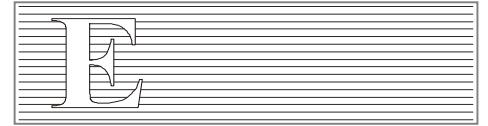




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ECONOMIC COMMISSION FOR AFRICA

Annual Meeting of the African Technical Advisory Committee (ATAC)

9 - 10 December 2004

Conference Room 5 - United Nations Conference Center

Addis Ababa, Ethiopia

Information for Participants

INFORMATION FOR PARTICIPANTS

Dear Participants,

Welcome to Addis Ababa and to the first meeting of the Fourth African Technical Advisory Committee (ATAC IV), which will be held from 9 to 10 December 2004 at the Headquarters of the Economic Commission for Africa (ECA).

Below is general information on meeting arrangements and on Addis Ababa, capital of Ethiopia, which you may find useful. If you have any questions or if there is any way that we can be of assistance, do not hesitate to contact:

Please refer to the contact details on page 6-7.

1. General

- The above-mentioned meeting will be held in Addis Ababa, Ethiopia, from 9-10 December 2004 at the United Nations Conference Centre (UNCC-AA) in the ECA Complex.
- The offices of the ECA are located in the ECA « New » Secretariat Building – the first building one reaches going directly from the Conference Centre into the Complex. On arrival, you will be provided with a map of the United Nations Compound and venue.
- The ECA Division responsible for organizing this meeting is the Development Information Services Division (DISD). This Division is located on the Fifth Floor of the ECA New Building. The Division's direct telephone number is +251-1-51 14 08. The central exchange for ECA is +251-1-51 72 00.

2. Registration and identification badges

- Participants are required to register and obtain identification badges prior to the opening of the Workshop. The registration counter is located in the main lobby area of the UNCC-AA.
- For identification and security reasons, all participants are requested to wear the badges at all times during the conference and at official social functions in the UN Compound.

3. Documents

- Participants will get copies of the documents for the Meeting at the time of registration. Documents that participants wish to circulate should be handed to the Secretariat. Participants are also advised to consult with the Secretariat on any matter pertaining to the issuance or distribution of documents at the meeting.

4. Immigration requirements

- In general, we advise you to get your visa for Ethiopia in your country or the country of residence to avoid queuing inconveniences at Addis Ababa Airport, if there is an Ethiopian Embassy there. However, business visas can be obtained on arrival for those participants where there is no Ethiopian Embassy in their respective countries. The Ethiopian Immigration Authority requires that you present an official ECA letter of invitation for securing your business visa on arrival. **It is imperative to bring with you the ECA letter of invitation and present it to the Immigration Authority at the airport for securing your visa.** If you have not received your invitation letter before you travel, please contact Ms. Eskedar Nega, (See contact details on page 6-7).
- Please note that an Ethiopian visa costs between birr 160 – 340 (US\$20-40) per person depending on your nationality and payment must be made at the time of issue. Holders of diplomatic and service passports as well as United Nations Laissez-Passer will receive visas gratis. Expenses incurred in connection with visa requirements are paid in local currency obtainable from the Ethiopian Commercial Bank at Bole International Airport. 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 US\$20.00 and is payable in cash US dollars.

5. Reception on arrival

- Provided that advance notice is given, participants will be met on arrival at Bole International Airport and will be assisted with the formalities regarding immigration and customs, etc. **Consequently, expected date and time of arrival in Addis Ababa with flight details should be sent as soon as possible to the address specified.** Any subsequent changes should also be similarly transmitted. If you have provided us the above information in full, you do not need that again as we will refer to our correspondences.

