



EAST AFRICAN COMMUNITY SECRETARIAT

MEETING OF THE CHIEFS OF IMMIGRATION

ZANZIBAR BEACH RESORT

ZANZIBAR, TANZANIA

8TH -9TH OCTOBER, 2015

**REPORT OF THE MEETING
(REF: EAC/IMM/COI/2/2015)**

**EAC SECRETARIAT
ARUSHA, TANZANIA
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REPORT OF THE MEETING

1.0 Introduction

The meeting of the Chiefs of Immigration was convened in accordance with programmed Calendar of Activities of the East African Community for the period, July – December, 2015. The meeting was held in order to assess progress made by Partner States and the EAC Secretariat in the implementation of the schedule of activities for the launch of the International EA e-Passport by the 17th Summit of Heads of State in November 2015.

The meeting was attended by the Chiefs of Immigration and Technical Experts drawn from Directorates/Departments of Immigration and the Ministries Responsible for East African Affairs. The list of participants is attached hereto as **Annex I**.

1.1 Constitution of the Bureau.

In accordance with the EAC Rules of Procedure, the meeting was chaired by Mrs. Victoria Lembeli, Commissioner of Immigration, Immigration Services, The United Republic of Tanzania, while Mr. Okumu Oryeda Wilfred, Senior Immigration Officer, Republic of Uganda, was the Rapporteur.

1.2 Adoption of the Agenda

The Agenda was adopted and is attached hereto as **Annex II**

1.3 Opening Remarks

1.3.1 Remarks by the Chairperson Mrs. Victoria Lembeli, Commissioner, Immigration Services, United Republic of Tanzania.

The Chairperson, Mrs. Victoria Lembeli welcomed the Chiefs of Immigration and technical experts to Zanzibar, The United Republic of Tanzania. She conveyed warm greetings from Mr. Sylvester M. Ambokile, the Commissioner General of Immigration Services, United Republic of Tanzania who was unable to attend the meeting due to other commitments.

Mrs. Lembeli thanked the EAC Secretariat for convening the meeting of the Chiefs of Immigration to finalize the arrangements for the launch of the New International EA e-passport by the 17th EAC Summit of Heads of State. She also commended the Technical Experts for the commitment and professionalism exhibited in the preparation of the report for consideration by the Chiefs of Immigration.

The bottom of the page features several handwritten signatures and initials. From left to right, there is a signature that appears to be 'M.', a signature that looks like 'Sylv', a signature that is a scribble, a signature that looks like 'W', and a long, thin signature on the far right.

She called upon the Chiefs to discuss the agenda items objectively taking into account that it was the last main meeting before the scheduled launching ceremony of the EA e-passport scheduled to take place on 30th November 2015.

The Chairperson further, called upon the Chiefs of Immigration to observe a moment of silence in honour of the late Minister of Internal Affairs, Republic of Uganda, Gen. Aronda Nyakairima who passed on 12th September 2015.

She wished the meeting fruitful deliberations and invited the delegates to enjoy the conducive and beautiful scenery of Zanzibar.

Remarks by Heads of Delegations

1.3.2 Remarks by Head of Delegation, Mr. Sasagah Godfrey Wanzira, Director, Citizenship and Immigration Control.

The Head of Delegation, Republic of Uganda Mr Sasagah Godfrey Wanzira thanked the United Republic of Tanzania for the warm hospitality and for hosting the meeting of the Chiefs of Immigration in Zanzibar. He thanked the EAC Secretariat for convening the meeting. He also thanked the Chairperson for observing a moment silence for the late Minister of Internal Affairs, Republic of Uganda Gen. Aronda Nyakairima who passed on 12th September 2015.

The Director further thanked the technical experts for working hard in preparing working documents, making it possible for the Chiefs to make appropriate decisions and recommendations.

The Director concluded his brief address by thanking the Chairperson for her able leadership and noted that the successful launching of the New International EA e-passport will be a big milestone and an immense achievement for the people of East Africa.

