



# INFORMATION NOTE

## Committee on Regional Cooperation and Integration Tenth Session

*"Implementation of the Continental Free Trade Area and Shared Gains"*

and

### Expert Group Meetings<sup>1</sup> on:

- (a) A review of policy options to strengthen agribusiness, agro industries and regional value chains as pathways to sustainable and inclusive African transformation;*
- (b) A review and study of how the promotion of Africa's industrialization can be strengthened through infrastructure development;*
- (c) A look at policy options for boosting intra-African investment through the regional harmonization of investment policies and treaties;*
- (d) Trade, gender and human rights as a way to provide a platform for regional economic communities to share experiences about gender mainstreaming and offer a way forward on how they can more effectively support member States in incorporating gender into trade policy;*
- (e) Brexit and trade between Africa and the United Kingdom of Great Britain and Northern Ireland from an African perspective.*

**United Nations Conference Centre (UNCC), Addis Ababa, Ethiopia  
1-2 November 2017**



## INFORMATION FOR PARTICIPANTS

---

<sup>1</sup> EGMs is going to be held on 31 October 2017

The United Nations Economic Commission for Africa (ECA) wishes to extend its welcome to all participants in the upcoming tenth Session of the Committee on Trade, Regional Cooperation and Integration, back-to-back with the Regional Workshop the above mentioned themes. The venue of the meeting will be the United Nations Conference Centre Addis Ababa (UNCC) within ECA's premises. It is important to take note of the following information which will further assist you in the planning and logistics of your travel to Addis Ababa, Ethiopia.

## **IMMIGRATION REQUIREMENTS**

Visas are required for all visitors/delegates traveling to Ethiopia, except for nationals of Djibouti and Kenya. Visitors from countries that have Ethiopian diplomatic missions are required by the Ethiopian Immigration Authorities to secure their visas from those missions 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. Please send us the following well in advance:

Scanned copy of Passport details where you have your picture, name, nationality, date of birth, date of issue, expiry date and issuing Authority.

In case of late confirmation, ECA will arrange a visa upon arrival conditioned that participants share the above indicated information with the secretariat. Participants are advised to have the invitation letter handy upon arrival at the airport.

Please send the information to the following ECA Staff: Ms. Mulumebet Arega ([arega.uneca@un.org](mailto:arega.uneca@un.org)) and Ms. Yita Getahun ([getahun4@un.org](mailto:getahun4@un.org)), with copy to Mr. Adama Coulibaly ([ekbergcoulibaly@un.org](mailto:ekbergcoulibaly@un.org))

## **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 days prior to arrival in the country.

Please be aware of the geographical location of Addis Ababa, which is at an altitude of about 7,631 feet (2326) m. Acclimatization to this elevation is normally not a problem, but sometimes it might take a few days. Symptoms may include headache, increased breathing (hyperventilation), fatigue, nausea, dizziness and sleep disturbance.

For prevention you may drink extra water (as increased breathing leads to water loss), and also avoid additional salt and heavy meals. Alcohol could worsen sleep disturbance.

The United Nations Health Centre (UNHCC), which is located on the ground/zero floor of the UNCC, provides emergency medical services to participants/delegates attending meetings during working hours.

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

### **UN Health Care Centre (UNHCC)**

Reception Tel.: +251 115 443548 / +251 115 445502 available 24/7

Mobile: +251 929 908433.

UNHCC office Numbers: +251115443507/ +251 115 443524

Mobile: Chief Medical Officer +251 911 508218 / Dr. Eyessusawit +251 911 221726 /

Head Nurse +251 911 201803 / +251 968 591093

Service to delegates/participants are provided on a cash-payment basis.

### **HOTEL ACCOMMODATION**

For practical and logistical reasons, ECA has made block bookings for participants at Elilly International Hotel at the rates of \$100, including breakfast. The hotel is within a walking distance to the UNECA (Gate 2). Tel: (251-11) 5587777

### **RECEPTION ON ARRIVAL**

Participants will be met on arrival at Bole International Airport and will be assisted with the formalities regarding immigration and customs by the ECA Protocol Unit. Kindly note that there is a non-refundable fee of US\$ 50 (€ 35) for processing visas upon arrival at the airport, which will be borne by the participant. Date and time of arrival in Addis Ababa with the flight details should be communicated to the UNECA. All subsequent changes in flight itineraries should also be communicated well in advanced.

### **REGISTRATION AND IDENTIFICATION BADGES**

Registration will start from Monday October 30th, 2017 at 8:30 a.m., at the Delegate Registration Building, in front of UNCC Gate (Delegates Gate 2), where participants will be issued an identification badge. A full list of confirmed participants will be made available to the UNECA Security and Safety Service and participants have to carry their identification document (passport) to be allowed entry into the United Nations compound.

Kindly also carry your invitation letter for on site registration/accreditation. For identification and security reasons, identification badges issued for the meeting should be worn by all participants at all times during the Conference and at official social functions.

### **TRANSPORT**

You will arrive at Addis Ababa Bole International Airport, which is located about 5-7 kilometres from Elilly International Hotel. After exiting the arrivals gate, please contact the Elilly Hotel booth in the arrivals hall. The hotel representatives at the booth will arrange for you a shuttle service to the hotel.

### **ICT SERVICES**

UNCC is equipped with WAN/Wi-Fi. Contact the conference services information desk should you have problems accessing the Internet.

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

### **MOBILE PHONES**

Participants can come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). Ethio Telecom offers SIM Cards with pre-charged airtime. One must go to the telecommunication office with passport to get a Sim card.

## **CLIMATE**

Ethiopia has two main seasons. The dry season lasts from October through May, and the rainy season starts in late June and ends in September. We are now at the beginning of the dry season, which is characterized by warm and sunny days and cold nights and early mornings (temperature can drop to about 10-14 degrees at night and early in morning)

## **ELECTRIC SUPPLY**

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

## **CURRENCY**

Ethiopian currency is denominated in “Birr” and “cents”. The United Nations official exchange rate at the 20 October 2017 was **\$ US1.00 = Birr 26.96**

There is a branch of the Commercial Bank of Ethiopia within the UNECA compound – located in the Rotunda in Africa Hall This Bank is open Monday – Friday, from 8:00 a.m. to 5:30 p.m. The Bank is closed on Saturdays and Sundays. There are also an authorized exchange centre (Forex) at the Sheraton, Ellily Hotel and Hilton Hotels and ATM machines for Visa/Mastercard users at the Sheraton, Hilton and Intercontinental hotels, as well as at the Conference Center which will give you money in birr.

## **DSA PAYMENTS**

Participants attending in the tenth Session of the Committee Meeting and the EGMs, will be paid a Daily Subsistence Allowance (DSA) at UN Addis Ababa rate of 198 USD per day according to the length of their stay to take care of their expenses (e.g. hotel, all meals, including lunches, and all incidentals-telephone etc.). There are several lunch facilities in the UNECA premises (Sheraton cafeteria and Sheraton delegates lounge, Kaldis Coffee, Lalibella Cafeteria and several more are close by to the ECA. All these facilities only accept Birr in cash as a form of payment. It is advised participants change some foreign currency into Birr for their lunches. All participants are also advised to settle all their hotel bills from their DSA payment before they check out as UNECA will not be responsible for any bills left unpaid at the hotel.

**Enjoy your trip and stay in Addis Ababa.**