

**ADMINISTRATIVE CIRCULAR NOTE ON
LOGISTICAL ARRANGEMENTS**

OF

**XVIII Summit of Heads of State and Government of the
Non-Aligned Movement**

**October 25 – 26, 2019
Baku, Azerbaijan**

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1. Summit information

- 1.1.** XVIII Summit of Heads of State and Government of the Non-Aligned Movement will be held on October 25-26, 2019 in Baku, Azerbaijan at the Baku Convention Center.
- 1.2.** The Summit will be preceded by a Preparatory Ministerial Meeting on October 23-24, 2019 and Preparatory Senior Officials Meeting (SoM) on October 21-22, 2019, both of which will take place at Boulevard Hotel Baku.

2. Elements of the Tentative Programme of the Summit

Date	Morning	Afternoon	Evening
25 October 2019	Family photo Opening Session	Working lunch General debates	Official dinner hosted by the President of the Republic of Azerbaijan
26 October 2019	General debates	Lunch General debates	Closing session

3. Spouse Programme

- 3.1.** The host country will organize a separate program for the spouses of the heads of delegations for the duration of the Summit segment (25 and 26 October 2019).
- 3.2.** The spouses of the heads of delegations will be invited to the official dinner reception hosted by the President of the Republic of Azerbaijan on 25 October 2019.

4. Website of the Summit

The official website of the NAM Baku Summit is www.namazerbaijan.org which contains all the necessary information about the event and the Republic of Azerbaijan.

5. Coordinator of the Summit

General coordination of the NAM Baku Summit will be maintained by the Organizing Committee of the NAM Baku Summit (hereinafter “Organizing Committee”).

Contact details of the Organizing Committee are as follows:

Telephone: +99412 535 19 20; +99412 535 19 21; +99412 535 19 22; +99412 535 19 23

E-mail: orgcommittee@namazerbaijan.org

Questions and queries regarding organizational and logistical arrangements should be communicated directly to the Organizing Committee or to the Permanent Mission of Azerbaijan to the United Nations in New York.

6. Delegations

All delegations are kindly requested to notify the Organizing Committee of the composition of their delegations by filling out the relevant form in the Annex 1 accompanied by an official note addressed to the Diplomatic Missions of Azerbaijan accredited in NAM Countries or their Diplomatic Missions in Baku or the Permanent Mission of Azerbaijan to the UN in New York, in case they do not have representation in Azerbaijan, no later than September 25, 2019.

7. Accreditation

7.1. Delegations are kindly requested to accredit their delegates by filling out the relevant registration form at www.namazerbaijan.org no later than 4 October 2019. Each delegation will receive a separate identification code (username and password) by the Organizing Committee in order to proceed with their registration in a secured way.

7.2. Members of the official delegations, as well as the heads of delegations for the SoM and Ministerial Meeting will be provided with different types of badges (with photo) according to their status (head of delegation, delegate, security, media etc.).

More detailed information about the design of the badges will be provided by the Organizing Committee in due course.

7.3. Heads of delegations for the Summit segment attending at the ministerial or upper levels will be provided with different types of pins (golden and silver) the design of which will also be shared later.

7.4. Delegates will be kindly requested to wear their identification badges or pins at all times during meetings.

8. Travel and visa arrangements

The delegations will be responsible for their own travel arrangements to and from the Republic of Azerbaijan

8.1. *Charter flights.* Delegations arriving at Heydar Aliyev International Airport by an official/private aircraft, must obtain the necessary authorization from the competent authorities of Azerbaijan. They are kindly requested to notify the Organizing Committee of their requests for authorization, by filling out Form in the Annex 2 accompanied by an official note addressed to the State Protocol Department of the Ministry of Foreign Affairs no later than September 25, 2019. Any additional information can be found at the following URL link: www.mfa.gov.az/en/content/143.

8.2. *Commercial flights.* Delegations arriving at Baku airport by commercial flights are requested to notify the Organizing Committee of their flight details by sending an email to orgcommittee@namazerbaijan.org no later than September 25, 2019.

8.3. *Visa and entry formalities.*

8.3.1. Members of delegations are requested to possess a passport of at least 4 months of validity to enter the Republic of Azerbaijan;

8.3.2. Detailed information on visa and entry formalities for the NAM Baku Summit can be found at the relevant section (NAM Baku Summit 2019/Visa information) of the official website of the Summit (www.namazerbaijan.org).

9. Accommodation

9.1. The host country covers accommodation costs for member countries, observer countries and organizations in accordance with the courtesy arrangement principle described below.

