



**Economic Commission for Africa
Committee of Experts**
Thirty-fifth meeting**African Union
Committee of Experts**
Second meeting**Ninth Joint Annual Meetings of the African Union Specialized
Technical Committee on Finance, Monetary Affairs,
Economic Planning and Integration and the Economic
Commission for Africa Conference of African Ministers of
Finance, Planning and Economic Development**
Addis Ababa, 31 March to 5 April 2016

Information note for participants

Thank you for confirming your participation at the upcoming ninth Joint Annual Meetings of the African Union Specialized Technical Committee on Finance, Monetary Affairs, Economic Planning and Integration and the Economic Commission for Africa Conference of African Ministers of Finance, Planning and Economic Development, which will take place in Addis Ababa, Ethiopia, from Thursday, 31 March to Tuesday, 5 April 2016. The Conference will be held in the Economic Commission for Africa (ECA) Conference Centre.

Please read the following information carefully, as it will help you to plan your travel to Addis Ababa.

Immigration requirements

All participants coming from countries in which there are Ethiopian embassies or consulates are strongly advised to obtain their Ethiopian visas prior to arrival in Ethiopia. For participants who are not able to process their visas in advance, ECA will make a request for them to be given business visas upon arrival at Bole International Airport.

In order to assist participants in obtaining visas upon arrival, the secretariat needs to receive the following particulars at least **five working days** before arrival at Bole International Airport:

- (1) Full name;
- (2) Nationality;
- (3) Flight details (arrival and departure).

Participants requesting visas upon arrival should carry with them their personal **official letter of invitation** for the event, so that they can show it to the immigration authorities at Bole International Airport.

Please note that an Ethiopian visa costs US\$ 30 or the equivalent in euros per person. Payment must be made in either US dollars or in euros at the time of issue. For media, the cost of a visa is US\$ 40 or the equivalent in euros. Holders of diplomatic and service passports and United Nations Laissez-Passer will receive visas gratis. Bank receipts for money changed at the airport must be kept securely as they may be asked for upon 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 anyone who has visited or transited a cholera-infected area within six days prior to arrival in Ethiopia. As 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 Conference Centre, can provide emergency medical services to participants and delegates attending the Conference of Ministers.

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

Dr. Grace Fombad
Chief, United Nations Health Care Centre
Telephone: + 251 (0) 115 51 58 28 or 51 72 00; ext. 88888 or 448888
ECA Ambulance: + 251 (0) 115 51 42 02 or 51 58 28

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 needed to ensure the safety of your valuables and your personal security.

While you are on ECA premises, please ensure that you:

- Show your conference badge 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
- Look after your valuable property
- Check that you have all your documents and personal items before you leave conference halls and meeting rooms
- Inform the Security and Safety Service or the nearest Security Officer if you lose anything valuable.

When you are in your hotel, please follow this safety advice:

- 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. are visible
- Deposit valuables or portable items at the reception desk and obtain a receipt
- Should you observe anything suspicious or out of the ordinary, please contact the Security and Safety Service

In addition to accommodation costs, all participants will be responsible for all other additional costs – i.e. breakfast (where not included), telephone, Internet/fax, room service, mini-bar, laundry, other meals (lunch and dinner) – and must pay for these directly when checking out.

The following hotels have been identified for Conference participants.

