

**Fifty-third session of the Economic Commission for Africa Conference
of African Ministers of Finance, Planning and Economic Development**

Information note for participants

The Economic Commission for Africa (ECA) will host its fifty-third session of the Conference of African Ministers of Finance, Planning and Economic Development in Addis Ababa from Wednesday, 18 March to Tuesday, 24 March 2020 at the United Nations Conference Centre.

Participants are advised to read the following information carefully, as it will help them to plan their travel and their visit to Addis Ababa.

Participants are encouraged to keep a copy of this information note throughout the Conference. To keep costs down and in the interests of safeguarding the environment, it will not be reprinted. However, all details contained in this note can also be found on the official ECA website for the Conference (see www.uneca.org/cfm2020).

Conference overview

The theme of the fifty-third session of the Conference of African Ministers of Finance, Planning and Economic Development is “Africa’s sustainable industrialization and diversification in the digital era”.

The Committee of Experts will begin its work on Wednesday, 18 March and conclude on Friday, 20 March 2020. The ministerial segment of the Conference of Ministers will take place on Monday, 23 and Tuesday, 24 March 2020.

Letters of credentials

Delegations are kindly requested to submit to the Executive Secretary of ECA their letters of credentials, duly signed by the appropriate authorities of their respective Governments, at their earliest convenience but no later than one day before the start of the session, namely, 17 March 2020.

Letters of credentials, which must indicate the names, titles and contact details of delegates nominated to attend the Conference, can be sent via email to ECA-SOC@un.org, with a copy to gebissa@un.org. Originals should be marked to the attention of the Executive Secretary and sent to the address below:

Office of the Executive Secretary
Economic Commission for Africa
United Nations
9th Floor, Niger Building
Menelik II Avenue
P.O. Box 3002
Addis Ababa, Ethiopia

Questions regarding the accreditation procedure should be directed to:
Secretary of the Commission
Office of the Executive Secretary
United Nations Economic Commission for Africa
Tel. +251-11-544-3378
Email : ECA-SOC@un.org

Immigration requirements

In order to assist participants in obtaining visas upon their arrival at Bole International Airport, the secretariat of the Conference will need to receive the following particulars at least **10 working days** in advance:

- (a) Full name;
- (b) Nationality;
- (c) Flight details (arrival and departure);
- (d) Passport number.

Participants requesting visas upon arrival at Bole Airport should carry with them their personal **official letters of invitation and a copy of the note verbale listing the conference participants**, for presentation to the immigration authorities.

In order to apply for an e-Visa (see www.evisa.gov.et/#/conference-visa), participants will need to send the following information to the secretariat of the Conference at least **15 working days in advance of their arrival**:

- (a) Full name;
- (b) Nationality;
- (c) Flight details (arrival and departure);
- (d) Passport number.

The ECA Protocol and Liaison Service will issue participants with an approved letter from the Ministry of Foreign Affairs. Participants should attach that letter to their online application, together with all other required documentation.

All questions relating to visas should be sent to: eca-protocolservice@un.org.

For the issuance of journalist visas (see www.evisa.gov.et/#/journalist-visa), the application procedure is the same as described above.

Holders of diplomatic and service passports and United Nations laissez-passer will receive visas free of charge. **However, upon arrival at Bole International Airport, all other visas must be paid for by participants either in United States dollars or in euros.**

Health requirements

Anyone travelling to Ethiopia from countries where yellow fever is endemic should be in possession of a valid health certificate attesting to the receipt of vaccination against yellow fever. A 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. Since 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 ECA Conference Centre, can provide emergency medical services to participants and delegates attending the Conference.

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

Dr. Grace Fombad

Chief, United Nations Health Care Centre

Telephone: + 251 115 44 35 07

+251 911 50 82 18

Emergency room and ambulance service: + 251 929 90 84 33 or

+ 251 115 44 55 02

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. Located in the Rotunda of the ECA complex, the offices of Gashem Travel and Air Link Travel can assist participants with the reconfirmation of their tickets and provide them 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)

Air Link 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 Rotunda.