9.1.1. Member/Observer countries and organizations

Event Name	Dates (d.m.)	Nights	Participants
Summit segment	From 25 till 27 October	2	Heads of State + 5 Heads of Government + 3 Heads of Organizations: 1 In case the delegation is led by Vice-president, Vice-Prime minister or Minister + 2 Lower than Ministerial level: 1 Lower than Head of Organization level:1
Preparatory Ministerial Meeting	From 22 till 24 October	2	Foreign Ministers/Heads of delegations+2 Lower than Ministerial level:1
Preparatory Senior Officials Meeting	From 20 till 22 October	2	Heads of delegation :1

9.1.2. Guest countries and organizations

Event Name	Dates (d.m.)	Nights	Participants
Summit segment	From 25 till 27 October	2	Heads of State + 5 Heads of Government + 3 Heads of Organizations: 1 In case the delegation is led by Vice-president, Vice-Prime minister or Minister + 2 Lower than Ministerial level: 1

9.2. Delegations are kindly requested to notify the Organizing Committee on information about their delegates (name, surname, position and passport number) whose accommodation will be covered by the host country (for each segment) through sending the relevant information to the following e-mail address no later than September 25, 2019: accommodation@namazerbaijan.org

9.3. Accommodation costs covered by the host country include only room and breakfast charges. All expenses incurred other than the above-mentioned accommodation shall be borne by respective delegations.

10. Transportation

10.1. Accredited transport vehicles with assigned drivers will be provided for the delegations in accordance with the following motorcade composition:

Head of Delegation	Motorcade
Heads of State/Government	1 Protocol car 1 Principal Sedan 1 Sedan 1 Minivan (16 pas.) 1 luggage Van
Heads of Delegation at the Vice-president, Vice-Prime-Minister or Ministerial level, as well as Heads of International Organizations	1 Protocol car 1 Sedan 1 Minivan (16 pas.)
Heads of Delegations at the lower level	1 Protocol car 1 Sedan

10.2. The delegations attending the SoM and Ministerial Meetings will be provided with shuttle buses and other category of vehicles according to the level of the head of delegation.

10.3. Shuttle buses for the members of official delegations will be provided for airport transfers, as well as for the movement between the conference venue and the hotels.

10.4. Delegations are kindly requested to provide information about vehicle plate numbers and drivers of their own serving their delegations no later than September 25, 2019.

10.5. The delegations intending to rent additional vehicles for their delegations may contact the Organizing Committee by filling out the respective form into the Annex 3 and sending it to the following e-mail address: transportation@namazerbaijan.org

11. Liaison officers

- 11.1.** Each delegation will be assisted by liaison officers to facilitate their participation at the NAM Baku Summit.
- 11.2.** The liaison officers will join the delegations after their arrival at Baku International Airport and accompany them until their departure.
- 11.3.** Liaison officers will be responsible for all logistical issues, including accommodation, transportation and bilateral meetings.

12. Venue arrangements

- 12.1.** *Seating arrangement.* The delegations will be provided with sufficient number of seats for their delegates at the Conference Rooms for the Preparatory SoM and Ministerial Meetings. At the Summit segment, each delegation will be provided with seats on the basis of 1+3 principle.
- 12.2.** *Listening room.* Those members of delegations having no seat at the Conference Room of the Summit segment will be invited to the Listening Room where they can follow live broadcasting of the Summit.
- 12.3.** *Interpretation.* Simultaneous interpretation in Arabic, English, French and Spanish languages will be provided during the proceedings of the formal meetings. The official documents of the Summit will be issued in Arabic, English, French and Spanish.
- 12.4.** *Bilateral meetings.* The host country will provide the necessary facilities for the delegations desiring to hold bilateral meetings with their counterparts. Arrangements of bilateral meetings will be coordinated among the designated liaison officers, while the meeting rooms will be allocated upon written request addressed to the following email address: bilaterals@namazerbaijan.org

13. Media

- 13.1.** *Media Center.* The host country will arrange a Media Center equipped with all the necessary means and facilities that will enable the media representatives to perform their duties in a favorable environment.
- 13.2.** *Accreditation.* There will be a separate accreditation procedure for media representatives at the official website (www.namazerbaijan.org) of the NAM Baku Summit.
 - 13.2.1.** The media representatives attending the Summit as part of their official delegations will be asked to identify themselves as “member of the official delegation” at the registration form;

13.2.2. The representatives of the independent news/media agencies and freelance journalists will be asked to identify themselves at the registration form as “independent media agency” and “freelance journalist” accordingly.

14. Security

14.1. Security arrangements for all delegations are the responsibility of the authorities of Azerbaijan in the meeting venues, designated hotels and during transportation.

14.2. Security officers accompanying the VIP must follow the rules mentioned below for the delivery of weapons and communication devices to the Republic of Azerbaijan:

14.2.1 Information on Annexes 4a, 4b and 4c attached to this document must be submitted to the State Protocol Department of the Ministry of Foreign Affairs by an official Note Verbal not later than September 20, 2019; weapon delivery and temporary carrying permissions of weapons and communication devices will be issued by the Special State Protection Service of the Republic of Azerbaijan at the entrance ports of Azerbaijan. The rules for carrying and using the weapon provided by the legislation of the Republic of Azerbaijan are attached to the Permission.

14.2.2 Please be advised that security officers of other countries are not allowed to carry automatic weapons on the territory of the Republic of Azerbaijan.

14.2.3 If the delegation plans to bring any additional special devices to Azerbaijan, information about devices with details must be submitted to the State Protocol Office not later than September 20, 2019.

14.2.4 If VIP arrives in Azerbaijan by a private aircraft, the protection of the aircraft will be provided by the Special State Protection Service of the Republic of Azerbaijan. If the security officers arriving with VIP also wish to participate in the protection of the aircraft, detailed information about these officers must be provided in Annexes 4b and 4c.

