

INFORMATION NOTE FOR PARTICIPANTS

Thank you for confirming your participation in the upcoming Fourth Joint Annual Meetings of the AU Conference of Ministers of Economy and Finance and ECA Conference of African Ministers of Finance, Planning and Economic Development scheduled to take place in Addis Ababa, Ethiopia from 24 – 29 March 2011. 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 should be presented prior to their arrival and that the participants should carry with them and present to Immigration an **official Letter of Invitation** for this 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 March 2011.

- 1) First name and Second name
- 2) Nationality
- 3) Flight details (arrival and departure)

Please note that an Ethiopian visa costs \$ 20.00 or EURO 17.00 per person and that payment must be made either in US Dollars or in EURO at the time of issuance. Holders of diplomatic and service passports as well as United Nations Laissez-Passer will receive visas free of charge. Bank receipts for money converted at the airport must be safely kept 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 (6) days prior to arrival in Ethiopia. As Addis Ababa is situated at an altitude of 2,400 meters, it is advisable to take precautionary measures to avoid possible health problems that might occur due to high altitude

The United Nations Health Care Centre (UNHCC), situated on the ground floor of the UN Conference Centre, provides emergency medical services to participants/delegates attending meetings during this Conference.

Participants on special medications should bring enough quantities to last for the period they are staying as some of them may not be found in UNHCC or in town. For acute Health problems, UNHCC is available to respond to individuals and the latter are expected to pay for the services.

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

Dr. Grace Fombad

OIC, United Nations Health Care Centre

Telephone: + 251 – 115 - 511053/445502 or +251 115 - 448888

ECA Ambulance Telephone: + 251 – 115 - 51 42 02 or 51 58 28

GUIDELINES ON PERSONAL SECURITY AND SAFETY OF PARTICIPANTS

The United Nations Security and Safety Services stands 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.

Please adhere to the following precautionary measures while you are in ECA premises:

- Display your Conference Badges on demand of an authorized person and wear it visibly;
- Do not leave bags and parcels unattended as this will be confiscated or destroyed;
- Do not bring unauthorized persons and children into the UN Conference Centre;
- Safeguard your valuable property;
- Check for your documents and items before you leave the Conference Halls and meeting rooms;
- Should you lose any valuable items within the UN premises, kindly inform UN Security and Safety Service accordingly, or inform the nearest Security Officer.

When you are off the ECA premises and in your Hotel:

- 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. have been left exposed;
- Deposit valuables or portable items at the hotel reception desk and obtain a receipt;
- Should you observe anything suspicious or out of the ordinary situation, please contact immediately the UN Security 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 Ababa:

UN Operations Centre (24 hrs) +251-115-511726

Satellite Phone +87162546835

Police Emergency Numbers (24 hrs) 911

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. It is therefore required that participants should 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 44 30 51/ 44 30 52/ 44 40 38 or +251 911 25 04 68 (mobile)**
- **Airlink Travel Tel: +251 115 44 43 66/ 44 43 67/ 44 43 33/ 44 43 34 or +251 921 79 81 28 (mobile)**

Ethiopian Airlines and Kenya Airways have offices in the ECA compound. Please have your ticket available when visiting the travel agency for re-confirmation of your flights.

HOTEL ACCOMMODATION

Reservations for hotels can be arranged based on individual request at the following selected hotels on first-come first-served basis, provided arrival and departure details are received latest by **11 March 2011**. Most hotels will be expecting final rooming list from ECA by **15 March 2011** after which ECA will be subject to a cancellation penalty for rooms reserved and not utilized. Participants wishing to stay at the Hilton need to provide on time their credit card details to get hotel confirmation.

In addition to accommodation costs, all participants shall 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 the Conference:

LIST OF RECOMMENDED HOTELS

No.	Hotel	Type of Rooms	UN Rate
1	ADOT - TINA HOTEL Tel: (251-11) 4 67 39 39 Fax: (251-11) 4 67 41 11 Mobile: (251-11) 9 07 29 37 adottinah@ethionet.et website www.adot-tina.com 0911-072937 (Hotel Manager)	Standard rooms Double Occupancy	US\$ 70.00 US\$ 80.00
2	MN International Tel: (251-11) 6-62 08 31/33/34/35 Ato Teshome Fax: (251-11) 6-62 08 32	Single rooms Double rooms	US\$ 60.00 US\$ 80.00
3	GHION HOTEL Tel: (251-11) 5-51 32 22 Tel: (251-11) 5-51 00 99 Fax: (251-11) 5-50 51 50	Standard rooms Double rooms	US\$ 75.00 US\$ 89.00
4	HILTON HOTEL Tel: (251-11) 5-51 84 00 Tel: (251-11) 5-51 00 64 Fax: 5-52 95 81 email: sales addis@hilton.com	Single Double Executive Rooms Single Double	US\$ 175.00 US\$ 205.00 US\$ 225.00 US\$ 255.00 Plus 25% TAX
5	HOTEL de LEOPOL Tel: (251-11) 5-50 77 77 Mobile (251)-0911603119 Ato Gashaw Hotel Manager Fax: (251-11) 5-53 14 66 Fax: (251-11) 5 15 50- 80	Standard rooms Double Occupancy	US\$ 60.00 US\$ 70.00
6	PLAZA HOTEL Tel: (251-11) 6-61 22 00 Fax: (251-11) 6-61 30 44	Single rooms King (bed) rooms	US\$ 40.00 US\$ 50.00
7	SHERATON HOTEL Tel: (251-11) 5-17 17 17 Fax: (251-11)5-17 27 27	Club room (Single) Double Occupancy Executive rooms Executive Double	US\$ 240.00 US\$ 240.00 US\$ 355.00 US\$ 385.00

			Plus 25% TAX
8	JUPITER INTERNATIONAL HOTEL Tel: (251-11) 5-52 73 33(Ayelech) Fax: (251-11) 5-52 64 18 Fax: (251-11) 6-61 69 99(Bole)	Standard Single rooms Deluxe Room Super Deluxe Junior Suit Executive Room	US\$80.00 US\$100.00 US\$ 125.00 US\$140.00 US\$150.00
9	HARMONY HOTEL Tel: (251-11) 6-18 31 00 Fax: (251-11) 6- 18 29 10	Standard Single Twin rooms	US\$ 80.00 US\$ 110.00
10	PANORAMA HOTEL Tel: (251-11) 6-61 60 70 Fax: (251-11) 6-61 60 72	Single rooms Double rooms Superior rooms Executive rooms	US\$ 65.00 US\$ 65.00 US\$ 65.00 US\$110.00
11	TDS HOTEL Tel: (251-11) 6-63 58 13 /16/17/19/25 Fax: (251-11) 6- 63 58 90 / 011 - 6 - 62 17 38 / 011-6- 63 58 17	Single room Double room Twin rooms	US\$ 66.00 US\$ 77.00 US\$ 88.00
12	DREAMLINER HOTEL Tel: (251-11) 4-67 40 00 Fax: (251-11) 4-67 40 01 Mob. 0911 24 07 51 Ms. Aida	Standard Single, Standard King, Deluxe King, Deluxe Twin, Premium Deluxe (any available rooms) Double Occupancy	US\$ 70.00 US\$ 80.00
13	INTERCONTINENTAL HOTEL Tel: (251-11) 5-50 50 66 Fax: (251-11) 5-54 00 90/96	King Deluxe room (Standard) Twin Deluxe rooms	US\$ 90.00 US\$ 120.00
14	KZ HOTEL Tel: (251-11) 6-62 16 77/61 48 36 Fax: (251-11) 6 - 18 51 38 Yonas/Fekadu	Single rooms Double Room Junior Suit	US\$ 65.00 US\$ 75.00 US\$70.00

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 their preferred room type.
2. Rooms will be reserved on “first-come, first-served” basis, depending on room availability. Self-sponsored participants may be booked in another hotel from within the same category.
3. Self-sponsored participants are requested to provide their contact details in 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 secure their bookings.

Kindly send your confirmation, arrival details and hotel preference by **11 March 2011** to:

OIC, Publications and Conference Management Section, UNECA
Telephone Nos.: +251-1 544 3556/5445141/5443589
Fax Nos.: +251-11 551 3155 or +251-11 514874
e-mail : uncc-aa@uneca.org

RECEPTION 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 Points indicated here 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 mentioned items, ECA should receive, latest by **15 March 2011**, a detailed specification of the items to be brought in, together with the arrival/departure details of the participant. Such items will hence be registered for temporary import by the customs office, and will be taken out of the country after the end of the Conference.