Participants should bring their tickets with them when visiting these travel agencies or airlines in order to reconfirm their flights.

Hotel accommodation

All participants must contact hotels directly to arrange, confirm and guarantee their bookings. Negotiated hotel rooms at special United Nations rates are available for participants staying at the hotels listed in the annex. The deadline for confirming reservations at those hotels is two to three weeks before the start of the Conference. Reservations that have not been confirmed by that deadline will be released. The hotels will then only accept accommodation requests on the basis of room availability.

All participants are kindly requested to note that ECA will not be in a position to arrange hotel accommodation if they fail to make their own arrangements beforehand directly with the hotel of their choice.

Arrival at Bole International Airport

As part of the online registration process, participants will need to provide their date and time of arrival in Addis Ababa, including full flight details, which will then be forwarded to the secretariat of the Conference.

All participants will be met upon arrival at Bole International Airport by representatives of the Protocol and Liaison Service and will be assisted with immigration and customs formalities if necessary.

More detailed information on the above procedure will be posted on the official website of the Conference in due course (see www.uneca.org/cfm2020). Participants should ensure that they inform the Protocol and Liaison Service by email (eca-protocolservice@un.org) of any subsequent changes to the time and date of their arrival.

Temporary importation of laptops and other equipment

To comply with the import customs regulations of the Government of Ethiopia, participants should declare laptops and any other equipment that they intend to bring for use at the Conference. In order to assist with the temporary importation of such items, participants should send detailed specifications of the items, a copy of their passport data page and the time and date of their arrival and departure to the secretariat of the Conference between **10 to 13 working days in advance of the Conference** at the latest. The items will then be registered by the customs office as items for import prior to, and export following, the Conference.

Registration and identification badges

Online and in-person registration

Participants are requested to register online at the official website of the Conference (www.uneca.org/cfm2020) well in advance of, but no later than, **10 March 2020**, in order to facilitate the smooth coordination of the issuance of photo badges and the compilation of the list of participants. Participants are also encouraged to submit their photos online well in advance as this will speed up the registration process. Prior online registration is mandatory, in line with the standard United Nations security procedures required to facilitate security clearance.

In order to speed up the screening of participants by security personnel, photographic ID badges will be issued to conference participants. Collection of the ID badges will commence on **16 March 2020** at the Delegates Registration Building, which is located at Gate 2, from 8 a.m. to 6 p.m. each day. Only the names of duly registered participants will be included in the list of participants.

For security reasons, identification badges should be worn by all participants at all times, during conference sessions and during official social functions held in the ECA complex. The loss of a conference badge should be communicated to the Conference Management Unit, located on the ground floor of the United Nations Conference Centre behind the registration counter, so that a new badge can be issued immediately.

More up-to-date information about the accreditation arrangements for the Conference will be posted on the official conference website in due course.

A sustainable conference

In the interests of ECA hosting a sustainable conference, all participants are strongly encouraged to bring their own laptops or iPads with them. At the time of registration, participants will be asked if they intend to use mobile, iPad or laptop devices and one laptop per delegation will be provided for use during the conference.

In order to reduce the environmental impact generated by the use of paper, participants are encouraged to rely on digital versions of conference documents, which can be downloaded from the website: www.uneca.org/cfm2020. This link provides access to all pre-session and in-session documents and statements.

While print-on-demand facilities will remain available during the Conference, requests for hard copies of documents should only be made when strictly necessary and on an exceptional basis (maximum one additional set of conference documentation per delegation).

Transportation

ECA protocol officers will be stationed at Bole International Airport to assist participants upon their arrival and to facilitate their transfer to their hotels.

During the Conference, ECA-provided transportation will be limited to ferrying participants back and forth from their hotels to the conference venue in the mornings and at the end of the daily sessions.

In the event that participants wish to arrange transportation in Addis Ababa outside the period of the Conference or to be taken to the airport at the end of the Conference, they will find contact information for recommended taxi and car hire companies in Addis Ababa on the official conference website.