He wished the meeting positive deliberations.

1.3.3 Remarks by Major General (Rtd) Dr. Gordon Kihalangwa, Director of Immigration Services, Republic of Kenya.

The Head of Delegation, Republic of Kenya, Major General (Rtd) Dr. Gordon Kihalangwa, thanked The United Republic of Tanzania for the warm hospitality accorded to the Kenya delegation since their arrival in Zanzibar. He also thanked the EAC Secretariat for convening the meeting of the Chiefs of Immigration.

Dr. Kihalangwa observed that the successful launching of the New International EA e-passport is in line with the efforts being championed by the political leaders of the Community to support the integration process. It is important for the Chiefs of Immigration to focus on the bigger picture of the EAC integration and leave a legacy of having worked hard to ensure East Africans have a common international travel document.

He wished the meeting fruitful deliberations.

1.3.4 Remarks by Head of Delegation, Mr. Anaclet Kalibata, Director General of Immigration and Emigration, Republic of Rwanda.

The Head of delegation Republic of Rwanda, Mr. Anaclet Kalibata, thanked the host, The United Republic of Tanzania for the warm hospitality and the EAC Secretariat for organizing the meeting. He also thanked the technical experts for the good report and noted that the International EA e-passport will be a big milestone for the Community as it will promote the identity of East Africans as one people with one destiny.

The Director General further observed that the Chiefs of Immigration will have made a significant contribution to the Community by having the EA e-passport launched by the Heads of States in November 2015.

He wished the meeting successful deliberations.

1.3.5 Remarks by Head of Delegation, Mr. Jimmy Hatungimana, General Commissioner, of Immigration Department, Republic of Burundi.

The Head of Delegation, Republic of Burundi, Mr Jimmy Hatungimana thanked The United Republic of Tanzania for the warm hospitality and for hosting the meeting of the Chiefs of Immigration. He further thanked the EAC Secretariat for organizing the meeting of the Chiefs of Immigration.

He informed that meeting that the political environment in Burundi was conducive and government institutions were operating normally. He also said that the Burundi government had made arrangements to repatriate Refugees back home and had further initiated disarmament programmes of the civilians and promoting media freedom.

He thanked the Partner States for the support they have always given to Burundi during its peace process and called for continued cooperation.

He wished the meeting successful deliberations.

1.3.6 Remarks by Head of Delegation, Mr. Johari Masoud Sururu Commissioner, Immigration Department, Zanzibar, The United Republic of Tanzania

The Head of delegation, United Republic of Tanzania, Mr Johari Masoud Sururu welcomed the Chiefs of Immigration to the meeting in Zanzibar and said that Zanzibar was happy to host the meeting of the Chiefs of Immigration. He expressed sincere appreciation to the EAC Secretariat for implementing the recommendation to convene the meeting of Chiefs of Immigration in Zanzibar. He recognized the work done by the technical experts and thanked them for the comprehensive and informative report that would inform the decision making by the Chiefs of Immigration.

He wished the meeting successful discussions and invited the delegates to the famous tourist sites in Zanzibar during their free time.

1.3.7 Remarks by the EAC Secretariat

On behalf of the EAC Secretariat and the Deputy Secretary General, Productive and Social Sectors, Hon. Jesca Eriyo, Ms. Mary Makoffu, Director, Social Sectors welcomed the Chiefs of Immigration to Zanzibar and to the meeting.

The Director noted that a lot of progress has been achieved by the Partner States in the implementation of the roadmap towards the launch and internationalization of the East African e-passport. She commended the Chiefs of Immigration for the commitment and guidance to the entire process of preparing for the launch and internationalization of the New International East African e-Passport.

She assured the meeting that the EAC Secretariat is committed to support Partner States in the process leading to the launch of the New International East African e-Passport by the EAC Summit on 30th November 2015 and the implementation of the awareness creation programmes on the e-passport.

