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**UNITED NATIONS
ECONOMIC COMMISSION FOR AFRICA**

GOVERNANCE AND PUBLIC ADMINISTRATION DIVISION

Training Workshop on “Enhancing the Role and
Effective participation of Parliamentarians in the
African Peer Review Mechanism (APRM) Process”

12 – 14 May 2010

United Nations Conference Centre (UNCC)
Addis Ababa, Ethiopia

Information for Participants

**Enhancing the Role and Effective Participation of Parliamentarians
in the African Peer Review Mechanism (APRM) process**

**12 – 14 May 2010
United Nations Conference Centre (UNCC)
Addis Ababa, Ethiopia**

Dear Participant,

Welcome to Addis Ababa and to the Workshop on Enhancing the Role and Effective Participation of Parliamentarians in the African Peer Review Mechanism (APRM) process, which is being held from 12 to 14 May 2010 at the Headquarters of the United Nations Economic Commission for Africa (ECA).

Below, please find some general information on meeting arrangements, which you may find useful. If you have any question or require any assistance, do not hesitate to contact the organizers whose names are mentioned at the last page.

1. Registration and Identification Badges

Participants are required to register and obtain Identification Badges prior to the opening of the meeting. Kindly also carry your invitation letter and personal identification for onsite accreditation. For identification and security reasons, Identification Badges should be worn by all participants at all times during the Conference and at official social functions.

2. Documents

Participants will be issued copies of the documents of the Meeting at the time of registration. Documents, which 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 and making photocopy.

3. Immigration Requirements

Visas are required for all participants traveling to Ethiopia, except for nationals of Djibouti and Kenya. Participants from countries that have Ethiopian diplomatic missions are required by the Ethiopian immigration authorities to secure their visas from those missions.

If your country does not have an Ethiopian Diplomatic Mission, ECA will assist you in obtaining a visa upon arrival, subject to prior submission of your complete passport details and flight information (if there is any change than booked by ECA). You should request

visa assistance from ECA well in advance, as it will take at least two weeks to process visa applications and obtain approval from the Ministry of Foreign Affairs and Immigration Authorities.

Please note that an Ethiopian visa costs US\$ 20 per person and payment must be made at the time of issue. Expenses incurred in connection with visa requirements are paid in US Dollar. Bank receipts for money changed at the airport must be kept securely as they may be asked for on departure.

4. Health Care Requirements

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 to arrival in the country.

Participants should have individual responsibility for arranging, at their own expenses, such life health and other forms of insurance coverage for the duration of the workshop as they deem appropriate.

5. Hotel Accommodation

Arrangements have been made by ECA to book accommodation for participants at the following hotel and expenses will be covered by participants from their DSA:

Intercontinental Hotel

Addis Ababa, Ethiopia Tel: +251-11- 5-50 50 66 Fax: +251-11-5-54 00 90/96 E-mail: reservation@intercontinentaladdis.org
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Room Rate – US\$90.00

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 - must pay these directly to the hotel at checkout.

6. Reception on Arrival

Participants will be met on arrival at Bole International Airport and will be assisted with immigration customs and related formalities, subject to the necessary information being provided in time.

7. Transport

You will arrive at Bole International Airport, which is located just 5 kilometres from the Centre of Addis Ababa. Participants will be met at the Bole International Airport and transported by ECA to their hotels.

Hotels will be able to provide transfers back to the airport on return. Participants are required to notify their respective hotel dates and time for their departure 24 hours in advance to ensure the necessary arrangements are made.

ECA vehicles will be available to transfer participants from hotels to the Conference Centre in the mornings and back to their hotels at the end of the day's session. No transfers will be provided during lunch break.

8. Financial Arrangements

Sponsored participants will be entitled to receive Daily Subsistence Allowance (DSA/per diem) of US\$ 135/day for the workshop period and authorized stop-over(s) en route.

9. 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 "Cents". The bank rate of exchange varies. The UN official rate as of 1st April 2010 is US\$ 1.00=Birr 13.34

Currency changed into Birr at the Commercial Bank on the ECA compound, may be reconverted only at that branch of Commercial Bank, and not exceeding the originally converted amount.

Acceptance of credit card is limited to few hotels and restaurants. It is therefore advisable to carry means of exchange (traveler cheques) and adequate local cash.

10. 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 to Addis Ababa. There are travel agencies in the ECA administrative building to assist with re-confirmation of tickets and to provide participants with travel and tour related information.

11. 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.

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)

12. Climate

May is a dry season in Ethiopia. The temperature in Addis Ababa during May varies between maximum 25°C and minimum 18°C.

13. Electricity Supply

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

14. General Information about Addis Ababa and Ethiopia

Addis Ababa is a city at high altitude, 2400 meters above sea level (higher than Mexico city). Safety standards are relatively good, 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. Regulations restrict certain areas from photography and movement in their vicinity after nightfall.

Additional information on Ethiopia and ECA can be found on the following websites:

<http://www.uneca.org>
<http://www.ethio.com>
<http://tour.ethiopianonline.net>

Additional Information

For additional information regarding substantive issue of the meeting, please contact:

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