List of selected hotels in Addis Ababa

	<i>Hotel</i>	<i>No. of rooms</i>	<i>Type of rooms</i>
1. 2 1	SHERATON ADDIS Tel: (251-11) 5 17 17 17 E-mail: reservations.addisethiopia@luxurycollection.com Website: www.luxurycollection.com/addis	50 Classic Rooms 30 Executive 8 Classic Suites 5 Junior Suite	Classic Rooms - \$255.00 Executive Rooms - \$360.00 Classic Suites - \$735.00 Junior Suite - \$795.00 Plus 26.5% service charge and tax
2. 2 3	HILTON HOTEL Tel: (251-11) 5 - 51 84 00/17 00 00 E-mail: reservations.addisababa@hilton.com Website: www.hilton.com	220	Single Occupancy King Guest Room - \$175.00 Double Occupancy King Guest Room - \$195.00 Plus 26.5% service charge and tax
3. 3	RADISSON BLU HOTEL Tel: (251-11) 5 15 76 00 E-mail: feven.yirga@radissonblu.com reservations.addisababa@radissonblu.com Website: www.radissonblu.com	40 block booked 15 through link	\$153.00 Plus 26.5% service charge and tax
4.	MARRIOTT Tel: (251-11) 5 18 46 00 E-mail: Tigist.Juneydin@marriotthotels.com Nadia.Kaser@marriott.com reservation.adder@marriott.com Website: www.marriott.com/adder	30	\$204.00 http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=United%20Nations%5EUNA%60ADDER%60&app=resvlink&stop_mobi=yes Price includes breakfast and all applicable taxes.

Total number of rooms: 398

Other hotels

	<i>Hotel</i>	<i>No. of rooms</i>	<i>Type of rooms</i>
1.	ADOT-TINA HOTEL Tel. (251-11) 4 67 39 39 E-mail: adottinahotel@gmail.com reservation@adottinahotel.com Website: www.adottinahotel.com	25	Single deluxe \$60.00 Price includes breakfast and all applicable taxes.
2. 2	APHRODITE HOTEL Tel: (251-11) 5 57 22 20/28 E-mail. reservation@aphroditeaddis.com aphroditeinhotel@gmail.com Website: www.aphroditeaddis.com	25 Standard 10 Deluxe 5 Suite	<u>Single Occupancy:</u> Standard \$140.00 Deluxe \$170.00 Suite \$200.00 Price includes breakfast and all applicable taxes.

3. 4	<p>BOLE AMBASSADOR HOTEL</p> <p>Tel: (251-11) 6 18 82 84/81 E-mail: reservation@ambassadorhotelethiopia.com info@ambassadorhotelethiopia.com Website: www.ambassadorhotelethiopia.com</p>	<p>80 Single Standard (Single Occupancy) 40 Standard Twin (Double Occupancy)</p>	<p>Single Standard - \$80.00 Standard Twin - \$100.00</p> <p>Price includes breakfast and all applicable taxes.</p>
4. 5	<p>CAPITAL HOTEL AND SPA</p> <p>Tel: (251-11) 6 67 21 00 E-mail: info@capitalhotellandspa.com reservation@capitalhotellandspa.com Website: www.capitalhotellandspa.com</p>	75	<p><u>Single Occupancy:</u> Standard \$140 Superior \$160 Twin \$140 Junior Suite \$200</p> <p><u>Double Occupancy</u> Standard \$170 Superior \$180 Twin \$170 Junior Suite \$250</p> <p>Price includes breakfast and all applicable taxes.</p>
5. 6	<p>CHURCHILL HOTEL</p> <p>Tel: (251-11) 1 11 12 12 E-mail: churchillhotel@ethionet.et tsigeredart@gmail.com</p>	<p>20 Standard Single 15 Twin 9 King 6 Suite</p>	<p>Standard Single - \$60 Twin - \$100 King – \$80.00 (Single Occupancy) Suite - \$110.00 (Single Occupancy)</p> <p>Price includes breakfast and all applicable taxes.</p>
6. 7	<p>De LEOPOL HOTEL</p> <p>Tel: (251-11) 5 50 77 77 E-mail: oliviersonde@deleopolhotel.net oliviersonde@gmail.com hoteldeleopol@ethionet.et Website: www.hoteldeleopolint.com</p>	<p>20 Standard 7 Suite</p>	<p>Standard - \$70.00 Suite - \$100.00</p> <p>Price includes breakfast and all applicable taxes.</p>
7. 8	<p>DREAMLINER HOTEL</p> <p>Tel: (251-11) 4 67 40 00 Email: dreamlinerhotel@ethionet.et reservation@dreamlinerhotel.com Website: www.dreamlinerhotel.com</p>	60	<p>Deluxe King - \$80.00</p> <p>Price includes breakfast and all applicable taxes.</p>
8. 9	<p>ELILLY HOTEL</p> <p>Tel: (251-11) 5 58 77 77/70 E-mail: info@elillyhotel.com info@elillyhotel.com reservation@elillyhotel.com Website: www.elillyhotel.com</p>	<p><u>March 30 – April 3</u> 120 Standard 8 Twin 16 Junior Suite</p> <p><u>April 4 – 6</u> 16 Junior Suite</p>	<p>Standard Single/King - \$118.58 Twin - \$148.58 Junior Suite - \$173.92</p> <p>Plus 26.5% service charge and tax</p>
9. 1	<p>ETHIOPIA HOTEL</p> <p>Tel: (251-11) 5 51 74 00 E-mail: ethhotel@ethionet.et Website: www.ethiopiahotel-et.com</p>	<p>49 Standard 15 King 5 Large Suite</p>	<p>Standard Single - \$65.00 King Size - \$81.00 Large Suite - \$125.00</p> <p>Price includes breakfast and all applicable</p>

