



**UNITED NATIONS  
ECONOMIC AND SOCIAL COUNCIL  
ECONOMIC COMMISSION FOR AFRICA**

*Thirty-first meeting of the Committee of Experts*

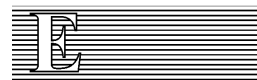
Meeting of the Committee of Experts of the 5<sup>th</sup> Joint Annual Meetings of the AU Conference of Ministers of Economy and Finance and ECA Conference of African Ministers of Finance, Planning and Economic Development

Addis Ababa, Ethiopia  
22–25 March 2012



**AFRICAN UNION  
COMMISSION**

*Seventh meeting of the Committee of Experts*



Distr.: GENERAL

E/ECA/COE/31/Inf/3  
AU/CAMEF/EXP/Info.3(VII)  
16 February 2012

Original: ENGLISH

## **Information Note for Participant**



Thank you for confirming your participation in the upcoming Fifth Joint Annual Meetings of the African Union 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 22 to 27 March 2012. The venue of the meeting will be the African Union's New **Conference Complex** at the African Union Commission (AUC) Headquarters in Addis Ababa, Ethiopia.

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, the United Nations Economic Commission for Africa (ECA) and the African Union Commission (AUC), all participants attending meetings, seminars or workshops organized or co-organized in Addis Ababa by ECA and the AUC can obtain business visas on arrival at Bole International Airport. The Ethiopian Immigration Authority requires that a list with the names of all participants should be presented prior to their arrival, and that participants should carry with them and present to the Immigration an **official letter of invitation** for this event.

In order to assist participants in obtaining visas upon arrival, we will need to receive the following particulars **five working days** in advance, i.e by 16 March 2012.

1. First name and second name
2. Nationality
3. Flight details (arrival and departure)

Please note that an Ethiopian visa costs \$ 20.00 or € 17.00 per person and that payment must be made either in US dollars or in euros at the time of issue. Holders of diplomatic and service passports or of United Nations laissez-passer will receive visas free of charge. Bank receipts for money converted at the airport or elsewhere 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 through a cholera-infected area within six days prior to arrival in Ethiopia. As Addis Ababa is situated at an altitude of 2,400 metres above sea level, it is advisable to take precautionary measures to avoid possible health problems that might occur as a result of the high altitude.

The African Union Commission's Medical Centre, situated within the AUC headquarters, will provide emergency medical services to participants and delegates attending meetings during this Conference.

Participants taking special medication should bring enough quantities of their medicines to last for the period they are staying, as some of them may not be found at the Medical Centre or in town. For acute health problems, the AUC Medical Centre is available to attend to individual concerns, against payment.

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

**Dr. Kassama Yankuba**

**Director, AUC Medical Centre**

**Telephone: + 251 – 115 - 514642/445502 or +251 115 – 517200, ext. 3151 or 3155**

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

## **GUIDELINES ON PARTICIPANTS' PERSONAL SECURITY AND SAFETY**

The Security and Safety Services of both AUC and the ECA always stand ready to serve all their clients. The cooperation of all participants is needed to ensure the safety of your valuables and your personal security.

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

- Display your Conference badge at the request of an authorized person and wear it visibly;
- Do not leave bags and parcels unattended, as they will be confiscated or destroyed;
- Do not bring unauthorized persons or children into the AUC 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 AUC premises, kindly inform the AUC Security and Safety Service accordingly, or inform the nearest Security Officer.

When you are off the AUC 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, please contact the AUC Security Service immediately.

## **USEFUL TELEPHONE NUMBERS**

Emergency numbers:

### **African Union Commission (AUC)**

AUC Control Room – Addis Ababa (24 hrs)                      899

AUC Security Chief	+251 911 218925
AUC Deputy Chief of Security	+251 911 609463
AUC Operations Centre (24 hrs)	+251 11 551 5629

### **United Nations Economic Commission for Africa (ECA)**

UN Control Room – Addis Ababa (24 hrs)	+251 – 115- 445135 / 516537 / 512945
UN Security Chief	+251- 911 201802
UN Deputy Chief of Security	+251-911 508578

### **Emergencies outside of Addis Ababa:**

UN Operations Centre (24 hrs)	+251-115-511726
Satellite phone	+87162546835
Police emergency numbers (24 hrs)	991
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. Participants are required to arrange their return or onward air passage prior to their arrival in Addis Ababa. Ethiopian Airlines and Kenya Airways have offices in the AUC compound, and can be reached at the following telephone numbers:

- **Ethiopian Airlines : +251 115 517700 ext. 1065**
- **Kenyan Airways : +251 115 517700 ext. 4070**

Please have your ticket available when visiting the travel agency for reconfirmation of your flights.

