

7TH D-8 SUMMIT, ABUJA
4th - 8th July, 2010

ADMINISTRATIVE ARRANGEMENT

1. INTRODUCTION

The information contained in the document is for the benefit of delegates attending the 7th Summit of Developing Eight (D-8).

2. MEETING INFORMATION

2.1 Date and Venue of the Summit

The date of the Summit and the related meetings are:

28th Session of D-8 Commission, 4th & 5th July, 2010

13th Session of D-8 Council of Ministers, 6th July, 2010

7th D-8 Summit & Retreat of Heads of States/Government, 8th July, 2010

2.2 The venue of the Summit and related meetings is

State House Banquet Hall,
Asokoro, Abuja, Nigeria.

2.3 Tentative Agenda

The tentative programme is attached as Annex A.

2.4 Side Events

- a) Meeting D-8 Experts and Officials of the Central Banks.
Date: Sunday 4th & 5th July, 2010
Venue: Central Bank of Nigeria Conference Room.
Central Area, Abuja.
- b) D-8 Central Bank Governors Meeting
Date: Tuesday 6th July, 2010
Venue: Central Bank of Nigeria Conference Room.
Central Area, Abuja.
- c) The D-8 Business Forum
Date: 5th & 6th July, 2010
Venue: International Conference Centre,
Area 11, Garki, Abuja.
- d) Meeting of D-8 Chambers of Commerce

Date: Monday 5th & 6th July, 2010
Venue: International Conference Centre,
Area 11, Garki, Abuja.

d) D-8 Trade Exhibition
Date: Monday 5th – 8th July, 2010
Venue: International Conference Centre,
Area 11, Garki, Abuja.

2.5 Summit Contact Information

The Summit Contact point will be established at the Transcorp Hilton Hotel, Abuja. It will be operational from 1st to 10th July, 2010. Prior to this date, all correspondences and inquires to the Organizing Committee shall be addressed to:

Nigerian D-8 Secretariat
Ministry of Foreign Affairs, No.3, Maputo Street, Wuse Zone 3,
Block C, Room 315,
Abuja
Tel: +2347023243101
E-mail:- nworiez@yahoo.com, temi27@yahoo.com and, uknaibi@yahoo.com
Website: [www//http//mfa.gov.ng/deight](http://mfa.gov.ng/deight)

We wish to provide hereunder for purpose of Contact:

1. Name: Mr. O. Kuku
Designation: Under Secretary (Regions and International Organization)
Ministry of Foreign Affairs, Abuja
Contact: +2348085837895; +2347070200775
Email: bb_kuku@yahoo.com
2. Name: Mr. M. A. Musawa
Designation: Director,
Multilateral Economic Affairs Division (MEAD).
Ministry of Foreign Affairs, Abuja.
Contact: +2348055009249
Email: mumsa@live.at
3. Name: Mr. F. O. Adeshida
Designation: Deputy Director,
Multilateral Economic Affairs Division
Ministry of Foreign Affairs, Abuja
Contact: +2348081234468
Email: folusoadeshida@yahoo.com

3. **REGISTRATION AND ACCREDITATION**

Registration Form is attached as ANNEX B. The completed form has to be submitted by e-mail or through member country's Diplomatic Mission in Nigeria to the Organizing Committee not later than 25th June, 2010.

Accreditation passes for all participants will be issued upon registration. Please ensure that accreditation passes are worn at all times. For security reasons, participants may not be allowed into venues without proper identification.

Registration counter will be opened at the venue of the Summit on 3rd July 2010 from 0900 hours to 1800 Hours.

Registration and Accreditation for the media can be done in the appropriate area on the website. **Website: [www//http//mfa.gov.ng/deight](http://mfa.gov.ng/deight)**

4. **HOSPITALITY**

The Nigerian government, as the host, will provide hospitality as follows:

4.1 **Accommodation**

Accommodations for the Heads of State/ Government along with Foreign Ministers and D-8 Commissioners have been pre-booked at the Transcorp Hilton Hotel, 1 Aguiyi Ironsi Street, Abuja.

