

**The African Gender and Development Index:  
Phase 4**

**Methodology Workshop**

**7-8 June 2016**

**Information Note for Participants**

## INFORMATION FOR PARTICIPANTS

Welcome to Addis-Ababa, Ethiopia and to the training workshop on the African Gender and Development Index to be hosted by the African Centre Gender scheduled for 7-8 June 2016 at the United Nations Economic Commission for Africa (ECA).

Kindly take note of the following information, which will further assist you in the planning, and logistics of your travel to Addis Ababa, Ethiopia.

### I. IMMIGRATION REQUIREMENTS

Visas are required for all visitors and delegates travelling to Ethiopia, except for nationals of Djibouti and Kenya. However, participants attending meetings/seminars/workshops at the ECA can be issued visas on arrival at Bole International Airport.

The requirements for such visas on arrival are as follows:

- Full names (as in your passport)
  - Nationality of passport
  - Passport details (passport number, date issues, expiry date)
- a) If you have not yet provided the information above, kindly send it to Hannan Mohamed on [HMohamed@uneca.org](mailto:HMohamed@uneca.org) with copy to Berhanu Tesfaye on [BTesfaye@uneca.org](mailto:BTesfaye@uneca.org) and Gonzague Rosalie on [Grosalie@uneca.org](mailto:Grosalie@uneca.org) by **Friday 20 May 2016** at the latest.
  - b) Please remember to present your **official letter of invitation** to the Immigration Authorities at the airport. We will ensure that they have a list of your names and all relevant details in advance.
  - c) Kindly note that the visa fee ranges between **US\$20** and **US\$60**, depending on your nationality, payable in US Dollar currency at the time of issue. However, holders of diplomatic and service passports, as well as United Nations Laissez-Passer will receive visas gratis.

It would however be preferable, and more convenient for you, if you could obtain the visa from the Ethiopian diplomatic mission in your country prior to departing, unless there is no Ethiopian diplomatic mission in your country.

### II. HEALTH REQUIREMENTS

Visitors to Ethiopia should be in possession of a valid yellow fever health certificate. Vaccination against cholera is also required for any person who has visited or transited a cholera-infected area within six days prior to arrival in the country (Zimbabwe, South Africa, Botswana etc).

Addis Ababa, lying between 2200-2500 meters above sea level, is the third highest capital in the world and new visitors may experience discomfort until they adjust to the altitude – symptoms can include headaches, shortness of breath, fatigue and insomnia.

Medical services are provided at the United Nations Health Centre (UNHC) situated on the ground floor of the United Nations Conference Centre (UNCC) on a cash basis (both consultations fees and purchase of medication will be paid for). Those delegates who are covered under different insurance companies will be given receipts to enable them process and claim the cost of treatment where necessary. Please note that most medications at UNHCC are not sold over the counter and so may require that a physician review the situation and make a prescription for them to be issued by the pharmacy. It is important that delegates provide on the registration form, details of any serious ailments or allergies they may be suffering from to facilitate emergency attention if need be. Delegates with chronic health conditions and who are on regular medication should bring along sufficient quantities to last during the period of workshop. This is to avoid situations whereby a delegate runs out of medication and the said medicine cannot be procured locally.

Please remember most common illnesses of travellers have to do with food poisoning. Avoid eating uncooked foods, which can easily lead to diarrhoea and other discomforts. Medical services are opened 24/hours. However, after 5.30 p.m., the services are reduced to call duty doctor and nurse only.

In case of a medical emergency, please contact:

**Dr. Grace Fombad**

**Chief United Nations Health Care Centre**

**Telephone: + 251 - 115 - 51 58 28 or 51 72 00 ext. 88888 or 448888**

**UNECA Ambulance Telephone: + 251 - 115 - 51 42 02 or 51 58 28.**

**Alternatively Head Nurse: Kelemwork Kejela can be contacted at the same contact numbers.**

### **III. HOTEL ACCOMMODATION**

Accommodation for participants has been reserved at **Aphrodite Hotel** - one of the pre-approved UN hotels, that is a 5-minutes walking distance to UNECA. The participants will receive Daily Subsistence Allowance (DSA) at the UN rate in Addis Ababa, to cater for their stay, once they have arrived.

In addition to accommodation costs, all participants will be responsible for all other additional costs: i.e. breakfast (where not included), additional meals (i.e. lunch and dinner), telephone, Internet/fax, room service, mini-bar and laundry, payable directly to the hotel before or at checkout time.

### **IV. RECEPTION ON ARRIVAL**

Participants will be met on arrival at Bole International Airport and will be assisted with the formalities regarding immigration and customs etc by officials from UNECA. Any subsequent

changes to the date and time of arrival in Addis Ababa should be communicated to Hannan Mohamed on [HMohamed@uneca.org](mailto:HMohamed@uneca.org) with copy to Berhanu Tesfaye on [BTesfaye@uneca.org](mailto:BTesfaye@uneca.org) and Gonzague Rosalie on [Grosalie@uneca.org](mailto:Grosalie@uneca.org)

## **V. 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 in Addis Ababa. There are two travel agencies - **Gashem Travel – Airlink Travel** on-site at UNECA to assist with the re-confirmation of tickets and to provide participants with travel and tour related information.

The agencies at UNECA are reachable at the following telephone numbers: **Gashem Travel** Tel: +251 115 44 30 51/44 30 52/46 84 85 or 251 0911 25 04 68 (mobile); **Airlink Travel** Tel: +251 11 5 44 4333/ 444334/ 444336.

Apart from the travel agency, Ethiopian Airlines and Kenya Airways also have offices in the UNECA compound and they will have travel desks at the United Nations Conference Centre in Addis Ababa during the Conference.

