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**UNITED NATIONS
ECONOMIC AND SOCIAL COUNCIL**

ECONOMIC COMMISSION FOR AFRICA

First Session of the Committee on
Development Information, Science and Technology (CODIST-I)

Addis Ababa, Ethiopia
28 April – 01 May 2009

INFORMATION FOR PARTICIPANTS

**First Session of the Committee on Development Information Science and Technology
(CODIST- I)
28 April – 1 May 2009
Addis Ababa, Ethiopia**



INFORMATION FOR PARTICIPANTS

Welcome to Addis-Ababa, Ethiopia and to the upcoming First Session of the Committee on Development Information Science and Technology (CODIST - I) scheduled to take place from 28 April – 1 May 2009 at the United Nations Conference Centre (UNCC) at the Headquarters of the United Nations Economic Commission for Africa (UNECA).

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 and delegates traveling to Ethiopia, except for nationals of Djibouti and Kenya. However, participants attending meetings/seminars/workshops at the UNECA can be issued visas on arrival at Bole International Airport. The requirements for such visas on arrival are as follows:

- 1- You must provide the following information to the event organisers **four weeks** in advance of arrival in Addis Ababa:
 - Full names (as in your passport)
 - Nationality of passport
 - Passport details (passport number, date issues, expiry date)
 - Flight details (flight number, arrival and departure dates and times)

- 2- You must present an **official letter of invitation** to the Immigration Authorities at the airport;

- 3- You must pay a visa fee of between **US\$20** and **US\$60**, depending on your nationality, payable in US Dollar currency at the time of issue. However, holders of diplomatic and service passports, as well as United Nations Laissez-Passer will receive visas gratis.

It would however be preferable, and more convenient for you, if you could obtain the visa from the Ethiopian diplomatic mission in your country prior to departing, unless there is no Ethiopian diplomatic mission in your country.

HEALTH REQUIREMENTS

Visitors to Ethiopia should be in possession of a valid yellow fever health certificate. 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 (Zimbabwe, South Africa, Botswana etc).

Addis Ababa, lying between 2200-2500 metres above sea level, is the third highest capital in the world and new visitors may experience discomfort until they adjust to the altitude – symptoms can include headaches, shortness of breath, fatigue and insomnia.

Medical services are provided at the United Nations Health Centre (UNHC) situated on the ground floor of the United Nations Conference Centre (UNCC) on a cash basis (both consultations fees and purchase of medication will be paid for). Those delegates who are covered under different insurance companies will be given receipts to enable them process and claim the cost of treatment where necessary. Note that most medications at UNHCC are not sold over the counter and so may require that a physician reviews the situation and make a prescription for them to be issued by the pharmacy. It is important that delegates provide on the registration form, details of any serious ailments or allergies they may be suffering from to facilitate emergency attention if need be. Delegates with chronic health conditions and who are on regular medication should bring along sufficient quantities to last during the period of workshop. This is to avoid situations whereby a delegate runs out of medication and the said medicine cannot be procured locally.

Remember most common illnesses of travelers have to do with food poisoning. Avoid eating uncooked foods, which can easily lead to diarrhea and other discomforts. Medical services are opened 24/hours. However, after 5.30p.m. the services are reduced to call duty doctor and nurse only!

In case of a medical emergency, please contact:

Dr. Grace Fombad

OIC - United Nations Health Care Centre

Telephone: + 251 - 115 - 51 58 28 or 51 72 00 ext. 88888 or 448888

UNECA Ambulance Telephone: + 251 - 115 - 51 42 02 or 51 58 28.

Alternatively Head Nurse: Kelemwork Kejela should be contacted at the same contact numbers.

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 - **Gashem Travel** - on-site at UNECA to assist with the re-confirmation of tickets and to provide participants with travel and tour related information. The agency at UNECA 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)

Apart from the travel agency, Ethiopian Airlines and Kenya Airways also have offices in the UNECA compound and they will have travel desks at the United Nations Conference Centre in Addis Ababa during the Conference.

