



**UNITED NATIONS
ECONOMIC AND SOCIAL COUNCIL
ECONOMIC COMMISSION FOR AFRICA**

Twenty-seventh meeting of the Committee of Experts

26 – 29 March 2008

Forty-first session of the Economic Commission for Africa

31 March – 2 April 2008



**AFRICAN UNION
COMMISSION**

Third meeting of the Committee of Experts

Third session of CAMEF

**First Joint Annual Meetings of
the AU Conference of Ministers of Economy and Finance
and ECA Conference of African Ministers of Finance, Planning
and Economic Development**

Addis Ababa, Ethiopia



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INFORMATION FOR PARTICIPANTS



Thank you for your agreement to be a participant in the First Joint Annual Meeting of the AU Conference of Ministers of Economy and Finance and ECA Conference of African Ministers of Finance, Planning and Economic Development scheduled to take place in Addis Ababa, Ethiopia on 26 March – 2 April 2008. The venue of the meeting will be the United Nations Conference Centre (UNCC-AA). UNCC-AA is a fully integrated and secure complex with excellent conference facilities, exhibition space, advanced audio-visual equipment, videoconference facilities, high-speed wireless internet connections, printing facilities and catering services, located within the UNECA premises just minutes away from the airport and major hotels.

It is important to take note of the following information which will further assist you in the planning 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, provided we receive the following particulars **three weeks** in advance, i.e. by 5 March, 2008.

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

Please note that business visas can be obtained on arrival for all participants attending meetings/seminars/workshops at the UNECA, 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 (US\$20-60) 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 gratis.

* 1 US \$ = 9.22 Ethiopian Birr (February 2008)

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.

Please be aware of the geographical location of Addis Ababa at an altitude of about 2450m. Acclimatization to this elevation is normally no problem, but sometimes it might take a few days. Symptoms include headache, increased breathing (hyperventilation), fatigue, nausea, dizziness and sleep disturbances. For prevention you should drink extra water (increased breathing leads to water loss), avoid additional salt and heavy meals. Alcohol could worsen sleep disturbances.

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. Service will be provided on a pay per cash basis and invoices for individual reimbursement claims will be given to the participants. 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 – 115 - 51 58 28 or 51 72 00 ext. 88888 or 448888
ECA Ambulance Telephone: + 251 – 115 - 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 is a travel agency on site at ECA to assist with re-confirmation of tickets and to provide participants with travel and tour related information. The Travel Agency at ECA is reachable at the following telephone numbers:

Gashem Travel Tel: +251 115 44 30 51/44 30 52/46 84 85 or 251 0911 25 04 68 (mobile)

Ethiopian Airlines and Kenya Airways have offices in the ECA compound and they will have travel desks at the United Nations Conference Centre in Addis Ababa during the Conference.

Please have your ticket available when visiting the travel agency to re-confirm flights. Moreover, for ticket confirmation or any other travel related queries you may also call the Ethiopian Airlines Reservation office by Tel No: +251 116 656666.

HOTEL ACCOMMODATION

At your request accommodation can be reserved on your behalf at the following hotels on first come first serve basis, provided your arrival and departure flight details are received by **18 March 2008** with the exception of the Sheraton and Hilton Hotel. All hotels will be expecting a final rooming list from ECA by **18 March** after which ECA will be subject to a cancellation penalty for rooms reserved and not utilized. For participants wishing to stay at the Sheraton or the Hilton, bookings need to be made directly by the participant and details of his/her credit cards must be given to get confirmation.

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 identified for participants to the conference:

List of Selected Hotels

No.	Hotel	No. of rooms Available	UN Rate
1	ATLAS HOTEL Tel: (251-11) 6 18 74 32 Mobile: (251-11) 9 63 05 46 Fax: (251-11) 6-61 36 61	Single rooms	US\$ 70.00
		Double rooms	US\$ 80.00
2	AXUM HOTEL Tel: (251-11) 6-61 39 16 Fax: (251-11) 6-61 42 65	New Building	
		Single rooms (New)	US\$ 66.00
		Double rooms	US\$ 90.00
3	ARARAT HOTEL Tel: (251-11) 6-46 11 66 Mobile: (251-11) 9 40 86 27 Fax: (251-11) 6-46 11 77	Single room	US\$ 60.00
		Large bed	US\$ 70.00
4	AWRARIS HOTEL Tel: (251-11) 6-61 49 33 Mobile: (251-11) 9 24 82 25 Fax: (251-11) 6-62 56 94	Single rooms	US\$ 35.00
		Large bed	US\$ 45.00
5	AIRPORT MOTEL Tel: (251-11) 6-61 04 22 Tel: (251-11) 6-18 82 22 Fax: (251-11) 6-61 05 77	Single rooms	US\$ 35.00
		Large bed	US\$ 40.00
6	ADOT-TINA HOTEL Tel: (251-11) 4 67 39 39 Fax: (251-11) 4 67 41 11 Mobile: (251-11) 9 07 29 37 <u>Ato Worku 0911-072937 (Hotel Manager)</u> e-mail: adottina@ethionet.et Website: www.adot-tina.com	Single rooms	US\$55.00
7	BEER GARDEN INN Tel: (251-11) 6-18-25 95/18-25 91 Fax: (251-11) 6-18 31 18	Single rooms	US\$ 65.00
		Double rooms	US\$ 85.00
8	BOLE INTERNATIONAL HOTEL Tel: (251-11) 6-63 30 00 Tel: (251-11) 6-62 78 80	Single rooms	US\$ 35.00
		Double rooms	US\$ 45.00
9	CENTRAL SHOA HOTEL Tel: (251-11) 6-61 14 54 Tel: (251-11) 6-61 50 01 Fax: (251-11) 6-61 00 63	Single rooms	US\$ 35.00
		Double rooms	US\$ 38.00