### **HOTEL ACCOMMODATION**

Reservations for hotels can be arranged by ECA on the basis of individual requests at the following selected hotels on first-come-first-served basis, provided arrival and departure details are received by **13 March 2012** at the latest. Most hotels will be expecting a final list from ECA by **15 March 2012**, after which ECA will be subject to a cancellation penalty for rooms reserved and not

utilized. Participants wishing to stay at the Hilton will need to provide their credit card details on time in order to obtain confirmation of their reservations.

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

**LIST OF RECOMMENDED HOTELS**

	<b>Hotel</b>	<b>Type of Rooms</b>	<b>UN Rate</b>
<b>1</b>	<b>ADOT - TINA HOTEL</b> Tel: +251-(0)11- 4 -67 39 39 Fax: +251-(0)11-4- 67 41 11 Mobile: +251-(0)911-07 29 37 adottinah@ethionet.et <b>website www.adot-tina.com</b> Ato Worku 251-(0)911-072937 (Hotel Manager)	Standard rooms Double occupancy	US\$ 70.00 US\$ 80.00
<b>2</b>	<b>AMBASSADOR HOTEL</b> Tel: +251-(0)11-6- 188281/8284 +251-(0)11-6- 187630/7631 Fax: +251-(0)11-6-187096	Single room Twin room	US \$91.00 <b>Plus 26.5% tax</b> US \$135.00
<b>3</b>	<b>BOLE INTERNATIONAL HOTEL</b> Tel : +251-(0)11-6- 633000 Fax: +251-(0)11-6- 627880	Standard room	US \$45.00
<b>4</b>	<b>CHURCHILL HOTEL</b> Tel: +251-(0)11-1-111212/56/86/48 Mob: +251-(911)- 185409 Fax: +251-(0)11-1- 118800	Single room	US \$95.00
<b>5</b>	<b>DREAMLINER HOTEL</b> Tel : +251-(0)11-4- 674000 Fax: +251-(0)11-4- 674001 Mob: +251-(911)- 240751, Ms. Aida	Standard single Standard king, deluxe King, deluxe twin Premium deluxe (any available rooms), double occupancy	US \$ 80.00 US \$100.00
<b>6</b>	<b>GHION HOTEL</b> Tel: +251-(0)11-5- 513222 Tel: +251-(0)11-5- 510099 Fax: +251-(0)11-5- 505150/510278	Standard room Double room	US \$ 79.00 US \$93.00
<b>7</b>	<b>GLOBAL HOTEL</b> Tel: +251-(0)11-4- 664766 +251-(0)11-4- 664723 Fax: +251-(0)11-4- 673422	Single room Studio Suite	US \$63.00 US \$74.00 US \$100.00

<p><b>8</b></p>	<p><b>HARMONY HOTEL</b>          Tel: +251-(0)11-6- 183100          Fax: +251-(0)11-6- 182910          Mob: +251-(911) - 867778          Ms. Yordanos, Marketing Officer</p>	<p>Standard single           Twin room</p>	<p>US \$100.00           US \$112.00</p>
<p><b>9</b></p>	<p><b>HILTON HOTEL</b>          Tel: +251-(0)11-5-51 84 00          Tel: +251-(0)11-5-51 00 64          Fax: : +251-(0)11-5-511718          E-mail: sales <a href="mailto:addis@hilton.com">addis@hilton.com</a></p>	<p>Single          Single, pool view          Double          Executive rooms          Single, mountain view          Duplex</p>	<p>US\$ 180.00          US\$ 195.00          US\$ 210.00          US\$ 245.00          US\$ 260.00          US\$ 265.00          Plus 26.5% tax</p>
<p><b>10</b></p>	<p><b>HOTEL De LEOPOL</b>          Tel: +251-(0)11-5-50 77 77          Mobile +251-(0)911-677873          Ato Gashaw Hotel Manager          Fax: +251-(0)11-5-53 14 66          Fax: +251-(0)11-5-15 50- 80</p>	<p>Standard rooms           Double occupancy</p>	<p>US\$ 75.00           US\$ 85.00</p>
<p><b>11</b></p>	<p><b>INTERCONTINENTAL HOTEL</b>          Tel: +251-(0)11-5-50 50 66          Fax: +251-(0)11-5-54 00 90/0096          Mob.: (251-911) 459494</p>	<p>King Deluxe room (Standard)          Double occupancy          Twin deluxe room</p>	<p>US\$ 117.00          US\$ 143.00          US\$ 143.00</p>
<p><b>12</b></p>	<p><b>JUPITER INTERNATIONAL HOTEL - KASANCHES</b>          Tel: +251-(0)11-5-52 73 33          Fax: +251-(0)11-5-52 64 18</p>	<p>Standard single room          Double occupancy          Super deluxe</p>	<p>US\$ 90.00          US\$ 110.00          US\$130.00</p>
<p><b>13</b></p>	<p><b>KALEB HOTEL</b>          Tel: +251-(0)11-6-622200          Fax: +251-(0)11-6-628098</p>	<p>Single standard room</p>	<p>US\$ 85.00</p>