HOTEL ACCOMMODATION

At your request, accommodation can be reserved for you at any of the hotels listed below on a first come first serve basis provided your itinerary details are sent before the **10th of April 2009**. All hotels will expect a final room reservation list from UNECA on the **15th of April 2009 at 17:00 hrs** after which UNECA will be subjected 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), additional meals (i.e. lunch and dinner), telephone, Internet/fax, room service, mini-bar and laundry, payable directly to the hotel before or at checkout time. The following hotels have been reserved for participants during the Conference:

List of Selected Hotels

No.	HOTEL	Type of Rooms	UN Rate
1	ADOT - TINA HOTEL Tel: (251-11) 4 67 39 39 Fax: (251-11) 4 67 41 11 Mobile: (251-11) 9 07 29 37 adottinah@ethionet.et Mob. 0911-072937 website www.adot-tina.com	Single rooms Junior Suit	US\$60.00

No.	HOTEL	Type of Rooms	UN Rate
2	AMBASSADOR HOTEL Tel: (251-11) 6 18 82 81/84 (251-11) 6 18 76 30/31 Fax: (251-11) 6 18 70 96	Sing rooms Twin rooms	US\$70.00
3	AXUM HOTEL Tel: (251-11) 6-61 39 16 Fax: (251-11) 6-61 42 65	New Building Single rooms (New) Single rooms (Old) Double rooms (Old) Large Twin rooms (Old)	US\$ 68.00 US\$ 52.00 US\$ 63.00 US\$ 69.00
4	BOLE INTERNATIONAL HOTEL Tel: (251-11) 6-63 30 00 Tel: (251-11) 6-62 78 80	Single rooms Double rooms Suite rooms	US\$ 40.00 US\$ 45.00 US\$ 50.00
5	GHION HOTEL Tel: (251-11) 5-51 32 22 Tel: (251-11) 5-51 00 99 Fax: (251-11) 5-50 51 50	Standard rooms Double rooms Suite rooms	US\$ 68 .00 US\$ 81.00 US\$ 97.00
6	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\$ 60.00
7	HILTON HOTEL Tel: (251-11) 5-51 84 00	Single Double	US\$ 160.00 US\$ 190.00

No.	HOTEL	Type of Rooms	UN Rate
	Tel: (251-11) 5-51 00 64 Fax: (251-11) 5-51 17 18 email: sales addis@hilton.com	Executive Rooms Single Double	US\$ 220.00 US\$ 260.00 Plus 25% TAX
8	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	Studio single Occupancy Standard room Double Occupancy	US\$ 60.00 US\$ 96.00 US\$114.00
9	JUPITER INTERNATIONAL HOTEL Tel: (251-11) 5-52 73 33 Fax: (251-11) 5-52 64 18	Single rooms	US\$ 70.00
10	LALIBELA HOTEL Tel: (251-11) 6-61 49 17 Fax: (251-11) 6-61 55 22	Single rooms Double rooms	US\$ 60.00 US\$ 75.00
11	PANORAMA HOTEL Tel: (251-11) 6-61 60 70 Fax: (251-11) 6-61 60 72	Single rooms Double rooms Superior rooms Executive rooms	US\$ 70.00 US\$ 79.00 US\$ 89.00 US\$119.00
12	SHERATON HOTEL		

No.	HOTEL	Type of Rooms	UN Rate
	Tel: (251-11) 5-17 17 17 Fax: (251-11)5-17 27 27	Club room (Single) Double Executive Room Executive Double	US\$ 165.00 US\$ 165.00 US\$ 235.00 US\$ 250.00 Plus 25% TAX
13	TSEHAY (TDS) HOTEL Tel: (251-11) 6-63 58 13 /16/17/19/25 Fax: (251-11) 6 - 62 17 38 / 011-6-63 58 17	Single rooms	US\$ 60.00
14	KZ HOTEL Tel: (251-11) 6-62 16 77/61 48 36 Fax: (251-11) 6 - 18 51 38	Single rooms	US\$ 58.00
15	MN INTERNATIONAL HOTEL Tel: (251-11) 6-62 08 31/33/34/35 Fax: (251-11) 6-62 08 32	Single rooms	US\$ 45.00

With regards to the hotel bookings, the participants are kindly requested to note the following:

1. Final deadline for submission of requests for accommodation for all hotels except Hilton and Ghion is **10 April 2009**. By this date, participants should submit the requests together with their names and arrival/departure details. After **10 April 2008** the hotels will cancel **the block bookings** made by UNECA.
2. Final deadline for submission of accommodation requests for Ghion Hotel is 1st April 2009 and for the Hilton Hotel – 23rd March 2009.
3. When requesting for a booking in a hotel offering more than one type of rooms with different rates, delegates are requested to specify the preferred room type.
4. Rooms will be reserved on "first come, first serve" basis. Depending on room availability participants may be booked in another hotel within the same category.

5. Delegates are requested to provide their contact details in the registration form. Their contact details will be submitted to the hotels for further communication. Hotels may require credit card details or other means of guarantee from the delegates.

