



## **Aide-Memoire**

# **Africa Forum on Security Sector Reform (SSR)**

*Addis Ababa, Ethiopia  
24 - 26 November 2014*

### **I. Introduction**

The Peace and Security Department of the African Union Commission in collaboration with the Slovak Republic, the European Union (EU), the United Nations (UN), the Geneva Centre for the Democratic Control of Armed Forces (DCAF), the African Security Sector Network (ASSN), and DCAF's International Security Sector Advisory Team (ISSAT) is hosting the Africa Forum on Security Sector Reform (SSR) to be held at the AU Commission in Addis Ababa, Ethiopia, from 24 – 26 November 2014.

The first day of the conference will have two sessions which will focus on the AU Policy Framework on SSR, the UN Secretary General's Report and EU Support to SSR: opportunities, gaps and challenges in implementation, and 'Towards an African Group of Friends on SSR' whereby representatives of the various African States and organizations express their support for SSR.

The second day will have four sessions. Phases in SSR, lessons learned from country specific AU led SSR activities, the role of sub-regional organizations and national actors in SSR and regional dynamics influencing effective SSR, and an open participant discussion to gather SSR lessons and their practical implications will be the major areas of focus.

Finally, on the last day of the forum there will be two major sessions followed by conclusions. In view of ensuring sustainability of SSR implementation, the challenges and practical examples of African States who have undergone SSR will be presented. In the following session, ways of enhancing effectiveness, efficiency and accountability SSR will be explored.

## **II. Opening of the Forum and Reception**

The opening of the Forum is scheduled for Monday, 24 November 2014. The registration will start at 10:30 and participants are to be seated at 11:00 for the welcome and announcements.

Please allow enough time prior to the registration for the African Union security screening purposes.

There will be a joint Welcome Cocktail on the evening of the opening day on 24 November 2014 from 18:30 offered by the Slovak Government, the Swiss Government and the European Union.

## **III. Organizational and Administrative matters**

The Forum will be jointly organized and coordinated by the Defense and Security Division, in the Peace and Security Department of the African Union Commission, the Slovak Republic, the European Union (EU), the United Nations (UN), the Geneva Centre for the Democratic Control of Armed Forces (DCAF), the African Security Sector Network (ASSN), and DCAF's International Security Sector Advisory Team (ISSAT).

### **A. Venue and Accommodation**

The venue of the Forum will be in the African Union Commission Head Quarters, in the Plenary Hall of the Old Conference Centre. It is expected to be attended by 150-200 participants from AU Member States, regional organizations and international organizations such as the EU and the UN.

Participants coming from outside of Ethiopia and who are not sponsored by the organizers are responsible for covering their accommodation and other related expenses during the Forum. Lunch and coffee breaks will be served for the three days of the Forum for all participants.

### **B. Transport and/or Taxi**

It is suggested that participants use AU Screened private Taxi Drivers if needed. A list is available; please contact Ms Selamawit Senu on [selamawits@africa-union.org](mailto:selamawits@africa-union.org) to receive a copy.

### **C. Travel to Addis Ababa**

Before leaving their country, participants must make sure to obtain all the necessary travel documents. A valid passport, letter of invitation and visa are required. Please visit the website of the Ministry of Foreign Affairs of Ethiopia on [www.mfa.gov.et](http://www.mfa.gov.et) and click on 'missions abroad' and you will see the list of the countries that Ethiopia has Embassies/Consulate offices. In case, where there is no embassy or consulate of Ethiopia, participants should contact the organizers

for assistance and should communicate their passport details to the organizers as early as possible to facilitate visa on arrival.

#### **D. Insurance**

Participants must have insurance coverage during their stay in Ethiopia including their travel dates. Hospital facilities as well as pharmacies are available.

### **IV. Other relevant information**

#### **A. Weather Advisory/Attire**

Ethiopia is found in the tropical climate zone with varying temperature according to elevation. Addis Ababa is situated at a high altitude of 2500m above sea level, and temperature in November varies from 8°C and 24°C with 12°C being the average minimum and 20°C the average maximum temperatures. It could be a bit cold in the morning and the evening times, therefore participants are advised to bring a jacket or sweater for cold times of the day.

#### **B. Facilities**

*Shopping and entertainment:* Addis Ababa has a number of restaurants and hotels, entertainment facilities, Gymnasiums, Saunas and spas to treat its guests. There are a number of shopping areas and malls in town for various needs of participants. There are also duty free shops in the AU compound as well as UNECA (United Nations Economic Commission for Africa) compound where participants can shop duty free items and souvenirs. Addis also has specialized souvenir shopping areas with a lot of choices.

*Banks:* There are exchange offices at the Bole International airport just before and after the visa checking point. It is a good idea to change some cash upon arrival in Addis Ababa for the transportation from the Airport to a hotel. Banks usually work from 08:00 until 17:30 Hrs. Few banks are also open until 19:00 Hrs. There are ATM machines in almost all major building in the city and in the AU compound for users to cash money using their international credit cards. There are also two banks in the AU premises as well as ATM machines.

*Travel Services:* There are also travel agencies at the AU premises such as Ethiopian Airlines, Kenya Airways etc. if needed.

*Should you have any questions please contact:*

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