

**Economic Commission for Africa
WISER knowledge management and communications partnerships
workshop**

Addis Ababa, Ethiopia, 23-26 May 2017

Information note for participants

We look forward to welcoming you to Addis Ababa and to knowledge management and communications workshop. The meeting will take place from 23 to 26 May 2017 at the ECA Conference Centre in Addis Ababa, Ethiopia.

Please find below, useful information on the workshop arrangements and on Addis Ababa. Should you have any questions or require any assistance, do not hesitate to contact the following official of ECA:

Mr. James Murombedzi,
Officer in Charge,
Africa Climate Policy Center,
Economic Commission for Africa,
P.O. Box 3001,
Addis Ababa,
E-mail: murombedzi@un.org

Immigration requirements

All participants, ECA will make a request for them to be given business visas upon arrival at Bole International Airport.

In order to assist participants in obtaining visas upon arrival, the ACPC needs to receive the following particulars at least **five working days** before arrival at Bole International Airport:

- (1) Full name as appears in the travel document(passport);
- (2) National passport valid for at least 6 months
- (3) Flight details (arrival and departure dates as well as port of embarkment).

To receive visa upon arrival, participants must present their personal **official letter of invitation** for the event to the immigration authorities at Bole International Airport.

Please note that an **Ethiopian visa costs US\$ 30** or the equivalent in euros per person. Payment must be made in either US dollars or in euros at the time of issue. For **media, the cost of a visa is US\$ 40** or the equivalent in euros. Holders of diplomatic and service passports and United Nations Laissez-Passer will receive visas gratis. **Bank receipts for money changed at the airport must be kept securely as they may be asked for upon departure.**

Documents

The conference documentation will be shared on the meeting webpage (<http://www.uneca.org/wiserkm>) and hard copies will be given at the time of registration. Documents, which participants wish to circulate, should be sent to murayac@un.org.

Health requirements

Visitors to Ethiopia should be in possession of a valid health certificate for yellow fever. Vaccination against cholera is also required for anyone who has visited or transited a cholera-infected area within six days prior to arrival in Ethiopia. As Addis Ababa is situated at an altitude of 2,400 metres, it is advisable to take precautionary measures to avoid any health problems that might occur because of the high altitude.

The United Nations Health Care Centre, situated on the ground floor of the Conference Centre, can provide emergency medical services at a nominal cost to participants and delegates attending the Workshop of Ministers.

In case of a medical or dental emergency, please contact:

Dr. Grace Fombad
Chief, United Nations Health Care Centre
Telephone: + 251 (0) 115 51 58 28 or 51 72 00; ext. 88888 or 448888
ECA Ambulance: + 251 (0) 115 51 42 02 or 51 58 28

Guidelines on personal security and safety of participants

The United Nations Security and Safety Service is always ready to serve its clients. In this regard, the full cooperation of all participants is needed to ensure the safety of your valuables and your personal security. Although generally Addis Ababa is a safe city, you are advised to be cautious when moving around the city in the night and avoid dark places. If a situation arises where security personnel stop you, you are advised to exercise full cooperation with them as requested. Participants are also advised to carry their personal identification at all times.

While you are on ECA premises, please ensure that you:

- Show your workshop badge to any authorized person who asks to see it, and wear it visibly
- Do not leave bags and parcels unattended, as they may be confiscated or destroyed
- Do not bring unauthorized persons and children into the Workshop
- Look after your valuable property
- Check that you have all your documents and personal items before you leave workshop halls and meeting rooms
- Inform the Security and Safety Service or the nearest Security Officer if you lose anything valuable.

When you are in your hotel, please follow this safety advice:

- Upon entering or leaving your room, make it a habit to lock the door
- Before leaving, inspect your room to make sure that no money, jewellery, cameras, etc. are visible
- Deposit valuables or portable items at the reception desk and obtain a receipt
- Should you observe anything suspicious or out of the ordinary, please contact the Security and Safety Service

Useful telephone numbers

Emergency numbers

UN Control Room – Addis Ababa (24 hrs)	+251 – 115 445135 / 516537 / 512945
Security Chief	+251 – 0911 201802
Deputy Chief	+251 – 0911 508578

Emergencies outside of Addis

United Nations Operations Centre (24 hrs)	+251 – 115-511726
Satellite phone	+87162546835
Police Emergency Numbers (24 hrs)	991
City Police	+251 – 115 572100 / 572121
Federal Police	+251 – 115 524077 / 526302 / 526303

Airline reservations

A number of international airlines operate to and from Addis Ababa. Participants must secure their return/onward air passage prior to arrival in Addis Ababa. There are two official travel agencies in the ECA compound – Gashem Travel and Airlink Travel – that can assist with re-confirmation of tickets and provide participants with travel and tour-related information.

