



Eighth African Development Forum (ADF-VIII)

Governing and Harnessing Natural Resources for Africa's Development

Addis Ababa, Ethiopia
23-25 October 2012

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INFORMATION NOTE FOR PARTICIPANTS



African Union



African Development Bank



**Economic
Commission for Africa**

Thank you for confirming your participation in the upcoming Eighth African Development Forum (ADF-VIII) scheduled to take place in Addis Ababa, Ethiopia 22-25 October 2012. The venue of the meeting will be the United Nations Conference Centre (UNCC) at the United Nations Economic Commission for Africa Headquarters.

It is important to take note of the following information which will assist you in the planning and logistics of your travel to Addis Ababa, Ethiopia:

IMMIGRATION REQUIREMENTS

Following an agreement reached between the Ethiopian Government and the United Nations Economic Commission for Africa, all participants attending meetings/seminars/workshops organized or co-organized in Addis Ababa by UNECA, can obtain business visas on arrival at Bole International Airport. The Ethiopian Immigration Authority requires that the list with the names of all participants is presented prior to their arrival and that the participants should carry with them and present to Immigration an Official Letter of Invitation to the event.

In order to assist participants in obtaining visas upon arrival, we need to receive the following particulars 5 working days in advance, i.e. by 15 October 2012:

- 1) First name and Second name
- 2) Nationality
- 3) Flight details (arrival and departure)
- 4) Passport number and expiry date

Please note that an Ethiopian visa costs \$ 20.00 or EURO 17.00 per person and the payment must be made either in USD or in EURO at the time of issue. Holders of diplomatic and service passports as well as 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 on departure.

HEALTH REQUIREMENTS

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

The United Nations Health Care Centre (UNHCC), situated on the ground floor of the Conference Centre, provides emergency medical services to participants/delegates attending meetings such as the African Development Forum.

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

Dr. Grace Fombad
Chief, United Nations Health Care Centre
Telephone: +251-115-515828 or 517200 ext. 88888 or 448888
ECA Ambulance Telephone: + 251-115-514202 or 515828

GUIDELINES ON PERSONAL SECURITY AND SAFETY OF PARTICIPANTS

The United Nations Security and Safety Service is always ready to serve all its clients. In this regard, the cooperation of all participants is fully needed to ensure the safety of your valuables and personal security.

Do the following while you are on ECA premises:

- Display your Conference Badges and wear them visibly, as requested by authorized persons.
- Do not leave bags and parcels unattended; these will be confiscated or destroyed.
- Do not bring unauthorized persons and children into UNCC.
- Safeguard your valuable property.
- Check for your documents and items before you leave conference halls and meeting rooms.
- If you lose any valuable items within the premises, inform UN Security and Safety Services or inform the nearest Security Officer.

If you are off the ECA premises and in the hotel:

- Upon entering or leaving your room, make it a habit to lock the door.
- Before leaving, inspect your room to make sure no money, jewellery, cameras, etc., have been left exposed.
- 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 Security Services.

USEFUL TELEPHONE NUMBERS

Emergency Numbers

UN Control Room – Addis Ababa (24 hrs)	+251-115-445135/ 576537/ 445060
Security Chief	+251-911-201802
Deputy Chief	+251-911-508578
Assistant Chief	+251-911-508209

Emergencies outside of Addis:

UNDSS Operations Centre (24 hrs)	+251-115-511726/ 444428
Sat Phone	+873762546835
Police Emergency Numbers (24 hrs)	911
Security Advisor of Ethiopia	+251-911-511906

Addis Ababa Police Commission	+251-116-610161/ 630063/ 180556/ 118-612398
Federal Police:	+251-115-526303/ 524077/ 526302
Kirkos Sub-City Police Department	+251-115-528044/ 534775/ 504940/ 517260

AIRLINE RESERVATIONS

A number of International Airlines operate to and from Addis Ababa. It is required that participants secure their return/onward air passage prior to their arrival in Addis Ababa. Gashem Travel and Airlink Travel are the official travel agencies on site at ECA to assist with re-confirmation of tickets and to provide participants with travel and tour-related information. They are reachable at the following telephone numbers:

- **Gashem Travel** Tel: +251 115 443051/ 443052/ 444038 or +251 911 250468 (mobile)
- **Airlink Travel** Tel: +251 115 444334/ 444336/ 444337 or +251 921 798128 (mobile)

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

Please have your ticket available when visiting the Travel agencies and the Airlines to re-confirm your flights.