6. Transport

- You will arrive at Bole International Airport, which is located just 5 kilometres from the centre of Addis Ababa. Please note that only those participants who have provided advance information to ECA of their flight number, arrival date and time of arrival will be met at the Airport and have bus transportation to their hotel provided.
- If you would like transportation from the airport to your hotel, please advise us (by fax or e-mail) of your travel details at least one week in advance to: Ms. Mulumebet Arega and copied to Ms. Eskedar Nega (See contact details on page 6-7).
- Transportation will be provided to the airport by the hotel. Therefore, participants should notify the respective hotels of their departure (time and date) 24 hours in advance so that they can make the necessary arrangements.
- ECA buses will ferry participants back and forth from the hotels to the conference venue in the mornings and at the end of the daily sessions. If you want to walk to ECA, your badge (provided to you at registration) will gain you entry to the ECA compound. ECA will not provide transport during lunch break.
- If you would like transportation in Addis Ababa outside of conference starting and closing hours, you can book a taxi from the National Tourism Organization (NTO) by calling + 251-1-15 18 22/51 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.

7. Health requirements

- Addis Ababa is generally a safe city. However, the same precautions should be followed as in any other large city. Please remember that the altitude of Addis Ababa is 2,400 metres above sea level (higher than Mexico City).
- Prior to entry, 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 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, Medical Director of the UN Health Services
Telephone: 51 58 28 or 51 72 00 x 88888
ECA Ambulance; Telephone: 51 42 02 or 51 58 28.

8. Currency/Banks

- All foreign currency in your possession should be declared on the blue currency declaration form upon arrival at Bole International Airport. There is no limit on how much you can bring into the country.

- Ethiopian currency is denominated in « Birr » and « centimes ». The bank rate of exchange varies. The UN official exchange rate as of 1 November 2004 was \$ US1.00 = Birr 8.65.
- There is a branch of the Commercial Bank of Ethiopia in the ECA Nigeria Lounge on the ground floor next to the UN-Recreation Centre. 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 foreign exchange centre (Forex) at the Ghion Hotel. All major hotels are authorized foreign exchange centres.

Credit Cards

- Credit cards such as Visa, Master, American Express, Euro and Delta are accepted only by a limited number of hotels, these are: the Sheraton and the Hilton (all cards), Ghion hotel (Visa, Master and American Express), Axum, Ras Amba, Imperial, ILRI, Queen of Sheba, Meridien, and Yordanos hotels accept only Visa and Master Cards. The rest of available hotels in Addis operate solely on a cash basis.

9. Airlines reservations

- A number of international airlines operate regular services to and from Addis Ababa. It is, therefore, strongly recommended that participants secure their return/onward air passage prior to their arrival. The Secretariat will assist you in reconfirming your flights. Please take your tickets with you when you visit the travel agent. Delegates may also book optional sightseeing tours and post-conference tours at the travel desk. Ethiopian Airlines and three Travel Agencies (Air Link, Gashem Travel and Safeway Travel) are located on the Rotunda of the Africa Hall.

10. General information about Ethiopia

- Ethiopia is as large as France and Spain combined and has an area of 1,112,000 squares km. 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 60 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 following websites:

<http://www.uneca.org>

<http://www.tourismethiopia.org>

11. 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. The temperature in Addis during November varies from 13 to 23 degrees centigrade.

12. Electric supply

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

Facilities available at the ECA

13. Telecommunications (telephone/fax) and Post Office

- Telephone service in Addis Ababa is generally quite good. Pay phones on the street or at the airport are coin and card operated. The Ethiopian Telecommunications Authority maintains an office in the Africa Hall of ECA compound, where you can make international telephone calls and send faxes and telexes,

purchase phone card to be used with the pay phones at the UNCC-AA. There is a full-service post office located at the Africa Hall of the ECA compound. It is open weekdays from 8:30 a.m. to noon, and then from 2:30 to 4:00 p.m.

14. Duty-free shop

- Duty-free purchases (including cigarettes) are available in the Hilton, Ghion Hotels and duty-free shops in town. Purchases must be made in convertible currency, preferably US\$ cash or by travellers' cheque.

15. Catering

- Catering facilities for refreshments and meals are readily available in the UNCC-AA restaurant and cafeteria, at reasonable prices. All official functions related to the conference will be communicated to the participants in due course.

17. For Additional Information

- If you require any additional information, regarding the following issues on the Workshop please contact:

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For any other issues regarding Protocol, Logistics and Finance, please contact:

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