She wished the meeting fruitful deliberations.

2.0 CONSIDERATION OF THE REPORT OF THE TECHNICAL EXPERTS ON THE INTERNATIONALISATION/LAUNCH OF THE NEW INTERNATIONAL EA e-PASSPORT

The Chiefs of Immigration considered the report of the Technical Experts as per the following agenda items:

2.1 Status of the implementation on the internationalisation of the EA e-Passport in terms of the roadmap, procurement of the passport booklets and passport infrastructure.

2.1.1 Republic of Burundi

The Republic of Burundi reported that e-passport is already in place and the infrastructure is operational.

In terms of production of the EA e-passport, the Immigration department is working through a Public Private Partnership arrangement. A private company had been given a new contract for five years to produce EA e-passport. It was further reported that security features had been submitted to the company headquarters for designing and production of specimen of the EA e-passport.

The company is working together with the Government of Burundi to include the minimum accepted technical specifications and the national security features in the EA e-passport. The company will issue a specimen by the first quarter of October 2015. After the competent authority's approval of the specimen, procurement of Booklets will commence.

Challenges.

The following challenges were observed:

- Lack of the required infrastructure to read the e-passport at the entry points.

- Inadequate computerized borders and connectivity.
- Budgetary constraints.

In regard to awareness creation to citizens on the launch of the EA e-Passport, Immigration department is working closely with Ministry in charge of EAC Affairs to sensitize citizens on the benefits of the EA e-passport.

2.1.2 Republic of Kenya.

Activity	Status
Planning	Project allocated funds for the 2015/16 FY implementation phase
	Ministerial ePassport Technical Implementation Committee agreed on booklet security features and design. The new internationalized ePassports will be of two types; Ordinary and Diplomatic.
Implementation progress	<ul style="list-style-type: none"> • Booklet supplier has been identified and contracted, booklet designs completed and approved. • System upgrade currently underway. • Samples of booklets to be ready by early November 2015. • Printing of the ePassports to commence thereafter.
Infrastructure	The Upgrade of printing facility and the server room to meet the ICAO standards on document security and protection is ongoing.
Awareness	Passport Online application and payment awareness was successfully undertaken in preparation for the launch of the EA-ePassport.

2.1.3 Republic of Rwanda:

Status of project planning and Preparations

The e-Passport Project document was prepared and approved by the cabinet in November 2014. The project team started working on identifying the project requirements in terms of technology and infrastructure.

Status on the Infrastructure setup

For the purpose of infrastructure readiness towards the implementation of the e-Passport, below activities were implemented:

- Establishment of secure network connectivity at all borders and e-Passport issuance offices in all Districts,

- Development of online application form for e-Passport with e-payment facility is ongoing.

Status of the e-Passport Procurement process.

The Republic of Rwanda has procured e-Passport and e-Border consultants from the International Civil Aviation Agency (ICAO) with aim to assist in the following:

- Process review (existing system and infrastructure)
- Assistance in the development of technical specifications of the establishment of the Public Key Infrastructure (PKI) and PKD.
- Assistance during project implementation monitoring and project acceptance

The procurement of the ICAO consultants delayed the project due to lack/ unavailability of competent candidates. This has resulted in delaying the contract awarding of the project tender that includes both passport booklets, personalization system and upgrade of the e-border infrastructure to accommodate the e-Passport.

The above consultants are expected to start the work by end of October 2015 thereafter tender will be launched in accordance to the scheduled launch of the EA e-Passport by 30th November 2015.

2.1.4 Republic of Uganda.

The Republic of Uganda gave an overview of important Milestones required for implementation of the International EA e-passport as:

- i. Design and Generation of Technical Specifications of the e-type passport booklets.
- ii. Decision on Mode of Funding e.g. Is it Donor, Government or Private Partnership?
- iii. If Public Private Partnership (PPP) like the case of Uganda , the following is important:
 - PPP Concept Paper has been done
 - Feasibility Study by Transaction Advisor yet to be done
 - Bidding Document and Contract Proposals yet to be done
 - Selection of successful bidder not yet done.
 - Production of Passport Booklets and testing of Equipment by Developer not yet done.
 - Deployment of Equipment and Training of users not yet done.

