



**MEDIA SCHEDULE FOR THE SADC COUNCIL OF MINISTERS MEETING
BINGU INTERNATIONAL CONFERENCE CENTRE
MARCH 03 - 11, 2014, LILONGWE, MALAWI**

<u>Friday, February 14</u>	:	Despatch Media Schedule to the media in all SADC Member States
<u>February 25</u>	:	Media ¹ Accreditation (physical) commences in Mulanje Room at the Capital Hotel, located opposite the Bingu International Conference Centre (BICC).
<u>Wednesday, March 05</u>		
09:00- 10:00	:	Pre-Council Media briefing by SADC Executive Secretary, H.E. Dr. Stergomena Lawrence Tax, in Media Briefing Room at BICC.
<u>Thursday, March 06</u>	:	Media Release on the Standing Committee of Officials.
<u>Friday March 07</u>	:	Media Briefing by Dr. Thembinkosi Mhlongo, SADC Deputy Executive Secretary for Regional Integration in Media Briefing Room at
<u>Sunday March 09</u>	:	Arrival of Ministers
<u>Monday March 10</u>	:	COUNCIL OF MINISTERS MEETING AT BICC
08:30	:	Opening Session & Photo opportunity strictly the first part of the Council meeting as guided by the SADC Media Team.
10:30 - 11:00	:	Council of Ministers Family Photograph
<u>Tuesday, March 11</u>		
18:00	:	Post Council Media briefing by Hon. Ephraim Mganda Chiume, MP Minister of Foreign Affairs And International Cooperation of the Republic of Malawi and Chairperson of the SADC Council of Ministers and SADC Executive Secretary, Dr Stergomena Lawrence Tax.
<u>Wednesday, March 12</u>		DEPARTURES - DEPARTURES - DEPARTURES

¹ See last page of this schedule for media accreditation requirements

MEDIA ACCREDITATION & EQUIPMENT CLEARANCE

1. ACCREDITATION

All media practitioners whether from Malawi or from outside Malawi wishing to cover the SADC Council of Ministers sessions that are open to the media as listed above should apply for accreditation either online to email: chimalacc@gmail.com OR in person to be issued with an identification badge. Entrance to the venue will be strictly on presentation of the badge.

All foreign media practitioners are required to:

- Complete the detailed accreditation form hereto attached;
- Provide arrival and departure dates;
- Declare equipment that they will bring into the country;
- Provide their valid Passport number; and
- Provide their Identity card / letter of assignment.

2. EQUIPMENT CLEARANCE

The Ministry of Information and Civic Education will facilitate free clearance of all equipment with customs hence it is imperative that advance declaration of equipment be done to avoid delays on arrival.

3. MEDIA BRIEFING AND WORKING ROOMS

The media briefing and working rooms will be available at the Bingu International Conference Room (BICC) on the far right end corner of the auditorium front entrance. This is the same room that was used during the August 2013 SADC Summit. The two offices will be manned by Ms. Modester Sekeleza from the Ministry of Information and Civic Education.

It is advisable for foreign journalists to start the process as soon as possible to avoid inconveniences as it is a prerequisite by law for all foreign journalists to get clearance before they can work in Malawi. The USD100 fee normally paid by all foreign journalists working in Malawi has been waived by the Malawi Government and journalists covering the Council meeting will be accredited free of charge.

For more information please contact any of the officers listed below.

CONTACTS	
SADC SECRETARIAT	REPUBLIC OF Malawi
Ms Leefa Penehupifo Martin: Head of SADC Public Relations Tel: + 267 3181293 / 3611084 Cell in Malawi: (TBA by March 05, 2014) Email: LMartin@sadc.int Website: www.sadc.int	1. Chikumbutso Mtumodzi Ministry of Information and Civic Education Private Bag 310, Lilongwe, Malawi, Telephone: +265 1 773 233 Mobile: +265 999 896 595 / +265 888 896 595 Email: chikumbutsomtumodzi@yahoo.com 2. Chikondi Chimala Ministry of Information and Civic Education Private Bag 310, Lilongwe, Malawi, Telephone: + 265 1 773 233 Mobile: +265 999 551 000 Email: chimalacc@gmail.com
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E-mail: chimalacc@gmail.com
Communication should be addressed to:
The Secretary for Information



MINISTRY OF INFORMATION
CITY CENTRE
PRIVATE BAG 310
CAPITAL CITY
LILONGWE 3

APPLICATION FOR TEMPORARY PRESS CARDS FOR FOREIGN JOURNALISTS

Name (in full) í ..

Address (Permanent) í

City í ..

Street í ..

Zip Code í ...

Country í .

Telephone (Business) í ..

(Home) í

Email Address í .

í .

Destination (s) in Malawi (District) í .

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Purpose of Visit í

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í .

Passport Number (Place and Date of Issue) í .

í ..

Identity/Press Card/Driving Licence Number í .

Date of Arrival í

Date of Departure í

List of Audio/Visual or other Equipment Brought into Malawi

ITEM	SERIAL NO.	QUANTITY	APPROXIMATE COST (US\$)

For Office Use

Recommended/Not Recommended _____ .
Principal Secretary

Press Card (Issued) Number _____ ..

Note to the Applicant

1. A passport size photograph must be appended / attached to the application form
2. Only persons connected with recognized organizations responsible for dissemination of news and photographs, and providing audio-visual services or driving media vehicles should apply for a Press Card.
3. The Press Card will be collected on arrival in Malawi