

SIXTH SESSION OF THE COMMITTEE ON TRADE, REGIONAL COOPERATION & INTEGRATION

13 – 15 OCTOBER 2009, ADDIS ABABA, ETHIOPIA



INFORMATION FOR PARTICIPANTS

The Sixth Session of the Committee on Trade, Regional Cooperation & Integration is scheduled to take place in Addis Ababa, Ethiopia on 13 – 15 October 2009. The venue of the meeting is the United Nations Conference Centre (UNCC). For information on the agenda and documents relating to the Sixth Session of the Committee on Trade, Regional Cooperation & Integration, please visit the following website: <http://www.uneca.org/crci/>

As a participant, it is important to take note of the following information, which can assist you in the planning of your travel to and stay in 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. This includes holders of diplomatic and service passports, as well as United Nations Laissez-Passer.

If your country does not have an Ethiopian diplomatic mission, the secretariat of the Economic Commission for Africa (ECA) will assist you in obtaining a visa upon arrival, provided we receive the following particulars **at least one week** before your travel.

- 1) Scanned copy of Passport details where you have your picture, name, nationality, date of birth, date of issue, expiry date and issuing Authority
- 2) Flight details (arrival and departure)

Send the above information to the following ECA staff: Ms. Almaz Negussie (anegussie@uneca.org), Ms. Temnit Tadesse (temnitt@uneca.org), Berhe Behane (bberhane@uneca.org), Mulumebet Arega (marega@uneca.org).

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 2450m or 8038 ft. 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 could lead 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.

In case of a medical or dental emergency, please contact:

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.

Service to delegates/participants are provided on a cash-payment basis.

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 onsite at ECA to assist with reconfirmation of tickets and to provide participants with travel and tour related information. The agency at ECA 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)

Ethiopian Airlines and Kenya Airways have offices in the ECA compound and they normally have travel desks at the United Nations Conference Centre in Addis Ababa during Conferences. Please have your ticket available when visiting the travel agency to reconfirm flights.

HOTEL RESERVATIONS

As this is a self-paying meeting, participants are expected to make their own hotel reservations. If you need booking assistance, please send your hotel preference to: Ms. Almaz Negussie (anegussie@uneca.org) with copies to Ms. Temnit Tadesse (temnitt@uneca.org), Berhe Behane (bberhane@uneca.org), Mulumebet Arega (marega@uneca.org). Please note that at the time of the reservation, the hotels normally require payment guarantee. In which case, we would require receiving your credit card information or any other payment guarantee.

For practical and logistical reasons, ECA has made block bookings for participants at the following three hotels:

- **JUPITER INTERNATIONAL HOTEL**
- **INTERCONTINENTAL HOTEL**
- **HOTEL de LEOPOL**

Hotels

No.	Hotel	Type of Rooms	UN Rate
1	JUPITER INTERNATIONAL HOTEL Tel: (251-11) 5-52 73 33 Fax: (251-11) 5-52 64 18	Single Room	Flat rate US\$80.00
2	INTERCONTINENTAL HOTEL Tel: (251-11) 5-50 50 66 Fax: (251-11) 5-54 00 90	King Deluxe Room Twin Deluxe Room	US\$ 85.00 US\$ 110.00
3	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 Standard room Double Occupancy	US\$ 60.00 US\$ 96.00 US\$114.00
4	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 Ato Worku 0911-072937 (Hotel Manager)	Single rooms	US\$70.00

	website www.adot-tina.com		
5	CENTRAL SHOA HOTEL Tel: (251-11) 6-61 14 54 Tel: (251-11) 6-61 50 01 Fax: (251-11) 6-61 00 63	Single rooms Double rooms	US\$ 40.00 US\$ 50.00
6	GHION HOTEL Tel: (251-11) 5-51 32 22 Tel: (251-11) 5-51 00 99	Standard rooms Double rooms	US\$ 75 .00 US\$ 81.00
7	HILTON HOTEL Tel: (251-11) 5-51 84 00 Tel: (251-11) 5-51 00 64 email: sales addis@hilton.com	Single Double Executive Rooms Single Double	US\$ 160.00 US\$ 190.00 US\$ 240.00 US\$ 260.00 Plus 25% TAX
8	MN INTERNATIONAL HOTEL Tel: (251-11) 6-62 08 31/33/34/35 Fax: (251-11) 6-62 08 32	Single rooms	US\$ 60.00
9	PLAZA HOTEL Tel: (251-11) 6-61 22 00 Fax: (251-11) 6-61 30 44	Single rooms Double rooms	US\$ 40.00 US\$ 45.00
10	SHERATON HOTEL Tel: (251-11) 5-17 17 17 Fax: (251-11)5-17 27 27	Club room (Single) Double Executive Room Executive Double	US\$ 210.00 US\$ 210.00 US\$ 315.00 US\$ 330.00 Plus 25% TAX
11	HARMONY HOTEL Tel: (251-11) 6-18 31 00 Fax: (251-11) 6- 18 29 10	Suite rooms	US\$ 80.00
12	PANORAMA HOTEL Tel: (251-11) 6-61 60 70	Single rooms	US\$ 70.00