HOTEL ACCOMMODATION

The ADF-VIII Secretariat will make hotel reservations for all sponsored participants.

Block bookings of hotel rooms at special UN rates have been made for non-sponsored participants in the hotels listed below.

All non-sponsored participants should contact the hotels directly to arrange, confirm and guarantee their bookings. The deadline for keeping the reserved rooms is Friday, 5 October 2012. After this date, the reserved rooms will be released and the hotels will accept accommodation requests on the basis of room availability.

Therefore, all non-sponsored participants are kindly requested to note that ECA will not be in a position to provide hotel accommodation to those who fail to arrange their hotel accommodation directly with the listed hotels before Friday, 5 October 2012.

On the above, please note that ECA will provide transportation only to and from the hotels listed below.

In addition to accommodation costs, all participants will be responsible for all other additional costs: i.e. breakfast (where not included), telephone, Internet/fax, room service, mini-bar and laundry, meals (i.e. lunch and dinner) - and must pay these directly to the hotel at checkout time. The following hotels have been identified for participants to ADF-VIII:

List of Hotels
ADDIS ABABA

No.	Hotel	Type of Rooms	UN Rate	No. of Rooms
1	ADOT-TINA HOTEL Tel: (251-11)4 67 39 39 Fax: (251-11)4 67 41 11 Mobile: (251-911) 07 29 37 adottinah@ethionet.et Website www.adot-tina.com	Standard Rooms Double Occupancy	US\$ 70.00 US\$ 80.00	25
2	AXUM HOTEL Tel: (251-11) 6 61 39 16 Fax: (251-11) 6 61 42 65	Single Rooms Double Occupancy	US\$ 63.00 US\$ 75.00	30
3	CENTRAL SHOA HOTEL Tel: (251-11)6 61 14 54 Tel: (251-11)6 61 50 01 Fax: (251-11)6 61 00 63	Single Rooms Double Rooms	US\$ 40.00 US\$ 50.00	25
4	ETHIOPIA HOTEL Tel: (251-11) 5 - 51 74 00 Fax: (251-11) 5 - 51 08 71	Single Standard room Double Room Junior Suite Large Suite	US\$ 60.00 US\$ 80.00 US\$ 100.00 US\$ 130.00	30
5	GHION HOTEL Tel: (251-11)5 51 32 22 Tel: (251-11)5 51 00 99 Fax: (251-11)5 50 51 50 / 5 51 02 78	Standard Rooms Double Rooms	US\$ 79.00 US\$ 93.00	50
6	HILTON HOTEL Tel: (251-11) 5 51 84 00 Tel: (251-11) 5 51 00 64 Fax: (251-11) 5 51 17 18 Email: sales addis@hilton.com	Single Single pool view Double Executive Rooms Single mountain view Single pool view Duplex	US\$ 180.00 US\$ 195.00 US\$ 210.00 US\$ 245.00 US\$ 260.00 US\$ 265.00 Plus 26.5% tax	100

