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**UNITED NATIONS  
ECONOMIC AND SOCIAL COUNCIL**

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**Original: English**

**ECONOMIC COMMISSION FOR AFRICA**

Second Meeting of the Committee  
on Development Information (CODI)

Addis Ababa, Ethiopia  
4-7 September 2001

**GENERAL INFORMATION FOR PARTICIPANTS**

## **GENERAL INFORMATION**

The Committee on Development Information (CODI) is one of the seven subsidiary bodies of the Economic Commission for Africa, established in 1997 by the twenty-third meeting of the Conference of African Ministers responsible for Economic and Social Development and Planning. As a subsidiary body of the Commission, CODI provides policy and technical guidance for the sub-programme "harnessing information for development". The Development Information Services Division (DISD) is responsible for implementing this sub-programme which covers information and communication technologies; statistical development; database development and management; geo-information and library, documentation and information services.

## **PLACE AND TIME**

The second meeting of CODI 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. Apart from the plenary sessions, the rest of the sessions will take place in the conference rooms allocated for each sub-committee (Statistics, ICT and Library, Geo-information). Signs informing participants where to go for which session will be posted accordingly.

## **DOCUMENTS**

Document packages for participants include: program of work, annotated agenda, information for participants and main documents. The latter consists of documents prepared for discussion for each sub-committee. Documents from other sub-committees will be made available for distribution. The document packages also include badges for those participants who have registered and confirmed before their arrival.

## **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 15 °C/ 59 °F.

## **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 applications and obtain the approval from the Ministry of Foreign Affairs and the Immigration authorities. Information required includes full name, date of birth, nationality, passport number, date of issue, date of expiry, arrival date, flight number and two passport 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 electronic equipment (laptop computers fall within this category) be declared upon arrival at the airport. ECA protocol staff will 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.

## **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.

### **Airline Telephone number**

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**

Addis Ababa has several hotels. Current rates for hotels of your choice are available from the CODI web site (<http://www.uneca.org/codi>)

## **ELECTRICAL VOLTAGE**

Ethiopia uses 230V.

## **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 authorised 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.

## **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**

### **Director's Office**

Mrs. Karima Bounemra Ben Soltane 51-72-00 Ext.33167  
Direct Line 51-14-08

Ms. Mulumebet Arega, Secretary 51 72-00 Ext. 35346  
Direct Line 44-53 46

Ms. Azeb Tadesse, Administration Assistant 51-72-00 Ext.35301  
Direct Line 44-53-01

### **ICT Team**

Mr. Makane Faye Team Leader  
PBX: 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

### **Statistics Team**

Mr. Dickson Mzumara, Team Leader and CODI-2 Coordinator  
PBX 51-72-00 Ext 35341  
Direct Line 44-53-41

Awa Thiongane  
PBX 51-72-00 Ext. 33451  
Direct Line 44-34-51

Oumar Malick Sy  
PBX. 51-72-00 Ext. 35343  
Direct Line 44-53-43

### **Geo-Information Team**

Mr. Orlando Nino-Fluck Team Leader  
51-72-00 Ext 34283  
Direct Line 51-02-75

Mr. Chukwudozie Ezigbalike  
PBX 51-72-00 Ext.34569  
Direct Line: 44-45-69

Mr. A. Gulaid  
PBX51-72-00 Ext 34718  
Direct Line 44-47-18

### **Library**

Mrs. Petrina Amono  
PBX 51-72-00 Ext. 35510/33114  
Direct Line 51-02-80

Mr. A. Azubuike  
PBX 51-72-00 Ext. 33667  
Direct Line 44-36-67

Ms. Emelang Leteane  
PBX 51-72-00 Ext 33403  
Direct Line 44-34-03

**ECA Security & Safety Unit**

Mr. Olokodana Oluwatele  
PBX 51-72-00 Ext. 33607  
Direct Line 51 65 37/51 29 45

**United Nations Health Centre**

Reception  
PBX 51-72 00 Ext. 88888