

2nd Africa-South America (ASA) Summit
of Heads of State and of Government

OPERATIONAL MANUAL

Margarita Island, Venezuela
22-27 September 2009

www.asa-venezuela.org

CONTENTS

1. OVERVIEW OF THE HOST COUNTRY
2. HOST COUNTRY AUTHORITIES
3. GENERAL INFORMATION ON THE SUMMIT
4. VISAS
5. ACCOMMODATION
6. TRANSPORT
7. ACCREDITATION
8. SECURITY
9. PRESS
10. APPENDICES

1. OVERVIEW OF THE HOST COUNTRY

The Bolivarian Republic of Venezuela, host country to the 2nd Africa-South America (ASA) Summit of Heads of State and of Government

1.1. Geography

Mainland Venezuela lies in the northern part of South America. Its southern edge lies very close to the equator. It is bordered by Colombia and Brazil to the south, Guyana to the east and Colombia to the west.

Venezuela's territorial waters to the north border on those of the Dominican Republic, the Netherlands (those of the Netherlands Antilles - Aruba, Bonaire and Curaçao), the United States (Puerto Rico and the American Virgin Islands) the United Kingdom (the British Virgin Islands), France (Martinique and Guadeloupe), Trinidad & Tobago, and also the island states of the eastern Caribbean (Grenada, St Vincent & the Grenadines, Dominica, St Lucia, Barbados, St Kitts & Nevis and Antigua & Barbuda).

Venezuela has a pending claim against Guyana in respect of large stretch of territory between the Cuyuní and Essequibo rivers (known as 'Guayana Esequiba').

The total area of Venezuela is 916.445 sq km (353,841 sq mi). It exercises sovereignty over 860,000 sq km of the Caribbean sea. There are 72 islands along its 2,813-km coastline, the longest in the Caribbean.

Politically, the country comprises 23 states, the federal district - which is the site of Caracas - and the federal dependencies. The states comprise 335 boroughs and 1,084 parishes.

The federal district, made up of 22 parishes, is one of the boroughs. When measured in 2003, overall average population density was 28.01 inhabitants per sq km; the corresponding statistic for the federal district was 4,763.38 inhabitants per sq km.

Margarita Island, where the summit is to be held, is the largest of Venezuela's islands, with an area of 1,071 sq km. Together with two other islands (Coche and Cubagua) it makes up the state of Nueva Esparta (population density 354.26 inhabitants per sq km).

1.2. Climate

Venezuela lies within the tropics, and its climate is generally warm and rainy in consequence. However, many of the various types of climate found in the tropics are present here. Latitude

has little effect on the climate, whereas it changes dramatically with altitude, especially in terms of temperature, reflecting the presence of various temperature zones.

Margarita Island has a mixed arid and semiarid climate. Average annual temperature is in the range 25°-30°C, while humidity is high (around 70%) throughout the year. Rainfall is scant, ranging between 300 and 900 mm per year.

1.3. Language

The official language of Venezuela is Spanish. However, according to our constitution (Article 9): "*The indigenous languages are also official as regards the indigenous peoples and must be respected throughout the republic as part of the nation's and mankind's cultural heritage*".

1.4. Time zone

Venezuela lies between 0 and 10 degrees latitude north: its official time is UTC/GMT-4:30. Sunrise is at approximately 0620 hours and sunset 1845 hours. Daylight time during September averages 12 hours 20 minutes per day.

1.5. Population

Estimates by the National Statistical Institute (INE) for 2008 put the total population of Venezuela at 27,934,783 (14,014,614 males and 13,920,169 females). Population growth amounts to around 1.49% per annum.

1.6. Human Development Index

The country ranks 61 in the UNDP's latest Human Development Index (HDI) results (for 2006, published in 2008), reflecting a leap of 13 places compared with the corresponding indicator for 2005. This result places Venezuela in the category of the 75 high-HDI countries.