- For Heads of State/Government + 3 (from 7th - 9th July, 2010)
- For Ministers of Foreign Affairs + 1 (from 5th - 9th July, 2010)
- For D-8 Commissioners + 2 (from 3rd -9th July, 2010).
- For D-8 Secretary General +2 (from 3rd – 9th July, 2010).

The above hospitality will be inclusive of meals and local telephone charges for Heads of State/Government, D-8 Ministers, Commissioners and Secretary General.

Hospitality does not include international telephone and facsimile charges, alcoholic, beverages, laundry service and tobacco. Such bills will have to be settled by delegates before checking out of the hotel.

4.2 **Transportation**

Special transportation arrangements will be made for Heads of State/Government, Foreign Ministers, Commissioners and the Secretary General of D-8. Also from Hotel to Events Venue transportation will be provided on hourly basis.

Participants other than those mentioned above will be provided with Air port transfer from Nnamdi Azikiwe International Airport, Abuja to the hotel on their arrival and from the hotel to the Nnamdi Azikiwe International Airport for their departure.

4.3 Meals

Meals will be provided for delegates in accordance with the programme of the Seventh D-8 Summit. Dinners, as indicated in the programme, will be extended by invitation.

5 BEFORE ARRIVAL

The Government of Nigeria, as the host, would like advance indication of the following key information;

- (i) The date of arrival and number of persons and functions of members of advance party,
- (ii) Date of arrival of Heads of State/ Government and members of delegation,
- (iii) Type and number of special aircraft,
- (iv) Call sign of aircraft
- (v) Type of desired equipments and service for Presidential aircraft,
- (vi) Arrival time to ensure proper scheduling

For those that are not covered by the hospitality, information on hotels recommended by the organizing committee is provided for as Annex C.

6. PROTOCOL & IMMIGRATION

6.1 Changes in Arrival/Departure Dates/Times

To facilitate arrangement of airport transfers, participants are advised to inform the Secretariat of any changes in the arrival/departure dates, time and flight information.

6.2 Return Booking/Confirmation

Participants are responsible for their air travel booking confirmation. Participants can request the hotel to do the booking confirmation by contacting the Hotel's Business Centre or Concierge Counter.

6.3 **Visa Requirement**

Persons seeking to enter Nigeria must be in possession of valid passports or other internationally recognized travel documents endorsed for travel to Nigeria. Such passports or other travel documents must be valid for at least six (6) months beyond the period of the stay allowed in Nigeria. Participants should be in possession of valid entry visa obtained from the nearest Nigerian Diplomatic Mission before travelling.

7. **SECURITY ARRANGEMENT**

Heads of State/Government and Ministers will be provided with a Security Liaison Officer (SLO) and traffic police outriders. Security measures are enforced at the venue of the Summit and hotels where Heads of State/Government are accommodated. Security measures will also be enforced at other venues of the event.

For security consideration, delegates are requested to keep the Nigerian SLO and Liaison Officers informed of the movement of their Heads of State/Government and Ministers outside the Summit programme.

Foreign security personnel planning to bring firearms into Nigeria are required to obtain Clearance through their Missions in Nigeria prior to the Summit. Security personnel are allowed to carry maximum of one weapon only (pistol with caliber 9mm). Automatic weapons are not allowed. Weapons not declared and clearance not obtained shall be impounded at the port of entry until time of their departure.

8. **LIAISON OFFICER**

A liaison officer will be assigned to each delegation to provide necessary assistance.

9. **LANGUAGE**

All meetings will be conducted in English.

10. **MEDICAL FACILITIES**

The Secretariat has arranged with the Federal Ministry of Health, Nigeria for basic medical facilities for all participants in case of emergency. The facilities are available at the venue of the Summit and the hotel where Heads of States/Government are staying. Please contact the Organizing Committee if medical assistance is requested.

11. **OFFICE FACILITIES**

Office facilities, telephone, facsimile and internet are available at the Hotel's Business Centre and participants are responsible for all costs incurred.