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Table illustrating action taken by Uganda

	ACTIVITY	ACTION
1	Awareness creation on the EA e-passport through media and other channels	A programme to inform and sensitize the public on the e-passport is ongoing in partnership with the Ministry of East African Community Affairs and the Directorate of Information and National Guidance to ensure that the population is fully sensitized.
2	Development of a video clip on the historical background on EA passport and national passports (to include interviews of chiefs of Immigration and Documentaries of Partner States)	The Public Relations Office of the Directorate of Citizenship and Immigration Control (DCIC) is developing a video clip.
3	Submission of the New International EA e-passports' specimen to the EAC Secretariat	The Ministry of Finance okayed the use of PPP for e-passport. However, the PPP process is very elaborate and hence would take some time. The DCIC is working towards submission of the New International EA e-passports specimen to the EAC Secretariat.

2.1.5 The United Republic of Tanzania.

Following a directive by the 22nd Meeting of the Sectoral Council of Ministers Responsible for EAC and Planning (SCMEACP) held in Arusha on 14th August 2015 for Partner States to finalize all preparatory activities towards the launch of the new EA e-Passport by 17th Ordinary Summit of the EAC Heads of States by 20th November 2015, the United Republic of Tanzania status is as follows:

2.1.5.1 Upgrading of the Passport Issuance System

The Passport Issuance System has been upgraded in terms of storage capacity, backup mechanism and automated passport personalization machine. The process of enhancing the issuance system by installing necessary infrastructure such as biometric software, hardware and Public Key Infrastructure (PKI) is ongoing.

2.1.5.2 Process of Procuring e-Passport booklets

The process of procuring e-passport booklets has been initiated. The vendor has been assigned to design the e-passport booklet, finalize the artwork and structural design. The specimen to be submitted by the end of October 2015 for approval. The manufacturing process will follow thereafter as per the agreement.

2.1.5.3 Public Awareness

Public awareness programs is yet to be effected, however, it will commence after the vendor has submitted the specimen of the new EA e- Passport by the end of October 2015. The awareness programs will be conducted through Audio, Audio Visual as well as Print Media

including Radio and Television programs, Magazines, Newsletters, Banners and Flyers depending on the costs of the media used and the available budget.

2.1.6 EAC Secretariat.

The EAC Secretariat reported that an Internal Committee to prepare for the launch of the New International EA e-passport has been established. Discussions have already been held with Public Relations and Corporate Division on the development of a web page devoted to the EA e-passport. The web page would be operational by 15th October 2015.

Other discussions initiated with the Public Relations and Corporate Division is the development of the video clip and the required budget to support the process.

The meeting was further informed that in accordance with the Sectoral Council Directive, the Secretariat wrote to ICAO Nairobi Regional Office on whether the EAC Partner States can apply for ICAO Public Key Directory (PKD) as a bloc. The Secretariat is awaiting response from ICAO.

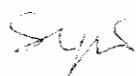
In accordance with the directive of the 22nd Meeting of the Sectoral Council for Ministers Responsible for EAC Affairs and Planning, the EAC colour codes had been circulated by the Secretariat to Partner States by 30th June 2015.

2.1.7 DISCUSSIONS ON THE PRESENTATIONS.

The Chiefs of Immigration considered the status of each Partner State in relation to the implementation of the EA e-Passport of the adopted roadmap, procurement of the e-passport booklets and passport infrastructure.

