



United Nations Economic Commission for Africa

The Forum on African Statistical Development (FASDEV)

9-10 February 2006

Addis Ababa, Ethiopia

Information for participants



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Dear Participants,

Welcome to Addis Ababa and to the Second Meeting of the Forum on African Statistical Development (FASDEV II) which is being held from 9 to 10 April 2006 at the Headquarters of the Economic Commission for Africa (ECA)

Below Please find 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 ECA at the following contact details:

On local transportation:

Mr. Melkamu Hagos

Tel.: 251-11- 5443452

Email: hagosm@un.org/ mhagos@uneca.org

On confirmation of participants and general queries :

Mr. Andry Andriantseheno

Tel: 251-11- 5443603

Eamil: AAndriantseheno@uneca.org

On hotel accommodation:

Ms. Fantaye Gebre

Tel : 251-11- 5445276

Email: meshesha.uneca@un.org / fmeshesha@uneca.org

On invitation letters:

Ms. Fantaye Gebre

Tel : 251-1- 445276

Email: meshesha.uneca@un.org / fmeshesha@uneca.org

On general assistance at the Conference Center Unit (CCU):

Ms. Yemesrach Tewelde

Tel: 251-11- 5443545

Fax: 251-11- 5514874 /5513155

Email: ytewelde@uneca.org

For additional information on substantive aspects of the meeting, please note the contacts provided at the end of this information note.

1. Registration and Identification Badges

Participants are required to register and obtain identification badges prior to opening of the meeting. Kindly also carry your invitation letter and personal identification for onsite accreditation. For identification and security reasons, identification badges should be worn by all participants, at all time during the conference and at official social functions.

2. Documents

Participants will be issued with documents of the meeting at the time of registration. Documents which participants wish to circulate, should be handed to the Secretariat. Participants are also

advised to consult with the Secretariat on any matter pertaining to the issuance or distribution at the Meeting.

3. 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 required by the Ethiopian immigration authorities to secure their visas from those missions.

Participants from such countries must obtain a visa through them 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, ECA will assist you in obtaining a visa upon arrival, subject to prior submission of your complete passport details and flight information (refer to registration form). 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. The airport tax on departure from Bole International airport is US\$ 20.00 payable in US dollars.

Please send your registration form with passport and flight information to the ECA Conference Coordination Unit: (Fax: +251 11 551 48 74/551 31 55 email: ccu@uneca.org)

4. 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 Centre (UNHCC), situated on the ground floor of the UN Conference Centre provides 24 hours medical services. Payments for medical services must be made in cash at the visitor's cost. In case of medical or dental emergency outside of the ECA premises, please call the reception desk at telephone numbers 544 55 02, 544 35 48, 544 31 35. If you are within the ECA premises please call extensions 35502, 88888, 33135, 33548.

5. Currency/Banks

Currency: Birr

Ethiopian currency is denominated in « Birr » and « centimes ». The bank rate of exchange varies. The official exchange rate as of January 2005 was \$US1.00 = Birr 8.65.

The Commercial Bank of Ethiopia has a branch in the ECA compound – located at the Rotunda. This Bank is open Monday – Friday, from 8:00 a.m. to 12: 30 p.m. and from 2 :00 p.m. 4 :00 p.m. There is also an authorized Forex exchange centre at the Sheraton Hotel. *You can withdraw up to \$500 equivalent in local currency using your Visa or Master credit card from Dashen Bank at Sheraton Hotel.*

Please note that acceptance of credit card is limited to a few hotels and restaurants. It is therefore advisable to carry traveler's cheques and adequate cash in local currency

6. 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 can be reached at the following telephone numbers:

- Safeway Travel Tel: +251 11 544 31 57/091 120 37 07/091 120 00 77
- Gashem Travel Tel: +251 11 515 89 32/091 125 04 68/ 091 120 12 39
- Airlink Travel Tel: +251 11 544 36 10/1/2/3 and 091 1250156

Ethiopian Airlines and Kenya Airways have offices at the ECA compound. Both airlines will also have travel desks in the Conference Centre for the entire period of the meeting.