Gashem Travel Tel: +251 115 44 30 51 / 44 30 52 / 46 84 85 or
+251 0911 25 04 68 (mobile)

Airlink Travel Tel: +251 115 44 43 33/ 44 43 34/ 44 43 65 or 44 43 37

Ethiopian Airlines and Kenya Airways also have offices in the ECA compound, in the Rotunda.

Please have your ticket with you when visiting the travel agencies and the airlines to re-confirm your flights.

Hotel accommodation

All participants must contact hotels directly to arrange, confirm and guarantee their bookings.

All are kindly requested to note that ECA will not be in position to provide hotel accommodation to those who fail to arrange their hotel accommodation directly with the hotels listed below.

Kindly note that not all the hotels can provide transportation to and from the meeting venue as indicated in the table. Participants who stay at hotels that are not close to ECA and do not provide transport will have to arrange for their own transportation. Please use officially recognized taxis when travelling to and from your hotels. The following hotels are located within close proximity of ECA: Elilly Hotel, Aphrodite Hotel, Jupiter International Hotel – Kazanchis, Radisson Blu Hotel, and Intercontinental Hotel.

In addition to accommodation costs, sponsored participants will be responsible for all other additional costs – i.e. breakfast (where not included), telephone, Internet/fax, room service, mini-bar, laundry, other meals (lunch and dinner) – and must pay for these directly when checking out.

The following hotels have been identified for workshop participants.

List of selected hotels in Addis Ababa

No.	Hotel	Type of Rooms	UN Rate	Distance from ECA
Special Hotels				
1	SHERATON ADDIS Tel: (251-11) 5 17 17 17 E-mail: reservations.addisethiopia@luxurycollection.com Website: www.luxurycollection.com/addis	Classic Rooms	\$255.00 Plus 26.5% tax <i>Breakfast included</i>	2.1 km
2	HILTON HOTEL Tel: (251-11) 5 17 00 00 Tel: (251-11) 5 51 00 64 Fax: (251-11) 5 51 17 18 Email: reservations.addisababa@hilton.com	Single Link: http://eventsathilton.com/show/58f44fdb371e4e2250e6e554	US\$ 130.00 Plus 26.5% tax <i>Breakfast included</i>	1.3 km
3	RADISSON BLU HOTEL Tel: (251-11) 5-15 76 00 Fax: (251-11) 5-15 76 01 Email: reservations.addisababa@radissonblu.com	Single Standard Room	US\$ 125.00 Plus 26.5% tax <i>Breakfast included.</i>	300 m
4	MARRIOTT EXECUTIVE APARTMENTS Tel: (251-11) 5 18 46 00 E-mail: reservation.adder@marriott.com	Single Rooms Link: Book your group rate for African Regional Forum on Sustainable Development	US \$160.00 Plus 26.5% tax <i>Breakfast included.</i>	1.5 km
Hotels Near ECA				
5	APHRODITE HOTEL Tel: (251-11) 5 57 22 20/00/32/ 28 Fax: (251-11) 5- 572204 Email: aphroditeinhotel@gmail.com , reservation@aphroditeaddis.com	Single Standard room	US\$ 90.00 <i>Inclusive of breakfast & all taxes.</i>	200 m

No.	Hotel	Type of Rooms	UN Rate	Distance from ECA
6	ELILLY HOTEL Tel: 0115- 58 77 77/73/70 Fax: 0115 58 52 00 Email: reservation@elillyhotel.com , info@elillyhotel.com	Standard Rooms Link: http://elillyhotel.com/african-regional-forum-on-sustainable/	US\$ 95.00 <i>Inclusive of breakfast & all taxes.</i>	100 m
7	INTERCONTINENTAL HOTEL Tel: (251-11) 5 50 50 66/18 04 44 Fax: (251-11) 5 54 00 90/96 Mob.: (251-911) 459494 Email: reservation@intercontinentaladdis.com	King Deluxe Rooms (Standard)	US\$ 114.00 <i>Inclusive of breakfast & all applicable taxes.</i>	300 m
8	JUPITER INTERNATIONAL HOTEL - KASANCHES Tel: (251-11) 5 52 73 33 (251-11) 5 52 63 70 Mob.: (251-911) 65 18 10 (Ayelech) Fax: (251-11) 5 52 64 18 Email: reservations@jupiterinternationalhotel.com	Standard Single Rooms	US\$ 95.00 <i>Inclusive of breakfast & all taxes.</i>	400 m
9	NIGIST TOWERS GUEST HOUSE Tel: (251-11) 5 50 97 70 Email: info@nigisttowers.com	Studio	US\$ 72.45 <i>Inclusive of all taxes. Breakfast not included.</i>	100 m
Other Hotels				
10	CAPITAL HOTEL AND SPA Tel: (251-11) 6 67 21 00 E-mail: info@capitalhotelandspa.com reservation@capitalhotelandspa.com Website: www.capitalhotelandspa.com	Single Standard	\$120.00 <i>Inclusive of breakfast & all taxes.</i> <i>Shuttle to/from ECA may be provided</i>	3.3 km

