



ECONOMIC COMMISSION FOR AFRICA

**Fifth Meeting of the Africa Committee on Sustainable
Development (ACSD-5)**

Information to Participants

**22-25 October 2007
Addis Ababa, Ethiopia**

Venue

The Fifth Meeting of the Committee on Sustainable Development will be held from 22 to 25 October 2007 at the United Nations Conference Centre (UNCC) in Addis Ababa, Ethiopia.

Participants

All 53 member States are invited to the meeting together with a number of regional and subregional IGOs and NGOs and relevant UN organizations. Participants should endeavour to confirm their participation in advance to the ECA Secretariat.

Travel expenses

Since this is an intergovernmental meeting of a Committee set up by member States, all participation costs will be borne by the participant's government or the agencies they represent.

Immigration requirements

Nationals of Djibouti and Kenya do not need visas to enter Ethiopia. Nationals of other countries must have visas. Participants are required to obtain their visas in their country of residence, if there is an Ethiopian Embassy there. If there is no Ethiopian Embassy, participants can obtain an entry visa upon arrival, but they must send their passport details (names, nationality, passport number, place and date of issue, expiry date) to ECA to prepare the visa, at least two weeks before arrival. They must also present an official ECA letter of invitation to the Ethiopian Immigration Authorities on arrival at the Addis Ababa Airport. Participants who have not received their invitation letter before their travel should contact the ECA organizers at the address provided below. Please note that an Ethiopian visa costs between birr 160 - 480 (US\$20-60) per person depending on nationality and payment must be made at the time of issuance. Holders of diplomatic and service passports as well as United Nations Laissez-Passer will receive visa gratis.

Arrival at the Addis Ababa Airport

ECA Protocol officers will meet participants at the Bole International Airport and will assist with formalities regarding immigration and customs etc. Expected date and time of arrival in Addis Ababa with flight details should be forwarded to ECA Secretariat before arrival. Any subsequent changes should also be similarly transmitted.

Hotel accommodation

Arrangements have been made by ECA to assist participants with accommodation bookings at their expense in various hotels provided they forward their requests to: mmelaku@uneca.org as early as possible and not later than one week prior to their arrival.

Registration and Identification Badges

Participants are required to register and obtain identification badges prior to the opening of the meeting. For this purpose, a registration counter will be set up outside ECA in front of the main gate. For

identification and security reasons, all participants are requested to wear the badges at all times during the meeting and at official social functions.

Health Requirements and Services

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 (Tel. 011 55172 00 Ext. 88888). ECA Ambulance, telephone: 011 551 10 53 or 011 544 55 02.

Return Travel Reservations

Delegates are requested to confirm travel reservations with Ethiopian Airlines or Airlines for which they are holding reservations. Branch office of Ethiopian Airlines, Kenya Airways and Gashem Travel Group are located in the UN compound in the Rotunda. Airline Telephone number: Ethiopian Airlines 011 5 517000; Kenya Airways 011 5 51 30 18 / 011 5 51 59 68, Lufthansa 011 551 56 66; Egypt Air 011 1 56 44 95; Saudi Airways 011 5 51 26 37; Yemen Airlines 011 5 51 50 76.

Local Transport

ECA buses will ferry participants back and forth from the hotels to the UNCC in the mornings and at the end of the daily sessions. For participants who prefer to walk to ECA, their badges (provided at registration) will gain them entry into the ECA compound. ECA will not provide transport during lunch break.

Currency/Banking

The Ethiopian currency is denominated in 'birr'. The bank rate varies. The official exchange rate as on 26 June 2007 is approximately Birr 9.21 for \$1. The Commercial Bank of Ethiopia has a branch in the ECA compound – located in the Rotunda. The bank is open Monday to Friday, from 8h00 to 12h45 and from 14h30 to 16h30. All major hotels are authorised foreign exchange centres. Currency changed into birrs at the Commercial Bank can be converted into US\$ at the Airport on departure upon presentation of the blue currency declaration form and the exchange receipts. Participants may not reconvert more money than they changed at the Bank (keep your bank receipts). Participants departing on a late evening flight might not be able to reconvert local currency into dollar since the bank may not be open.

Duty Free Shop

“Delegate” badges to the conference entitle participants to make duty-free purchases (including cigarettes) in the duty-free shops located in the ECA compound and in major hotels. Purchases must be made in convertible currency, preferably \$US cash or by credit cards or travelers’ cheques.

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, National...)

Post Office

Outgoing mail/faxes/cables may be sent respectively at the Branch Post Office and Telecommunications Office located on the 1st floor of the Rotunda. International telephone calls can also be made at the Telecommunications Office. DHL service is available in the ECA compound.

Cafeteria

The UNCC Cafeteria is located in the Conference Centre, 2nd floor and the ECA Cafeteria is located in the Old Building. There is also at the UNCC a “Press Bar” which serves tea/coffee and snacks and a “Delegates’ Lounge” which serves buffet.

Security

ECA Security & Safety Unit
Tel. 011 5 51 65 37 / 011 5 51 29 45

Information on Ethiopia

Information on Ethiopia can be found on the following websites: <http://www.telecom.net.et>; <http://www.ethio.com>; <http://www.anythingonethiopia.com>; <http://tour.ethiopianonline.net>

Contact Persons

For further information please contact Mr. Ousmane Laye, (olaye@uneca.org), ACSD-5 Coordinator, Tel: 251 11 544 53 19/ 011 551 57 61, with copy to Ms. Meskerem Melaku, (mmelaku@uneca.org), ECA/FSSD, Tel: 251 11 544 52 58, Fax: 011 551 03 50.