



United Nations  
Economic Commission for Africa

**Conference of African Ministers of Finance, Planning and  
Economic Development &  
Meeting of the Committee of Experts  
29 May - 1 June 2003, Addis Ababa, Ethiopia  
United Nations Conference Centre (UNCC)**

**Information for Participants**

Dear Participant,

Welcome to Addis Ababa and to the Twenty-Second Conference of African Ministers of Finance, Planning and Economic Development, which is being held from 29 May to 1 June 2003 at the United Nations Conference Centre in Addis Ababa, followed by the joint Symposium with the African Development Bank on 2 June, 2003.

Below please find some general information on meeting arrangements, which you may find useful. If you have any questions or require any assistance do not hesitate to contact the Economic Commission for Africa (ECA) Conference Coordination Unit (CCU):

**Ms. Berhane Abera**

**Tel : +251 1 44 34 61/51 49 45**

**Fax : +251 1 51 48 74/51 31 55**

**e-mail : [ccu@uneca.org](mailto:ccu@uneca.org)**

For additional information on general questions of the meeting, please note the important contacts provided at the end of this Note.

**1. Immigration Requirements**

Visas are required for all participants traveling to Ethiopia, except for nationals of Djibouti and Kenya. Participants from countries that have Ethiopian diplomatic missions are required by the Ethiopian immigration authorities to secure their visas from those missions.

*Participants from such countries must obtain a visa through the Ethiopian Diplomatic Mission before departure. These include holders of diplomatic and service passports as well as United Nations Laissez-Passer.*

If your country does not have an Ethiopian Diplomatic Mission, ECA will assist you in obtaining a visa upon arrival, subject to prior submission of your complete passport details and flight information (refer to registration form).

You should request visa assistance from ECA well in advance, as it will take at least two weeks to process visa applications and obtain approval from Ministry of Foreign Affairs and Immigration Authorities.

Please carry your letter of invitation on you as this document is needed when facilitating visas on arrival at Bole International Airport.

Prior to entry, visitors to Ethiopia should be in possession of a valid inoculation 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 to arrival in the country.

Please note that an Ethiopian visa costs between Birr 150 – 325 (US\$ 20 – 50) per person depending on your nationality and payment must be made at the time of issue. Holders of diplomatic and service passports as well as United Nations Laissez-Passer will receive visas free of charge. Expenses incurred in connection with visa requirements are paid in local currency, which can be obtained from the Ethiopian Commercial Bank at Bole International Airport. Bank receipts for money changed at the airport must be kept securely as they may be asked for upon departure. The airport tax on departure from Bole International Airport is US\$ 20.00 payable in cash in US dollars.

***Please send the registration form with passport and flight information to the ECA Conference Coordination Unit: (Fax: +251 1 51 48 74/51 31 55 e-mail: [ccu@uneca.org](mailto:ccu@uneca.org)).***

## **2. 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 to Addis Ababa. There are travel agencies on site at ECA to assist with re-confirmation of tickets and to provide participants with travel and tour related information. Travel Agencies at ECA are reachable at the following telephone numbers:

- **Safeway Travel** Tel: +251 1 44 31 57/09 20 37 07/09 20 00 77
- **Gashem Travel** Tel: +251 1 15 89 32/09 25 04 68/ 09 20 12 39
- **Express Travel** Tel: +251 1 44 32 00/09 20 15 57/09 20 69 85

Ethiopian Airlines will operate a travel desk at the United Nations Conference Centre in Addis Ababa during the Conference. Their telephone number in Addis Ababa is: +251 1 61 56 00/61 61 61.

Please have your ticket available when visiting the travel agency to re-confirm flights.

### 3. Hotel Accommodation

Arrangements have been made by ECA to book accommodation for participants at their expense in various hotels, as listed below. Participants who wish to avail themselves of this service at UN preferential rates are required to complete the relevant section of the registration form and forward it no later than 9 May 2003.

<b>*Sheraton Hotel</b> (Walking distance to ECA) Tel: +251 1 17 17 17 Fax: +251 1 17 27 27 <a href="mailto:reservationsaddisethiopia@luxurycollection.com">reservationsaddisethiopia@luxurycollection.com</a>	Single Room	<b>UN Rate</b> US\$ 194.00
---	-------------	-------------------------------

<b>*Hilton Hotel</b> (Walking distance to ECA) Tel: +251 1 51 84 00 Fax: +251 1 51 00 64 <a href="mailto:sal_addis-ababa@hilton.com">sal_addis-ababa@hilton.com</a> <a href="http://www.hilton.com">www.hilton.com</a>	Single room	<b>UN Rate</b> US\$ 85.00
---	-------------	------------------------------

*\*Please note that the Sheraton Hotel and Hilton Hotel are reserved for Ministers and Governors of Central Banks.*

<b>Queen of Sheba Hotel</b> (2 – 5 kilometers distance from ECA) Tel: +251 1 61 54 00 Fax: +251 1 61 31 74 <a href="mailto:QueenShebaHotel@telecom.net.et">QueenShebaHotel@telecom.net.et</a>	Single room	<b>UN Rate</b> US\$ 49.00
---	-------------	------------------------------

