

Fifth Session of the Committee on Development Information (CODI-V)

29 April – 4 May 2007

Addis Ababa, Ethiopia



INFORMATION FOR PARTICIPANTS

Thank you for your agreement to be a participant in the upcoming Fifth Session of the Committee on Development Information (CODI-V) scheduled to take place in Addis Ababa, Ethiopia on 29 April – 4 May 2007. The venue of the meeting will be the United Nations Conference Centre (UNCC-AA).

It is important to take note of the following information, which will further assist you in the planning and logistics 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. This includes 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 **one and a half weeks** in advance.

- 1) Full name (no initials)
- 2) Nationality
- 3) Passport details – (number, date of issue and expiry)
- 4) Flight details (arrival and departure)

*** Visas on arrival will not be issued to passport holders that have Ethiopian Diplomatic missions in their countries.**

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 \$ = 8.70 Ethiopian Birr (December 2006)

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. 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.

Service will be provided on a pay per cash basis and invoices for individual reimbursement claims will be given to the participants.

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 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.

HOTEL ACCOMMODATION

At your request accommodation can be reserved for at the following hotels on a first come first serve basis provided we receive your arrival and departure flight details by **10 April 2007**. All hotels will be expecting a final rooming list from ECA by **15 April 2007 at 17:00 hrs** after which ECA will be subject to a cancellation penalty for rooms reserved and not utilized.

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 reserved for participants during the conference:

List of Selected Hotels

| NO. | NAME OF HOTEL | NUMBER OF ROOMS | DAILY ROOM RATE |
|------------|----------------------------|------------------------|---|
| 1 | ATLAS* | 10 | 48.00 |
| 2 | AXUM* | 15 | 5 Rooms at \$55.00 5 Rooms at \$50.00 5 Rooms at \$75.00 |
| 3 | BOLE INTERNATIONAL* | 20 | 35.00 |
| 4 | CENTRAL SHOA* | 30 | 28.00 |
| 5 | GLOBAL* | 15 | 64.80 |
| 6 | HILTON ** | 60+30 | 120.00 |
| 7 | HOTEL DE LEOPOL * | 25 | 50.00 |
| 8 | KINGS* | 10 | 50.00 |
| 9 | PLAZA* | 20 | 35.00 |
| 10 | SHERATON ** | 20 | 140.00 |
| 11 | GHION* | 100 | 63.00 |
| 12 | AIRPORT MOTEL* | 14 | 25.00 |
| 13 | IMPERIAL HOTEL* | 40 | 66.00 |
| 14 | LALIBELA* | 20 | 70.00 |
| | Confirmed Rooms | 429 | |

* *Rates are inclusive of 15% VAT, 10% service charge and breakfast.*

** *Rates are subject to 10% service charge. No breakfast included*

Kindly send your hotel preferences to Ms. Yatenayet Wogayehu on email: ywogayehu@uneca.org by **10 April 2007**, with copy to: Ms. Elizabeth Getachew (egetchew@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 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 relevant details by **15 April 2007**. This should include 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 every day from 29 April to 02 May 2007 (8:30am – 01:00pm & 02:30-20:30pm) at the Delegate Registration Building, in front of the UNCC Gate. 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.

CATEGORIES OF PARTICIPATION

Official Delegates

Persons designated by a member State to represent and speak on the member State's behalf. While countries usually draw the majority of their official delegation from the civil service, we would encourage that practitioners from the private sector and academia also be considered. There is no limit to the size of the official delegation. However, in the rare instance that an issue comes to a vote, each delegation would have only one vote. Member States are responsible for the travel and subsistence costs of their delegation.

Observers

Practitioners and stakeholders in any substantive field within CODI's purview who are not official delegates are encouraged to participate as observers. Observers include representatives of non-member countries, development partners, non-governmental and civil society organizations. While observers are free to attend all CODI sessions, they may not vote. Observers are responsible for all their travel and subsistence costs.

Exhibitors

Persons, organizations, or corporate entities that have products, services, or information to exhibit and disseminate are invited to attend as exhibitors. The United Nations Conference Centre levies nominal fees for exhibition space. Corporate exhibitors are also invited to advertise themselves by sponsoring conference bags with their corporate logo on them, along with the UN logo. Like observers, exhibitors are free to participate in all sessions.

TRANSPORT

You will arrive at Bole International Airport, which is located just 5 kilometres from the centre of Addis Ababa. ECA will provide courtesy transport that will pick participants 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 and 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. Kindly contact the conference services information desk should you have problems accessing the Internet.

Please be advised that Blackberry Services are not available in Ethiopia.

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 costs US\$ 50 and includes US\$ 12 airtime. It takes approximately 1 ½ to 2 days to have the Ethiopian Telecommunication Mobile Phone connected.