No.	Hotel	Type of Rooms	UN Rate	Distance from ECA
11	GETFAM HOTEL Tel:(251-11) 6 67 31 75/78 E-mail: contactus@getfamhotel.com Website: www.getfamhotel.com	Standard Link: http://www.getfamhotel.com/african-regional-forum-on-sustainable-development-arfsd/	\$100.00 <i>Inclusive of breakfast & all taxes.</i> <i>Shuttle to/from ECA may be provided</i>	18 Km
12	RAMADA HOTEL Tel: (251-11) 6 39 39 39 Email: info@ramadaaddis.com Website: www.ramadaaddis.com	Superior Rooms	US \$115.00 Plus 26.5% tax <i>Inclusive of breakfast & all taxes.</i>	7 Km
13	CHURCHLL HOTEL Tel: (251-11) 1 11 12 12 Mob.: (251) 913 13 91 25 (Mr. Yibeltal) E-mail: yibeas2001@yahoo.com , contactus@churchillhoteladdis.com	Standard Rooms	\$55.00 <i>Inclusive of breakfast & all taxes.</i> <i>Shuttle to/from ECA may be provided</i>	3 Km

Temporary importation of laptops and other workshop equipment

To comply with the import customs regulations of the Government of Ethiopia, participants should declare laptops and any workshop equipment they may be bringing with them into the country. In order to be assisted with the temporary importation of the above items, participants should send the detailed specifications of the items to be brought in, together with their arrival and departure details, to the focal points. The items will be registered for temporary import by the customs office and they will be taken out of the country at the end of the Workshop.

Journalists coming into the country with professional cameras will need to bring two passport-sized photos with them and pay a fee of 1,000 Ethiopian birr upon arrival.

Registration and identification badges

Participants must register and obtain identification badges prior to the start of the Workshop.

For security reasons, identification badges should be worn by all participants at all times, during the Workshop as well as during official social functions.

Registration will be on Wednesday, 23 May 2017 and will take place at the Delegates Registration Building, which is located at the pedestrian entrance Gate 2 of the ECA compound opposite Elily hotel.

Transport

Most of the hotels provide shuttle buses to ferry participants to and from the airport. Some hotels that are far from the venue may offer transportation from their hotels to the workshop venue (see hotel list, and confirm with the hotel upon booking) in the mornings and at the end of the daily sessions. Transport will not be provided during lunch breaks, as all lunch breaks shall take place within the ECA compound.

In the event that you would like to arrange transportation in Addis Ababa outside of the time of the Workshop or to take you to the airport at the end of the Workshop, kindly contact your hotel or use the service of the metered yellow taxis.

ICT services

The ECA Conference Centre is equipped with Wi-Fi. Technical support is available through the ECA Help Desk (tel.: +251 115443123; ext.: 33123; ihelpdesk@uneca.org). Technical support for presentations must be arranged in advance with the Workshop Centre support team.

Please be advised that Blackberry services are not available in Ethiopia.

Catering

Coffee and lunch will be provided to conference participants. In addition, there are catering facilities for refreshments and meals within the ECA compound include:

- Sheraton Addis, located in the Workshop Centre
- Harambe Restaurant, located in the Nile Building
- Kaldis Coffee, located in the Rotunda, near the Africa Hall
- Tivoli Cafeteria, located in the Green House

Restaurants in Addis Ababa

A list of selected restaurants in Addis Ababa is provided in Annex I.

Mobile phones

Participants are encouraged to bring with them a dual band mobile handset (900/1800 MHz). The Ethiopian Telecommunication Company (ETC) sells SIM cards with pre-charged airtime. The total package costs 30 Ethiopian birr, which includes 15 birr-worth of airtime. To purchase a SIM card, a valid passport copy, two passport size photographs and completed customer application form are needed.

Participants coming from the United States of America should kindly note that they can only use tri-band mobile handsets (e.g. 900/1800/1900 MHz).

General information about Ethiopia

Ethiopia is as large as France and Spain combined. Addis Ababa is situated at an altitude of 2,400 metres. Agriculture is the backbone of the national economy, and the principal exports from this sector include coffee, oil seeds, pulses, flowers, vegetables, sugar and animal feed. About 90 per cent of the population earns its living from the land. There is also a vibrant livestock sector, and exports include cattle, hides and skins.