## **VI. TEMPORARY IMPORT 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 in their possession when entering the country. Such items will be registered for temporary import by the customs office and they are expected to be taken out of the country soon after the Conference.

## **VII. REGISTRATION AND IDENTIFICATION BADGES**

Registration will take place at the Delegate Registration Building, in front of UNCC main gate. A full list of confirmed participants will be made available to the UNECA Security and participants will have been in possession of their Identification Badges to be allowed entry into the UNECA compound.

Kindly remember to bring your invitation letter(s) and personal identification for onsite accreditation. For identification and security reasons, remember to wear Identification Badges at all times during the Conference and at official social functions.

## **VIII. TRANSPORT**

Delegates will arrive at Bole International Airport, which is located just 5 kilometres from the centre of Addis Ababa. The hotel will provide courtesy transport that will collect delegates from the Airport.

For any other transport requirements and at the end of the Conference, delegates can book a taxi from the National Tourism Organization (NTO) by calling + 251- 115 - 51 18 22 or + 251-115 - 51 84 00 or make arrangements with the hotel in which they are accommodated.

## **IX. SECURITY and SAFETY**

Personal security is an individual responsibility. Using common sense and being alert can reduce risks. The aim of this Security Bulletin is to provide Conference participants, with the necessary personal security advice, making them aware of the existing security rules and regulations that apply within the UNECA premises and in Addis Ababa.

The best way to remain safe is to avoid trouble at all costs, rather than having to extricate yourself later. The United Nations Security and Safety service is always ready to serve all its clients. In this regard, the cooperation of all participants at this meeting would help us a great deal in ensuring your personal safety and the safety of your valuables.

**In order to help UNECA Security and Safety service undertake their duties efficiently, the following rules should be observed while you are in the UNECA premises:**

- Display your Conference Badge, on demand to an authorized person and wear it visibly.
- Do not leave bags and parcels unattended; they will be confiscated or destroyed.
- Display the vehicle passes issued.
- Do not bring unauthorized persons and children into the Conference centre.
- Safeguard your valuable property.
- Check for your documents and items before you leave Conference halls and meeting rooms.
- If you lose any valuable items within the premises, inform the UN Security and Safety Service or inform the nearest Security Officer.

When you are out of UNECA premises and in your hotel:

- Upon entering or leaving your room, make it a habit to lock your door.
- Before leaving, inspect your room to make sure no money, jewellery, cameras, *etc.* have been left exposed.
- Deposit valuables or portable items at the reception desk and obtain a receipt.
- Do not open packages delivered to you unless you are expecting them.
- Should you observe anything suspicious or out of the ordinary, please contact the Security Service.

## **X. 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

UN Operations Centre (24 hrs) + 251-115-511726  
Sat Phone +87162546835  
Police Emergency Numbers (24 hrs) 911  
City Police +251-115 572100 / 572121  
Federal Police: +251-115-524077 / 526302 / 526303

## **XI. ICT SERVICES**

The United Nations Conference Centre is equipped with wireless Internet services. Kindly contact the Conference services information desk should you have problems in accessing the Internet at any time. Please be advised that Blackberry Services are not available in Ethiopia.

## **XII. MOBILE PHONES**

Participants are encouraged to come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). Ethiopian Telecommunication Company (ETC) offers SIM Cards with pre-charged airtime. The total package, which costs US\$ 41, includes US\$ 3 airtime. Note that Ethiopian Telecom Mobile Phone is instantaneously connected.

For participants coming from the United States of America kindly note that only triband mobile handsets can be used in Addis Ababa i.e. (900/1800/1900 MHZ).

## **XIII. GENERAL INFORMATION ABOUT ETHIOPIA**

Ethiopia is as large as France and Spain combined and has an area of 1,112,000 square meters. Addis Ababa is situated at an altitude of 2,400 meters. Agriculture is the backbone of the national economy and the principal exports from this sector include coffee, oil seeds, flowers, vegetables, sugar and animal feed. About 90% of the population earns its living from the land.

There is also a thriving livestock sector and exports from this sector include cattle, hides and skins. The population of Ethiopia is estimated at 77 million with over 50% of the population under 20 years of age. The average number of inhabitants per square kilometre is 69. Ethiopia is a multiethnic state with a variety of spoken languages. There are eighty-three 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 UNECA can be found on the following websites: <http://www.uneca.org>, <http://www.ethionet.et>, <http://www.ethio.com> and <http://tour.ethiopianonline.net>

## **XIV. CLIMATE**

Ethiopia has two main seasons, the dry season and the rainy season. The dry season lasts from October through May, and the rainy season starts in late June and ends in September. Temperatures depend on season and altitude. Currently the weather is cold during the day and night time, so kindly carry a warm jacket/sweater.

## **XV. ELECTRIC SUPPLY**

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

## **XVI. CURRENCY: Birr**

Ethiopian currency is denominated in “Birr” and “centimes”. The exchange rate fluctuates. The UN official exchange rate as of 1 May 2016 was \$ US1.00 = Birr 21.66 (<https://treasury.un.org/operationalrates/OperationalRates.php>). There is a branch of the Commercial Bank of Ethiopia in the UNECA compound – located in the Rotunda. This Bank is open Monday – Friday, from 8:00 am to 4:30 pm. There is also an authorized exchange centre (Forex) at the Sheraton Hotel and ATM machines for Visa/Master card users at both the Sheraton and Hilton Hotels, which will tender money in Birr. Bank receipts for money changed must be kept securely as they may be asked for on departure.

## **XVII. CONTACT INFORMATION**

For more information, please contact the following:

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