A limited number of desktop computers with internet access for common usage would be made available free of charge at a designated area at the venue of the Summit.

12. **BILATERAL MEETINGS AND PRESS INTERVIEW**

Special rooms for bilateral meetings and press interview will be available at the Transcorp Hilton Hotel, Abuja. The allocation of rooms will be arranged on first-come-first served basis. Participating countries must make the reservation strictly from the Organizing Committee.

The dress code for all events is formal/National dress, unless otherwise indicated.

**TENTATIVE PROGRAMME OF WORK
28TH SESSION OF THE D-8 COMMISSION.**

SATURDAY 3RD JULY, 2010 - Arrivals

SUNDAY 4TH JULY, 2010

Venue : State House Banquet Hall
Asokoro, Abuja.

Attendance :1+4 (Provision will be made for supporting
Staff
& Other Delegates)

0900 hrs Arrival/Registration

0930 hrs Open Session

Welcoming Remarks by the D-8 Commissioner of
Nigeria

Closed Session

1030 – 1100 hrs Tea/Coffee Break

1100 hrs Continuation of Closed Session

1230 – 1500 hrs Lunch

Venue: State House Banquet Hall
Asokoro, Abuja.

1500 hrs Continuation of Closed Session

1630 – 1700 hrs Tea/Coffee Break

1930 hrs Dinner Hosted by the D-8 Commissioner of Nigeria

Venue: To be confirmed

Attendance: 1+4

Dress Code: Informal

END OF DAY ONE -

28TH SESSION OF THE D-8 COMMISSION

MONDAY 5TH JULY, 2010

DAY TWO OF THE 28th SESSION OF D-8 COMMISSION MEETING

Venue : State House Banquet Hall
Asokoro, Abuja.

Attendance : 1+4

0930 hrs Closed Session
1030 – 1100 hrs Tea/Coffee Break
1100 hrs Continuation of Closed Session
1230 – 1400 hrs Lunch

Venue: State House Banquet Hall
Asokoro, Abuja.

Attendance: 1+4

1400 hrs Continuation of Closed Session
1530 – 1600 hrs Tea/Coffee Break
1600 – 1900 hrs Continuation of Closed Session
End of Session

- END OF DAY TWO

D-8 MINISTERIAL DINNER

TUESDAY 6TH JULY, 2010

Dinner Hosted by the Hon. Minister of Foreign Affairs of Nigeria

Venue	:	State House Banquet Hall Asokoro, Abuja.
Attendance	:	1+5
Dress Code	:	Informal
1930 - 2000 hrs	:	Arrival of Guest
2000 – 2015 hrs	:	Arrival of D-8 Commissioners
2015 – 2020 hrs Affairs	:	Arrival of D-8 Ministers of Foreign
2025 – 2030 hrs	:	Welcoming Remarks by the Hon. Minister of Foreign Affairs of Nigeria
2035 – 2045 hrs	:	Dinner Begins

End

END OF DAY THREE –

13TH SESSION OF THE D-8 COUNCIL OF MINISTERS

TEUSDAY 6th July, 2010

Venue : State House Banquet Hall
Asokoro, Abuja.

Attendance : 1+4

0845 hrs Arrival of the D-8 Ministers of Foreign Affairs

0900 hrs Open Session

Welcoming Statement by Minister of Foreign Affairs
of Nigeria

Closed Session

1030 Tea/Coffee Break

Venue: State House Banquet Hall
Asokoro, Abuja.

1045 hrs Continuation of Closed Session

1230 – 1400 hrs Lunch

Venue : State House Banquet Hall
Asokoro, Abuja.

Attendance : 1+4

1400 hrs Continuation of Closed Session

1530 – 1600 hrs Tea/Coffee Break

1600 hrs Continuation of Closed Session

End of Session

1700 – 1730 hrs Joint Press Conference
Venue: State House Banquet Hall
Asokoro, Abuja.

