

Information Note

**Expert Group Meeting on assessing the status of implementation
of trade and transport facilitation instruments and measures in
Africa and the African Regional Review Meeting
on the Almaty Programme of Action**



**Addis Ababa, Ethiopia
15-18 July 2013**

INFORMATION FOR PARTICIPANTS

Dear Participants,

The United Nations Economic Commission for Africa (ECA) and Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States (OHRLLS) wish to welcome all of you to the upcoming Expert Group Meeting on assessing the status of implementation of trade and transport facilitation instruments and measures which will be held on 15th July and the Regional Review Meeting on the Almaty Programme of Action which will take place from 16th to 18th July 2013 in Addis Ababa, Ethiopia. The venue of the meeting is the United Nations Conference Centre in Addis Ababa (UNCC-AA). 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, UNECA will assist you in obtaining a visa upon arrival. Please send us the following:

- 1) Scanned copy of Passport details where you have your picture, name, nationality, date of birth, date of issue, expiry date and issuing Authority; and,
- 2) Flight details (arrival and departure) – for non-sponsored participants.

The above information should be sent to the following: Ms. Zewdnesch Mesfin: Tel +251 115 44 54 47 E-mail: zmesfin@uneca.org; and Fax: +251 11 515 3005; **Copy:** Mr. Yonas Bekele, E-mail: ybekele@uneca.org

Please note that VISA fee is US\$ 20 payable in US-Dollar cash at the immigration counter on arrival for those who hold ordinary passport.

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 at an altitude of about 2450m. Acclimatization to this elevation is normally not a problem, but sometimes it might take a few days. Symptoms include headache, increased breathing (hyperventilation), fatigue, nausea, dizziness and sleep disturbance.

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

The United Nations Health Centre, situated on the ground 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:

United Nations Health Care Centre

Telephone: + 251 – 115 - 51 58 28 or 51 72 00 Ext. 88888 or 448888

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

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

TRAVEL AND DAILY SUBSISTENCE ALLOWANCE (DSA)

A number of international airlines operate to and from Addis Ababa. Participants should secure their return/onward air passage prior to their arrival in Addis Ababa. Gashem Travel Agency or Airlink Travel Agency at ECA will assist with re-confirmation of tickets and provide participants with travel and tour related information. Ethiopian Airlines and Kenya Airways also have offices at the ECA compound. Gashem Travel Agency at ECA is reachable at the following telephone numbers: Tel: +251- 11- 5443051/ +251- 11- 5443052. For Airlink reachable at Tel:+251-11-544367/+251-11-5444333. Please have your ticket ready when visiting the Airlines or travel agencies for flight-related assistance.

ECA will provide sponsored participants with round trip air-tickets, and Daily Subsistence Allowance (DSA) at the United Nations rate for Addis Ababa which is US\$185.00 to sponsored participants for the length of stay to participate in the meeting. Participants are responsible for settling their hotel bills and any other personal expenses including dinners and telephone charges using their DSA. Participants are requested to bring on the first day their passport and tickets, which are required for receiving DSA and ticket reconfirmation.

HOTEL ACCOMMODATION

For practical and logistical reasons, UNECA has made block bookings for sponsored participants at the following hotels: Hotel de Leopold, Adot-Tina Jupiter, and Intercontinental. For non sponsored participants, the list of recommended hotels is attached as annex; they can make their own booking; however, ECA can assist upon request.

RECEPTION ON ARRIVAL

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 the flight details should be clearly sent to the above email address (for non-sponsored participants). All subsequent changes should also be communicated.

TEMPORARY IMPORTATION OF LAPTOPS AND OTHER MEETING EQUIPMENT

To comply with the import customs regulations of the Government of Ethiopia, conference participants should declare laptops and meeting equipments they may carry with them when entering the country. A detailed specification of the items to be brought in, together with the arrival/departure details of the participant. The items will be registered for temporary importation by the customs office and they should be taken out of the country upon departure.

REGISTRATION AND IDENTIFICATION BADGES

Registration will take place on the morning of 15th & 16th July 2013 at the Delegate Registration Building, in front of UNCC Gate. A full list of confirmed

participants will be made available to the ECA Security and participants have to carry identification to be allowed entry into the United Nations compound.

Kindly also carry your invitation letter. 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 about 5 kilometres from the centre of Addis Ababa. ECA will provide courtesy transport that will pick you up at the Airport.

ECA buses will ferry participants back and forth from the hotels reserved for participants to the meeting venue in the mornings and at the end of the daily sessions. The hotel shuttles will provide transport on arrival & departure as well.

ICT SERVICES

UNCC is equipped with WAN. Kindly contact the conference services information desk should you have problems accessing the Internet.

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

MOBILE PHONES

Participants can come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). Ethiopian Telecommunication Company (ETC) offers SIM Cards with pre-charged airtime.

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. Temperatures depend on season and altitude. Currently, we are in a wet season, seldom the weather is warm during the daytime and **very chilly** in the night, so kindly carry a warm jacket/sweater for the evenings.

