



**The 4<sup>th</sup> Specialized Technical Committee on Gender Equality and Women's Empowerment on the Review of the 25th Anniversary of the Beijing Declaration and Platform Action (STC on Beijing + 25)  
Theme: Realizing Women's Rights for an Equal Future**

**28 October to 01 November 2019  
African Union Commission Headquarters  
Addis Ababa, Ethiopia**

**INFORMATION NOTE FOR PARTICIPANTS**

No.	ITEM	DETAILS
1.	<b>Dates</b>	<p>The meeting will take place on <b>28 October to 01 November 2019</b>.</p> <p>Participants are expected to arrive on <b>27 October 2019</b> and to depart on <b>31 October 2019 or 1 November 2019</b>, except Ministers who are expected to arrive on <b>29 October</b> and depart on <b>2 November 2019</b>. All youth participants are expected to arrive on 26 to take part to a pre meeting training on <b>27 October 2019</b>.</p>
2.	<b>Venue</b>	<p>The STC on Africa Beijing+25/ Pre- CSW 64 will be held at the African Union (AU) Headquarters - Old Conference Centre. The following is the AU Headquarters address and contact information: P.O. Box 3243, Roosevelt Street (Old Airport Area), Addis Ababa, Ethiopia Tel: +251 115 51 77 00, Fax: +251 115 51 78 44 Website: <a href="https://au.int">https://au.int</a></p>
3.	<b>Meeting schedule</b>	<ul style="list-style-type: none"><li>• 28 October 2019: Stakeholders consultations and STC Experts' Meetings on AUC documents and decisions</li><li>• 29 -30 October 2019: Stakeholders and Experts' meeting on Beijing+25</li><li>• 31 October 2019: Ministerial Meeting to adopt Beijing+25 regional report</li><li>• 31st October 2019: Launch of the AU Strategy on GEWE in the evening</li><li>• 1 November 2019: Ministers meeting to adopt AUC documents and decisions</li></ul> <p>Kindly note a registration of participants will be processed from 7h15 am at the AUC Old Plenary Hall. All participants are expected to arrive at the AU Headquarters Gate 1 by 7h45 am with their passports, invitation letter and the emailed registration form filled</p>

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4.	<b>Accommodation</b>	<p>* Sapphire Addis Hotel (Airport area, at a rate of \$85) Focal persons emails: salaesmanager@sapphireaddishotel.com, fomanager@sapphireaddishotel.com, deputygm@sapphireaddishotel.com, info@sapphireaddishotel.com Tel: +251 910925898 / +251116393907</p> <p>* Yinm Furnished Apartments (AUC area, at a rate of \$55.00) Focal persons emails: reservation@yinapartments.com, gm@yinmapartments.com Tel: +251 964313131 / +251113692316</p> <p>* Tirar International Hotel (AUC area, at a rate of \$55.00) Focal persons emails: reservation@tirarhotel.com, aselefketsela@gmail.com Tel.: +251 966215702 / +251 911302892 / +251 115 5752/22</p> <p>* Yebo Hotel (Sun Spot Washington) International Airport area, at a rate of \$70) Focal persons emails: <a href="mailto:yebonati01@gmail.com">yebonati01@gmail.com</a>, tel. number +251969141296</p> <p><b><i>Bookings will be made only when each participants sends reservation request through to these hotels at your choice. All hotels are informed by the AUC about this meeting and waiting for your requests/bookings through emails provided. As shuttle is available, when making your bookings, you can send them your flight itineraries for pick up.</i></b></p> <p style="text-align: center;"><b>Also</b></p> <p>A block booking of standard rooms has been made by the UN at the Tulip Inn Hotel and Dreamliner Hotel for delegates who will be traveling to Addis Ababa to participate in this meeting.</p> <p><u>Tulip INN Hotel</u> A block booking has been made at for some of the participants for the meeting. <u>The negotiated rate is US\$ 70 for standard room and US\$ 90 Deluxe per day.</u></p> <p>Tulip INN Hotel Gabon St. Kirkos Sub- City Around Meskel Flower P.O. Box 29228 Tel: +251 114701401 /+251 114701696Mob: +251 911 979926 E-mail: <a href="mailto:reservation@tulipinnolympiaaddisababa.com">reservation@tulipinnolympiaaddisababa.com</a></p> <p>The Dreamliner Hotel is one of the 4-star hotels in Addis Ababa, renowned for its quality standards and outstanding value for money. (booked for FEMNET participants)</p> <p>Saro Maria Hotel (Booked for UN Invitees and Experts)</p>