10	CLASSIC HOTEL Tel: (251-11) 6-61 35 98 Fax: (251-11) 6-61 09 46	Single rooms	US\$ 22/32
		Double rooms	US\$ 32.00
11	CONCORDE HOTEL Tel: (251-11) 6-66 08 31 Tel: (251-11) 4-65 49 59 Fax: (251-11) 4-65 31 93	Single rooms	US\$ 22.00
		Double rooms	US\$ 30.00
12	CROWN HOTEL Tel: (251-11) 4-39 14 44 Tel: (251-11) 4-39 10 46	Single rooms	US\$ 87.75
		Double rooms	US\$ 107.00
13	DAMU HOTEL Tel: (251-11) 5-509828/29/35 Fax: (251-11) 5541353	Single rooms	US\$ 60.00
		Twin bed rooms	US\$72.00or US\$100.00
		King's single	US\$ 97.00
14	DESSALEGNE HOTEL TEL: (251-11)6-62 45 24 TEL: (251-11)6-18 30 30(New) FAX: (251-11) 6-18 30 31 Email: desalegnhotel@ethionet.et	Standard rooms	US\$75.00
		Suite bed rooms	US\$90.00
15	ETHIOPIA HOTEL Tel: (251-11) 5-51 74 00 Fax: (251-11) 5-51-08 71	Single rooms	US\$ 45.00
		Double rooms	US\$ 66.00
16	FRATELLI Tel (251-11) 6-18-28-24 Fax: (251-11) 6-18 28 25		
17	GG ROYAL HOTEL Tel: (251-11) 6-29 23 29 Tel: (251-11) 6-29-23 30	Single rooms	US\$ 40.00
		Double rooms	US\$ 48.00
18	GEDERA HOTEL Tel: (251-11) 5-53 19 00 Tel: (251-11)	Single rooms	US\$ 21.00
		Double rooms	US\$ 27.00
19	GLOBAL HOTEL Tel: (251-11) 4-66-47 66 Tel: (251-11) 4-66-47 23 Fax: (251-11) 4-67 34 22 e-mail: globalhotel@telecom.net.et	Single rooms	US\$ 75.00
		Double rooms	US\$ 90.00
20	GHION HOTEL Tel: (251-11) 5-51 32 22 Tel: (251-11) 5-51 00 99 Fax: (251-11) 5-50 51 50	Standard single rooms	US\$ 68 .00
		Double rooms	US\$ 81.00

21	HOTEL De France Tel: (251-11) 5 547389-90 Fax: (251-11) 5-547391	Standard rooms	US\$ 56.00
		Small Suites	US\$ 67.00
22	HILTON HOTEL Tel: (251-11) 5-51 84 00 Tel: (251-11) 5-51 00 64 email: sales addis@hilton.com	Single	US\$ 103.0
		Double	US\$ 118.0
		Executive Rooms	
		Single	US\$175.00
23	HOLIDAY HOTEL Tel: (251-11) 6-61 20 81 Fax: (251-11) 6-61 26 27	Double	US\$ 190.00
		Single rooms	US\$ 21.00
24	HOTEL de LEOPOL Tel: (251-11) 5-50 77 77 Mobile (251-11) 9 67 78 73 Fax: (251-11) 5-53 14 66 Fax: (251-11) 5 15 50- 80 Mr. Abiy's mobile 0911-214054	Double rooms	US\$ 23.00
		Studio single Occupancy	US\$ 62.00
25	IBEX HOTEL Tel: (251-11) 4-65 44 00 Fax: (251-11) 4-65 37 37 email: ibex@telecom.net.et	Standard room	US\$ 96.00
		Double Occupancy	US\$114.00
		Single rooms	US\$ 61.00
26	IMPERIAL HOTEL Tel: (251-11) 6-29 33 29 Fax: (251-11) 6-29 33 32	Double rooms	US\$ 61.00
		Single rooms	US\$ 66.00
27	ILRI HOSTEL Tel: (251-11) 6-46-32 15 Fax: (251-11) 6-61 18 92	Double rooms	US\$ 84.00
		Single rooms	US\$ 55.00
28	JERUSALEM HOTEL Tel: (251-11) 1-55 17 12 Fax: (251-11) 1-55 05 73	Double rooms	US\$ 70.00
		Single rooms	US\$ 30.00
29	KING'S HOTEL Tel: (251-11) 3-71 13 00 Fax: (251-11) 3-71 65 94	Double rooms	US\$ 39.00
		Single rooms	US\$ 50.00
30	LALIBELA HOTEL Tel: (251-11) 6-61 49 17 Fax: (251-11) 6-61 55 22	Double rooms	US\$ 62.8
		Single rooms	US\$ 55.00
31	MARIOT HOTEL Tel: (251-11) 6-63 05 00 Tel: (251-11) 6-61 58 92/89 Fax: (251-11) 6-61 50 92	Double rooms	US\$ 60.00
		Single rooms	US\$ 48.00
		Double rooms	US\$ 78.00