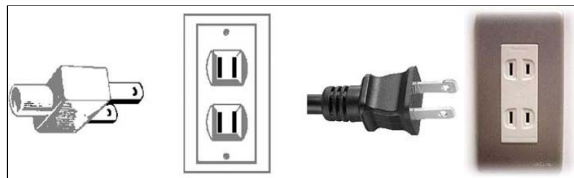
1.7. Currency

The official currency is the bolivar (VEF), which is divided into 100 céntimos. Notes in issue are of 100, 50, 20, 10, 5 and 2 bolivars; coins are of 1, 5, 10, 12.5, 25 and 50 céntimos and 1 bolivar. The official rate of exchange is 2.15 bolivars to the US dollar (VEF 2.15 = USD 1.00).

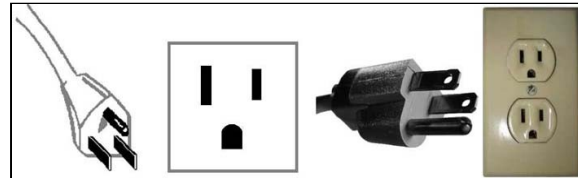
1.8. Services

1.8.1. Electricity supply

General-use electricity supply is at 120 volts/60 Hz. Most sockets are Type A, although Type B is also used.



Socket type A



Socket type B

1.8.2. Telecommunications

Venezuela's largest telecommunications company is Compañía Anónima Nacional de Teléfonos Venezuela (*CANTV*), which provides fixed and mobile telephony services (in the latter case, via its *Movinet* subsidiary). Other private-sector operators in the industry include *Movistar* and *Digitel*, which focus on mobile telephony and communications centres located in the more densely-populated areas.

The country dialling code for Venezuela +58. International calls to Venezuela are dialled as follows:

00 + 58 + local area code + subscriber's number

The local area code for Margarita Island is 295, and for Caracas 212. When calling a mobile phone, replace the area code with the code for the phone company (*Digitel*: 412; *Movistar*: 414; *Movilnet*: 416). International calls cost between 20 *céntimos* and 3 bolivars a minute (about US \$0.10 - 1.50).

2. HOST COUNTRY AUTHORITIES

Comandante Hugo Rafael Chávez Frías
Constitutional President of the Bolivarian Republic of Venezuela

Citizen Ramón Carrizalez Rengifo
Executive Vice President & Minister of the People's Power for Defence

Citizen Nicolás Maduro Moros
Minister of the People's Power for Foreign Affairs

Citizen Reinaldo Bolívar
*Deputy Minister for Africa
Ministry of the People's Power for Foreign Affairs*

Citizen Francisco Arias Cárdenas
*Deputy Minister for Latin America and the Caribbean
Ministry of the People's Power for Foreign Affairs*

2.1. How to get in touch with the summit national coordinating body (the *Coordinación Nacional de la II Cumbre ASA*)

Office: Conde a Principal, Casa “Antonio José de Sucre”
(antigua Casa Amarilla), Plaza Bolívar, Caracas 1010.

Fax: +58 212 806 4842

URL: www.asa-venezuela.org

E-mail: Accreditations Office:	accreditations@asa-venezuela.org
Delegations Committee:	summit@asa-venezuela.org
Communication & Press Committee:	press@asa-venezuela.org
Logistics & Protocol Committee:	summit@asa-venezuela.org

3. GENERAL INFORMATION ON THE SUMMIT

3.1. Venue

The second summit of heads of state and of government of Africa and South America will take place on Margarita Island, Venezuela, between 22 and 27 September 2009.

The venue for the event will be the Margarita Hilton Hotel, Paríamar, Margarita Island (maritime borough of Nueva Esparta state), Bolivarian Republic of Venezuela..

3.2. Precedence

The order of precedence to be observed during the summit is as follows:

- Heads of state
- Heads of government
- Hereditary princes
- Vice presidents and deputy heads of government
- Chairmen of parliaments
- Ministers of foreign affairs
- Other ministers
- Senior officials
- Delegates
- Guests

Alphabetical order of the names of the countries will apply within each category; the hierarchical order of representation will apply within each country.