Kindly send your hotel preference by **10 April 2009** to:

Publication and Conference Management Section (PCMS)

Telephone Nos.: +251-11 551 4945 or +251-11 544 3556

Fax Nos.: **+251-11 551 0512** or +251-11 551 0105

e-mail : uncc-aa@uneca.org Cc: codist@uneca.org, Pbelanger@uneca.org,

tamuoussougbo@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 by officials from UNECA. The date and time of arrival in Addis Ababa with flight details should be sent to uncc-aa@uneca.org Cc: codist@uneca.org, Pbelanger@uneca.org, tamuoussougbo@uneca.org, Fax Nos.: **+251-11 551 0512**. 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 in their possession when entering the country. In order to be able to assist with the temporary import of the above-mentioned items, it is advisable to send the detailed specifications of the items to be brought into the country, together with the arrival/departure details of the participant to UNECA before the **15th of April 2009**. Such items will be registered for temporary import by the customs office and they are expected to be taken out of the country soon after the Conference.

REGISTRATION AND IDENTIFICATION BADGES

Registration will take place daily from **27 April to 01 May 2009** (8:30am – 01:00pm & 14:30pm - 20:30pm) at the Delegate Registration Building, in front of UNCC main gate. A full list of confirmed participants will be made available to the UNECA Security and participants will have be in possession of their Identification Badges to be allowed entry into the UNECA compound.

Kindly remember to bring your invitation letter(s) and personal identification for on site accreditation. For identification and security reasons, remember to wear Identification Badges at all times during the Conference and at official social functions.

CATEGORIES OF PARTICIPATION

Official Delegates

These are 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 are also 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 only have one vote. Note that member States are responsible for the travel and subsistence costs of their delegation.

Observers

Practitioners and stakeholders in any substantive field within CODIST'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 CODIST sessions, they are not allowed to 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 and are not allowed to vote.

TRANSPORT

Delegates will arrive at Bole International Airport, which is located just 5 kilometres from the centre of Addis Ababa. UNECA will provide courtesy transport that will collect delegates from the Airport.

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

For any other transport requirements and at the end of the Conference, delegates can book a taxi from the National Tourism Organization (NTO) by calling + 251- 115 - 51 18 22 or + 251-115 - 51 84 00 or make arrangements with the hotel in which they are accommodated.

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 UNECA 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 ready to serve all its clients. In this regard, the cooperation of all participants at this meeting would help us a great deal in ensuring your personal safety and the safety of your valuables.

In order to help UNECA Security and Safety service undertake their duties efficiently, the following rules should be observed while you are in the UNECA 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 you are out of UNECA 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.

EMERGENCY NUMBERS

UN Control Room - Addis Ababa (24 hrs) +251 - 115- 445135 / 516537 / 512945

Security Chief +251- 0911 201802

Deputy Chief +251-0911 508578

Emergencies outside of Addis

UN Operations Centre (24 hrs) + 251-115-511726

Sat Phone +87162546835

Police Emergency Numbers (24 hrs) 911

City Police +251-115 572100 / 572121

Federal Police: +251-115-524077 / 526302 / 526303

ICT SERVICES

The United Nations Conference Centre is equipped with wireless Internet services. Kindly contact the Conference services information desk should you have problems in accessing the Internet at any time. 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 (ETC) offers SIM Cards with pre-charged airtime. The total package, which costs US\$ 41, includes US\$ 3 airtime. Note that Ethiopian Telecommunication Mobile Phone is instantaneously connected.

For participants coming from the United States of America kindly note that only triband mobile handsets can be used in Addis Ababa i.e. (900/1800/1900 MHZ). The following is a list of Ethiopian Telecommunications Company (ETC) international roaming partners:

International Roaming Partners of ETC

N°	Country	Operator Name	N°	Country	Operator Name
1	Australia	Optus	30	Mauritius	Emtel
		Mobikom	31	Morocco	IAM
2	Belgium	Base	32	Mozambique	Mcel
		Belgacom			Vodacom
		Mobistar	33	Namibia	MTC
3	.Botswana	Mascom	34	Netherlands	Orange
4	Burundi	Telcel			T-Mobile
5.	Cameroon	MTN	35	Nigeria	Globacom
		Orange			MTN
6	China	China Mobile	36	Norway	Netcom
7	Congo(DCR)	Celstel			Telnor
		Vodacom	37	Philippines	Globe Telecom
8	Cote d'Ivoire	Orange	38	Poland	Polkomtel
9	Denmark	Sofon			Ptk Central
		TDC	39	Quatar	Q-Tel
		Telia Sonera	40	Russia	KB Impuls
10	Djibouti	Djib Tel			MTS
11	Finland	Sonera	41	Saudi Arabia	STC
12	France	Orange	42	Sierra Leone	Celstel
		SFR	43	Singapore	Sing Tel
13	Gabon	Liberties			Star Hub
		Celstel	44	Slovakia	Orange