<b>Desalegn Hotel</b> (2-5 kilometers distance from ECA) Tel: +251 1 62 45 24 Fax: +251 1 62 38 84	Single room	<b>UN Rate</b> US\$ 45.00
---	-------------	------------------------------

<b>Global Hotel</b> (2 – 5 kilometers distance from ECA) Tel: +251 1 66 39 06/66 47 22 Fax: +251 1 66 47 23	Single room	<b>UN Rate</b> US\$ 45.00
--	-------------	------------------------------

<b>Meridian Hotel</b> (2 – 5 kilometers distance from ECA)	Standard room	<b>UN Rate</b> US\$ 38.00
---	---------------	------------------------------

Tel: +251 1 61 50 50/61 41 20

Fax: +251 1 61 50 92

[Meridian-hotel@telecom.net.et](mailto:Meridian-hotel@telecom.net.et)

**Atlas Hotel**

(2 – 5 kilometers distance from ECA)

Single room

*UN Rate*

US\$ 23.00

Tel: +251 1 61 21 15/61 16 10

Fax: +251 1 61 36 61

**Bole International Hotel**

Tel: +251 1 63 30 00/63 38 40

Fax: +251 1 32 78 80

Single Room

*UN Rate*

US\$ 30.00

**Axum Hotel**

Tel: +251 1 61 39 16

Fax: +251 1 61 42 65

Single Room

*UN Rate*

US\$ 28.00

**Holiday Hotel**

Tel: +251 1 61 20 81

Fax: +251 1 61 26 27

Single Room

*UN Rate*

US\$ 20.00

#### **4. Currency/Banks**

All foreign currency in your possession should be declared on the blue currency declaration form upon arrival at Bole International Airport. There is no limit on how much you can bring into the country.

Ethiopian currency is denominated in “Birr” and “Cents”. The bank rate of exchange varies. The UN official rate as of 1 January 2003 was US\$ 1.00=Birr 8.59.

Currency changed into Birr at the Commercial Bank on the ECA compound, may be reconverted only at that branch of Commercial Bank, and not exceeding the originally converted amount.

Acceptance of credit card is limited to few hotels and restaurants. It is therefore advisable to carry means of exchange (traveler cheques) and adequate local cash.

#### **5. Reception on Arrival**

Participants will be met on arrival at Bole International Airport and will be assisted with immigration, customs and related formalities, subject to the necessary information being provided in time. **Consequently, flight details with expected date and time of arrival should be completed on the registration form and sent to the Conference Coordination Unit contact address at the earliest convenience and well in advance of arrival in Addis Ababa.**

## **6. Transport**

You will arrive at Bole International Airport, which is located just 5 kilometres from the Centre of Addis Ababa. Please note that only those participants who have provided advance information to ECA of their flight number, date and time of arrival will be met at the Airport and transported by bus to their hotels.

Hotels will be able to provide transfers back to the airport on return. Participants are required to notify their respective hotel of their departure date and time 24 hours in advance to ensure the necessary arrangements are made.

ECA buses will be available to transfer participants from hotels to the Conference Centre in the mornings and back to their hotels at the end of the day's session. No transfers will be provided during lunch break.

## **7. Registration and Identification Badges**

Participants are required to register and obtain Identification Badges prior to the opening of the meeting. Kindly also carry your invitation letter and personal identification for on site accreditation. For identification and security reasons, Identification Badges should be worn by all participants at all times during the Conference and at official social functions.

## **8. Documents**

Participants will be issued copies of the documents for the Meeting at the time of registration. Participants are advised to consult with the Secretariat on any matter pertaining to the issuance or distribution of documents at the Meeting.

## **9. General Information about Addis Ababa and Ethiopia**

Addis Ababa is a city at high altitude: 2400 meters above sea level (higher than Mexico city). Safety standards are relatively good, but similar precautions as in other metropolitan cities should be followed. The predominant language spoken in Addis Ababa is Amharic, but English is widely understood as well. Communication in French is quite limited and minimal in Italian and Arabic.

May is the last month of the dry season in Ethiopia. The rainy season begins in June, so occasional rainfall is possible. The temperature in Addis Ababa during May/June varies between maximum 25°C and minimum 9 °c.

Further information on Ethiopia and ECA can be found on the following websites:

<http://www.unorg/depts/eca>  
<http://www.telecom.net.et>  
<http://www.ethio.com>  
<http://tour.ethiopianonline.net>

**Additional Information**

For additional information, regarding substantive issues of the Conference, please contact:

**Urbain Zadi, Officer-in-Charge**

Office of Policy, Planning and Coordination  
United Nations Economic Commission For Africa  
P.O. Box 3001  
Addis Ababa, Ethiopia  
Fax: +251 1 51 44 61  
Tel: +251 1 51 58 27  
E-mail: [uzadi@uneca.org](mailto:uzadi@uneca.org)

For any other issue pertaining to Protocol and Logistics, please contact:

**Patrick Chiumya, Director**

Conference and General Services Division  
United Nations Economic Commission for Africa  
P.O. Box 3001  
Addis Ababa, Ethiopia  
Fax: +251 1 51 58 31  
Tel: +251 1 51 90 95  
E-mail: [pchiumya@uneca.org](mailto:pchiumya@uneca.org)

You may also consult the Conference Website:

<http://www.un.org/Depts/eca/uncc-aa/index.htm>