3.3. Services to the delegations: assignment of military aides-de-camp, civilian aides-de-camp and liaison officers

3.3.1. Military aides-de-camp

A military aide-de-camp, designated by the host country, will be assigned to each delegation led by a head of state or of government, a hereditary prince, a vice president or deputy head of government, or a chairman of a parliament. The military aides-de-camp are senior officers, who will accompany the heads of delegations from their arrival in the country. Their functions are to escort and wait upon the heads of delegation to whom they are assigned. They will receive the dignitaries at “Santiago Mariño” Caribbean international airport.

3.3.2. Civilian aides-de-camp

A civilian aide-de-camp will be assigned by the host country to every delegation. These are Venezuelan government officials with experience in working with international delegations, and will accompany their delegations from the moment of their arrival in the country. Their functions are to ensure an effective response to all concerns and interests expressed by the delegation in their charge, acting as go-between with the relevant Venezuelan authorities. They will receive the heads of the delegations attending each part of the summit conference, at the “Santiago Mariño” Caribbean international airport.

3.3.3. Liaison officers

Each country participating in the summit should appoint a liaison officer, who will be the link between their Embassy in Caracas and the summit's national coordinating body. In the case of countries with no embassy in Caracas, the line of communication will be via Venezuela's permanent mission to the United Nations in New York, or the Venezuelan diplomatic mission in the country concerned. Also, the diplomatic missions of the countries attending the summit will need to notify the organizing committee of the names of two persons, from either the mission itself or the country's delegation, designated respectively to deal with passport formalities and customs clearance of the luggage, of their heads of delegation and entourage, on arrival at Caracas and Margarita Island.

3.4. Arrival and reception of the official delegations and guests

The delegations will arrive at Santiago Mariño Caribbean international airport, some 20 km distant from the conference venue.

There will be a special Venezuelan immigration and customs post at the airport, operating round the clock, providing information and solving problems (within the terms of reference of these two services) for summit participants, before, during and after the conference.

The post will be clearly marked with the symbols of the two services: SAIME (autonomous identification, emigration & immigration service) and SENIAT (integrated national customs & taxation service).

3.4.1. Reception of the delegates

Reception of the heads of delegation attending the meeting of senior officials

On arrival at Margarita Island's Santiago Mariño international Caribbean airport, the heads of delegations attending the meeting of senior officials and other members of their parties will be received by Venezuelan protocol officials and the civilian aide-de-camp attending the delegation concerned, who will escort them to the official reception lounge in the terminal for completion of the immigration and customs formalities. Thereafter, they will be able to board any of the coaches and other vehicles that will operate the circular route between the airport and the designated hotels (departures are planned at 30- or 60-minute intervals, according to the volume of air traffic).

Reception of the ministers of foreign affairs

Reception of the ministers of foreign affairs arriving at Margarita Island's Santiago Mariño airport will take place in the official reception lounge in the airport terminal.

The ministers will be welcomed as they descend from the aircraft by Venezuelan protocol officials, their country's ambassador and the civilian aide-de-camp assigned to their delegation, who will escort them to the official reception lounge for a brief ceremony. Thereafter, the aide-de-camp will conduct the visitor to the vehicle assigned for transfer to his or her accommodation. The embassy or delegation liaison officer will deal with the associated immigration and customs formalities.

Reception of heads of state or of government, hereditary princes, vice presidents and deputy heads of government, chairmen of parliaments

The heads of state or of government, hereditary princes, vice presidents and deputy heads of government and chairmen of parliaments (hereafter 'dignitaries') will be received on arrival with the appropriate honours by a senior representative of the Venezuelan government, Venezuelan protocol officials, their own country's ambassador and the military and civilian aides-de-camp assigned to their delegation.

The official welcoming ceremony will take place in the airport's presidential area. The aircraft will come to a stop at the designated point, exactly at the start of the red carpet; the protocol official and the ambassador of the visiting country will mount the steps, greet the dignitary and invite him or her to descend, accompanied where appropriate by his or her spouse. A senior representative of the Venezuelan government will be waiting at the foot of the aircraft steps, to be presented by the protocol official and to welcome the illustrious visitor and his or her spouse.

