

SPECIAL MEASURES FOR VVIP & VIP PARTICIPANTS*

The following **VIP** categories have been established for WTDC and will constitute VIP accreditation:

- **(VVIP)** Heads of State, Heads of Government, Vice-Presidents, Crown Princes/Princesses and spouses thereof
- **(MIN)** Cabinet Ministers/State Secretaries, Heads of Telecommunication-ICT Administration with Minister rank, Executive Heads of UN specialized agencies
- **(DMIN)** Deputy or Vice Ministers, Heads of Regulatory Agencies, Heads of Regional Telecommunication Organizations (RTO)
- **(AMB)** Permanent Representatives/Observers, Ambassadors, Special Envoys

REGISTRATION, BADGES/PINS

Registration

Designated Focal Points for registration are requested to pre-register their VIP officials using the online registration system.

Badge collection by a third party

In principle, all badges must be collected personally as a photograph¹ will be taken at the Conference Centre and printed on the badge for access control security. Exceptionally for VIPs, badges, together with a distinctive VIP pin and different coloured lanyard, may be collected on their behalf by an authorized third party at the Conference Registration Desk. An ID photograph² of the registered VIP must be received in advance, and sent to the registration service (WTDC-Registration@itu.int) no later than 01 June 2022.

ARRIVALS AND DEPARTURE AT KIGALI INTERNATIONAL AIRPORT

Dedicated passport control check points for WTDC participants will be made available at Kigali International Airport during peak periods of arrivals and departures. Welcome and information desks will also be made available during arrivals, directed by special signs.

For delegates with Diplomatic Passports, a Diplomatic check point will be made available for arrivals and departures.

The VIP Airport Lounge will be available , for arrivals and departures for the Heads of State/Government and other VVIPs, Ministers/MIN, Deputy or Vice Ministers (DMIN) and the equivalent, and the ITU Elected Officials. Host Country special protocol will be put in place for welcoming VVIPs. Only the MIN/DMIN will be welcomed through the VIP Airport Lounge. Other members of the delegation will be required to follow standard arrival/departure procedures. A Host

¹ With the exception of VVIPs, who do not require a photo badge

² Format of the ID photograph: jpg, png or gif, passport style, in colour and taken against a plain white background, maximum 500 kb.

Country Protocol Liaison/Security, as well as Embassy representatives, if available, will greet the VIP in the lounge. Passport control and luggage retrieval will be handled by the Airport VIP Lounge services.

MIN/DMIN are requested to provide their Itinerary and other pertinent information as soon as possible and no later than 72 hours before their arrival/departure to the ITU and Host Country Protocol (protocol.service@itu.int; protocol@minaffet.gov.rw) to ensure this service is provided. A form or online provision with the necessary required information will be made available. Embassies in Kigali meeting and greeting their MIN/DMIN are advised to request clearance to access the VIP Airport Lounge, 48 hours in advance, by contacting the Protocol Focal Points mentioned above, with the names of staff, driver, and license plates of the official vehicle/s for access to the Lounge.

For departures, MIN/DMIN should be present at the airport to complete all formalities 2 hours before scheduled take-off.

For VIPs arriving by private flights; overflight and landing permissions should be obtained and informed through appropriate diplomatic channels. Delegations will have to make the necessary arrangements for ground services.

PROTOCOL LIAISON OFFICERS/EMBASSY LIAISONS

MIN/DMIN will be provided with a designated Liaison/Close Protection Officer with the primary function to assist in matters related to their participation in the Conference. Embassy liaisons may discharge this function when available. Liaison Officers will begin and end their mission at the VIP Airport Lounge for the meet, greet and farewell, and will ride in the official car provided for transportation (see below).

SECURITY CLOSE PROTECTION

Delegations planning to attend the conference accompanied by their own Security Close Protection (CPT) are requested to contact the ITU Security Division, Mr. Drew DONOVAN @ Email: security@itu.int for any special security-related needs as early as possible to enable timely preparations.

TRANSPORTATION

Transfer service for all accredited delegation members from the airport to the recommended hotels, and from the recommended hotels to the conference venue will be provided. The list of recommended hotels can be found at <https://wtcd2022.rw/>.

Special transport will be put in place for Heads of State or Government, as per national protocol and security measures.

Embassies in Kigali are expected to provide transportation for their participating MIN/DMIN. MIN/DMIN without a diplomatic representation in Kigali, will be provided with a pick-up and drop-off car service from the airport to the hotel and from the hotel to the conference venue.

TRAVEL AND ACCOMMODATION ARRANGEMENTS

As a general principle, all VIP delegations are requested to make their own travel and accommodation arrangements.

ACCESS TO THE CONFERENCE CENTER FOR VIPS

A designated VIP drop-off/pick-up point and limited vehicle waiting area will be made available at the conference venue main entrances.

As a security measure, all VIP participants, with the exception of VVIPs, are required to wear a photo badge to access the conference venue. A distinctive pin and different coloured lanyard will be issued for VIPs that needs to be worn for ease of identification.

A fast-track security screening will be available for VIP.

The VIP must scan their conference photo badge when both entering and exiting the conference venue.

VVIP & VIP LOUNGES AND MEETING ROOMS

For attending Heads of State/Government, a VVIP Lounge will be made available with special and restricted measures.

A VIP Lounge will be made available with restricted access for the VIP badge/pin holder only.

Allocation of a private meeting room for bilaterals will be on first-come-first-served basis, with limited timing and subject to confirmation by ITU and Host Country Protocol. Delegations are requested to send their reservation requests in advance by completing a Reservation Form that will be made available upon request or directly at the Protocol Office at the conference venue.

For any further information, please contact: protocol.service@itu.int.

(*) Note: VIP courtesies and services are subject to changes as a result of new information, changes in process requirements and the availability of resources.