<b>14</b>	<b>KZ HOTEL</b> Tel: +251-(0)11-6-621677/614836 Fax: +251-(0)11-6-185138	Single room Double room	US\$ 65.00 US\$ 75.00
<b>15</b>	<b>MN INTERNATIONAL HOTEL</b> Tel: +251-(0)11-6-620831/33/34/35 Fax: +251-(0)11-6-620832	Single room Double room	US\$ 60.00 US\$ 80.00
<b>16</b>	<b>NATIONAL HOTEL</b> Tel: +251-(0)11-5-515166 Fax: +251-(0)11-5-513417	Single room Double occupancy Suite Double occupancy	US\$ 50.00 US\$ 65.00 US\$ 65.00 US\$ 70.00
<b>17</b>	<b>PANORAMA HOTEL</b> Tel: +251-(0)11-6-666070 Fax: +251-(0)11-6-616072	Single room	US\$ 70.00
<b>18</b>	<b>RADISSON BLU HOTEL</b> Tel: +251-(0)11-5-157600 Fax: +251-(0)11-5-157601	Single standard room	US\$ 260.00
<b>19</b>	<b>SHERATON HOTEL</b> Tel: +251-(0)11-5-17 17 17 Fax: +251-(0)11-5-17 27 27	Club room (Single) Double Executive room Executive double Suite	US\$ 256.00 US\$ 256.00 US\$ 355.00 US\$ 385.00 US\$ 735.00 <b>Plus 25% tax</b>
<b>20</b>	<b>SIYONAT HOTEL</b> Tel: +251-(0)11-6-626372/6629741 /9744/9748 Fax: +251-(0)11-6-629746	Standard room	US\$ 106.00
<b>21</b>	<b>TDS HOTEL</b> Tel: +251-(0)11-6-635813/5816 /5817/5819/5825 Fax: +251-(0)11-6- 635890/6621738/6635817	Single room  Double room Twin room	US\$ 60.00  US\$ 65.00 US\$ 75.00
<b>22</b>	<b>WASSAMAR HOTEL</b> Tel: +251-(0)11-6-610055 Fax: +251-(0)11-6-610065	Single room Double room	US\$ 95.00 US\$ 110.00

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

1. When requesting booking in a hotel offering more than one type of room with different rates, self-sponsored participants are requested to specify their preferred room type.
2. Rooms will be reserved on a 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 **13 March 2012** to:

**Publications and Conference Management Section, ECA**  
**Telephone Nos.: +251-11 544 3556/5445141/5443589**  
**Fax Nos.: +251-11 551 3155 or +251-11 514874**  
**E-mail: [uncc-aa@uneca.org](mailto:uncc-aa@uneca.org)**

## **RECEPTION ON ARRIVAL**

All participants will be met on arrival at Bole International Airport and will be assisted with immigration and customs formalities. The date and time of arrival of each participant in Addis Ababa with flight details should be sent to the focal points indicated above. Any subsequent changes should also be similarly communicated.

## **TEMPORARY IMPORT OF LAPTOPS AND OTHER CONFERENCE EQUIPMENT**

To comply with the import regulations of the Government of Ethiopia, Conference participants should declare any laptops and conference equipment they carry with them when entering the country. In order to be able to assist with the temporary import of such items, ECA should receive, by **15 March 2012** at the latest, a detailed list of the items to be brought in, together with the arrival and departure details of the participant. Such items will be registered for temporary import by the customs office, and must be taken out of the country after the Conference.