The dignitary and spouse, accompanied by the Venezuelan government representative, will step onto the red carpet. The marshal of the military parade will then give the guard of honour, lined up on either side of the red carpet, the order to present arms. The dignitary and spouse will then be invited to walk the length of the red carpet, where the official car will be waiting to take them to their accommodation, escorted by the Venezuelan military aide-de-camp.

Dignitaries arriving on commercial flights will be conducted to the airport's presidential area, where the above-described military honours due to their rank will be performed.

While inspecting the guard of honour, the dignitary will be accompanied only by his or her spouse (where appropriate) and the senior Venezuelan government representative, in turn escorted only by the Venezuelan military and civilian aides-de-camp.

The official delegation will leave the aircraft by the secondary steps (or, if none, by the same route as the dignitary, but after the latter has descended and the presentations have been made). While the dignitary is inspecting the guard of honour, the visiting delegation will be escorted by Venezuelan protocol officials directly to the transport that will take them to their accommodation, in the same convoy as their dignitary.

Security service personnel will receive every facility in performing their role in conjunction with the Venezuelan security forces.

It is envisaged that the numbers of members of the country's diplomatic mission and the advance guard (if any) attending the reception will be limited, and subject to specific accreditation for the occasion. They should present themselves at the airport an hour before the flight's expected time of arrival.

Reception of guests and observers

Heads of invited delegations and observers at the summit will be received in the official reception lounge in the airport terminal; the associated ceremony will reflect the rank of the visitor.

3.4.2. Arrival of the press

A press box will be set up for the national and foreign press arriving at the terminal to cover the dignitaries' arrival. Visiting press personnel travelling on the presidential plane will be able to leave the aircraft before the dignitary, by the secondary steps, and take up position in the area assigned to the press.

Arrangements will be made to facilitate the immigration and customs formalities for accredited members of the press.

3.4.3. Support for flight connections

The National Preparatory Commission will ensure the provision of official support for all delegations changing flights in Caracas..

In the exceptional case of need for overnight accommodation (delegations unable to continue their journey to Margarita Island on the same day as that of their arrival in Venezuela), this will be provided at a level consistent with the standing of the visitor.

3.5. Courtesy facilities

The organizing committee will bear the accommodation and transport costs of the head of delegation, the minister of foreign affairs and the head of the delegation attending the meeting of senior officials. The remaining members of the party are asked to meet their own costs.

3.6. Working facilities for the delegations

3.6.1. Delegates' offices

Offices will be equipped for common use by the delegations with the following facilities:

- Computers
- Internet access
- Printers
- Fax machines
- Telephones
- Photocopiers
- Other secretarial services.

3.6.2. Conference rooms

Rooms suitably equipped for bilateral meetings will be available to the delegations throughout the event.

Bookings should be made through the room officials, the civilian aides-de-camp or the desk set up for the purpose.

3.7. Working languages

The summit's working languages will be:

- Spanish
- French
- English
- Portuguese
- Arabic

Simultaneous interpreting and translation services in these languages will be provided during the official working sessions.

4. VISAS

Participants from countries party to a visa-exemption treaty with Venezuela will not need visas provided they are travelling on a passport of the type covered by the treaty. As regards those needing visas, these can be obtained from Venezuela's embassies and consulates, in the following countries:

