

**Ad Hoc Expert Group Meeting on developing supplementary targets and indicators to strengthen social inclusion, gender equality and health promotion in the Millennium Development Goals.  
Addis Ababa, 7 – 9 May 2008.**



**INFORMATION FOR PARTICIPANTS**

Thank you for your agreement to be a participant in the upcoming Ad Hoc Expert Group Meeting on developing supplementary targets and indicators to strengthen social inclusion, gender equality and health promotion in the Millennium Development Goals, Addis Ababa, 7 – 9 May, 2008. The venue of the meeting will be the United Nations Conference Centre, Addis Ababa, Ethiopia (UNCC-AA).

In addition to the material you have already received on the meeting it is important that you take note of the following information that will assist you in your 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, the United Nations Commission for Africa office in Addis Ababa will assist you in obtaining a visa upon arrival, provided we receive the following particulars in advance.

- (1) Full name
- (2) Nationality
- (3) Passport details – number, date of issue and expiry-
- (4) Flight details – arrival and departure-

It is important to note that business visas can be obtained on arrival for all participants attending meetings/seminars/workshops in Addis Ababa. The Ethiopian Immigration Authority requires that you present an official letter of invitation for securing your business visa on arrival. **It is thus imperative that you bring with you the letter of invitation and present it to the Immigration Authority at the airport for securing ‘the visa on arrival’.**

Please note that an Ethiopian visa costs between US\$20 and US\$60 per person depending on your nationality and payment must be made in **US Dollars** (1 USD = 9.51 Ethiopian Birr - April 2008-) at the time of issue. Holders of diplomatic and service passports as well as 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 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 a cholera-infected area within six days prior to arrival in the country. As Addis Ababa is situated at an altitude of 2,400 meters, it is advisable to take precautionary measures for avoiding some health problems that might occur because of high altitude.

The United Nations Health Centre, situated on the ground floor of the Conference Centre, provides emergency medical services to participants/delegates attending meetings during working hours. On your registration form kindly provide us details of any special ailments you may be suffering from or details of allergies so that we can provide emergency medical attention should this be required.

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

**Dr. Matthias Lademann**

**Chief – United Nations Health Care Centre**

**Telephone: 251–11-551-5828 or 251–11-551-7200 ext. 88888 or 448888**

**ECA Ambulance Telephone: 251–11-551-4202 or 251–11-551- 5828.**

## **HOTEL ACCOMMODATION**

UNECA is providing a Daily Subsistence Allowance at the United Nations rate for Addis Ababa which is US\$135.00 to sponsored participants for the length of stay to participate in the meeting. Participants have been booked at the Adot-Tina hotel where a daily single standard room rate of US\$61.00 including breakfast has been negotiated. Participants are responsible for settling their hotel bill and any other personal expenses including dinners and telephone charges using their DSA.

The hotel can be reached by telephone at:

Telephone: +251-(0)11-467-3939

Fax: +251-(0)11-467-4111

Email: [adottinah@ethionet.et](mailto:adottinah@ethionet.et)

## **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 our protocol unit. Information on changes of your date and time of arrival in Addis Ababa with flight details should be clearly sent to Ms. Azeb Moges who can be reached by telephone: +251-(0)11-544-5271; fax: +251-(0)11-551-2785 and email: [amoges@uneca.org](mailto:amoges@uneca.org) as soon as possible.

## **MEETING CONTACTS**

The contacts for the meeting are:

Ms. Gladys Mutangadura

African Centre for Gender and Social Development, ECA

Telephone: +251-(0)11-544-3445

Mobile: +251-(0)91-204-3211

Fax: +251-(0)11-551-2785

Email: [gumtangadura@uneca.org](mailto:gumtangadura@uneca.org)

Ms. Azeb Moges

African Centre for Gender and Social Development, ECA

Telephone: +251-(0)11-544-5271

Fax: +251-(0)11-551-2785

Email: [amoges@uneca.org](mailto:amoges@uneca.org)

### **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 be the responsibility of the United Nations Security and Safety Section. All names will be communicated in advance and registration and collection of conference badges will be done on the morning of 7 May 2008.

Participants are requested to bring on the first day **their passport and tickets**, which are required for receiving DSA and ticket reconfirmation.

### **TRANSPORT**

You will arrive at Bole International Airport, which is located just 5 kilometres from the centre of Addis Ababa. Courtesy transport shuttles will be available at the airport to drop you at the Hotel. Shuttle buses will also be available to ferry participants back and forth from the hotel to the meeting venue in the mornings and at the end of the daily sessions. Unfortunately transport will not be provided during lunch breaks. You can have lunch at different locations in the ECA compound.

### **GENERAL INFORMATION ABOUT ETHIOPIA**

Ethiopia is as large as France and Spain combined and has an area of 1,112,000 square kilometres. 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% 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% 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 on the <http://www.uneca.org>, <http://www.telecom.net.et>, <http://www.ethio.com> and [Thttp://tour.ethiopianonline.net](http://tour.ethiopianonline.net).

### **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 the weather is dry and chilly in the night, so kindly carry warm clothing.

### **ELECTRIC SUPPLY**

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

**CURRENCY**

Ethiopian currency is denominated in “Birr” and “centime”. The exchange rate fluctuates. The UN official exchange rate as of April 2008 was \$ US1.00 = Birr 9.51.

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 8:00 a.m. to 12:45 p.m. and from 2:00 p.m. 4:30 p.m. There is also an authorized exchange centre (Forex) at the Sheraton Hotel and ATM machines for Visa/Mastercard users at both the Sheraton and Hilton, which will give you money in Birr.

**WORKING LANGUAGE**

The working languages of the Ad Hoc Expert Group Meeting will be English and French.