

GENERAL INFORMATION

What is CODI? (.....): Get from Website. It is already there.

PLACE AND TIME

The CODI-2 meeting will take place from 3 to 7 September 2001. The venue of the meeting is the United Nations Conference Centre, which is normally open from 8h30 to 18h00.

CLIMATE

Addis Ababa is a moderately mild and temperate city with an altitude of about 2400m or 8000ft above sea level. The period ranging from June to September is a rainy season, with an average daily temperature of 15oC/ 59oF (sorry I do not know how to superscript.).

CONFIRMATION

Your registration confirmation will be sent to you, approximately 48 hours after receipt of your registration, provided your fax number or email is clearly indicated on the first page of your fax.

ALTERATIONS

Please note that we do not accept alterations over the telephone. Please fax, post or e-mail any amendments to the Conference Secretariat

INTERPRETATION

Simultaneous interpretation will be provided in both English and French.

RECEPTION UPON ARRIVAL

All participants will be met on arrival at Bole International Airport and will be assisted with the formalities regarding immigration and customs. Expected date and time of arrival in Addis Ababa with flight details should be forwarded to the Conference Secretariat as soon as possible. Any subsequent changes should also be similarly transmitted.

IMMIGRATION REQUIREMENTS

Visas are required for all visitors/delegates travelling to Ethiopia except for Djibouti and Kenya nationals. Visitors from countries that have Ethiopian diplomatic missions are required 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. You should request visa assistance from ECA well in advance as it takes generally at least one week to process visa application and obtain the approval from the Ministry of Foreign Affairs and the Immigration authorities. Information required include full names, date of birth, nationality, passport number, date of issue, date of expiry, arrival date, flight number and two passeport size photographs.

Please note that an Ethiopia visa costs between Birr 160 and Birr 400 (US\$ 20 to 60) per person depending on your nationality and payment made at the time of issue. Expenses incurred in connection with visa requirements are paid in local currency obtainable from the Ethiopian Commercial Bank at the airport. Bank receipts for money changed at Bole International Airport, Addis Ababa must be kept securely as they may be asked for on departure. Airport tax on departure from Bole International Airport is \$20.00 and is payable cash in US dollars.

CUSTOMS

The ECA advises that all electrical equipment be declared upon arrival at the airport. ECA protocol staff will kindly assist participants with the necessary customs formalities. Should you have any such equipment, kindly inform the CODI-2 organisers, providing them with information on the type of equipment and the serial numbers of the equipment.

HEALTH REQUIREMENTS

Visitors are required to 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 UN Health Centre provides emergency medical services during working hours to participants attending meetings.

RETURN TRAVEL RESERVATIONS

Delegates are requested to confirm travel reservations with Ethiopian Airlines or Airlines for which they are holding reservations. Branch offices of Ethiopian Airlines and Kenya Airways are located in the Rotunda of Africa Hall of the UN Complex. Express Travel Group, Safeway Travel Group and Gashem Travel Group are also located on the first floor of the ECA Building.

<u>Airline</u>	<u>Telephone number</u>
Ethiopian Airlines	
Flight control	61-22-22
Reservations	61-61-61 / 61-66-66
Kenya Airways	51-30-18 / 51-30-19
Lufthansa	51-56-66
Egypt Air	12-25-65
Saudi Airways	51-31-65
Yemen Airlines	51-50-76

GENERAL HOTEL INFORMATION

Copy from the existing information from the CODI site.

ELECTRICAL VOLTAGE

The importation into Ethiopia of electrical equipment (laptop computers fall within this category) ECA advises that all **such articles** must be declared upon arrival and departure. ECA customs staff, stationed at Bole International Airport, will be available to assist participants upon arrival with the complex paper work involved

CURRENCY/BANKING

The Ethiopian currency is denominated in 'birr'. The bank rate varies. The official exchange rate as on 11 July 2001 is \$1.00=Birr 8.469.

The Commercial Bank of Ethiopia has a branch in the ECA compound. The bank is open Monday to Friday, from 8h00 to 12h30 and from 14h00 to 16h00. All major hotels are authorized foreign exchange centres. Currency changed into birr at the Commercial Bank can be converted into US\$ at the Airport Bank upon departure, upon presentation of the blue currency declaration form and the exchange receipts. You may not reconvert more money than you changed at the Bank. If you are departing on a late evening flight, the Airport Bank may not be open.

DUTY FREE SHOP

Your "delegate" badge to the conference entitles you to make duty-free purchases (including cigarettes) in the duty-free shop located in the Rotunda of Africa Hall, across from Kenya Airways and the Post Office. This same facility is available in the Hilton and Ghion Hotels. Purchases must be made in convertible currency, preferably \$US cash or by travellers' cheque.

INTERNET FACILITIES

E-mail facilities are available at the Media Centre of the United Nations Conference Centre.

CREDIT CARDS

Major credit cards (VISA, AMERICAN EXPRESS, MASTERCARD) are accepted in some restaurants and hotels (Sheraton, Hilton, Ghion, Axum...)

POST OFFICE

Outgoing mail/faxes/cables may be sent respectively at the Branch Post Office and Telecommunications Office located in the Rotunda of Africa Hall. International telephone calls can also be made at the Telecommunications Office. Facilities for email services are available at the Media Centre of the United Nations Conference Centre.

CAFETERIA

The UNCC Cafeteria is located in the Conference Centre, 2nd floor and the ECA Cafeteria is located in the New Building next to the ECA Security and Safety Unit.

USEFUL TELEPHONE NUMBERS

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	Direct Line	51-02-80	
Mr. Makane Faye		51-72-00	Ext. 33563
	Direct Line	51-11-67	
Mr. Lishan Adam		51-72-00	Ext.33636
	Direct Line	44-36-36	
Mrs. Eskedar Nega		51-72-00	Ext.35 315
	Direct Line	44-53-15	
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