- | | | |
|------------------------|--------------------------|------------------------------------|
| 1. Algeria | 33. Greece | 65. Nicaragua |
| 2. Angola | 34. Grenada | 66. Panama |
| 3. Antigua & Barbuda | 35. Guatemala | 67. Paraguay |
| 4. Argentina | 36. Guinea (Republic of) | 68. Peru |
| 5. Australia | 37. Guyana | 69. Philippines, The |
| 6. Austria | 38. Haiti | 70. Poland |
| 7. Barbados | 39. Holy See | 71. Portugal |
| 8. Belarus | 40. Honduras | 72. Qatar |
| 9. Belgium | 41. Hungary | 73. Romania |
| 10. Belize | 42. India | 74. Russia |
| 11. Benin | 43. Indonesia | 75. St Kitts & Nevis |
| 12. Bolivia | 44. Iran | 76. St Lucia |
| 13. Brazil | 45. Israel | 77. St Vincent & the
Grenadines |
| 14. Bulgaria | 46. Italy | 78. Saudi Arabia |
| 15. Canada | 47. Jamaica | 79. Senegal |
| 16. Chile | 48. Japan | 80. Singapore |
| 17. China | 49. Kenya | 81. Spain |
| 18. Colombia | 50. Kuwait | 82. Syria |
| 19. Costa Rica | 51. Lebanon | 83. South Africa |
| 20. Cuba | 52. Libya | 84. South Korea |
| 21. Czech Republic | 53. Malaysia | 85. Sweden |
| 22. Denmark | 54. Mali | 86. Switzerland |
| 23. Dominica | 55. Morocco | 87. Surinam |
| 24. Dominican Republic | 56. Martinique | 88. Trinidad & Tobago |
| 25. Ecuador | 57. Mexico | 89. Turkey |
| 26. Egypt | 58. Namibia | 90. Uruguay |
| 27. El Salvador | 59. Nigeria | 91. Vietnam |
| 28. Ethiopia | 60. Norway | 92. United Kingdom |
| 29. Germany | 61. Netherlands, The | 93. United States |
| 30. Finland | 62. Aruba | |
| 31. France | 63. Bonaire | |
| 32. Gambia | 64. Curaçao | |

Also, in exceptional cases of need and subject to prior written notice to the Comité de Delegaciones, Dirección del Protocolo de la Cancillería, a temporary visa will be issued on arrival at the Venezuelan airport.

Notification may also be sent by fax to the following number: +58 212 806 4842, or by E-mail to: delegations@asa-venezuela.org.

5. ACCOMMODATION

The Venezuelan government will ensure the availability of accommodation for the official delegations to the summit.

The organizing committee will assign the hotels chosen for accommodating the heads of delegations on the following basis:

- Heads of delegations from African countries: Hotel Margarita Hilton & Suites
- Heads of delegations from South American countries: Hotel Hesperia Isla Margarita

5.1. Accommodation for the delegations

In the cases of heads of state or of government, hereditary princes, vice presidents and deputy heads of government, and chairmen of parliaments, the Venezuelan government will provide, free of charge, a suite for the head of delegation, a room for the foreign affairs minister and a room for the head of the delegation attending the meeting of senior officials.

Availability of 2 (two) additional rooms in the same hotel will be guaranteed. The cost of these will be borne by the delegation requesting them.

In the case of a delegation led by a foreign affairs minister, a room for the minister and a room for the head of delegation attending the meeting of senior officials will be provided free of charge. Availability of 2 (two) additional rooms in the same hotel will be guaranteed; the cost of these will be borne by the delegation requesting them. Delegations of participating countries headed by other functionaries will be provided with one room free of charge, while availability of 2 (two) additional rooms in the same hotel, to be paid for by the delegation requesting them, will be guaranteed.

Delegations wishing to reserve rooms additional to those guaranteed by the organizing committee should advise the delegations committee accordingly, in good time.

The hotels offer internet access and international telephone services, which are charged at rates set by each hotel.

Additional reservations can be made at other hotels in the vicinity of those designated for the dignitaries

6. TRANSPORT

6.1. General

The national coordinating body for the summit will provide the participants with the means of transport needed for attendance at the event's official activities. A system is in place that will ensure the necessary transfers on an individual or collective basis.

6.2. Official security arrangements

The Venezuelan government will provide the delegations, from the time of their arrival in the country, with a security package comprising a vehicle each for the head of delegation and the minister of foreign affairs. This will also include an escort vehicle manned by Venezuelan personnel and a member of the visiting delegation's security team.

Transfers of heads of delegation as a group will be effected in luxury coaches fitted out for the occasion.

In addition, the delegations will be able to hire such other vehicles as they need. However, no more than 3 (three) additional vehicles, including that of the country's ambassador, may be accredited for the purposes of the conference official events.

In the case of a dignitary travelling with his or her spouse, an additional vehicle and an escort vehicle will be provided for their non-official trips.