	Fax: (251-11) 6-61 60 72	Double rooms Superior rooms Executive rooms	US\$ 79.00 US\$ 89.00 US\$119.00
13	TDS HOTEL Tel: (251-11) 6-63 58 13 /16/17/19/25 Fax: (251-11) 6- 63 58 90 / 011 - 6 - 62 17 38 / 011-6- 63 58 17	Suite rooms Twin rooms Single rooms Double rooms	US\$ 60.00 US\$ 75.00 US\$ 55.00 US\$ 65.00

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 these **email address:** Ms. Almaz Negussie (anegussie@uneca.org) with copies to Ms. Temnit Tadesse (temnitt@uneca.org), Berhe Behane (bberhane@uneca.org), Mulumebet Arega (marega@uneca.org). Subsequent changes should also be communicated.

REGISTRATION AND IDENTIFICATION BADGES

Registration will take place starting from 12 October 2009 at the Delegates Registration Building, in front of the UNCC Gate. Further details will be given to participants on arrival. 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.

Please 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 Conferences and within ECA compound. Please keep on you one or two passport photographs for registration purposes.

CATEGORIES OF PARTICIPATION

Official Delegates

Official Delegates are persons designated by member States to represent them. Usually, countries draw their delegation from the civil service e.g. Ministries. However, it is recommended that the delegation could also include participants from the private sector and the

academia. There is no limit to the number of the official delegation. However, in the rare instance that an issue comes to a vote, each delegation would have only one vote. Member States are however fully responsible for the travel and subsistence costs of their delegation.

Observers

Other stakeholders are also encouraged to participate as observers. Observers include representatives of non-member countries, development partners and nongovernmental and civil society organizations. While observers are free to attend all Committee's sessions, they may not vote. Observers are also responsible for all their travel and subsistence costs.

TRANSPORT

You will arrive at Bole International Airport, which is located about 5 kilometers from the centre of Addis Ababa. ECA will provide courtesy transport that will pick participants 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.

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 can come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). Ethiopian Telecommunication Company (ETC) offers SIM Cards with pre-charged airtime.

GENERAL INFORMATION ABOUT ETHIOPIA

Ethiopia has an area of 1,112,000 square meters. Addis Ababa is situated at an altitude of 2,400 meters or 8038 feet . Agriculture is the backbone of the national economy, and the principal exports from this sector include coffee, oil seeds, pulses, flowers, vegetables, sugar and cattle. The population of Ethiopia is estimated at 77 million, and over 50% of the population is youthful. Ethiopia is a multiethnic state with a great variety of spoken languages. 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 can be found on <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.

Sometimes the weather can be warm during the daytime but gets very chilly in the night, Therefore you may 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 current exchange rate is about Birr 12.50 to US\$1.

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 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 hotels, which will give you money in Birr.

SECURITY and SAFETY

Personal security is an individual responsibility. Using common sense and being alert can reduce risks. The aim of this security information 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 premises of the United Nations Economic Commission for Africa 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 of its clients. In this regard, the cooperation of all participants at this meeting would help us a great deal in ensuring the safety of your valuables and your personal security.

Do the following while you are on ECA premises:

- Display your conference badge, on demand to an authorized person and wear it visibly.
- For security reasons, do not leave bags and parcels unattended; they risk being confiscated or destroyed by the UN Security and Safety Service.
- Display on your vehicles passes issued to enable your vehicles to enter the ECA compound.
- Do not bring unauthorized persons and children into the conference centre.
- Take care of your valuables.
- 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 off ECA Premises and in your hotel:

- Make it a habit to lock your door when entering or leaving your room.
- Before leaving, inspect your room to make sure no valuable items (money, jewelry, cameras, etc.) have been left exposed.
- Deposit valuable items at the reception desk and obtain a receipt.
- Do not open any unknown or suspicious mails and packages unless you are expecting them.
- If you observe anything suspicious or out of the ordinary, please contact the hotel reception or security service.

Enjoy your trip and stay in Addis Ababa.