

Review Meeting

Measures to Enhance the Regional Consultation Mechanism of United Nations Agencies and Organizations Working in Africa in support of the African Union and its NEPAD programme 16-17 September 2008 Addis Ababa, Ethiopia

Information for Participants

Dear Participants,

We look forward to welcoming you to Addis Ababa and to the Review Meeting on Measures to Enhance the Functioning of the Regional Consultation Mechanism of United Nations Agencies and Organizations Working in Africa in support of the African Union and its NEPAD programme. The meeting is being held from 16 to 17 September at the Headquarters of the Economic Commission for Africa (ECA).

Please find below some general information on meeting arrangements, which you may find useful. If you have any questions or require any assistance do not hesitate to contact the NEPAD and Regional Integration Division (NRID) in Addis Ababa at the following address:

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1. Registration and Identification Badges

Participants are required to register and obtain Identification Badges prior to opening of the meeting. Kindly bring along your invitation letter and personal identification for registration purposes. For identification and security reasons, all participants should wear Identification Badges at all times during the meeting.

2. Documents

Participants will be sent the meeting aide memoir, agenda, programme, as well as the draft report ahead of the meeting. Other meeting documentation will be provided at the time of registration.

3. Travel and Daily Subsistence Allowance (DSA)

ECA will provide participants from the NEPAD Secretariat and the Regional Economic Communities (RECs) with round trip air-tickets and daily subsistence allowance based on UN rules for the duration of the meeting.

A number of international airlines operate to and from Addis Ababa. It is required that participants not sponsored by ECA 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. Ethiopian Airlines and Kenya Airways have offices at the ECA compound.

Travel Agency at ECA is reachable at the following telephone numbers:

Gashem Travel Tel: +251 11 5 44 30 51/+251 11 5 44 30 52

Please have your ticket available when visiting the travel agencies/desks to re-confirm flights.

4. Immigration Requirements

Visas are required for all participants traveling to Ethiopia, except for nationals of Djibouti and Kenya. Participants from countries that have Ethiopian diplomatic missions are kindly requested to secure their visas from those missions.

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, ECA will assist you in obtaining a visa upon arrival, subject to prior submission of your complete passport details and flight information. You should request visa assistance from ECA well in advance, as it will take at least two weeks to process visa applications and obtain approval from the Ministry of Foreign Affairs and Immigration Authorities.

Please note that an Ethiopian visa costs US\$ 20 per person and payment must be made at the time of issue. Holders of diplomatic and service passports as well as United Nations Laissez-Passer will receive visas gratis. Expenses incurred in connection with visa requirements are paid in US\$. No other currency is accepted. Bank receipts for money changed at the airport must be kept securely as they may be asked for on departure.

5. Hotel Reservations

Hotel reservations will be made by ECA for all sponsored participants. Details of the arrangements will be communicated in due course. ECA can assist non-sponsored participants with hotel reservations **upon request**.

6. Reception on Arrival

Participants will be met on arrival at Addis Ababa 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 sent as soon as possible. Any subsequent changes should also be similarly transmitted.

7. Transport

You will arrive at Bole International Airport, which is located just 5 kilometers from the center of Addis Ababa. ECA buses will transport participants back and forth from the hotel to the conference venue in the mornings and at the end of the daily sessions. ECA will **not** provide transport during lunch break.

8. Health Care Requirements

Prior to entry, 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 to arrival in the country.

The United Nations Health Care Center (UNHCC), situated on the ground floor of the UN Conference Center provides 24 hours medical services at a reasonable cost (payment in cash). In case of medical or dental emergency please call the reception desk at telephone numbers 544 55 02, 544 35 48, 544 31 35.

9. Mobile Phone Services

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.

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

10. General Information about Addis Ababa and Ethiopia

Addis Ababa is a city at high altitude, 2400 meters above sea level (higher than Mexico city). Safety standards are relatively good, but similar precautions as in other metropolitan cities should be followed. The predominant language spoken in Addis Ababa is Amharic, but English is widely understood as well. Communication in French is quite limited and minimum in Italian and Arabic.

Right hand traffic rule applies. Regulations restrict certain areas from photography and movement in their vicinity after nightfall

Additional information on Ethiopia and ECA can be found on the following websites:

<http://www.uneca.org>

<http://www.telecom.net.et>

<http://www.ethio.com>

<http://tour.ethiopianonline.net>

11. Climate

September is a dry season in Ethiopia, but occasional rainfall is possible. The temperature in Addis Ababa during September is between maximum 25 degree Celsius and a minimum of 5 degree Celsius.

12. Electricity Supply

Electric supply in Ethiopia is 220-240 volts, 50 cycles AC accessible via 13-amp, two pin (Italian) socket.