7	HOTEL De LEOPOL Tel: (251-11) 5 50 77 77 Mobile: (251-911) 67 78 73 Fax: (251-11) 5 53 14 66 Fax: (251-11) 5 15 50 80	Standard Rooms Double Occupancy	US\$ 75.00 US\$ 85.00	50
8	PLAZA HOTEL Tel: (251-11) 6 61 22 00 Tel: (251-11) 6 61 29 39 Fax: (251-11) 6 61 30 44	Single Rooms Double Rooms	US\$ 45.00 US\$ 50.00	30
9	SHERATON HOTEL Tel: (251-11) 5 17 17 17 Fax: (251-11) 5 17 27 27	Club Room (single) Double Executive Rooms Executive Double Suite	US\$ 256.00 US\$ 256.00 US\$ 355.00 US\$ 385.00 US\$ 735.00 Plus 26.5% tax	25
10	JUPITER INTERNATIONAL HOTEL - KASANCHES Tel: (251-11) 5 52 73 33 Fax: (251-11) 5 52 64 18	Standard Single Rooms Double Occupancy Super Deluxe	US\$ 90.00 US\$ 110.00 US\$ 130.00	50
11	JUPITER INTERNATIONAL HOTEL – BOLE Tel: (251-11) 6 61 69 69/70 Fax: (251-11) 6 61 69 99	Standard Single Rooms Double Occupancy Super Deluxe	US\$ 90.00 US\$ 110.00 US\$ 130.00	30
12	HARMONY HOTEL Tel: (251-11) 6 18 31 00 Fax: (251-11) 6 18 29 10 Mob.: (251-913) 86 77 78 Ms. Yordanos, Marketing Officer	Standard Single Twin Rooms	US\$ 100.00 US\$ 112.00	25
13	PANORAMA HOTEL Tel: (251-11) 6 61 60 70 Fax: (251-11) 6 61 60 72	Single Rooms	US\$ 70.00	25
14	DREAMLINER HOTEL Tel: (251-11) 4 67 40 00 Fax: (251-11) 4 67 40 01 Mob. : (251-911) 24 07 51 Ms. Aida	Standard Single, Standard King, Deluxe King, Deluxe Twin, Premium Deluxe (Any available rooms) Double Occupancy	US\$ 80.00 US\$ 100.00	50

15	INTERCONTINENTAL HOTEL Tel: (251-11) 5 50 50 66 Fax: (251-11) 5 54 00 90/96 Mob.: (251-911) 459494	King Deluxe Room (Standard) Double occupancy Twin Deluxe Rooms	US\$ 117.00 US\$ 143.00 US\$ 143.00	50
16	NATIONAL HOTEL Tel: (251-11) 5 51 51 66 Fax: (251-11) 5 51 34 17	Single Rooms Double occupancy Suite room Double Occupancy	US\$ 50.00 US\$ 65.00 US\$ 65.00 US\$ 70.00	25
17	AMBASSADOR HOTEL Tel: (251-11) 6 18 82 81/84 (251-11) 6 18 76 30/31 Fax: (251-11) 6 18 70 96	Single Rooms Twin Rooms	US\$ 91.00 US\$ 135.00 Plus 26.5% Tax	25
18	CHURCHLL HOTEL Tel: (251-11) 1 11 12 12 / 1 56 86 48 Mob.: (251-911) 48 54 09 Fax: (251-11) 1 11 88 00	Single Rooms	US\$ 95.00	50
19	GLOBAL HOTEL Tel: (251-11) 4 66 47 66 (251-11) 4 66 47 23 Fax: (251-11) 4 67 34 22	Single Rooms Studio Suite	US\$ 63.00 US\$ 74.00 US\$ 100.00	25
20	KALEB HOTEL Tel: (251-11) 6-62-22-00 Fax: (251-11) 6-62-80-98	Single Standard Room	US\$ 85.00	25
21	QUEEN OF SHEBA Tel: (251-11) 6 - 61 54 00 Fax: (251-11) 6 - 61 31 74	Single Standard room Double Room	US\$ 63.00 US\$ 76.00	30
22	RADISSON BLU HOTEL Tel: (251-11) 5-15 76 00 Fax: (251-11) 5-15 76 01	Single Standard room	US\$ 250	25

Rates are inclusive of breakfast, service charge and VAT unless where indicated

1. When requesting booking in a hotel offering more than one type of rooms with different rates, the self-sponsored participants are requested to specify the preferred room type.
2. Rooms will be reserved on “first come, first serve” basis, depending on room availability.
3. Self-sponsored participants may be booked in another hotel from the same category.
4. Self-sponsored participants are requested to provide their contact details on the registration form. Their contact details will be submitted to the hotels for further communication if need be. Hotels may need credit card details or other means of guarantee from the participants to keep their bookings.

