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**HIGH LEVEL CONSULTATIONS OF THE  
ACP AFRICA – EU REGIONAL PROTOCOL:  
ADMINISTRATIVE ARRANGEMENTS  
02 – 04 MAY 2019      KINGDOM OF ESWATINI**

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## 1. INTRODUCTION

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The information contained in this document is for the benefit of the countries and guests who have been invited to attend the High-Level Consultations of the ACP AFRICA-EU Regional Protocol to be held from 02<sup>nd</sup> – 04<sup>th</sup> May 2019 at the Royal Swazi Convention Centre in Ezulwini, Eswatini.

## 2. LOGISTICAL ARRANGEMENTS

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The Government of the Kingdom of Eswatini will be responsible for logistical support, security, accreditation and transport between the airport and hotel for delegates attending the Consultations.

The Government of the Kingdom of Eswatini will furthermore, be responsible for logistical support, security, protocol, and accreditation for Heads of Delegation attending the High-Level Consultations of the ACP AFRICA-EU Regional Protocol.

## 3. CONTACT DETAILS

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All correspondences should be directed to the Ministry of Foreign Affairs and International Cooperation (MOFAIC) Operations Room, contact details are herewith attached (Appendix 1).

## 4. COURTESIES

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- i. The following courtesies will be extended to the Heads of Delegation:

- a. **Accommodation**

Heads of Delegation:

- One Appropriate Room  
Check In: 2 May 2019  
Check Out: 4 May 2019

Please Note:

- Extensions of stay will be at the cost of the Guest
- If the Head of Delegation prefers to upgrade the room, it will be on their own account.
- If the visiting Head of Delegation prefers to book accommodation at a different hotel that is not part of the hotels provided, it will be on their own account.
- Embassies/Missions will be responsible for reservations and bookings of accommodation for additional members of the delegation strictly at their own cost.
- It should be noted that as per international practice, hotels usually require deposits within 48 hours of making the reservations. In some hotels, cancellation fees may also apply for late cancellation of reserved rooms.

## **b. Transport**

### **Head of delegation**

1 x Sedan (chauffeur driven + protocol officer)

From: 02<sup>nd</sup> – 04<sup>th</sup> May 2019.

Please Note:

- Extension of vehicle use after the courtesies have ended will be at the cost of the Guest.
- ii. For the rest of the delegate, transport will be available from airport, hotel, meeting and back.

## **5. ARRIVAL AND DEPARTURE**

The following are the designated official Points of Entry into the Kingdom of Eswatini for the purposes of these Consultations:

By Road: Oshoek/Ngwenya Border Post  
(From the Republic of South Africa)  
Mhlumeni/Goba Border Post  
(From the Republic of Mozambique)

By Air: King Mswati III International Airport  
Heads of Delegation travelling by air will be facilitated through the State Protocol Lounge at King Mswati III International Airport.  
Heads of Resident and Non-Resident Missions, with a maximum of four (4) accompanying Officials will be given

access to the State Protocol Lounge to receive and bid farewell to their Heads of Delegation.

All luggage of passengers/guests/delegates on board flights will be subjected to security screening/searches

## **6. ENTRY REQUIREMENTS**

- a) Passports of the guests should be valid for at least 30 days beyond the expected date of departure from the Kingdom of Eswatini and should have at least two (2) unused pages; when presented for endorsements.
- Valid visa (if applicable) should be obtained from the nearest Eswatini Embassy/High Commission, and those without Eswatini Mission in their respective countries shall have visas issued upon arrival in the Kingdom of Eswatini.

## **7. SECURITY/VIP PROTECTION**

Security at all designated venues will be provided by the Royal Eswatini Police Service.

## **8. OFFICIAL MEDIA ARRANGEMENTS**

All delegations travelling with official media or non-official (i.e. photography and video services) need to apply for media

accreditation and once accepted, will be assigned official media cards.

- a) Media accreditation will be done live. Media shall present themselves, produce passport, valid media card and a letter from the media house as well as; duly completed form.

## 9. DELEGATION LIST

- Embassies/Missions should kindly submit the delegation list under cover of a Note Verbale to the Embassy of Eswatini in Brussels by email (listed below) no later than 25<sup>th</sup> April 2019; and
  - [brussels@eswatini-embassy.eu](mailto:brussels@eswatini-embassy.eu)
  - [llmsutfu@gmail.com](mailto:llmsutfu@gmail.com)
- The delegation lists should be submitted in order of seniority with the names, surname, passport numbers and designation of each member of the delegation.

## 10. ACCREDITATION OF DELEGATES

- a) All accreditation will be done electronically. Passport copies and digital photographs are to be sent by email to [Antoinette.hr@eswatini-embassy.eu](mailto:Antoinette.hr@eswatini-embassy.eu)

- b) Delegates are advised to wear their accreditation pins/cards at all times. Special security arrangements will apply in all venues and access will only be accorded to accredited persons.

