

**ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION
FORTY-FOURTH SESSION, NAIROBI (KENYA)
27th JUNE to 1st JULY 2005**

ADMINISTRATIVE ARRANGEMENTS

1. Venue and Date of the Session

The Forty-fourth Session of the Asian-African Legal Consultative Organization will be held in Nairobi (Kenya), from 27th June to 1st July 2005.

2. The Government of Republic of Kenya has established a Host National Committee under the Chairmanship of Mr. Wanjuki Muchemi, the Solicitor General in the Office of the Attorney General.

3. Focal Point for contact:

Any communication to the Host National Committee concerning the administrative arrangements may be addressed to:

*Mr. Wanjuki Muchemi (Solicitor General)
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4. Any communication to AALCO Secretariat concerning these administrative arrangements may be addressed to:

*Amb. Dr. Wafik Zaher Kamil
Secretary-General
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Amb. Dr. Ali Reza Deihim
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: aalcc@vsnl.com

5. Invitations:

The following invitations are to be sent:

- a. The Attorney General of Kenya will send invitations to the Ministers and Attorney General of the Member States. The AALCO Secretariat will provide a list with contacts of all the relevant Ministers and Attorney General. The invitation should be sent as soon as possible after the contacts are received, to allow the invited guests to arrange their schedules.
- b. The Secretary-General will send invitations together with details of the administrative arrangements, the agenda and the schedule of meetings to all Member States, non-Member States and international organizations.

6. Scope of Hospitality:

The Government of the Republic of Kenya, as the host, following past practice, will provide the local hospitality to Ministers, Ministerial level Dignitaries and Heads of Delegations attending the session. The same VIP treatment will be extended to the Secretary-General and other VIP guests specially invited for the session. Following past practice, the hospitality will include accommodation and meals, chauffeur-driven car, and an escort/liaison officer.

7. Requirements for Entry into the country: (Visas)

Participants are requested, where necessary to obtain entry visas before departure from their country. The Embassies and Consulates of the Republic of Kenya have been notified to expedite issuance of visas for delegates attending the 44th session.

The Office of the Vice President (The Department of Immigration), which is a part of the Kenyan National Organizing Committee, will make arrangements for visas to be given on arrival at the airport for delegates from countries that do not have a Kenyan Embassy or High Commission. A request will be sent to all Member States and participants by the AALCO Secretariat to provide the following information, which will then be forwarded to the host country:

Name:

Passport No.:

Status/Designation:

(i.e. Minister, Leader of Delegation, Observers)

Country arriving from:

Expected date of arrival:

Flight No.:

Expected date of departure:

Flight No.:

The above information should reach the Host National Committee not later than the.... 2005. A circular would be sent by the Ministry of Foreign Affairs (MFA) to the Kenyan Diplomatic Missions and Consulates advising them of the meeting in advance and to request facilitation in the issuance of visa.

8. Quarantine Regulations and required vaccines.

Yellow Fever vaccination is required if the disease is endemic in the country of departure. The WHO recommendations should be noted and observed.

9. Flight Arrangements:

A reception desk would be set up at the airport 2 to 3 days before the beginning of the session and remain in place 2 to 3 days after the session to receive and see off the delegates. The participants will be required to communicate details of all the flights to the Kenyan National Host Committee and the AALCO Secretariat 15 days before the meeting.

10. Hotel Accommodation

Name and address of the Hotels and rates (subsidized for delegates), along with the contact persons should be provided. With regard to the officials of the Secretariat, the following accommodation will be needed:

- i. 1 suite for Secretary General (complementary by the Host Government)
- ii. 3 double rooms for 3 Deputy Secretaries General
- iii. 3 double rooms for the staff of AALCO ($3 \times 2 = 6$) + 1 single
- iv. 6 single rooms for Arabic and French Interpreters
- v. 4 single rooms for Directors of Arbitration Centers

(Payment for ii to v will be paid by AALCO)

11. Arrival

- * A reception desk will be set-up at the International Airport, two days before the date of the session, to welcome all participants, provided they have informed the Host National Committee and the AALCO Secretariat of their arrival time.

- * Where accompanying body guards of invited Ministers propose to carry firearms, information on the security regulations should be given at least one month before the event by the NSC. The following information will be given to the host government by the Member States:

- Number of bodyguards
- Number of firearms
- Type of firearms
- License number of firearms

11.1 Transportation

The host country will provide Ministers, Attorneys General and the AALCO Secretary-General with chauffeur driven cars. Other Heads of Delegations at junior level can be provided with VIP mini van while the rest of the delegates will be provided with shuttle buses. The transport for conference related activities such as transport to and from hotel, airport and other social events should also be provided by the host government.

11.2 Airport transportation

The Officials at the International Airport reception desk will direct delegations to the pre-arranged transportation from the Airport to their respective hotels.

In order to facilitate protocol arrangements for the Ministers and high level delegations, a Protocol Task Force will be set up at the Airport.

11.3 Transportation during Session

Transportation will be arranged for participants by the Host National Committee to attend official and social functions during the session.