			taxes.
10.	FRIENDSHIP Tel: (251-11) 667 02 02 E-mail: info@friendshipotle.com.et Website: www.friendshipotle.com.et	70	Queen – 84.00 King – 98.00 Deluxe – 105.00 Twin – 119.00 Royal Suite – 210.00 Price includes breakfast and all applicable taxes.
11.	GETFAM HOTEL Tel:(251-11) 6 67 31 75/78 E-mail: contactus@getfamhotel.com Website: www.getfamhotel.com	50	Standard - \$100.00 Price includes breakfast and all applicable taxes.
12.	GLOBAL HOTEL Tel: (251-11) 4 66 47 66 E-mail: globalhotel@ethionet.et globalhoteladdisababa@gmail.com Website: www.globalhotel.com.et	20	Standard - \$73.00 Price includes breakfast and all applicable taxes.
13.	GOLDEN TULIP Tel: (251-11) 6 18 33 33 Email: reservations@goldentulipaddisababa.com Website: www.goldentulipaddisababa.com	30	Single Occupancy Deluxe - \$105.00 Twin - \$105.00 Executive Room - \$139.00 Diplomatic Suite – \$249.00 Double Occupancy Deluxe - \$135.00 Twin - \$135.00 Executive Room - \$169.00 Diplomatic Suite - \$279.00 Price includes breakfast and all applicable taxes.
14.	HARMONY HOTEL Tel: (251-11) 6 18 31 00 E-mail: info@harmonyhotelethiopia.com Website: www.harmonyhotelethiopia.com	30	Standard (Sheba Queen) - \$118.00 Price includes breakfast and all applicable taxes.
15.	INTERCONTINENTAL HOTEL Tel: (251-11) 5 18 04 44 E-mail: reservation@intercontinentaladdis.com zebene.kurabachew@intercontinentaladdis.com Website: www.intercontinentaladdis.com	40	Single King Deluxe - \$140.00 Price includes breakfast and all applicable taxes.
16. 1	JUPITER – BOLE Tel: (251-11) 6 61 69 69 E-mail: info@jupiterinternationalhotel.com Website: www.jupiterinternationalhotel.com	15	Standard Single - \$100.00 Price includes breakfast and all applicable taxes.
17. 1	JUPITER – KASANCHES Tel: (251-11) 5 52 73 33 E-mail: info@jupiterinternationalhotel.com Website: www.jupiterinternationalhotel.com	30	Standard Single - \$100.00 Price includes breakfast and all applicable taxes.
18. 1	KALEB HOTEL	40 Standard Single	\$85.00