The population of Ethiopia is estimated at 100 million, and over 50 per cent of the population is under 20 years of age. The average number of inhabitants per square kilometre is 69. Ethiopia is a multi-ethnic state with a great variety of spoken languages. There are 83 languages with 200 dialects, and the three main languages are Amharic, Tigrigna and Oromigna. The official language is Ahmaric. English, French, Italian and Arabic are also spoken, mainly in Addis Ababa. Additional information on Ethiopia and ECA can be found online at <http://www.uneca.org>, <http://www.ethionet.et> and <http://tour.ethiopianonline.net>.

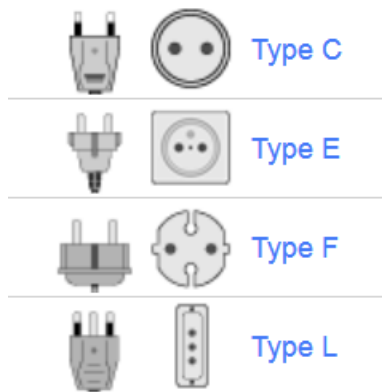
Climate

Ethiopia has two main seasons. The dry season lasts from October to May, and the rainy season starts in late June and ends in September. Temperatures depend on the season and altitude.

The weather is likely to be cold at night in March, so please ensure that you bring a warm jacket or sweater.

Electricity

Electricity supply in Ethiopia is 220-240 volts, 50 cycles AC accessible via 13-amp, two pin (Italian) socket. Types of sockets common in Ethiopia are shown below:



Currency (Ethiopian birr)

Ethiopian currency is denominated in “birr” and “centimes”. The exchange rate fluctuates. The official exchange rate of the United Nations was **US\$ 1.00 = ETB 22.8** as of April 2017.

There is a branch of the Commercial Bank of Ethiopia in the ECA compound, in the Rotunda. The bank is open Monday–Friday, from 8 a.m. to 5.30 p.m. There are also authorized exchange centre (Forex) at major hotels and ATM machines for Visa/MasterCard users in the Conference Centre and at the Sheraton, Hilton, Radisson Blu, Intercontinental, Ethiopia and Wabe Shebelle hotels, which will give you money in birr.

Annex I: Selected Restaurants in Addis Ababa

Blue Drops

011-661- 5714

Between Bole Tele &

Atlas Hotel, in front of Tsehay &

Her Children Building

Known for: Pasta and
Grilled food
7 days a week

Carnivore Addis
011-554-1330/31
From Meskel Sq. on the road to Bambis the same building Abyssinia Supermarket.
Known for: Grill meat/Salad bar
7 days a week

Blue Tops
011-123 -2463/64
Amist Kilo in front of the National Museum
Known for: Pizza, ice cream
Closed: Mon.

Jacaranda (Hilton)
011-551-8400 Ext.986
In the Garden Wing
of the hotel Known for: unique menu
that continuously changes
Closed: Sun

Hotel De Leopol
011-550-7777
Behind Bambis
Known for: Candlelight dinner
7 days a week

Les Arcades (Sheraton Addis)
011-517-1717 Ext.6604
Known for: Gourmet menu
Closed: Sun

Kaffa House (Hilton)
011-551-8400 Ext. 962
In the main Lobby of the Hilton
Known for: Seafood every Friday

7 days a week

New YorkNew York

011-515-1243

Olympia, near Shoa Bakery.

Known for burger & pizza.

7 days a week

Lime Tree

011-663-0872

On Bole Road, above Boston Day Spa, in front of Tana.

Known for: Quick, fresh meals,
salads, delicious desserts

7 days a week

Rodeo Bar and Restaurant

011-551-0294

On Bole Road, next to DStv.

Known for: BBQ on Thu, Fri, Sat

7 days a week

Serenade Restaurant

091-120-0072

Near Master Printing Press Amist Kilo

Known for: Fine home
cooking, dinner only

Closed; Mon, Sun

Zebra Grill

011-662-3630

On 22 Road, next to Ruality Pastry

Known for: Grilled food

7 days a week

Ethiopian Cuisine

Habesha Restaurant

011-551-8358

Bole Road, next to Sabit Bld.

Known for: Kwanta Ferfer

and Bozena Shiro

7 days a week

Dashen Restaurant

011-552-9746, 011-552-6437

Behind the Main Post Office

Known for: Melasse tibs and live music on weekend nights

7 days a week

Fasika National Restaurant

011-550-9912 /

011-551-4193

Off Bole Road, in front of Sunshine Building. Known for: Enfele and live music

Closed Sunday