12. Conference Arrangements

Conference Details

- i. **Conference Venue:** The venue of the 44th AALCO Session is the Inter Continental Hotel.
- ii. One room for the **Secretary-General** at the Conference venue where he can hold meetings with Ministers and other senior delegates provided with Personal Computer (PC) with internet connection.
- iii. One room for the incoming **Chairman/President** (Host Government) where he can meet with Ministers and other senior delegates.
- iv. Four rooms for the **Secretariat Office** at the Conference Center.
- v. **Badges and bags:** will be provided by the host government in different colours as follows:
 - *One colour for the Secretary-General, the Deputy Secretaries-General and the AALCO Secretariat staff.
 - *Another colour for the delegates from Member States.
 - *A third colour for the observers, and
 - *A fourth colour for the NOC of the host country.
- vi. **Name cards:** of each Member State, Observer and International Organization (list to be provided by the Secretariat) to be placed in front of each delegation, in the Conference Hall, which will be arranged in alphabetical order (English) in the following order: Member States in the front; non-Member States; and International Organizations.
- vii. **Interpretation and Booth arrangements:** Head phones in perfect working condition. Arrangements for simultaneous interpretations in English, Arabic and French should be made. As regards recording, four-channel simultaneous digital recording would be necessary (English/Arabic/French/Floor).
- viii. **Facilities and Equipment** The Host Government Committee should provide Booths for Audio and Interpretation facilities at the Conference room for the Session.

Office equipment for the operation of the Secretariat:

*7 computers with Internet connection

*2 photo copiers

- ix. Staff to be provided by the Host Government to help the Secretariat for the registration, distribution of documents, collection of statements from delegations, photocopying and other miscellaneous purposes.
- 13. Interpretation:** The Secretary-General will arrange for the interpretation into English, Arabic and French. The cost of Arabic interpretation will be met from the Arabic fund. The cost of the French interpretation as a practice is borne by the Host Government as at the 42nd and 43rd Session, Republic of Korea and Republic of Indonesia funded the same. The interpreters are to be identified by the Secretary-General.
- 14. One day Special Meeting on “Environmental Law”:** Topics, sub-topics, panelists will be finalized in consultation between the UNEP, the AALCO Secretary-General and the host country.
- 15. Receptions and Dinners:**
- A number of social dinners will take place during the duration of the conference hosted as follows:
- *Day 1 hosted by Hon. Attorney-General of Kenya as the President of the 44th session.
- *Day 2 by the AALCO Secretary-General.
- *Day 3 by UNEP (Proposed)
- *Day 4 open to be hosted by any Member State.
- *Day 5: to be hosted by the host country
- 16. Inaugural function**
- * Inaugural statement by the Secretary-General
 - * Address by the President of the 43rd Session (Indonesia)
 - * Inaugural Address of H.E. The President from the Republic of Kenya
 - * Vote of thanks by the President of the 42nd session (Rep. of Korea)

* Group photo arrangements (with H.E. The President of the Rep. of Kenya, Heads of Missions, former and present Presidents of the sessions, and a few high level dignitaries of the host Government)

* Invitations to the high dignitaries of the host Government should be sent to attend the Inaugural session by the NOC.

17. President of the AALCO's 44th Session is Hon. Amos Wako, the Attorney General of Kenya

18. Special Meetings of the Heads of Delegations of the Member States and the Secretary General prior to the Session

On the night of 26th June 2005, the Hon. Attorney General of Kenya will host a courtesy dinner at 8 pm for all the Heads of Delegations who have arrived. On this occasion the Secretary-General will give a briefing.

19. Press and Media coverage: It has been agreed that the Secretariat will prepare a Press Release to be distributed to the media, prior to the Meeting. The Host Government will take charge of all the Press and Media coverage.

20. Services and others:

(i) Setting up of a Hospitality Desk assigned to help the Delegations attending the Conference for shopping, sight seeing etc. These services are to be payable by the delegate requesting them. The Host Government will send details of this service later.

(ii) The same facility would be extended to the accompanying spouses as a compliment from the Host Government.

21. Drafting Committee

A Drafting Committee shall be established to make more effective the Drafting of Resolutions, the Summary Report of the 44th Session and message to H.E. The President of Kenya, or any other documents. It shall be composed of -----and chaired by the designated person from the Host Government. The Committee will work together with the AALCO Secretariat.

The Host National Committee will provide a discussion room for the Drafting Committee.

22. Secretariat

The AALCO Secretariat and the Host National Committee Secretariat should be located at the conference venue.

23. Social functions

Invitation for receptions and social functions will be distributed at the time of Registration. If a social function is at another location, the Host Government will provide the transportation.

24. Sightseeing

A sightseeing Excursion is usually organized by the Host National Committee for all participants

25. Security

The security matter throughout the Session is undergone by Host National Committee.

26. General Information about Kenya

- a. **Banking Services and Currency:** Kenyan Shillings (Kshs) exchange rate (approx 80 to the dollar subject to change)
- b. **Climate:** 25 degrees centigrade but around 18-20 in the morning
- c. **Time Difference:** + 2 hours GMT
- d. **Tipping (TIPS):** 5 to 10%
- e. **Electric supply:** 220 Volts
- f. **Airport tax:** Departure tax \$ 20 included in the air ticket.