



Economic  
Commission  
for Africa

# Information for Participants



The Fourth African Development Forum (ADF IV)  
*Governance for a Progressing Africa*

In collaboration  
with



African  
Development Bank



African Union



**Economic Commission for Africa**

**Fourth African Development Forum  
(ADF IV)**

***“Governance for a Progressing Africa”***

**11 – 15 October 2004  
Addis Ababa, Ethiopia**

**Information for Participants**

Cover Photos: L. Lartigue/USAID, Eugiene Aw, A. Fiorente/UNECA

## Information for Participants

Welcome to the fourth convening of the African Development Forum (ADF IV) under the theme “Governance for a Progressing Africa” which is to take place 11 – 15 October 2004 in Addis Ababa, Ethiopia. The Economic Commission for Africa (ECA) wishes to thank you for accepting the invitation to participate in this meeting. The venue of the meeting will be the United Nations Conference Centre in Addis Ababa (UNCC-AA). In addition to the ADF IV meeting, the Seventh African Regional Conference on Women will also be taking place in Addis, 6-14 October, in parallel. The purpose of this meeting is to assess the status of implementation of the Dakar and Beijing Platforms for Action (Beijing +10). The Commission on HIV/AIDS and Governance Commissioners Meeting as well as the Big Table Meeting for Development Partners will also be held parallel to ADF IV.

Below is the pertinent general information on logistics and meeting arrangements that you will need to facilitate your travel plans.

### 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, provided we receive the following particulars **two weeks** 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, where possible please obtain your visas from the Ethiopian Embassy in your country before departure, however, business visas can be obtained on arrival for all participants attending meetings/seminars/workshops at ECA, Addis Ababa. The Ethiopian Immigration Authority requires that you present an official letter of invitation for securing your business visa on arrival. **It is imperative to bring with you the letter of invitation and present it to the Immigration Authority at the airport for securing your visa.**

Please note that an Ethiopian visa costs between (\$US20-60) per person depending on your nationality and payment must be made in **US Dollars** at the time of issue. Holders of diplomatic and service passports as well as United Nations Laissez-Passer will receive visas free of charge.

Bank receipts for money changed at the airport must be kept securely as they may be asked for on departure.

The airport tax on departure from Bole International Airport is **\$US20.00** and is payable in cash **US dollars**.

## **Health Requirement**

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.

The United Nations Health Centre, situated on the ground floor of the UN Conference Centre, provides emergency medical services to participants/delegates attending meetings, during working hours. In case of a medical or dental emergency, please contact the following:

Dr. Azeb Tamrat  
Officer-in-Charge, UN Health Care Centre  
Telephone: 51 58 28 or 51 72 00 x 88888 or 448888  
ECA Ambulance; Telephone: 51 42 02 or 51 58 28.

## **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 travel agencies on site at ECA to assist with re-confirmation of tickets and to provide participants with travel and tour related information. Travel Agencies at ECA are reachable at the following telephone numbers:

- Safeway Travel Tel: +251 1 44 31 57/09 20 37 07/09 20 00 77
- Gashem Travel Tel: +251 1 15 89 32/09 25 04 68/ 09 20 12 39
- Airlink Tel: +251 1 44 36 10/1/2/3 and 09 250156

Ethiopian Airlines, Kenya Airways and Lufthansa will have travel desks in the Conference Center while the first two also have offices in the ECA compound.

Please have your ticket available when visiting the travel agencies/desks to re-confirm flights.

## **Hotel Accommodation**

At your request accommodation can be reserved for at the following hotels provided we receive your request by **30 September 2004**. All hotels will be expecting a final rooming list from ECA by 01 October 2004 after which ECA will be subject to a cancellation penalty for rooms reserved and not utilized. 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 and laundry, additional meals i.e. lunch and dinner - and must pay these directly to the hotel at checkout. The following hotels have been reserved for participants during the conference:

- **Rates are inclusive of breakfast, service charge and VAT unless where indicated**
- **Rates are quoted on Single Rooms basis.**

**\* Additional Hotels will be added to the above as they confirm availability**

<b>Hotel</b>	<b>No. of Rooms</b>	<b>Rate</b>
1. ATLAS	15	\$US 31
2. AXUM	10	\$US 28
3. ARARAT	19	\$ US 45
4. BOLE INTERNATIONAL HOTEL	53	\$US 35
5. CLASSIC HOTEL	10	\$US 19
6. CENTRAL VENUE	28	\$US 33
7. CENTRAL SHOA	40	\$US 28
8. CROWN HOTEL	20	\$ US 18
9. EMPIRE	15	\$US 25
10. ETHIOPIA	20	\$US 45
11. GIOVANI CARLO	10	\$US 40
12. GG ROYAL	12	\$US 24 (breakfast not included)
13. GLOBAL	35	\$US 52
14. GHION	120	\$US 48
15. HILTON	150	\$US124 (breakfast not included)
16. HOTEL DE LEOPOL	25	\$US 40
17. IBEX	10	\$US 35
18. ILRI	36	\$US 45
19. IMPERIAL	20	\$US 35
20. JERUSALEM	30	\$US 20 (breakfast not included)
21. LALIBELLA	20	\$US 35
22. MERIDIAN	20	\$US 38
23. NATIONAL	20	\$US 33
24. RAS AMBA	20	\$US 33

<b>Hotel</b>	<b>No. of Rooms</b>	<b>Rate</b>
25. PLAZA	25	\$US 35
26. QUEEN OF SHEBA	25	\$US 49 (breakfast not included)
27. SEMIEN	30	\$US 25
28. WABESHEBELE	30	\$US 45

## **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. Date and time of arrival in Addis Ababa with flight details should be sent as soon as possible. Any subsequent changes should also be similarly transmitted.