- END DAY FOUR

7TH SUMMIT OF D-8
8th July, 2010

WEDNESDAY 7TH JULY, 2010

Arrival of Heads of State/Government

THURSDAY, 8TH JULY 2010

**Venue: State House
Banquet Hall
Asokoro, Abuja.**

Attendance: 1+ 7

0915 – 0930hrs Photo Session for Heads of State / Government

0930 – 1015hrs **Opening Session (Open Session)**

- Welcoming statement by the President of the Federal Republic of Nigeria
- Statement by the Prime Minister of Malaysia to hand over the D-8 Chairmanship
- Statement by the Secretary-General of D-8

1015 – 1045hrs Tea/coffee Break

1045 – 1230hrs **Continuation of Meeting (Closed Session)**

**Venue: State House
Banquet Hall
Asokoro, Abuja.**

- Adoption of the Provisional Agenda
- General Statements by the Heads of State/Government
- Consideration and Adoption of the Report of the 13th Session of D-8 Council of Ministers
- Endorsement of the Offer List of D-8 Preferential Trade Agreement

1230 – 1400hrs Lunch hosted by the President of the Federal Republic of Nigeria.

Venue: **State House
Banquet Hall
Asokoro, Abuja.**

Attendance: By invitation only

1530– 1700hrs Retreat Meeting

Venue: **State House
Banquet Hall
Asokoro, Abuja.**

1700 – 1800hrs **Open Session**

Venue: **State House
Banquet Hall
Asokoro, Abuja.**

- Consideration and adoption of the Abuja Declaration
- Closing Remarks
- Joint Press Conference

End of Summit

Departure of Heads of State/ Government.

ANNEX C

- 1) *TRANSCORP HILTON HOTEL*,
1, AGUIYI IRONSI STREET, MAITAMA,
ABUJA.
TEL: +234 – 9 – 4613000
FAX: +234 – 9 – 4613110
WEBSITE: www.1hilton.com

- (2) *NICON LUXURY*,
PLOT 903, TAFAWA BALEWA WAY,
AREA 11, GARKI, ABUJA.
TEL: +234 – 9 – 4619000
FAX: +234 – 9 – 4919009
E-MAIL: info@niconluxury.com
WEBSITE: www.niconluxury.com

- (3) *PROTEA HOTEL*,
BOLA IGE CLOSE, MUHAMMADU RIBADU STREET,
OFF SHEHU SHAGARI WAY, ASOKORO, ABUJA.
TEL: +234 - 9 -4620700
FAX: +234 – 9 – 4620702
MOB: +234 –8080277027
E-MAIL: phasokoro.reservations@gmail.com
WEBSITE: www.proteahotels.com/asokoro

- (4) *NEW CHELSEA HOTEL*,
PLOT 123 CADASTRAL ZONE AO,
CENTRAL BUSINESS DISTRICT, ABUJA.
TEL: +234 – 9 – 7822080
+234 – 9 – 7055016783
E-MAIL: info@newchelseahotel.com or
reservation@chelseahotelabuja.com
WEBSITE: www.newchelseahotel.com

- 5) *BOLINGO HOTEL AND TOWERS*,
INDEPENDENCE AVENUE,
CENTRAL BUSINESS DISTRICT,
GARKI, ABUJA.
TEL: +234 – 9 – 4615000-60
FAX: +234 – 9 – 4615027

E-MAIL: info@bolingohotel-tower.com

- (6) *REIZ CONTINENTAL HOTEL*,
PLOT 779, CADASTRAL ZONE, AO,
CENTRAL BUSINESS DISTRICT, ABUJA.

Tel: +234 – 9 – 4619110

FAX: +234 – 9 – 96270744

E-MAIL: info@reizcontinentalhotel.com

or

reizcontinentalabuja@yahoo.com

WEBSITE: www.reizcontinentalhotelabuja.com

- (7) *CHIDA HOTELS*,
PLOT 302, OFF SHEHU SHAGARI WAY,
AREA 11, GARKI, ABUJA.

TEL: +234 – 9 – 23447714

E-MAIL: chidahotelsabj01@yahoo.com