The Chiefs of Immigration took note of the progress made by the Partner States and the EAC Secretariat and made the following observations:-

- i. Budgetary constraints still continue to hamper the process of implementing the e-passport roadmap.
- ii. Partner States are at different stages of implementation in terms of procurement of the e-passport and creation of awareness on the e-passport.
- iii. Lengthy logistical and procurement processes have challenged the process of procurement.
- iv. Inadequate border connectivity in some of the Partner States may affect the effective implementation of the e-Passport.
- v. Some Partner States may not be ready with the actual e-passport booklets for the November launch and therefore, there was need for the EAC Secretariat to take the lead in procuring dummy e-Passports using agreed upon specifications.
- vi. The need for Partner States to develop a video clip capturing the historical background of their passports for the launch was highlighted. Each Partner State therefore, is expected to prepare a five (5) minutes video clip which would be consolidated into a single video clip by the EAC Secretariat.



- vii. The need to develop standardised guidelines for the awareness creation programme in order to convey similar messages to the Partner States' citizens on the e-passport.
- viii. The EAC Secretariat Public Relations Division to work closely with the Public Relations Officers of Immigration Departments and Ministries responsible for EAC Affairs during the development of the video clip.
- ix. The EAC Secretariat to circulate a standard script/guidelines to the Partner States on the development of the five minute video clip.

Recommendations

The Chiefs of Immigration recommend to the Sectoral Council to:

- i. **Take note of the Partner States status reports on the preparation towards the launch of the New International EA e-Passport by the Summit on the 30th November 2015; and**
- ii. **Take note of the above listed observations.**

2.2 Development of an Awareness Creation Plan and Dummy e-Passport Specifications

The meeting of the Chiefs of Immigration noted that the Technical Experts had developed an awareness creation plan towards the launch of the EA e-passport and specifications for the Dummy e-passport in terms of size, layout, materials to be used and contents.

The Chiefs of Immigration considered and endorsed the Awareness Creation Plan which will include:

- use of Audio, Audio visual, Print
- Social media (Where applicable, Face book, Twitter, YouTube)
- Web Portal (containing harmonized versions of the Partner States public awareness documents/captions.

The language for use in the awareness creation programmes will include English, Kiswahili, French and any other local language deemed effective for communication at national level.

The proposed awareness plan is attached hereto as **Annex III**

2.2.2 Specifications of the Dummy E-Passport for the Launch

The Chiefs of Immigration discussed and agreed on the specifications of the dummy e-passport to be used during the launching ceremony. They recommended the production of big and small dummy replicas of the Ordinary, Service and Diplomatic e-passports.

The agreed upon specifications of the dummy e- passports is attached hereto as **Annex IV**

The Chiefs of Immigration also made the following observations:

- (i) Partner States need to undertake awareness creation initiatives and other continuous outreach programmes on the New International EA e- passport.
- (ii) Each Partner State will require three big dummies (10 pages) representing the Ordinary, Service and Diplomatic e-passports and at least 12 small dummies (32 pages) e-passport of each category for the launch.
- (iii) The proposed budget for production of the dummy e-passports was estimated to cost USD 10,000 including the shipping costs and the cost of developing the consolidated video clip at USD15, 000. The total amount (USD 25,000) be sourced by the EAC Secretariat through a supplementary budget request to the Council.
- (iv) Each Immigration Directorate/Department to designate a focal point officer to coordinate the production and submission of the video clip to the EAC Secretariat.

Recommendations:

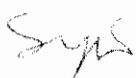
The Chiefs of Immigration recommend to the Sectoral Council to:

- i. Direct Partner States to undertake awareness programs and other continuous outreach programs on the New International EA e- passport;
- ii. Direct Partner States to develop 5 minutes video clips on the historical background of the national passport and submit to the EAC Secretariat for consolidation into a regional video clip for the launching ceremony;
- iii. Direct Partner States Immigration Directorates/Departments to designate officers to coordinate the production and submission of the video clips to the EAC Secretariat by 10th November 2015; and
- iv. Direct the EAC Secretariat to seek for a supplementary budget amounting to USD25,000 to finance the production of the dummy e-passports and the development of the regional Video clip.