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5.	<b>Payment of per diem</b>	<p>Participants will receive a DSA at the UN rate of <b>\$ 198</b> per day. This is to cover the cost of accommodation and any other expenses for 27 October- 1 November 2019. Terminal costs per one way is <b>\$47</b>, therefore, a total of <b>\$188</b> will be paid, however, should shuttles be provided for transport, terminal costs will be adjusted and payed accordingly. Kindly note that as lunch will be provided throughout the meeting days, participants will receive a reduced DSA.</p> <p><b><u>Participants Sponsored by UN Women Country Offices, UNECA, UNDP and other Agencies:</u></b> Please make sure you receive your full DSA from your Sponsoring Agency prior to travelling to Addis. Please contact the focal persons from the respective UN Women Country Office or UN Agency to process your DSAs in time.</p> <p><b><u>Participants Sponsored by UN Women Ethiopia Country Office:</u></b> Please send copies of your Passport with the UN Women Ethiopia Office. See below the Contact for DSA related queries: - Yosef Molla: <a href="mailto:yosef.molla@unwomen.org">yosef.molla@unwomen.org</a>; +251 911 12 11 01 (<b>ONLY</b> for participants sponsored by UN Women Ethiopia Country Office)</p>
6.	<b>Visa</b>	<p>All travellers arriving in Ethiopia should have a valid passport. Nationals from all African countries can receive Visa on Arrival <b>without invitation letters</b> in Ethiopia for a fee of 50 USD, however, Entry VISAS are required for all participants from other parts of the world. Participants travelling on a UNLP or diplomatic passport holders are also entitled to get visa upon arrival.</p> <p>Participants are required to share their passport copy and itinerary by Wednesday 23 October 2019 to <b>Yosef Molla:</b> <a href="mailto:yosef.molla@unwomen.org">yosef.molla@unwomen.org</a>.</p> <p>For all Visa Enquiries please contact:</p> <ul style="list-style-type: none"> <li>- Emebet Hailu: <a href="mailto:EmebetH@africa-union.org">EmebetH@africa-union.org</a> : +251 911 476 220</li> <li>- Gedlu Mebrate: <a href="mailto:Gedlu.mebrate@unwomen.org">Gedlu.mebrate@unwomen.org</a>; +251 911 92 36 94</li> <li>- Yosef Molla: Yosef. <a href="mailto:Molla@unwomen.org">Molla@unwomen.org</a> +251 929 081 251</li> </ul>
7.	<b>Flight Booking</b>	Economic class tickets will be processed and sent to sponsored participants.
8.	<b>Airport Transfers and local transport</b>	<p>Hotels will provide transport from the airport to the hotels. Transport has been arranged for participants to facilitate movements to and from the African Union headquarters. All participants are urged to be at their respective hotel lobbies by 7h 20 am the first day of the meeting to facilitate timely transfer to the meeting venue and 8h00 am the other days.</p> <p>Please be informed that should you miss the bus, you will be required to take a local taxi, at your own cost.</p>

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		The focal point for transport arrangements in UN Women ECO is Mr. Yosef Molla: <a href="mailto:yosef.molla@unwomen.org">yosef.molla@unwomen.org</a> ; +251 929 081 251.
9.	<b>General information about Ethiopia</b>	Ethiopia has an area of 1,112,000 square metres. Addis Ababa is situated at an altitude of 2,400 metres. The population of Ethiopia is estimated at 80 million and over 50 per cent of the population is under 20 years of age. Ethiopia is a multi-ethnic state with a great variety of spoken languages, the three main being 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 online at <a href="http://www.uneca.org">http://www.uneca.org</a> , <a href="http://www.ethionet.et">http://www.ethionet.et</a> , and <a href="http://tour.ethiopianonline.net">http://tour.ethiopianonline.net</a> .
10.	<b>Weather</b>	<p>The climate is tropical with sometimes very humid conditions, interspersed with semi- arid and dry weather conditions. The weather in October is a little parched with windy.</p> <p>Read more:  <a href="http://www.addisababa.climatemps.com/october.php#ixzz62c3VZlhc">http://www.addisababa.climatemps.com/october.php#ixzz62c3VZlhc</a></p> <p>The Daily temperatures in October range between 8-22 Degrees Celsius, participants are therefore encouraged to pack some light but warm clothing for daytime use and warm clothing for the nights.</p>
11.	<b>Currency</b>	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 29.4860 as of 1st of October 2019. There are ATMs accepting international cards at Bole Airport as well as inside the premises of UN Women Offices. 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 is also an authorized exchange centre (Forex) at the Sheraton Hotel, and ATM machines are easily found around the city.
12.	<b>Meeting Materials</b>	The organizers will send electronic versions of all the relevant working documents in one of the 4 official AU languages (English, French, Arabic and Portuguese) in advance to all confirmed participants. The key documents will also be provided as part of meeting folders upon arrival at the conference venue.
13.	<b>Interpretation</b>	Simultaneous interpretation will be available in all 4 AU languages.
14.	<b>Security and security clearance</b>	<p>There are no major security issues in Addis Ababa. Nevertheless, you are advised to keep minimum security precautions.</p> <p>UN Participants (staff/non-staff/consultants) are required to apply for Security Clearance through Travel Request Information Processing (TRIP) on the designated UNDSS website (<a href="http://www.undss.org">www.undss.org</a>) prior to their travel.</p> <p>Non-Staff participants are required to complete a legal waiver form before traveling to be shared by the respective UN Women Offices.</p>