Information and communications technology services

The United Nations Conference Centre is equipped with Wi-Fi, and technical support is available from the ECA Help Desk (tel.: +251 115443123; ext.: 33123; ihelpdesk@uneca.org). Technical support for presentations must be arranged in advance with the Conference Centre support team (eca-uncc-aa@un.org).

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

Catering facilities

Catering facilities for refreshments and meals within the ECA complex include:

- Sheraton Cafeteria
- Delegates' Dining Room

- Press Bar
- Tivoli Restaurant
- Harambe Restaurant
- Kaldis' Cafe

Mobile phones

Participants are encouraged to bring with them a dual-band mobile handset (900/1800 MHz). The national telecommunications company, Ethio Telecom, sells SIM cards with pre-charged airtime. The initial subscription costs 15 Ethiopian birr (for more details see www.ethiotelecom.et/prepaid-mobile/).

General information about Ethiopia

Ethiopia is an expansive, landlocked country in the Horn of Africa. Its capital city, Addis Ababa, is situated at an altitude of 2,400 metres. Ethiopia is a multi-ethnic State with 83 languages and 200 dialects. 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 a living from the land. There is also a vibrant livestock sector, exports from which include cattle, hides and skins.

Climate

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

Since there is the possibility of cool weather at night and after heavy rains, participants may wish to bring a light jacket or sweater with them.

Electricity

The electric supply in Ethiopia is 220-240 volts, 50 cycles, and is AC-accessible via a 13-amp, two-pin (European) socket.

Currency (Ethiopian birr)

Ethiopian currency is denominated in “birr” and “centimes”. As the exchange rate can fluctuate, it should be checked prior to arrival on the following website: www.nbe.gov.et/market/banksexchange.html.

A branch of the Commercial Bank of Ethiopia, located in the Rotunda of the ECA complex, is open from Monday to Friday (8 a.m. to 5.30 p.m). There is also an authorized exchange centre (Forex) at the Sheraton Hotel. ATM machines can be found in the

Conference Centre and also at a number of other locations, including the following hotels: Elilly, Hilton, Intercontinental, Jupiter, Marriott, Radisson Blu and Sheraton.

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 required to ensure the security of their valuables and their personal safety.

While on ECA premises, all participants should therefore ensure that they:

- Show their conference badges 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 Conference Centre
- Do not leave any valuable items unattended
- Check that they have taken all their documents and personal items with them before leaving the Conference halls and meeting rooms
- Inform the Security and Safety Service or the nearest security officer if they lose anything valuable

When staying at their hotels, participants should follow this safety advice:

- Upon entering or leaving their rooms, make it a habit to lock the door
- Before leaving their rooms, make sure that no money, jewellery, cameras or other valuables are visible
- Deposit valuables or portable items at the reception desk and obtain a receipt for them
- Contact the Security and Safety Service if they see anything suspicious.

Useful telephone numbers

Emergency numbers

United Nations Control Room – Addis Ababa (24 hrs) +251 – 115 445135 /516537 / 512945

Security Chief +251 – 0911 201802

Deputy Chief +251 – 0911 508578

Emergencies outside Addis Ababa

United Nations Operations Centre (24 hrs)	+251 – 115-511726
Satellite phone	+87162546835 +8821651133843
Police Emergency Numbers (24 hrs)	991
City Police	+251 – 115 572100 / 572121
Federal Police	+251 – 115 524077 / 526302 / 526303

