

First Meeting of the Fifth African Technical Advisory Committee (ATAC-5)

Date: 12 – 14 December 2006, Addis Ababa, Ethiopia

Venue: United Nations Conference Center (UNCC), Caucus Room 10

Information for participants

Thank you for accepting to participate in the First Meeting of the Fifth African Technical Advisory Committee (ATAC-5), scheduled to take place from 12 – 14 December 2006 in Addis Ababa, Ethiopia. The venue of the meeting will be at the United Nations Conference Centre (UNCC-AA) – Caucus Room 10.

In addition to the materials on the meeting 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 travelling 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. These include 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 as soon as possible.

- Full name
- Nationality
- Passport details - (number, date of issue and expiry)
- Flight details (arrival and departure)

It is important to note that business visas can be obtained on arrival for all participants attending meetings/seminars/workshops at the UNECA, Addis Ababa. 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 US\$20 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. Please make sure that you have exactly US\$ 20 notes, as changes at the visa desk are usually hard to find depending on the time of arrival.

* 1 US \$ = 8.70 Ethiopian Birr (November 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. As Addis Ababa is situated at an altitude of 2,400 meters, it is advisable to take precautionary measures for avoiding some health problems that might occur because of high altitude.

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.

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 are travel agencies on site at ECA to assist with re-confirmation of tickets and to provide participants with travel and tour related information. Travel Agencies at ECA are reachable at the following telephone numbers:

- Safeway Travel Tel: +251 115 44 31 57/0911 - 20 37 07 or 251 0911 20 00 77 (mobile)
- Gashem Travel Tel: +251 115 44 30 51/44 30 52/46 84 85 or 251 0911 25 04 68 (mobile)
- Airlink Travel Tel: +251 115 44 36 09/50 39 13 or 251 0911 65 07 54 (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

Accommodation is reserved for you at the Hilton hotel. The hotel will be expecting a final confirmation from ECA by 10 December 2006 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.

RECEPTION ON ARRIVAL

You will be met on arrival at Bole International Airport by ECA Protocol Office. If there are changes on the date and time of arrival in Addis Ababa with flight details should also be similarly transmitted. should be clearly shown in the registration form.

TRANSPORT

You will arrive at Bole International Airport, which is located just 5 kilometres from the centre of Addis Ababa. The ECA will provide courtesy transport that will pick you 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

A Cyber Café will be available for participants at the Information Technology Center for Africa (ITCA) located in the UN Conference Centre. As well, the UN Conference Centre and the ECA Campus are setup to provide Internet Connectivity to WIFI enabled laptops and personal computers. Participants are free to take advantage of this service.

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 which costs US\$ 50 includes US\$ 12 airtime.

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

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.

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 30 November 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, which will give you money in Birr.

ADDITIONAL INFORMATION

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