	<p>Tel: (251-11) 6 62 22 13 E-mail: reservation@kalebhotel.com Website: www.kalebhotel.com</p>		Price includes breakfast and all applicable taxes.
19.	<p>KENENISA HOTEL Tel: (251-11) 6 67 24 34 E-mail: stay@kenenisahotel.com Website: www.kenenisahotel.com</p>	25	<p>Single Occupancy Standard - \$65.00 Corner King - \$80.00 Twin - \$75.00 Suite - \$110.00</p> <p>Double Occupancy Standard - \$80.00 Corner King - \$100.00 Twin - \$100.00 Suite - \$110.00</p> <p>Price includes breakfast and all applicable taxes.</p>
20.	<p>KZ HOTEL Tel: (251-11) 6 62 16 77/81 E-mail: kzhotel08@yahoo.com Website: www.Kzfamilyhotel.com</p>	18	<p>Standard Single - \$75.00 Double Standard Room - \$90.00</p> <p>Price includes breakfast and all applicable taxes.</p>
21. 1	<p>MN INTERNATIONAL HOTEL Tel: (251-11) 6 62 08 31 E-mail: info@mninternationalhotel.com Brukwuhib2007@yahoo.com Website: www.mninternationalhotel.com</p>	85	<p>Standard Single - \$60.00 Double Occupancy - \$80.00</p> <p>Price includes breakfast and all applicable taxes.</p>
22.	<p>MONARCH Tel: (251-11) 6 67 24 80/81/82 E-mail: info@monarchaddis.com Website: www.monarchaddis.com</p>	45	<p>Single - \$75.00 Standard Single - \$75.00 Deluxe - \$75.00 Twin - \$100.00 Deluxe Studio - \$90.00</p> <p>Price includes breakfast and all applicable taxes.</p>
23. 1	<p>NIGIST TOWERS GUEST HOUSE Tel: (251-11) 5 50 97 70 E-mail: info@nigisttowers.com Website: www.nigisttowers.com</p>	10	<p>Extended Studio - \$84.50 Twin Bed/Suite - \$96.60 Two Bedroom - \$120.70</p> <p>Price includes breakfast and all applicable taxes.</p>
24. 2	<p>PANORAMA HOTEL Tel: (251-11) 6 61 60 70 E-mail: info@panoramaaddis.com Website: www.panoramaaddis.com</p>	25	<p>Standard Single - \$53.00 Standard Double - \$67.00</p> <p>Price includes breakfast, all applicable taxes and a complementary half-day city tour of Addis Ababa</p>
25. 2	<p>SARO MARIA HOTEL Tel: (251-11) 6 67 21 67 E-mail: info@saromariahotel.com Website: www.saromariahotel.com</p>	66	<p><u>Single Occupancy:</u> Twin Standard - \$240.00 King Extra - \$325.00 Junior Deluxe - \$350.00 Superior Deluxe - \$425</p> <p><u>Double Occupancy:</u> Twin Standard - \$270.00 King Extra - \$355.00 Junior Deluxe - \$380.00 Superior Deluxe - \$455.00</p>

			Price includes breakfast and all applicable taxes.
26. 2	THE RESIDENCE HOTEL Tel: (251-11) 5 57 10 75 E-mail: info@theresidenceaddis.com reservations@theresidenceaddis.com Website: www.theresidenceaddis.com	10	<u>High season rates:</u> Standard Suite - \$195.00 Twin Suite - \$205.00 Luxury Suite - \$210.00 Residence Suite - \$300.00 Price includes breakfast and all applicable taxes.
27.	WASHINGTON Tel:(251-11) 6 39 22 39 E-mail: info@washingtonaddis.com Website: www.washingtonaddis.com	25 Classic Single 5 Classic Double 25 Classic Twin Single	Classic Single - \$80.00 Classic Double - \$95.00 Classic Twin Single - \$80.00 Classic Twin Double - \$115.00 Deluxe Single - \$145.00 Price includes breakfast and all applicable taxes.
28. 2	WASSAMAR HOTEL Tel: (251-11) 6 61 00 55 E-mail: info@wassamarhotel.com Website: www.wassamarhotel.com	25	Standard - \$95.00 Price includes breakfast and all applicable taxes.
29.	ELIANA HOTEL Tel.: (251-11) 1 26 26 00 Email: reservation@elianahotel.com Website: www.elianahotel.com	25	<u>Single Occupancy:</u> Standard Room - \$69.00 Deluxe Room - \$69.00 Junior Suite - \$89.00 Executive Suite - \$199.00 <u>Double Occupancy:</u> Standard Room - \$79.00 Deluxe Room - \$79.00 Junior Suite - \$99.00 Executive Suite - \$199.00 Price includes breakfast and all applicable taxes.
30.	NEXUS HOTEL Tel: (251-11) 6 67 00 67 Email: info@nexusaddis.com Website: www.nexusaddis.com	25	<u>Single Occupancy:</u> Standard Room - \$80.00 Twin Bedroom - \$80.00 Executive Suite - \$140.00 <u>Double Occupancy:</u> Standard Room - \$100.00 Twin Bedroom - \$100.00 Executive Suite - \$140.00 Price includes breakfast and all applicable taxes.