Annex

List of hotels Addis Ababa

No.	HOTEL
1.	CAPITAL HOTEL AND SPA Tel: 251-11 6-672100 251-11-6-192000 Fax: 251-11-6-672012 Email: reservation@capitalhotelandspa.com Website: www.capitalhotelandspa.com
2.	CHURCHILL HOTEL Tel: (251-11) 1 11 12 12 Fax: (251-11) 1 11 88 00 Ms. Haimanot – 251 966 72 02 73 Email: churchillhotel@ethionet.et haymitesfaye143@gmail.com
3.	ELILLY HOTEL Tel: 0115- 58 77 77/73/70 Fax: 0115 58 52 00 Contact: Ms. Elisabeth Shume/Mr. Tesfaye Amenu Email: info@elillyhotel.com reservation@elillyhotel.com Website: www.elillyhotel.com
4.	FRIENDSHIP HOTEL Tel: (251-11) 6 67 02 02 Email: marketing@friendshiphotel.com.et
5.	GETFAM HOTEL Tel: (251-11) 6 67 31 75 Email: reservations@getfamhotel.com Website: www.getfamhotel.com
6.	HARMONY HOTEL Tel: (251-11) 6 18 31 00 Fax: (251-11) 6 18 29 10 Mob.: (251-913) 86 77 78 Email: reservation@harmonyhotelethiopia.com Website: www.harmonyhotelethiopia.com

7.	<p>HILTON HOTEL Tel: (251-11) 5 51 84 00/17 00 00 Tel: (251-11) 5 51 00 64 Fax: (251-11) 5 51 17 18 Contact: Mr. Daniel Gelaw Email: reservations.addisababa@hilton.com</p>
8.	<p>HYATT REGENCY HOTEL Tel: (251-11) 5 17 12 34 Email: addisababa.regency@hyatt.com</p>
9.	<p>INTERCONTINENTAL HOTEL Tel: (251-11) 5 50 50 66/18 04 44 Fax: (251-11) 5 54 00 90/96 Contact: Ms. Alem/ Ms. Liya Habtemariam Email: reservation@intercontinentaladdis.com Website: www.intercontinentaladdis.com</p>
10.	<p>JUPITER INTERNATIONAL HOTEL - KASANCHES Tel: (251-11) 5 52 73 33 (251-11) 5 52 63 70 0911 65 18 10 (Ayelech) Fax: (251-11) 5 52 64 18 Email: info@jupiterinternationalhotel.com Website: www.jupiterinternationalhotel.com</p>
11.	<p>KALEB HOTEL Tel: (251-11) 6-62-22-00 Fax: (251-11) 6-62-80-98 Email: reservation@kalebhotel.com Website: www.kalebhotel.com</p>
12.	<p>MAGNOLIA HOTEL Tel: (251-11) 6 39 37 77 Email: reservation@magnoliaaddis.com</p>
13.	<p>MARRIOTT EXECUTIVE APARTMENTS Tel: (251-11) 5 18 46 00 Contact: Mr. Biruk Hailu/ Ms. Tigist Juneydin Email: reservation.adder@marriott.com Website: www.marriott.com/adder</p>
14.	<p>NIGIST TOWERS GUEST HOUSE Tel: (251-11) 5 50 97 70 Yirgat: 0911 19 55 35 Email: info@nigisttowers.com Website: www.nigisttowers.com</p>
15.	<p>PANORAMA HOTEL Tel: (251-11) 6 6 61 60 70 Email: info@panoramaaddis.com</p>

16.	<p>RADISSON BLU HOTEL Tel: (251-11) 5-15 76 00/ 17 04 00 Fax: (251-11) 5-15 76 01 Email: reservations.addisababa@radissonblu.com Website: www.radissonblu.com</p>
17.	<p>RAMADA HOTEL Tel: (251-11) 6 39 39 39 Email: info@ramadaaddis.com Website: www.ramadaaddis.com</p>
18.	<p>SARO MARIA HOTEL Tel: 0116- 67 21 67/68 Fax: 0116- 67 21 21 Email: info@saromariahotel.com reservation@saromariahotel.com Website: www.saromariahotel.com</p>
19.	<p>SHERATON HOTEL Tel: (251-11) 5 17 17 17 Fax: (251-11) 5 17 27 27 Contact: Mr. Getachew Melese/Mr. Begashaw Kassaye Email: reservations.addisethiopia@luxurycollection.com Website: www.luxurycollection.com/addis</p>
20.	<p>SKYLIGHT HOTEL Tel: (251-11) 6-67 10 90 Email: reservations@ethiopianskylighthotel.com Website: www.ethiopianskylighthotel.com</p>