## 11. PROGRAMME

The final programme will be communicated to all participating countries and invited guests through their Embassies /Missions and the Ministry's Website.

## 12. MEDICAL AND EMERGENCY ARRANGEMENTS

- a) The government of the Kingdom of Eswatini will provide emergency medical services to all the guests attending the meeting.
- b) The emergency facilities will be available at the meeting venue.
- c) As with all international travel; it is strongly advised that guests are adequately covered by international health insurance for the duration of their stay in Eswatini.
- d) Guests are advised to bring along their chronic medication. Should prescription medication be required, it will be provided at the guest's expense.

### 13. ENTRY PORT HEALTH SERVICES

- a) All guests are required to comply with the (Eswatini Health Department guidelines) and World Health Organization (WHO) guidelines and policies pertaining to vaccinations.
- b) Port health will conduct non-invasive health screening on arrival, this may include; temperature checks or any other that may be deemed necessary based on perceived health risks
- c) Yellow fever vaccination certificates will be required from guests who come from yellow fever endemic regions or guests who have passed through such regions.
- d) Guests without proof of vaccination may be allowed entry in the Kingdom of Eswatini subject to vaccination at an emergency room available at the airport at a fee.

### 14. INFORMATION TECHNOLOGY

The following Eswatini mobile telephone service providers are available: MTN Eswatini, Eswatini Mobile while Eswatini Post and Telecommunications provides landline facilities.

Mobile telephone providers also offer gateway to internet using GPRS,3G, and 4G. Cell phone sim cards are widely available. Please note that every sim card in Eswatini is expected by law to be registered for activation. However, sim cards can be registered at the point of purchase. At registration, only passports will be required.

### 15. BANKING SERVICES AND CURRENCY

Banking hours are from 08:30hrs to 15:30hrs weekdays and 08:30hrs to 12:00hrs on Saturdays. Banking amenities are available at all commercial banks. Most banks have cash dispensing machines accepting Visa, master card and cirrus.

Bureau de change facilities are available in most of the branches of Eswatini major banks. Furthermore, bureau de change facility will be available at the Conference Centre operated by a local bank at the venue.

Major credit cards are accepted in most hotels, restaurants and shops.

The unit currency is the Lilangeni (E) that is divided into 100 cents and is at par with the South African Rand and the latter may be used as legal tender in the Kingdom.

## 16. CLIMATE

The time of year in Eswatini in which the meeting will take place is on the autumn season and a cold front maybe experienced.

## 17. TIME

The time in Eswatini is GTM+2

## 18. ELECTRICITY SUPPLY

The power supply in Eswatini is 220V AC, 50Hz. Electrical sockets are rounded three pronged. Most hotels provide adaptors on request.

## 19. BUSINESS HOURS AND SHOPPING HOURS

Offices and businesses are generally open from 08:30 to 17:00, Monday to Friday. Opening times on Saturday and Sunday range between; 09:00 and 17:00.

## 20. 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 15% On presentation of the goods and tax invoices.

## **APPENDIX 1**

### **Contact Details**

All correspondences and/or queries should be directed to the Ministry of Foreign Affairs and International Cooperation (MOFAIC), Operations Room at +268 24042661/2/3/4 and to under listed officers:

1. Mr. Sibusiso Msibi  
Email Address : [smsibi@hotmail.com](mailto:smsibi@hotmail.com)  
Mobile Number : +268 7606 2472
2. Mr. S'khumbuzo Bhembe  
Email Address: [skhumbuzobhembe@gmail.com](mailto:skhumbuzobhembe@gmail.com)  
Mobile Number : +268 79175184
3. Mr. Patrick Nkosi  
Email Address: [patrickvusanink7@gmail.com](mailto:patrickvusanink7@gmail.com)  
Mobile Number : +268 7622 4127
4. Mr. Thembinkosi Mavuso  
Email Address : [tbmlaw656@gmail.com](mailto:tbmlaw656@gmail.com)  
Mobile Number : +268 7821 2208
5. Ms. Nosipho Thwala  
Email Address: [nosiphogwen@gmail.com](mailto:nosiphogwen@gmail.com)  
Mobile Number : +268 7681 8644

6. Ms. Nomfanelo Simelane  
Email Address : [nomfanelos07@gmail.com](mailto:nomfanelos07@gmail.com)  
Mobile Number : +268 78175277
7. Ms. Antoinette Henwood  
Email Address : [Antoinette.hr@eswatini-embassy.eu](mailto:Antoinette.hr@eswatini-embassy.eu)  
Mobile Number : +268 79927146  
WhatsApp Number : +1 347 575-0222
8. Ms. Xolile Ngwenya  
Email Address : [xolile.ngwenya@eswatini-embassy.eu](mailto:xolile.ngwenya@eswatini-embassy.eu)  
Mobile Number : +268 78710938  
Whatsapp Number : +322 489 843972

**OR**

Alternatively call the Eswatini Embassy in Brussels, Belgium at +32 2 347 4771/5725