Total number of rooms: 1,349

Arrival at Bole International Airport

All participants will be met upon arrival at Bole International Airport and will be assisted with immigration and customs formalities. Date and time of arrival in Addis Ababa, with full flight details, should be sent to the secretariat of the Conference of Ministers. More detailed information on the above will be posted on the website of the Conference in due course. Please ensure that you inform the focal points of any subsequent changes to your time and date of arrival.

Temporary importation of laptops and other conference equipment

To comply with the import customs regulations of the Government of Ethiopia, participants should declare laptops and any conference equipment they may be bringing with them into the country. In order to be assisted with the temporary importation of the above items, participants should send the detailed specifications of the items to be brought in, together with their arrival and departure details, to the secretariat of the Conference of Ministers, by **Wednesday, 23 March 2016 at the latest**. Detailed information on the focal points will be posted on the website of the Conference shortly. The items will be registered for temporary import by the customs office and they will be taken out of the country at the end of the Conference.

Journalists coming into the country with professional cameras will need to bring two passport-sized photos with them and pay a fee of 1,000 Ethiopian birr upon arrival.

Registration and identification badges

Participants will be required to register and obtain identification badges prior to the start of the Conference.

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

Registration will start from Monday, 28 March 2016 and will take place at the Delegates Registration Building, which is located at the pedestrian entrance of the ECA compound.

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

Transport

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

Shuttle buses will also be available to ferry participants back and forth from their hotels to the conference venue in the mornings and at the end of the daily sessions. Transport will not be provided during lunch breaks, as all lunch breaks shall take place within the ECA compound.

In the event that you would like to arrange transportation in Addis Ababa outside of the time of the Conference or to take you to the airport at the end of the Conference, you will find all the information and the contact details of recommended taxi and car hire companies in Addis Ababa on the website of the Conference.

ICT services

The ECA Conference Centre is equipped with Wi-Fi. Technical support is available through 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.

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

Catering facilities

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

Sheraton Addis, located in the Conference Centre
Harambe Restaurant, located in the Nile Building
Kaldis Coffee, located in the Rotunda, near the Africa Hall
Tivoli Cafeteria, located in the Green House

Restaurants in Addis Ababa

A list of selected restaurants in Addis Ababa will be uploaded to the Conference website in due course.

Mobile phones

Participants are encouraged to bring with them a dual band mobile handset (900/1800 MHZ). The Ethiopian Telecommunication Company (ETC) sells SIM cards with pre-charged airtime. The total package costs 40 Ethiopian birr, which includes 15 birr-worth of airtime. It takes approximately two days to have an ETC mobile phone connected.

General information about Ethiopia

Ethiopia is as large as France and Spain combined. 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 vibrant livestock sector, and exports include cattle, hides and skins.

The population of Ethiopia is estimated at 100 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 online at <http://www.uneca.org>, <http://www.ethionet.et> and <http://tour.ethiopianonline.net>.

Climate

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

The weather is likely to be cold at night in March, so please ensure that you bring a warm jacket or sweater.

Electricity

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

Currency (Ethiopian birr)

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 21.46** as of March 2016.

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 for Visa/MasterCard users in the Conference Centre and at the Sheraton, Hilton, Radisson Blu, Intercontinental, Ethiopia and Wabe Shebelle hotels, which will give you money in birr.