2.3 Reviewed schedule of activities towards the launch of the new International E.A. e- passport by the 17th Ordinary Summit 30 November 2015

The Chiefs of Immigration noted that the 32nd Meeting of the Council of Ministers held on 14th August 2015, had approved the schedule of activities for the launch of the New International EA e-passport by the 17th Summit of Heads of State.

The Chiefs of Immigration reviewed the status of implementation of the approved schedule of activities and observed that Partner States had made considerable progress but some activities were behind schedule. The Chiefs therefore reviewed the schedule of activities and time frames as indicated in the table below:



NO	ACTIVITY	RESPONSIBILITY	TIME FRAME	STATUS OF IMPLEMENTATION	REMARKS and COMMENTS
1	Awareness creation on the EA e-Passport through media and other channels (brochures, fliers, banners) Establishing an EAC Website devoted to the launch of the EA e-Passport	EACS and Partner States	1 st September To 30 th November 2015 30 th September 2015	Guidelines have been developed for the awareness creation A Web site developer has been identified and has commenced the design process	EACS and Partner States are at different stages of implementing the awareness programs. Programs will continue on towards the launch and throughout 2016 By 15 th October 2015
2	Development of a Video clip(documentary) on the historical background of the National passports and the EA Passport (to include interviews of Immigration Chiefs & documentaries of Partner States)	EACS and Partner States	1 st September 30 th October 2015	Media channels to be used have been identified: includes audio, audio-visual and print.	The EAC Secretariat to circulate a standard script/guidelines to the Partner States on the development of the five minute video clip by 16 th October 2015 EAC Partner State to develop a five minutes video clip and submit to the EACS by 10 th November 2015
3	Submission of the New International EA e-Passport specimen (Dummy)to the EAC Secretariat	Partner States	30 th October 2015	Partner States at different stages of procurement and printing the e-Passports. Partner States have agreed to	Partner States to submit information to be used by the Secretariat in the production of the e-passport

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				produce dummy e-passports for the launch ceremony	dummies containing personalized dummy information/data to EAC Secretariat by 15 th October 2015 EACS to source and contract a vendor to prepare and print the dummy e-Passports in the three categories, (Ordinary, Service and Diplomatic) by 15 th November 2015
5	Packaging of the EA e- Passports- special decoration boxes, draped in national flag colours.	EACS	20 th November 2015		The date remains as originally scheduled (20 th November 2015)
6	Rehearsals for the launching ceremony.	EACS and Partner States.			27 th -28 th November 2015

Observation:

The meeting observed that there was need for the EAC Secretariat to organize a two day rehearsal meeting during the November Council meeting to finalize all preparations for the e-passport launch ceremony

Recommendations

The Chiefs of Immigration recommend to the Sectoral Council:

- i. Take note of the reviewed schedule of activities towards the launch of the new International EA e-passport;
- ii. Endorse the revised schedule of activities and timeframes; and
- iii. Direct EAC Secretariat to convene a two day rehearsal meeting for the Chiefs of Immigration on 27th – 28th November 2015 to facilitate the launching ceremony.

2.4 DISCUSSIONS OF THE REPORT OF THE MULTI-SECTORAL EXPERTS ON THE HARMONISATION OF WORK/RESIDENT PERMIT FEES, FORMS AND PROCEDURES WITHIN THE EAC COMMON MARKET FRAMEWORK.

The Chiefs of Immigration observed that the agenda to review the report of the multisectoral experts on the harmonisation of the entry/work/residence permits, fees, forms and procedures within the EAC common market protocol framework was not discussed by the technical experts due to lack of representation of labour experts as recommended by the June 2015 Multi-Sectoral meeting. The Chiefs noted that the EAC Secretariat had not convened the recommended meeting of immigration and labour experts due to budgetary constraints.