6.3. Transport for the rest of the participants

Delegates will be provided with coach and similar transport, from and to the airport, from the moment of their arrival in the country. Coach service will be available during the conference between the hotels and conference venue. This service is designed to ensure continuity of communications between the airport, hotels and conference venue while the official events are taking place.

7. ACCREDITATION

7.1. Accreditation office

The organizing committee will operate an office for registering and accrediting all the participants. It will be located in the offices of the protocol department of the Ministry of the People's Power for Foreign Affairs at the following address::

- *Conde a Principal, Casa "Antonio José de Sucre" (antigua Casa Amarilla), Plaza Bolívar, Caracas 1010.*

The office will be open from Monday 14 September 2009.

It will receive the applications for accreditation of participants, in either electronic or hard-copy form, accompanied by a passport-type photograph measuring 5x5 cm in JPG format, maximum file size 100 KB. Applications can be sent:

- by E-mail: accreditations@asa-venezuela.org
- by fax: +58 2128064842
- via the website: www.asa-venezuela.org,

The information can be sent directly or routed through the embassies in Venezuela or through diplomatic channels (via Venezuela's diplomatic mission in the country concerned, its permanent mission to the UN in New York, or its embassy in Adis Abeba, offices of the African Union). Validation and completion of the accreditation process requires a diplomatic or other official note from the government concerned, confirming the final composition of the delegation.

Participants who for any reason have not sent in their application and photograph in time - or attending unexpectedly due to a change in the composition of the delegation - will be able to regularize their registration at the accreditation office. In this case, it will be essential to submit a diplomatic or other official note directly to the office.

Credentials should be collected from the accreditation office, from 19 September onwards, by a member of the delegation designated for the purpose, or by the country liaison officer, or by the Venezuelan civilian aide-de camp.

7.2. Special IDs

The heads of delegations will wear a special ID, which will be supplied by the Venezuelan civilian aide-de-camp.

The security and protocol chiefs will wear special IDs (in addition to carrying their credentials) conferring access to the conference hall and other privileges.

7.3. Credentials

All attendees must wear their special IDs, have their credentials with them and comply with the security arrangements for access to the summit.

The member countries will bear the credentials corresponding to each category shown on the registration and accreditation form (Appendix 1).

Armed security personnel will wear an additional marker for ease of identification during the course of the conference.

7.4. Official car-parking spaces

The official vehicles used during the conference will be identified as such. Their numbers will be limited to 3 (three) per country, including the various countries' ambassadors to Venezuela. These do not include the vehicles for the presidential convoy or others assigned by the host country. Official parking spaces will not be available for supernumerary vehicles hired by the delegations.

The vehicles used by the Venezuelan and foreign press will also be distinctively identified.

8. SECURITY

Conference security will be the responsibility of the presidential guard of honour in cooperation with the rest of the country's armed forces, ensuring the safety of the attending dignitaries and delegations for every minute of their stay in Venezuela: during the scheduled conference events, in their hotels, during transfers and any other activities the delegations wish to pursue.

8.1. Buildings security

Security measures will be in place in all premises used in the course of the conference and for the ancillary events.

Security zones will be set up around the buildings concerned, with limitations on access on foot or by vehicle, according to the nature of the site and the event to be held there.

8.1.1. Accommodation security

The presidential guard of honour will ensure the security of the accommodation used by the dignitaries and delegations attending the conference.

Explosives experts will be deployed in addition to the security personnel, and will check all incoming letters, gifts and other items before these are delivered to the dignitaries.

8.1.2. Airport security at Caracas (Simón Bolívar) and Margarita Island (Santiago Mariño)

Delegations led by heads of state or of government, hereditary princes, vice presidents and deputy heads of government or chairmen of parliaments, which arrive on official flights, will be received on the presidential ramp at Santiago Mariño Caribbean international airport.

Heads of delegation arriving at Margarita Island on commercial flights will be transferred by airport-internal transport to the presidential ramp for the official reception ceremony. The rest of the delegation will be conducted to their vehicles by protocol officials.