Kindly send your confirmation, arrival details and hotel preference by 25 September 2012 to:

Chief, Publications and Conference Management Section, UNECA
Telephone Nos.: +251-11 551 4945 or +251-11 544 3243
Fax Nos.: +251-11 551 3155 or +251-11 514874
e-mail : uncc-aa@uneca.org

WELCOME ON ARRIVAL

All participants will be met on arrival at Bole International Airport and will be assisted with the formalities regarding immigration and customs. Date and time of arrival in Addis Ababa with flight details should be clearly sent to the Focal Point indicated above. Subsequent changes should also be similarly communicated.

TEMPORARY IMPORTATION OF LAPTOPS AND OTHER CONFERENCE EQUIPMENT

To comply with the import customs regulations of the Government of Ethiopia, conference participants should declare laptops and conference equipment they may carry with them when entering the country. In order to be able to assist with the temporary import of the above items ECA should receive, latest by 1 October 2012, a detailed specification of the items to be brought in, together with the arrival/departure details of the participant. 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 ADF.

On the above, and in order to comply with the implementation of the “going Green in the UN” as well as the papersmart Conferences, it is highly recommended to all participants to bring their laptops and/or Ipads, as most of the Forum document will be available in a flashdisk format to be distributed to participants. Hence a limited number of documents in hard copies will be available for distribution.

Journalists coming with professional cameras need to bring two passport-size photos and to pay a fee of ETB 1000, 00 on arrival.

REGISTRATION AND IDENTIFICATION BADGES

Participants will be required to register and obtain Identification Badges prior to the opening of the meeting. The venue of registration will be at the Delegates Registration Building (DRB) **at the pedestrian entrance of the UNCC.**

For security reasons, Identification Badges should be worn by all participants, at all times, during the conference as well as during official social functions.

Registration will start from 20 October 2012, at the DRB.

TRANSPORT

You will arrive at Bole International Airport, which is located just 5 kilometres away from the centre of Addis Ababa. A staff member from the ECA Protocol Office will meet you at the Airport.

Shuttle buses will also be available to ferry participants back and forth from hotels to the conference venue in the mornings and at the end of the daily sessions. Transport will not be provided during lunch breaks, as all lunch breaks will take place within the ECA compound.

If you would like transportation in Addis Ababa outside the conference time or to take you to the Airport at the end of the Conference, please book a taxi through the National Tourism Organization (NTO) by calling +251-115-151722 or + 251-115-518400, or take the yellow taxis parked outside your hotel.

ICT SERVICES

UNCC is equipped with WIFI. Technical support is available through the ECA Help Desk (phone +251-115-443123, email: ihelpdesk@uneca.org). Technical support for presentations must be arranged in advance with the UNCC support team.

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

CATERING FACILITIES

Catering facilities that are readily available for refreshments and meals in the ECA compound include the following:

- Sheraton Addis, located on the 2nd floor of UNCC
- Lalibela Restaurant, located near the Nigeria Lounge, near Africa Hall
- Bon Café Restaurant, located in the gardens below Nigeria Lounge
- Kaldis Cafe, located in the Rotunda, near Africa Hall.

RESTAURANTS IN ADDIS ABABA

Below is a list of selected restaurants in Addis Ababa:

INTERNATIONAL**Aladdin Restaurant**

011-661-4109

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Off Bole Road, near the Japanese Embassy's Residence

Known for: Grilled meat, humus, tabbouleh

7 days a week

Antica Restaurant

011-663-4841/091-122-5019

Off Bole Road, near Moonlight Lounge

Known for: Brick oven pizza and hot rock

BBQ

7 days a week

Beer Garden Inn

011-618-2595/91

Behind Edna Mall

Known for: Home brewed beer and European dishes

Closed on Mondays

Castelli

011-157 17 57/011-156-3580

Off Piazza Arada Road, opposite Mahmoud Music Shop

Known for: Pasta, grilled fish, chicken and salads

Closed on Sundays

Elfign/Top View

011-651-1573

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Up the hill from Megenagna Roundabout Asmara Road

Known for: Pasta/ traditional food

Closed on Mondays

Gati Thai Restaurant

091-215-6396

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Near Saay Pastry, opposite UNHCR office

7 days a week

Greek Club

011-553-0485

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Off Olympia Road, further down from Greek School

Known for: Moussaka

7 days a week

Jacaranda (Hilton)