In view of the above, the Chiefs of Immigration requested the EAC Secretariat to convene the recommended meeting of immigration experts and labour by 31st December 2015 to finalise the pending work on the harmonisation of the entry/work/residence permits, fees, forms and procedures within the EAC Common Market Protocol framework. The Chiefs of Immigration further committed themselves to facilitate Immigration experts to participate in the meeting.

Recommendations.

The Chiefs of Immigration recommend to the Sectoral Council to:

- i. Take note of the report of the multi sectoral experts on the harmonisation of the entry/work/residence permits, fees, forms and procedures within the EAC common market protocol framework as work in progress; and
- ii. Direct the EAC Secretariat to convene a meeting of immigration and labour experts to finalise the pending work on the harmonisation of the entry/work/residence permits, fees, forms and procedures within the EAC Common Market Protocol framework by 31st December 2015.

3.0 UPDATE ON THE PROGRESS MADE ON THE IMPLEMENTATION OF RECOMMENDATIONS OF THE PREVIOUS MEETING OF THE CHIEFS OF IMMIGRATION

The EAC Secretariat presented an update on the status of the implementation of the recommendations made by the Chiefs of Immigration during the May 2015 meeting, held in Moshi, Tanzania.

The Chiefs of Immigration noted that the 22nd Meeting of the Sectoral Council of Ministers responsible for East African Affairs and Planning (SCMEAP) had considered the report and adopted most of the recommendations made in respect to the various agenda items discussed during the May 2015 meeting.

The Report of the Sectoral Council was adopted by the 32nd meeting of the Council of Ministers held in August 2015. The Immigration sector will therefore be required from time to time to provide timely updates on the status of implementation of the Council directives at both national and regional level.

The Chiefs of Immigration took note of the Council directives and committed themselves to implement the directives.

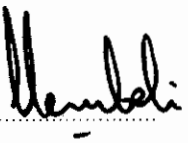



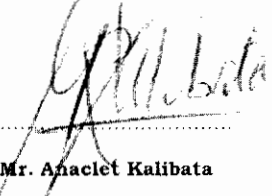
4.0 ANY OTHER BUSINESS

There being no other business, the Chairperson thanked the Chiefs of Immigration and technical experts for their active participation, objective contributions and appreciated the cordial working relationship which contributed towards the success of the meeting.

She wished the Chiefs of Immigration and the technical experts safe journeys back to their capitals.

The meeting adjourned at 17:00 hours.

Signed by the Leaders of Delegations on this 9th Day of October 2015.

				
Ms. Victoria Lembeli	Mr. Sasagah G. Wanzira	Maj.Gen.(Rtd) Gordon Kihalangwa	Mr. Jimmy Hatungimana	Mr. Anaclet Kalibata
Commissioner	Director	Director of Immigration	General Commissioner	Director General
Immigration Services Department	Directorate of Citizenship & Immigration Control	Department of Immigration Services	Immigration Department	Directorate General of Immigration and Emigration
The United Republic of Tanzania	Republic of Uganda	Republic of Kenya	Republic of Burundi	Republic of Rwanda

LIST OF PARTICIPANTS
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8TH - 9TH OCTOBER 2015
ZANZIBAR, TANZANIA

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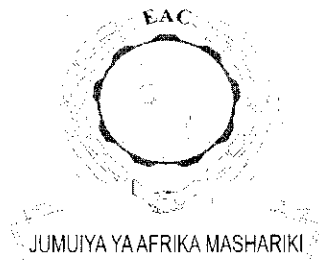
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EAST AFRICAN COMMUNITY

MEETING OF THE CHIEFS OF IMMIGRATION

8th – 9th OCTOBER, 2015

ZANZIBAR, TANZANIA.

