed Wi-Fi network is available in the Summit plenary room, other meeting venues, common areas and hotel premises.

Currency

The national currency is the Burundi Franc. The link to the official exchange rate is : www.brb.bi

Bank opening hours

Bank opening hours in Burundi are mainly between 8am and 4pm. ATM are available 24 hours a day, 7 days a week in designated places.

Office and shop opening hours

- State administrative services are generally open Monday to Friday from 7.30am to 3.30pm.
- Shopping centres are generally open from 7am to 6pm every day. However, large supermarkets are open until around 9pm every day.

Other useful contacts:

- Police Rapid Intervention: 112
- Civil Protection: 113
- Rolling Police: 118

Coordination team:

- Mrs. Christine NIRAGIRA
Telephone: +25779812010
Email : niragirachristine@yahoo.fr
- Ambassador Bernard NTAHIRAJA,
Telephone/Whatsapp +25771615116
Email : ntahiraja.bernard@gmail.com

19.0 Burundi at a Glance:

Quick Facts

Head of State : H.E. Mr. Évariste N DAYISHIMIYE

Economic capital: Bujumbura

Political capital : Gitega

Independence : 1^{er} July 1962

Total population: Approximately 13 million

Surface area: 27834 KM²

Currency: Burundian Franc

Official language: Kirundi, French (English and Swahili are also spoken in the towns)

The End.