

First meeting of the Statistical Commission for Africa (StatCom Africa)
UNECA
20 to 24 January 2008



INFORMATION FOR PARTICIPANTS

Thank you for your agreement to be a participant in the first meeting of **the Statistical Commission for Africa (StatCom Africa)** scheduled to take place in Addis Ababa, Ethiopia from 20 to 24 January 2008. The venue of the meeting is the United Nations Conference Centre (UNCCAA).

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. 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 early in advance.

1. Full Name
2. Nationality
3. Passport details – (number, date of issue and expiry)
4. Flight details (arrival and departure)

Please 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 between (US\$20 to 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 \$ = 9.20 Ethiopian Birr (UN rate as of 1 January 2008). 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 2,450m. 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.

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 reconfirmation of tickets and to provide participants with travel and tour related information. Travel Agencies at ECA are reachable at the following telephone numbers:

- Gashem Travel Tel: (+251 115) 443051/ 443052 / 468485 or (+251 91) 125 0468 (mobile)

Ethiopian Airlines and Kenya Airways have offices in the ECA compound. Please have your ticket available when visiting the travel agency to reconfirm flights.

HOTEL ACCOMMODATION

At your request accommodation can be reserved on a first come first serve basis provided we receive your arrival and departure flight details by **17 January 2008**. All hotels will be expecting a final rooming list from ECA by **17 January 2008** 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, minibar and

laundry, additional meals (i.e. lunch and dinner) and must pay these directly to the hotel at checkout.

List of Selected Hotels in Addis Ababa

NO.	Name of Hotel	Indicative Daily Room Rate USD	Telephone
1	SHERATON	140	
2	HILTON	120	
3	HOTEL DE LEOPOL	60	
4	GHION	63	
5	NATIONAL	35	
6	KING'S	50	
7	DAMU	50	
8	CENTRAL SHOA	28	
9	AXUM	32	
10	ATLAS	34	
11	BOLE INTERNATIONAL	35	
12	GLOBAL	64	
13	BEER GARDEN INN	65	
14	WABE SHEBELLE	42	

Kindly contact **Ms. Roza Habtewold** on email: E-mail: rhabetwold@uneca.org, Tel. +251-11-544-3662, Fax +251-11-551-0389 by *17 January 2008*, with copy to:

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 latest by 25 June 2007. 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 on 16 July 2007 (8:30am – 9:00am) at the Delegate Registration Building (DRB) in front of ECA Staff entrance. 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.

ECA will accept, in advance, digital photographs of all participants to prepare conference badges in advance, thus expediting your registration upon arrival.

Should you elect to do so, images must be in JPG format, set against a white background, have good contrast, and must be directly of the face, including both ears and both shoulders. Pictures may be sent as e-mail attachments to Ms. ROZA HABTEWOLD at rhatbtewold@uneca.org.

Doing so is entirely voluntary. Should you choose not to provide an image in advance, your photograph will still be taken on-site and your conference badge prepared while you wait.

TRANSPORT

You will arrive at Bole International Airport, which is located just 5 kilometers from the centre of Addis Ababa.

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 + 251115 51 18 22 or + 251115 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 which costs US\$ 50 includes US\$ 12 airtime. It takes approximately 1 ½ to 2 days to have the Ethiopian Telecommunication Mobile Phone connected.

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 meters. Addis Ababa is situated at an altitude of 2,400 meters. 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 earns 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 kilometer is 69. Ethiopia is a multiethnic 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 13amp, 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 1 January 2008 was \$ US1.00 = Birr 9.20.

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 am to 12:45 pm and from 2:00 pm 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 which will give you money in Birr.