AGENDA

1.0 OPENING OF THE MEETING

- i. CONSTITUTION OF THE BUREAU**
- ii. ADOPTION OF THE AGENDA**
- iii. OPENING REMARKS**

2.0 CONSIDERATION OF THE REPORT OF THE TECHNICAL EXPERTS ON THE INTERNATIONALISATION/LAUNCH OF THE NEW INTERNATIONAL EA E – PASSPORT.

3.0 UPDATE ON THE PROGRESS MADE ON THE IMPLEMENTATION OF RECOMMENDATIONS OF THE PREVIOUS MEETING;

4.0 CONSIDERATION OF THE REPORT OF THE MULTI- SECTORAL EXPERTS ON THE HARMONIZATION OF WORK / RESIDENT PERMIT FEES, FORMS AND PROCEDURES WITHIN THE EAC COMMON MARKET FRAMEWORK; AND

5.0 ANY OTHER BUSINESS (AOB).

PROPOSED AWARENESS PLAN TO THE LAUNCH OF THE EA E-PASSPORT

CATEGORIES:

1. **Audio**
2. **Audio Visual**
3. **Print Media**

1. **Audio**

- ↓ All Partner States to prepare a 5 minutes audio script (screenplay) in regards to:
 - Brief history of the countries Passports previously issued
 - When the Partner States commenced the issuance of EA passports
 - The journey towards New International EA e - passport
 - Why Internationalization of EA passport
 - Why e-passport
 - Security of passport and personal data
 - Technology
 - ICAO requirements
- ↓ This should through guided interviews

2. **Audio Visual**

- Chiefs of Immigration to be guided through the interviews by Public Relations Officers
- Should bring out:
 - ✓ Sequences of passport issuance right from inception and if possible giving the years;
 - National passports
 - Machine Readable passports
 - EA e-passports
 - ✓ The different types of passport issued to be brought on the screen each time the Chief of Immigration mention them and the speaker remains in the background for some second.

3. **Print Media**

Partner States should use the following print media to popularize the EA e-passport:

- ✓ Newspapers

- ✓ Brochures
- ✓ Flyers
- ✓ Banners
- ✓ Billboards (for the launching)

Note: EAC Secretariat to handle the banners and billboards.

This should clearly bring out the history of the passports and also have the pictures of the passports.

3.1 Web Portal:

All the information collected by Partner States should be forwarded to:

- the EAC Secretariat to prepare a harmonized version of the PS public awareness documents/captions
- Ministry of EAC in the Partner States
- Ministry of Foreign Affairs in Partner States

3.2 Social Media: (where applicable Face book, Twitter, YouTube should be used)

4. Language:

The language for use is English, Swahili, French and any other local language be used in the awareness programme.

**SPECIFICATION OF THE E-PASSPORT
DUMMY SPECIMEN FOR LAUNCHING**

The passport types will be presented in the Dummies where applicable:

Ordinary - Sky Blue (Code RGB 72,166,219)
Service – Green (Code RGB 81, 168, 75)
Diplomatic – Red (Code RGB 219, 59, 51)

The Dummies will be personalized with dummy information/data

1. Size

Big Dummy: 375mm X 264mm, (Minimum number of copy 1 for each type where applicable) with 10 pages

Small Dummy: 125mm X 88mm. (Minimum number of copies 12 for each type where applicable) with at least 32 pages.

A chip shall be included in the small dummy.

The proposed passport booklet will be as follows:

- i. Outer Front Cover
- ii. Inner Front Cover
- iii. Prayer Page
- iv. Bio-data Page
- v. Page 3 will have a unique symbol of Issuing Country
- vi. Visa Pages
- vii. Caution Page
- viii. Notes Page
- ix. Inner Back Cover
- x. Outer Back Cover

3. Visa page material

The visa pages will be made of secured paper material (without watermark) while the Bio Data Page shall be made of plastic material or any other material.

4. Cover material

Standardised material for the passport.

5. Technical specifications

Overt minimum technical specification and few selected features is agreed. (Refer to the approved minimum technical specifications)