## **Registration**

*All registration will take place in Ghion hotel. You are advised to register before you proceed to ECA conference centre to avoid being inconvenienced.*

## **ICT Services**

A Cyber Café will be available for participants in the UN Conference Centre. As well, the UN Conference Centre and the ECA Campus are setup to provide Internet connectivity to WiFi enabled laptops and personal computers; participants are free to take advantage of this service.

IT training and technical support are available through the ECA Help Desk (Phone: +251 1 44 31 23, e-mail: [ihelpdesk@uneca.org](mailto:ihelpdesk@uneca.org)). Technical support for presentations must be arranged in advance.

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

## **Mobile Phone Services**

Participants are encouraged to come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). Ethiopian Telecommunication Company offers SIM Cards with pre-charged airtime. The total package which costs \$US 50 includes \$US 12 airtime.

For participants coming from the United States of America kindly note that they can only use triband mobile handsets i.e. (900/1800/1900 MHZ)

## **General Information about Ethiopia**

Ethiopia is as large as France and Spain combined and has an area of 1,112,000 square metres. 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 earn its living from the land. There is also a thriving livestock sector, and exports include cattle and hides and skins.

The population of Ethiopia is estimated at 68 million and over 50% of the population is under 20 years of age. The average number of inhabitants per square kilometre is 49. Ethiopia is a multi-ethnic state with a great 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 ECA can be found on the <http://www.uneca.org>, <http://www.telecom.net.et>, <http://www.ethio.com> and <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.

### **Electric Supply**

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

### **Transport**

You will arrive at Bole International Airport, which is located just 5 kilometres from the centre of Addis Ababa. ECA will provide courtesy transport that will pick you from the Airport.

ECA buses will ferry participants back and forth from the hotel to the conference venue in the mornings and at the end of the daily sessions. ECA will not provide transport during lunch break.

If you would like transportation in Addis Ababa outside of conference and to take you to the airport at the end of the Conference, you can book a taxi from the National Tourism Organization (NTO) by calling + 251-1-15 18 22 or + 251-1-51 84 00, or take the yellow or blue taxis parked outside your hotel.

These taxis will take you to most places in Addis for about Birr 20, and can be hired at a negotiated rate for longer and special destinations, by the hour. It is also standard practice in Addis Ababa to wave down any free blue or yellow taxi and offer the driver a « contract » for a single journey. « Contract » taxis can be found at the entrance to ECA and most hotels.

### **Currency: Birr**

Ethiopian currency is denominated in « Birr » and « centimes ». The bank rate of exchange varies. The official exchange rate as of 11 August 2004 was \$US1.00 = Birr 8.64.

There is a branch of the Commercial Bank of Ethiopia in the ECA compound – located near the Security and Safety Services. This Bank is open Monday – Friday, from 8:00 a.m. to 12: 30 p.m. and from 2 :00 p.m. 4 :00 p.m. There is also an authorized exchange centre (Forex) at the Sheraton Hotel. *You can withdraw up to \$500 equivalent in local currency using your Visa credit card from Dashen Bank at Sheraton Hotel.*

## **Guidelines on Personal Security and Safety of Participants**

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 Economic Commission for Africa (ECA) premises and in Addis Ababa.

The best way to be safe is to avoid trouble at all cost, rather than having to extricate yourself later. The United Nations Security and Safety service is always at the 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 the safety of your valuables and your personal security.

### **Do the following while you are in the ECA premises**

- Display your Conference Badges, on demand of an authorized person and wear it visibly.
- Do not leave bags and parcels unattended; this 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 UN Security and Safety Service or inform the nearest Security Officer.

### **If you are off the ECA Premises and in the Hotel:**

- Upon entering or leaving your room, make it a habit to lock the 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 Security Service.

## Useful Telephone Numbers

### Emergency numbers:

UN Control Room-Addis Ababa (24-hours)	44 51 35/51 65 37 51 29 45
Emergencies outside of Addis:	
UN Operations Centre (24 hours)	51 17 26
Sat Phone	871 62 54 68 35

### Police Emergency Numbers:

(24 Hrs.)

City Police	911 57 21 00/57 21 21/57 21 57
Federal Police:	52 40 77/52 63 02/52 63 03

### Medical Matters

*ECA has a medical facility, UNHCC, in its compound. The medical unit has a stand by doctor and ambulance 24hrs a day.*

UNHCC Tel:	51 10 53 (24hrs)
If no response call Echo Operations:	51 17 26 (24hrs)

### Other Hospitals

Swedish Clinic	717068
St.Gabriel Hospital	613622
Hayat Hospital	614250