14.3 Three armed security officers accompanying the Head of State, two armed security officers accompanying the Head of Government and one armed security officer accompanying the Minister of Foreign Affairs or Senior Official will have access to Baku Convention Center. No weapons and communication devices are allowed in the meeting halls. The same rules are applicable to the official dinner venues.

15. Special inquiries

The delegations, any member of which has special circumstances, including dietary restrictions or need for mobility assistance are asked to notify the Organizing Committee of their detailed request by sending an e-mail to orgcommittee@namazerbaijan.org

16. Medical facilities

First aid medical services will be available for the Summit participants throughout the whole period of their stay in the Republic of Azerbaijan. Medical points will serve at the Conference venues during the working days, while medical point at the Central Clinic Hospital will be available for 24 hours.

17. Currency

National currency of the Republic of Azerbaijan is Azerbaijani Manat (AZN). All retailers and service providers accept only national currency. Major foreign currencies can be converted to/from AZN in any banks around the city. International credit cards are accepted for transactions and retrieving cash. ATMs are available in all shopping malls, banks, hotels etc. Please be advised that cash withdrawals from international credit/debit cards can charge you additional service fee.

FORM FOR THE COMPOSITION OF DELEGATION

Title (*)	Name	Family Name	Position	Arrival Date&Time	Departure Date&Time	Delegation/Accompanying person/Security/Press

*Ex: Mr/Mrs/Dr./

**DIPLOMATIC CLEARANCE REQUEST
FOR AIRCRAFT OVERFLIGHT AND/OR LANDING IN THE TERRITORY OF THE
REPUBLIC OF AZERBAIJAN**

Part one – over-flight

State of registry	1	
Owner	2	
Type and MTOW aircraft (ALT A/C)	3	
Registration number	4	
Radio call signal(s)	5	
Flight number (if provided)	6	
Aircraft appearance (civil, military, police, customs, etc.)	7	
Pilot in-command's (PIC) surname and number of crew members (PIC 's rank should be added)	8	
Purpose of flight	9	
Number of passengers, surnames and ranks of VIP passengers - for VIP flights	10	
Number of passengers – for passenger, cargo and business aviation flights	11	
Host organization/company – for cargo and business aviation flights	12	
Payer	13	
Form of payment (bank transfer, credit card or cash)	14	
Cargo related information (quantity, nature, etc)	15	
Contact details available 24 hours (SITA, e-mail, telephone, fax)	16	
Equipment communication, navigation/transponder	17	
Transport of arms, photographic equipment aboard if any	18	
Departure aerodrome and ETD (ICAO aerodrome designator should be added)	19	
Date, time (UTC) and point of entry into the territory of the Azerbaijan Republic or FIR	20	
Flight route within Azerbaijan territory	21	
Date, time (UTC) and point of exit out of the territory of the Azerbaijan Republic or FIR	22	
Destination aerodrome and ETA (ICAO aerodrome designator should be added)	23	

Part two – over-flight and landing

This part is to be filled in only if aircraft is bound for the aerodrome on the territory of the Republic of Azerbaijan

Aerodrome of arrival, date and ETA (UTC)	24	
Flight route within Azerbaijan territory	25	
Date, time (UTC) of departure	26	
For VIP flights- name of the most important person	27	
For cargo and business aviation flights- name and passport details	28	
Contact details of the host party in Azerbaijan (SITA, e-mail, telephone, fax)	29	
Fuel and other services required	30	
Equipment communication, navigation/ transponder	31	
Transport of weaponry, photo equipment aboard if any	32	
Additional data	33	
Remarks	34	

Note: (Additional data): type and weight of cargo is to be indicated if it is a military or explosive cargo. Use UN classification system in case of dangerous cargo.

CAR RENTAL REQUEST FORM

Country/Organization	
Fist name	
Last name	
Date and time of arrival	
Date and time of departure	
Sedan	
Minivan	
Luggage van	
Period of rent (time, dates)	
Contact person	
Contact telephone, e-mail	

Information about VIP	
Country	
Name of VIP	
Position of VIP	
Blood type of VIP	
Information about arrival: flight no.: registration no.:	
Departure city; date and time	
Arriving city; date and time	
Departure from;	
Arriving to;	
Aircraft model	
Additional notes	

Information about security officers	
Name and surname of security officer	
Date of birth	
Passport No.:	
Will the security officer fly with VIP?	Yes /No *
Information about arrival: flight no.: registration no.:	
Will the security officer have weapon on his arrival in the Republic of Azerbaijan?	Yes / No *
Information about weapons	
Type	
Caliber	
Brand	
Model	
Serial number	
Number of ammunition	

Note:

*Write required options.

Information about communication devices used by security officers	
Types of communication devices	
Number of communication devices	
Suggested frequencies*	
Coverage of radiowaves	
Broadcasting of the channels	
Maximum radiation power (W)	
Additional requirements	

Note:

*State numbers of the frequencies and line ranges (for example: XX frequency in XX-YY MHz range) or required frequencies.