Journalists coming with professional cameras need to bring two passport-size photos and pay a fee of ETB 1000,00 at their 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 Bureau (DRB).

For identification and Security reasons, Identification Badges should be worn by all participants at all times during the Conference and at official social functions.

Registration will start from 21st March 2011 at the Delegates Registration Bureau (DRB), opposite UNCC main entrance.

TRANSPORT

You will arrive at Bole International Airport, which is located just 5 kilometres away from the Addis Ababa city centre. 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 mornings and at the end of the daily sessions. Regrettably, transport will not be provided during lunch breaks. All lunch breaks will take place within the UNECA compound.

If you would like transportation in Addis Ababa outside of Conference time, or to take you to the airport at the end of the Conference, you can book a taxi from the National Tourism Organization (NTO) by calling + 251- 115 – 51 18 22 or + 251-115 - 51 84 00, or take the yellow or blue taxis parked outside your hotel.

ICT SERVICES

The United Nations Conference Centre (UNCC) is equipped with WIFI. Technical support is available through the UNECA Service Desk (phone +251 – 11 5 44 3123, email: sdesk@uneca.org or when on campus Extension 33 123.

- Technical support for presentations must be arranged in advance.
- On demand FTP Services will be available in the IT Training Rooms. PC/Laptop IP/MAC registration for FTP service will be required and can be provided by participants beforehand at the email address above for faster processing.
- 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 UNECA compound include the following:

Sheraton Addis, located within the UNCC
Garden Paradise Restaurant, located within UNECA, in the Nigeria Lounge
Kaldis Coffee, located in the Rotunda of the UNECA

RESTAURANTS IN ADDIS ABABA

For your information, here is a list of major restaurants available in Addis Ababa:

International:

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

Blue Tops

011-123 -2463/64

Amist Kilo in front of the National
Museum

Known for: Pizza, ice cream

Closed: Mon.

Kaffa House (Hilton)

011-551-8400 Ext. 962

In the main Lobby of the Hilton

Known for: Seafood every Friday

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

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

Zebra Grill

011-662-3630

On 22 Road, next to Ruality Pastry

Known for: 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

Jacaranda (Hilton)

011-551-8400 Ext.986

In the Garden Wing

of the hotel Known for: unique menu
that continuously changes

Closed: Sun

Top View

011-651-1573 / 77

Up the hill from Megenagna Roundabout,
Asmara Road

Known for: Pasta

Closed: Mon.

Sangam

011-551-8976 / 551-6579

Bole Road, near Mega bldg.

Known for: Tandoori chicken & fresh naans

7 days a week

Les Arcades (Sheraton Addis)

011-517-1717 Ext.6604

Known for: Gourmet menu

Closed: Sun.

ETHIOPIAN

Habesha Restaurant

011-551-8358

Bole Road, next to Sabit Bld.

Known for: Kwanta Ferfer
and Bozena Shiro

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 Sun

Yod Abyssinia Restaurant

011-661-2176

Bole Medhaniyalem Area

Known for: Ethiopian dishes including Tej
and raw meat

7 days a week

Yohannes Kitfo Bet

011-618-2816

Kassanchis Road behind Bekelesh Kitfo
Bete.

Known for: Kitfo

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

MOBILE PHONES

Participants are encouraged to come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). Ethiopian Telecommunication Company offers SIM Cards with pre-charged airtime. The total package which costs \$ 50 includes \$ 12 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 thriving livestock sector, and exports include cattle, hides and skins.

The population of Ethiopia is estimated at 77 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 following websites: <http://www.uneca.org>, <http://www.telecom.net.et>, <http://www.ethio.com> and <http://tour.ethiopianonline.net>.

CLIMATE

Ethiopia has two main seasons. The dry season which spans from October through May, and the rainy season which starts in late June and ends in September. Temperatures depend on season and altitude. Visitors are advised to bring warm clothes to respond to the changing weather.

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 16.53** as of January 2011.

There is a branch of the Commercial Bank of Ethiopia in the UNECA compound, located in the Rotunda. The Bank is open from Monday through Friday, from 8:00 a.m. to 4:30 p.m. There is also an authorized exchange centre (Forex) at the Sheraton, Hilton and Intercontinental hotels, as well as ATM machines for Visa/Mastercard users, which will provide you cash in Birr.