The security of the dignitaries and their aircraft will be ensured, even where the alternative Venezuelan airport has to be used, whether for landing or for safekeeping of the aircraft. Access to these airports will be controlled via the planned accreditation system. At the official

reception ceremony, access to the parking area on the platform will be restricted to VIP security-package vehicles and the ambassador's car, previously accredited, plus the luggage vehicle.

Delegations committee officials will be responsible, in consultation with the Ministry of Foreign Affairs, for the entire processing of the delegations' entry and exit documents and will arrange with the national customs authority for the clearance of weapons and of communications, protection and detection equipment, plus luggage, in accordance with Venezuelan regulations.

8.1.3. Security at the summit venue

In the main venue, security will be in the hands of the presidential guard of honour, which will apply a regime of constant security to protect the dignitaries and official delegations, and the events that take place there.

8.1.4. Security at other sites

The security committee will implement measures to ensure the safety of the dignitaries and other participants during the conference, with special attention to the sites of ancillary events included in the programme and to private activities arranged by the delegations with the committee mentioned.

Activities or visits proposed by dignitaries outside the official programme should be arranged in advance through the Venezuelan military aide-de-camp, to ensure that adequate security arrangements can be put in place.

8.1.5. Security on the move

Heads of delegation and their spouses will be protected while travelling by a permanent VIP security package which will be maintained throughout their stay.

A VIP security package may also cover the car of the visiting country's ambassador and two other vehicles, without exceeding the limits (mentioned earlier) on access to the conference venue and the airport.

The routes of journeys by dignitaries covered by VIP security packages will be subjected to security checks for explosives, to traffic control and other protective measures.

Dignitaries' cars will be driven by officers from the presidential guard of honour, as will the escort vehicles.

8.2. Entry into the country of security agents and weaponry, of communications, protection and detection equipment and of luggage

Security personnel will need to have sent in their accreditation forms and weaponry details in accordance with the timing and other instructions in this manual.

Permitted weaponry is restricted to handguns (automatics and revolvers), and to 2 (two) such weapons per delegation; ammunition is limited to 15 (fifteen) rounds per weapon.

Applications for a temporary permit to carry a weapon should be accompanied by a report naming the security agent concerned, the type of handgun, make, calibre, quantity of ammunition and number of magazines..

On each delegation's arrival, its armed security personnel will be checked to verify that their weapons are as disclosed on the relevant form. On departure, the agents will be checked again to confirm that they are leaving with the weapon that was permitted on entry.

Security personnel will not be allowed to carry firearms at the events in the summit plenary hall or at the reception given for the delegations.

Security chiefs will wear a distinctive badge identifying them as such, while the credentials of armed security agents will be marked accordingly when they accredit their weapons.

8.2.1. Procedure for bringing in communications equipment

Subject to completing the relevant declaration form, transceiver, portable, mobile, fixed and repeater radio equipment may be brought into the country. The VHF and UHF operating frequencies concerned will be determined and notified to the organizing committee via the embassies, for assessment by the Venezuelan authorities, together with other satellite and wireless communication media.

8.2.2. Procedure for bringing in protection and detection equipment

Manual explosives and metal detectors, X-ray equipment and other protection and detection devices may be brought in. These should be disclosed on the weapons report. Other proposed items should be discussed with the security committee individually.

8.2.3. Luggage control procedure

The luggage of heads of state or of government will be guarded by officers from the presidential guard of honour during transfers (airport-hotel-airport). Suitably secure means of transport will be provided. The formalities regarding presidential luggage will be arranged with the security-package chiefs and the aides-de-camp of each delegation..

9. PRESS

The international press centre will be located in the vicinity of the conference venue.

9.1. Press accreditation

Accreditation for covering the summit will be dealt with by the accreditation office. Press cards must be displayed conspicuously at all times during every conference event. Accredited members of the press will have unrestricted access to the international press centre during its working hours.

Foreign press personnel permanently accredited in Venezuela can obtain accreditation for the summit from the international press centre, on presentation of their permanent credentials.