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15.	<b>Registration and identification badge</b>	Participants are required to obtain identification badges prior to entering the AUC compound. They are required to submit the emailed registration form duly filled with copies of their passports prior to entering the AUC compound. For identification and security reasons, all participants are required to wear badges at all times during the meeting.
16.	<b>Contact Persons</b>	Please contact the following AUC team for any question about the meeting
	<b>Africa Beijing+25</b>	<p><b>Marie Goretti Nduwayo</b>  <b>Regional Liaison Adviser to AU &amp; ECA</b>  UN Women  Mob: +251 984 71 80 63  E-mail: <a href="mailto:marie.nduwayo@unwomen.org">marie.nduwayo@unwomen.org</a></p> <p><b>Stephanie Achieng</b>  <b>International consultant on Beijing+25</b>  UN Women  Mob: +251 944 33 29 14  E-mail: <a href="mailto:stephanie.achieng@unwomen.org">stephanie.achieng@unwomen.org</a></p> <p><b>Kayitesi Jeanne Flora</b>  <b>Programme Officer-AU WGDD</b>  <u>African Union Commission- WGDD</u>  Mob: +251 911567935 787  Email: <a href="mailto:kayitesijf@africa-union.org">kayitesijf@africa-union.org</a></p> <p><b>Dr. Tapiwa Uchizi Niasulu Rweyemamu</b>  <b>Head of Division- AU WGDD</b>  African Union Commission  Mobile: +251 901 091 016  Email: <a href="mailto:rweyemamut@africa-union.org">rweyemamut@africa-union.org</a></p> <p><b>Ms. Keiso Matashane Marite</b>  <b>Gender Affairs Officer</b>  UN Economic Commission for Africa  Mobile: +251 922 775 369  Email: <a href="mailto:matashane-marite@un.org">matashane-marite@un.org</a></p>
	<b>Confirmation, Ticket &amp; Visa</b>	<p><b>Mrs. Fiorella De Pede, AU-WGDD</b>  Email: <a href="mailto:FiorellaP@africa-union.org">FiorellaP@africa-union.org</a>;</p> <p><b>Mrs. Emebet Hailu, AU-WGDD</b>  Email : <a href="mailto:Emebeth@africa-union.org">Emebeth@africa-union.org</a></p> <p><b>Addis Ababa - Tel: +251 115 18 2111/ 115 18 2115</b></p>
	<b>Registration, and Accommodation</b>	<p><b>Mrs. Fiorella De Pede, AU-WGDD</b>  Email: <a href="mailto:FiorellaP@africa-union.org">FiorellaP@africa-union.org</a></p> <p><b>Mrs. Stephanie Achieng , UN Women ECO</b></p>

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		<p><a href="mailto:stephanie.achieng@unwomen.org">stephanie.achieng@unwomen.org</a>;</p> <p><b>For Accommodation purpose only</b>            Samrawit Assefa, Assistant Sales Manager, Sapphire Addis Hotel            Assefa Bekele, General Manager, Yinm Furnished Apartments            Aselefech Ketsela, Manager, Tirar International Hotel</p>
	<p><b>Working documents &amp; documents distribution</b></p>	<p><b>Mr. Ashenafi Negussie</b>, AU WGDD            Email: <a href="mailto:AshenafiN@africa-union.org">AshenafiN@africa-union.org</a></p> <p><b>M. Million Asseged</b>, CUA-DFGD            Email: <a href="mailto:Assegedm@africa-union.org">Assegedm@africa-union.org</a></p>
	<p><b>Health</b></p>	<p>Visitors to Ethiopia should be in possession of a valid health certificate for yellow fever.</p> <p>As Addis Ababa is situated at an altitude of 2,400 meters, it is advisable to take precautionary measures to avoid any health problems that might occur because of the high altitude. Most common symptoms of negative impact of high altitude include headaches, dizziness, loss of appetite, nausea, fatigue, insomnia.</p> <p>People with health conditions like high blood pressure, asthma, diabetes and any similar conditions should consult their doctors before travelling.</p> <p>In case of a medical emergency, please contact:  <b>African Union Commission Clinic</b>  <b>New Conference Complex</b>  <b>Tel. +251 11 5184384</b></p> <p>Please Urgently Notify the following for any Health-Related Issues:            Letty Chiwara: <a href="mailto:letty.chiwara@unwomen.org">letty.chiwara@unwomen.org</a>, +251 912 50 66 88            Victoria Maloka: <a href="mailto:malokaV@africa-union.org">malokaV@africa-union.org</a></p>
<p>17.</p>	<p><b>Wi-Fi</b></p>	<p>Free Wi-Fi is available at the AUC Compound            Username: <b>AUC GUEST</b></p>
<p>18.</p>	<p><b>Social Media</b></p>	<p>Participants are invited to follow WGDD on :</p> <p>Twitter: <b>@AU_WGDD</b>            Hashtags: <b>#4STCGEWE2019</b></p> <p>Facebook: <b>Women Gender and Development Directorate/WGDD</b></p>

**WE WISH YOU ALL A SAFE JOURNEY TO ADDIS ABABA**