Participants coming from the United States of America should kindly note that they can only use triband mobile handsets i.e. (900/1800/1900 MHZ)

International Roaming Partners of ETC

| Country | Operator Name |
|------------------|------------------------------|
| 1. Australia | Optus Mobikom |
| 2. Belgium | Base Belgacom Mobistar |
| 3. Botswana | Mascom |
| 4. Burundi | Telcel |
| 5. Cameroon | MTN Orange |
| 6. China | China Mobile |
| 7. Congo(DCR) | Celstel Vodacom |
| 8. Cote d'Ivoire | Orange |
| 9. Denmark | Sofon TDC Telia Sonera |

| | |
|-----------------------|--|
| 10. Djibouti | Djib Tel |
| 11. Finland | sonera |
| 12. France | Orange SFR |
| 13. Gabon | Liberties Celtel |
| 14. Gambia | Africel |
| 15. Germany | E-Plus |
| 16. Ghana | Mobitel Seancom |
| 17. Equatorial Guinea | Getesa |
| 18. Greece | Cosmote |
| 19. Hungary | Westel |
| 20. India | BPL(Mumbai) Fascel Hexacom Spice Hutch |
| 21. Israel | Cellcom Partner(Orange) |
| 22. Italy | TIM Vodafone Wind |
| 23. Kenya | Kencell Safaricom |
| 24. Kuwait | Watanyia |
| 25. Liechtenstein | Mobilkom |
| 26. Luxemburg | P&T |
| 27. Madagascar | Orange |
| 28. Malawi | Celtel Telekom Networks |
| 29. Mali | Ikatel |
| 30. Mauritius | Emtel |
| 31. Morocco | IAM |
| 32. Mozambique | Mcel Vodacom |
| 33. Namibia | MTC |
| 34. Netherlands | Orange T-Mobile |
| 35. Nigeria | Globacom MTN |
| 36. Norway | Netcom Telnor |
| 37. Philippines | Globe Telecom |
| 38. Poland | Polkomtel Ptk Central |
| 39. Qatar | Q-Tel |
| 40. Russia | KB Impuls |

| | |
|------------------|-------------------|
| | MTS |
| 41. Saudi Arabia | STC |
| 42. Sierra Leone | Celtel |
| 43. Singapore | Sing Tel |
| | Star Hub |
| 44. Slovakia | Orange |
| 45. South Africa | Cellc |
| | MTN |
| | Vodacom |
| 46. Spain | TME |
| 47. Sudan | Mobitel |
| 48. Sweden | Telia Sonera |
| 49. Switzerland | Orange |
| | Swisscom |
| 50. Syria | Syriatel |
| 51. Tanzania | Celtel |
| 52. Turkey | Aria |
| | Turkcell |
| 53. USA | Cingular(Genesis) |
| | Cingular(East) |
| | Cingular(West) |
| 54. Uganda | Celtel |
| | UTL |
| 55. UK | 3G |
| | O2 |
| | Vodafone |
| 56 Yemen | Sabafon |
| | Spacetel |

*** Kindly note that the roaming facilities may not work should you come with pre-paid cards from the above providers.**

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 31 July 2006 was \$ US1.00 = Birr 8.70.

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. 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 hotels, which will give you money in Birr.

SECURITY and SAFETY

Personal security is an individual responsibility. Using common sense and being alert can reduce risks. The aim of this Security Bulletin is to provide Conference participants, with the necessary personal security advice, making them aware of the existing security rules and regulations that apply within the Economic Commission for Africa (ECA) premises and in Addis Ababa.

The best way to remain safe is to avoid trouble at all costs, rather than having to extricate yourself later. The United Nations Security and Safety service is always at the ready to serve all of its clients. In this regard, the cooperation of all participants at this meeting would help us a great deal in ensuring the safety of your valuables and your personal security.

Do the following while you are on ECA premises:

- Display your Conference Badge, on demand to an authorized person and wear it visibly.
- Do not leave bags and parcels unattended; they will be confiscated or destroyed.
- Display the vehicle passes issued.
- Do not bring unauthorized persons and children into the conference centre.
- Safeguard your valuable property.
- Check for your documents and items before you leave conference halls and meeting rooms.
- If you lose any valuable items within the premises, inform the UN Security and Safety Service or inform the nearest Security Officer.

When off ECA Premises and in your hotel:

- Upon entering or leaving your room, make it a habit to lock your door.
- Before leaving, inspect your room to make sure no money, jewelry, cameras, *etc.* have been left exposed.
- Deposit valuables or portable items at the reception desk and obtain a receipt.

- Do not open packages delivered to you unless you are expecting them.
- Should you observe anything suspicious or out of the ordinary, please contact the Security Service.