Journalists coming with professional cameras will need to bring two passport-size photos and pay a fee of ETB 1,000.00 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 Briefing Room 5 at the African Union Conference Centre (AUCC). Registration will start from 20 March 2012.

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

## **TRANSPORT**

You will arrive at Bole International Airport, which is located just five kilometres away from Addis Ababa city centre. Staff from ECA and AUC/ECA Protocol Officers will meet you at the airport.

Shuttle buses will be available to ferry participants back and forth from hotels to the Conference venue in the morning 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 African Union Conference premises.

If you require transport 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-(0)11-5 – 51 18 22 or + 251-115 - 51 84 00, or take one of the yellow taxis parked outside your hotel.

## **ICT SERVICES**

The African Union's new conference facilities are equipped with WiFi.

Technical support will be available through the AUC/ECA Service Desk (tel. +251-(0)11-5 443123 or +251-(0)-911-223034 (mobile) (ECA) and +251-(0)11-5-517700 ext. 4000 (AUC)).

E-mail: [sdesk@uneca.org](mailto:sdesk@uneca.org) or [helpdesk@africa-union.org](mailto:helpdesk@africa-union.org) (AUC).

- Technical support for presentations must be arranged in advance.
- On-demand, FTP services will be available in the media rooms. PC/laptop and IP/MAC registration for FTP service will be required, and can be arranged by participants beforehand at the email address above for faster processing.
- Please be advised that Blackberry services are not available in Ethiopia. However, internet services can be obtained through WiFi.**

## **CATERING FACILITIES**

The catering facility that is readily available for refreshments and meals in the African Union conference facilities is the Kebericho restaurant located in the Congo Hall.

## **RESTAURANTS IN ADDIS ABABA**

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

## **INTERNATIONAL**

### **Blue Drops**

011-661- 5714  
Between Bole Tele and  
Atlas Hotel, in front of Tsehay and  
Her Children Building  
Known for: Pasta and grilled food  
**7 days a week**

### **Carnivore Addis**

011-554-1330/31  
From Meskel Sq. on the road to Bambis, the  
same building as the Abyssinia Supermarket  
Known for: Grilled meat/Salad bar  
**7 days a week**

### **Jacaranda (Hilton)**

011-551-8400, ext. 986  
In the Garden Wing  
Known for: unique menu  
that continuously changes  
**Closed: Sunday**

### **Kaffa House (Hilton)**

011-551-8400, ext. 962  
In the main lobby  
Known for: Seafood every Friday  
**7 days a week**

### **Top View**

011-651-1573 / 77  
Up the hill from Megenagna Roundabout,  
Asmara Road  
Known for: Pasta  
**Closed: Monday**

### **Serenade Restaurant**

091-120-0072  
Near Master Printing Press, Amist Kilo  
Known for: Fine home  
cooking, dinner only  
**Closed: Monday, Sunday**

### **Sangam**

011-551-8976 / 551-6579  
Bole Road, near Mega building  
Known for: Tandoori chicken and fresh naans  
**7 days a week**

### **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**

### **Les Arcades (Sheraton Addis)**

011-517-1717, ext. 6604  
Known for: Gourmet menu  
**Closed: Sunday**

### **Zebra Grill**

011-662-3630  
On 22 Road, next to Ruality Pastry  
Known for: Grilled food  
**7 days a week**

## **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: Sunday**

### **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

Kasanchis Road behind Bekelesh Kitfo Bet

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 bring their dual-band mobile handsets to Addis Ababa (900/1800 MH). The Ethiopian Telecommunication Company offers SIM cards with pre-charged air time. The sim card costs \$3. Air time can be purchased for as little as \$0.60. Mobile phones are immediately activated by the Ethiopian Telecommunication Corporation when the SIM card is inserted into the phone.

## **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; 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. 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 runs 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 a 13-amp, two-pin socket.

## **CURRENCY**

Ethiopian currency is denominated in “birr” and “centimes”. The exchange rate fluctuates. The United Nations official exchange rate was **USD 1.00 = ETB 17.27** in February 2012.

There is a branch of the Commercial Bank of Ethiopia in the African Union Conference Centre. The Bank is open from Monday to Friday, from 8 a.m. to 4.30 p.m. There are also an authorized currency exchange centres at the Sheraton, Hilton and Intercontinental hotels, as well as ATM machines for Visa/MasterCard users in the AU Conference Centre, as well as in major hotels, which will provide cash in birr. In addition, the AU Conference Centre has an ATM machine which will convert US dollars and euros into cash birr.