Safety standards are relatively good in Addis Ababa and other major cities of the country, but similar precautions as in other metropolitan cities should be followed. The predominant language spoken in Addis Ababa is Amharic, but English is widely understood as well. Communication in French is quite limited and minimum in Italian and Arabic. Right hand traffic rule applies. Additional information on Ethiopia and ECA can be found on the following websites: www.addisababacity.gov.et and www.uneca.org.

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 “cents”. The United Nations official exchange rate is currently about \$ US1.00 = Birr 18.46

There is a branch of the Commercial Bank of Ethiopia in the ECA compound – located in the Rotunda. This Bank is open Monday – Friday, from 8:30 to 17.00. There is also an authorized exchange centre (Forex) at the Sheraton, Hilton, & Intercontinental Hotel and ATM machines for Visa/Mastercard users at both the Sheraton and Hilton and at the Conference Center which will give you money in birr.

DOCUMENTS

Participants will receive the Concept Note, work programme and other relevant documents ahead of the Meeting. Documents, which participants wish to circulate, should be handed to the organizers. Participants are also advised to consult with them on any matters pertaining to the issuance or distribution of documents at the session.

WORKING LANGUAGE

The working languages of the review meeting will be English and French. There will be simultaneous interpretation.

Enjoy your trip and stay in Addis Ababa.

Annex: List of Recommended Hotels

Addis Ababa

No.	Hotel	Type of Rooms	UN Rate
1	<p>TDS HOTEL</p> <p>Tel: (251-11) 6 63 58 13/16/17/19/25</p> <p>Fax: (251-11) 6 63 58 90 /011 6 62 17 38 / 011 6 63 58 17</p> <p>Email: tds@ethionet.et</p>	<p>Single Room</p> <p>Double Room</p> <p>Twin Room</p>	<p>US\$ 60.00</p> <p>US\$ 65.00</p> <p>US\$ 75.00</p>
2	<p>DREAMLINER HOTEL</p> <p>Tel: (251-11) 4 67 40 00</p> <p>Fax: (251-11) 4 67 40 02</p> <p>Mob. : (251-911) 24 07 51 Ms. Aida</p> <p>Email: dreamlinerhotel@ethionet.et</p>	<p>Standard Single, Standard King, Deluxe King, Deluxe Twin, Premium Deluxe (Any available rooms)</p> <p>Double Occupancy</p>	<p>US\$ 70.00</p> <p>US\$ 80.00</p>
3	<p>CHURCHLE HOTEL</p> <p>Tel: (251-11) 1 11 12 12 / 1 56 86 48</p> <p>Mob.: (251-911) 48 54 09</p> <p>Fax: (251-11) 1 11 88 00</p> <p>Email: churchillhotel@ethionet.et</p>	<p>Single Rooms</p>	<p>US\$ 72.00</p>
4	<p>DESSALEGN HOTEL</p> <p>Tel: (251-11) 6 62 45 24</p> <p>Fax: (251-11) 6 62 38 84</p> <p>Email: desalegn2@gmail.com</p>	<p>Single Rooms</p>	<p>US\$ 76.00</p>

5	ADOT – TINA Hotel Tel: + 251 – 11 4 67 39 39 Fax:+ 251-11 4 67 41 11 Mobile: + 251-11 9 07 29 37	Standard rooms Double Occupancy	USD \$ 70.00 USD \$ 80.00
6	GHION HOTEL Tel: +251-11 5-51 32 22 Fax: + 251 -11 5 -50 51 99	Standard rooms Double rooms	USD \$ 75.00 USD \$ 81.00
7	Harmony Hotel Tel: +251-11 6 18 31 00 Fax: +251-11 6 18 29 10	Standard rooms Twin rooms	USD \$ 80.00 USD \$ 110.00
8	HILTON HOTEL Tel: +251 – 115 – 51 84 00 Fax: +251 – 115-51 00 64	Single Double	USD \$ 175.00 USD \$ 205.00
9	Hotel de Leopold Tel:+251-115- 50 77 77 Fax:+251 -115- 53 14 66 Mobile: +251-119- 67 78 73	Studio rooms Standard rooms	USD \$ 75.00 USD \$ 80.00
10	Intercontinental Hotel Tel: +251-115- 50 50 66 Fax: +251-115- 54 00 90/96	King Deluxe Room Twin Deluxe Rooms	USD \$ 125.00 USD \$ 150.00

11	Jupiter International Hotel Tel:+ 251 -115- 52 73 33 Fax: + 251- 115 – 52 64 18	Standard single rooms	USD \$ 100.00
12	Panorama Hotel Tel: +251-116-61 60 70 Fax: + 251 -116- 61 60 72	Single rooms Double rooms	USD \$ 65.00 USD \$ 79.00
13	Sheraton Hotel Tel: + 251- 115- 17 17 17 Fax: +251-115- 17 27 27	Club/Single rooms Double rooms	USD \$ 235.00 USD \$ 235.00