Equipment, bags, cases and other articles carried by members of the press will be subjected to security checks on access to the locations of conference events and to the international press centre.

9.2. International press centre

A communications centre will be set up, including computers with internet access and several points where users' own computers can be connected (WiFi connections will be available, as well as fixed-network). International telephone lines and an international fax service will be available on a paid basis.

There will be no charge for use of the facility. Bookings will be taken on a first-come first-served basis until capacity has been reached.

Other services available at the centre will include:

- Public telephone booths
- Photocopy facilities
- Scanner service
- CCTV monitors carrying the summit official broadcasts and a package of international cable-TV channels.

Technical support for press coverage of the summit will also include a satellite transmission centre, whose services will be offered on a paid basis.

A press-conference room will be designated, which can be reserved by delegations at the offices of the international press centre, on a first-come first-served basis.

9.3. Press accommodation

Members of the press planning to cover the summit will need to make their own arrangements for accommodation on Margarita Island.

9.4. Press access - parking

Press personnel are advised to use the coaches and similar transport provided by the conference organizers, to avoid parking problems in the vicinity of the international press centre. Such transport must in any case be used for access to the summit venue.

APPENDIX I

2nd Africa-South America (ASA) Summit of Heads of State and of Government
MARGARITA ISLAND, VENEZUELA

FORM: PARTICIPANT ACCREDITATION

(All fields must be completed)

Full name:

Sex: M F Date of birth

Place of work:

Position:

Country: _____ Nationality:

Passport No. _____ Date of issue:

Fax or E-mail:

Click on your role within the delegation:

Member countries

Observer countries & organizations

Head of state

Foreign Minister

Senior official

Delegate

Security

Protocol

Technical

Observer

Invited countries & organizations

Guest

Send to: the registration & accreditations office
E-mail: accreditations@asa-venezuela.org / Fax: +58 212 806 4842

APPENDIX II

**2nd Africa-South America (ASA) Summit of Heads of State and of Government
MARGARITA ISLAND, VENEZUELA**

**FORM: INTERNATIONAL PRESS CENTRE
APPLICATION FOR PRESS-COVERAGE ACCREDITATION**

(All fields must be completed)

If not sent by e-mail, please print or type

Full name: _____

Sex: F M

Date of birth ___/___/___

Place of birth: _____

Nationality: _____

Passport No. _____

Issued on: _____

Country: _____

Tel: _____

Organization represented: _____

Date of entry _____

Home address: _____

Tel: _____ Fax/E-mail: _____

Position and function: _____

Official press Cameraman Radio

Printed media Photographer Other

Likely arrival date: ___/___/___ Likely departure date: ___/___/___

Send to: the registration & accreditations office

E-mail: accreditations@asa-venezuela.org / Fax: +58 212 806 4842

APPENDIX IV

**2nd Africa-South America (ASA) Summit of Heads of State and of Government
MARGARITA ISLAND, VENEZUELA**

FORM: AIR TRANSPORT (PRIVATE FLIGHTS)

Country: _____
Aircraft type: _____
Crew (number): _____ Passengers (number): _____
Route: _____ _____
Fuel type: _____ Fuel capacity: _____
Ground support services required: _____ _____
Arrival date: _____ Time: _____
Departure date: _____ Time: _____
Destination: _____

Other details:

This information confirmed by:: _____
Position / Function: _____
Date: _____ Signature: _____

Send to: the registration & accreditations office E-mail: accreditations@asa-venezuela.org / Fax: +58 212 806 4842

APPENDIX V

2nd Africa-South America (ASA) Summit of Heads of State and of Government
MARGARITA ISLAND, VENEZUELA

WEAPONRY DECLARATION

Security check

(Please print) This form may be photocopied

Country:		
First Name:		
Last name:		
Position / Role:		
Passport N°:	Issued by:	Date of issue:

Weapon:	Serial No.:	Magazines:
Make:	Calibre:	Ammunition:

This information confirmed by:
Position / Role:
Date:
Signature:

Send to: the registration & accreditations office E-mail: accreditations@asa-venezuela.org / Fax: +58 212 806 4842