011-551-8400

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In the Garden Wing of the Hotel

Known for: Unique menu

that changes frequently

Closed on Sundays

Kaffa House (Hilton)

011-551-8400/

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In the main lobby of the Hilton

Known for: Seafood every Friday

7 days a week

Les Arcades (Sheraton Addis)

011-517-1717

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Known for: Gourmet menu

Closed on Sundays

Makush Restaurant

011-552-6848

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1st Floor Mega Building

Known for: Ravioli

7 days a week

Rodeo Bar and Restaurant

011-551-0294

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Bole, opposite Shoa Supermarket

Known for: BBQ on Thursdays, Fridays and Saturdays

7 days a week

Sangam Restaurant

011-551-8976

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Bole Road, near Mega Building

Known for: Chicken Tandoori and fresh naan

7 days a week

Shaheen (Sheraton)

011-517-1717

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Known for: Live cooking,

delicate flavours

7 days a week

Sichuan Restaurant

091-160-3926

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Haile Gebre Selassie Road

WAF Building, 6th floor

known for: Sizzling beef, dumplings and

Sichuan dishes

Closed on Mondays

Stagioni (Sheraton Addis)

011-517-1717

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Known for: Regional menus

7 days a week

Zebra Grill

011-662-3630

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On Hayahulet Road, next to Millennium

Buildings opposite Dembel in Bedesta

Building 9th floor

Known for: Grilled foods

7 days a week

ETHIOPIAN

Abasha Restaurant

011-551-8358

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Bole Road, next to Sabit Building

Known for: Kunta Firfir

and Bozena Shiro

7 days a week

Bonne Annee

011-416-6200

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Off Bole Road at Olympia, towards Meskel Flower Hotel, next to Dawel Hotel

Known for: Shiro and Tibs

7 days a week

Dashen Restaurant

011-552-9746/011-655-6437

Behind the Main Post Office

Known for: Melas Tibs and live music on weekend nights

7 days a week

Fasika National Restaurant

011-550-9912

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Off Bole Road, opposite Sunshine Building

Known for: Enfele and live music

Closed on Sundays

Home Lounge and Bar

011-515-3365

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Behind Mega Building on Bole Road

Known for: Bozena Shiro and Gomen Besega

7 days a week

Shangri La Restaurant

091-122-3489

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Mickey Leyland Road

adjacent to the EC

Known for: Ethiopian

dishes, Tej and Kitfo (raw meat)

7 days a week

MOBILE PHONES

Participants are encouraged to bring with them a dual band mobile handset (900/1800 MHZ). Ethiopian Telecommunication Company offers SIM cards with prepaid airtime. The total package, which costs Ethiopian Birr 40.00, includes Ethiopian Birr 15 airtime. It takes approximately 2 days to have the Ethiopian Telecommunication Mobile Phone connected.

GENERAL INFORMATION ABOUT ETHIOPIA

Ethiopia is as large as France and Spain combined and has an area of 1,112,000 square metres. 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 80 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. English, French, Italian and Arabic are also spoken, mainly in Addis Ababa. Additional information on Ethiopia and ECA can be found on the <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 through May, and the rainy season starts in late June and ends in September. Temperatures depend on season and altitude.

The weather is expected to be cold at night in October, so kindly carry a warm jacket/sweater.

ELECTRIC SUPPLY

Electric supply in Ethiopia is 220-240 volts, 50 cycles AC accessible via 13-amp, two-pin (Italian) socket.

CURRENCY: Birr

Ethiopian currency is denominated in “Birr” and “centimes”. The exchange rate fluctuates. The UN official exchange rate was USD 1.00 = ETB 17.59 as of June 2012.

There is a branch of the Commercial Bank of Ethiopia in the ECA compound – located in the Rotunda. This Bank is open Monday – Friday, from 8:00 a.m. to 12:45 p.m. and from 2:00 p.m. to 4:30 p.m. There is also an authorized exchange centre (Forex) at the Sheraton Hotel and ATM machines for Visa/ Mastercard users at the UNCC Business Centre and in various hotels including Sheraton, Hilton, Radisson Blu, Intercontinental, Ethiopia, and Wabe Shebelle, which will give you money in Birr.