32	MERIDIAN HOTEL Tel: (251-11) 6-61 50 50 Tel: (251-11) 6-61 41 20 Fax: (251-11) 6-61 50 92 email: meridian.hotel@telecom.net.et	Single rooms	US\$ 48.00
		Double rooms	US\$ 68.00
33	NATIONAL HOTEL Tel:(251-11) 5-515166 Fax: (251-11) 5-51 34 17	Single rooms	US\$ 45.00
		Large Bed	US\$ 72.00
34	PLAZA HOTEL Tel: (251-11) 6-61 22 00 Fax: (251-11) 6-61 30 44	Single rooms	US\$ 35.00
		Double rooms	US\$ 40.00
35	QUEEN OF SHEBA HOTEL Tel: (251-11) 6-18 00 00 Fax: (251-11) 6-61 31 74	Single rooms	US\$ 89.00
		Double rooms	US\$ 109.00
36	RAS AMBA HOTEL Tel: (251-11) 1-22 80 80 Fax: (251-11) 1-23 32 21	Single occupancy	US\$ 52.00
		Double occupancy	US\$ 68.00
37	RAS HOTEL TEL: (251-11) 5-51 70 60 FAX: (251-11) 5-51 73 27	Single rooms	US\$ 24.00
		Double rooms	US\$ 30.00
38	SHERATON HOTEL Tel: (251-11) 5-17 17 17 Fax: (251-11) 5-17 27 27	Club room	
		Single	US\$ 165.00
		Double	US\$ 165.00
		Executive Room	US\$ 235.00
		Executive Double	US\$ 250.00
39	SIEMEN HOTEL Tel: (251-11) 1-55 00 67 Fax: (251-11) 5-55 14 10	Single rooms	US\$ 52 .00
		TWIN rooms	USD 68.00
40	WABESHEBELE HOTEL Tel: (251-11) 5-51 71 87 Fax: (251-11) 5-51 84 77	Single rooms	US\$ 68.00
		Double rooms	US\$ 94.00
41	YORDANOS HOTEL Tel: (251-11) 5-51 57 11 Fax: (251-11) 5-51 66 55	Single rooms	US\$ 44.00
		Double rooms	US\$ 55.00

Kindly send your hotel preference by **18 March 2008** to:

Publication and Conference Management Section (PCMS)
Telephone Nos.: +251-11 551 4945 or +251-11 544 3556
Fax Nos.: +251-11 551 3155 or +251-11 551 0105
e-mail : uncc-aa@uneca.org

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 clearly sent to the above Fax or email address. Subsequent changes should also be communicated.

TEMPORARY IMPORT OF LAPTOPS AND OTHER CONFERENCE EQUIPMENT

To comply with the import customs regulations of the Government of Ethiopia conference participants should declare laptops and conference equipment they may carry with them when entering the country. In order to be able to assist with the temporary import of the above items ECA should receive latest by **18 March 2008**. 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 import by the customs office and they should be taken out of the country after the conference.

REGISTRATION AND IDENTIFICATION BADGES

Registration will take place on **23 - 25 March 2008** (full day) and **26 March 2008** (8:00-9:00 am) at the ECA Delegates Registration Building, opposite the main entrance gate to the Conference Center. A full list of confirmed participants will be made available to the ECA Security and participants will have to carry identification to be allowed entry into the UN compound.

Kindly also carry your invitation letter and personal identification for on site 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.

TRANSPORT

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

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

If you would like transportation in Addis Ababa outside of conference, for sight-seeing or 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- 115 - 51 18 22 or + 251-115 - 51 84 00.

ICT SERVICES

The United Nations Conference Centre is equipped with WAN and WIFI, and a Cyber café shall be made available during the Conference. Kindly contact the conference services information desk should you have problems accessing the Internet.

MOBILE PHONES

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\$ 41 includes US\$ 2 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, 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 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.

Currently the weather is warm during the daytime and very chilly in the night, so kindly carry a warm jacket/sweater for the evenings.

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 “centimes”. The exchange rate fluctuates. The UN official exchange rate as of February 2008 was \$ US1.00 = Birr 9.22.

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. to 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.