14	Gambia	Africel	45	South Africa	Cellc
15	Germany	E-Plus			MTN
16	Ghana	Mobitel			Vodacom
		Seancom	46	Spain	TME
17	Equatorial Guinea	Getesa	47	Sudan	Mobitel
18	Greece	Cosmote	48	Sweden	Telia Sonera
19	Hungary	Westel	49	Switzerland	Orange
20	India	BPL(Mumbai)			Swisscom
		Fascel	50	Syria	Syriatel
		Hexacom	51	Tanzania	Celstel
		Spice	52	Turkey	Aria
		Hutch			Turkcell
21	Israel	Cellcom	53	USA	Cingular(Genesis)
		Partner(Orange)			Cingular(East)
22	Italy	TIM			Cingular(West)
		Vodafone	54	Uganda	Celstel
		Wind			UTL
23.	Kenya	Kencell	55	UK	3G
		Safaricom			O2
24	Kuwait	Watanyia			Vodafone
25.	Liechtenstein	Mobilkom	56	Yemen	Sabafon
26.	Luxemburg	P&T			Spacotel
27	Madagascar	Orange			
28	Malawi	Celstel			
		Telekom Networks			
29	Mali	Ikatel			

*** Kindly note that the roaming facilities may sometimes 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, flowers, vegetables, sugar and animal feed. About 90% of the population earns its living from the land. There is also a thriving livestock sector and exports from this sector include cattle, hides and skins.

The population of Ethiopia is estimated at 77 million with over 50% of the population under 20 years of age. The average number of inhabitants per square kilometre is 69. Ethiopia is a multi-ethnic state with a 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 UNECA can be found on the following websites: <http://www.uneca.org>, <http://www.ethionet.et>, <http://www.ethio.com> and <http://tour.ethiopianonline.net>

CLIMATE

Ethiopia has two main seasons, the dry season and the rainy season. 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 18 November 2008 was \$ US1.00 = Birr 9.71

There is a branch of the Commercial Bank of Ethiopia in the UNECA compound – located in the Rotunda. This Bank is open Monday – Friday, from 8:00 am to 12:45 pm and from 2:00 pm to 4:30 pm. 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 tender money in Birr. Bank receipts for money changed must be kept securely as they may be asked for on departure.

CONTACT INFORMATION

For more information, please contact the following:

Management and partnership	
<p>Ms. Aida Opoku-Mensah, Director ICT, Science and Technology Division (ISTD) Economic Commission for Africa P.O. Box 3001, Addis Ababa, Ethiopia Tel: +251-11-55 11 408 Fax: +251-11-55 10 512 E-mail: aopoku-Mensah@uneca.org, cc: codist@uneca.org</p>	
Organizing committee	
<p>Mr. Thierry H. Amoussougbo Chairperson, CODIST-I Organizing Committee Economic Commission for Africa P.O. Box 3001, Addis Ababa, Ethiopia Tel: +251-11-54 43 503 Fax: +251-11-55 10 512 e-mail: tamoussougbo@uneca.org, cc: codist@uneca.org</p>	
Geo-information	ICT
<p>Mr. Ezigbalike Dozie Chief of Section Geo-Information Team ICT, Science and Technology Division (ISTD) Email: Phone: +251-11-54 44 718 Fax: +251-11-55 10 512</p>	<p>Mr. Sizo Mhlanga Chief of Section ICT Team ICT, Science and Technology Division (ISTD) Email: smhlanga@uneca.org, cc : cc: codist@uneca.org Phone: +251-11-54 43 636 Fax: +251-11-55 10 512</p>
Science and Technology	Conference logistics (registration, travel and hotel accommodation)
<p>Mr. Alex Tindimubona Chief of Section Science and Technology Team ICT, Science and Technology Division (ISTD) Email: atindimubona@uneca.org, cc: codist@uneca.org Phone: +251-11-54 43 058 Fax: +251-11-55 10 512</p>	<p>Mr. Paul Belanger Email: Pbelanger@uneca.org, cc : codist@uneca.org Phone: +251-11-54 43 247 Fax: +251-11-55 10 512 and Name: Ms. Elizabeth Getachew Email: egetachew@uneca.org, cc: codist@uneca.org Phone: +251-11-54 45 320 Fax: +251-11-55 10 512</p>