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

7. Hotel Accommodation

At your request accommodation can be reserved for at the following hotels provided we receive your request by **30 January 2006**. All hotels will be expecting a final rooming list from ECA by 01 January 2006 after which ECA will be subject to a cancellation penalty for rooms reserved and not utilized. Participants will be responsible for hotel accommodation costs and all additional costs, i.e. breakfast (where not included), telephone, Internet/fax, room service, mini-bar, laundry, additional meals such as lunch and dinner – these must be paid by participants directly to the hotel at checkout. The following hotels have been reserved for participants during the conference. Booking of hotels may be channeled through Ms. Fantaye Gebre address: Tel: 251-11-5445276, Email: meshesha.uneca@un.org / fmeshesha@uneca.org

- Rates are inclusive of breakfast, service charge and VAT unless where indicated
- Rates are quoted on Single Rooms and Double Rooms basis.

1.	ATLAS Tel: 251-1- 25 11 651	11 Single rooms	\$US 32
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	Mobile 251-9-63 05 46	7 Double rooms	\$US 35
2.	AXUM Tel: 251- 1- 61 39 16	5 Single rooms 11 Double rooms	\$US 30 \$US34
3.	ARARAT Tel: 251- 1- 46 11 66 Mobile. 251-9-40 86 27	20 Single rooms 3 Double rooms	\$US 32 \$US 44
4.	AWRARIS HOTEL Tel: 251-1- 61 49 33 Mobile 251-9-24 82-25	27 Single rooms 10 Double rooms	\$US 22 \$US 25
5.	AIRPORT MOTEL Tel: 251-1- 61 04 22 Tel: 251-1-18 82 22	13 Single rooms 5 Double rooms	\$US 25 \$US 30
6.	BOLE INTERNATIONAL HOTEL Tel: 251-1- 63 30 00	33 Single rooms 17 Double rooms	\$US 35 \$US 40
7.	CENTRAL SHOA Tel: 251-1-6114 54 Tel: 251-1-61 50 01	16 Single rooms 5 Double rooms	\$US 18 \$US 21
8.	CIASSIC HOTEL Tel: 251-1-61 35 98	18 Single rooms 5 Double rooms	\$US 22 \$US 30
9.	CONCORDE HOTEL Tel: 251-1-66 08 31 Tel: 251-1-65 49 59	18 Single rooms 5 Double rooms	\$US 22 \$US 30

10.	CROWN HOTEL Tel: 251-1-39 14 44 Tel: 251-1-39 10 46	10 Single rooms 10 Double rooms	\$US 20 \$US 23
11.	ETHIOPIA Tel: 251-1-51 74 00	65 Single rooms 28 Double rooms	\$US 42 \$US 61
12.	GG ROYAL Tel: 251-1-29 23 29 Tel: 251-1-29 23 30	9 Single rooms 3 Double rooms	\$US 24 (breakfast not included) \$US 30
13.	GLOBAL Tel: 251- 1- 66 47 66	20 Single rooms 20 Double rooms	\$US 47 \$US 52
14.	GHION Tel: 251-1-51 32 22 Tel: 251-1-51 00 99	94 Single rooms 68 Double rooms	\$US 52 \$US 56
15.	HILTON Tel: 251- 1-51 84 00	280 Single rooms	\$US109 (breakfast not included)
16.	HOLIDAY HOTEL Tel: 251-1-61 20 81	10 Single rooms 10 Double rooms	\$US 20 \$US 23
17.	HOTEL DE LEOPOL Tel : 251-1-50 77 77 Mobile. 251-9-67 78 73	16 Single rooms 22 Double rooms	\$US 50 \$US 70
18.	IBEX	23 Single rooms	\$US 34

	Tel: 251-1-65 44 00	14 Double rooms	\$US 44
19.	ILRI Tel: 251-1- 46 32 15	36 Single rooms 21 Double rooms	\$US 45 \$US 60
20.	JERUSALEM Tel: 251-1-55 17 12	35 Single rooms 8 Double rooms	\$US 22 \$US 25
21.	LALIBELLA Tel: 251-1-61 49 17	26 Single rooms 10 Double rooms	\$US 35 \$US 40
22.	MARIOT Tel: 251-1-63 05 00 Tel: 251-1-61 58 92 / 89	12 Single rooms 10 Junior Suite	\$US 68 \$US 78
23.	MERIDIAN Tel: 251-1-61 50 50 Tel: 251-1-61 41 20	18 Single rooms 10 Junior Suite	\$US 48 \$US 68
24.	NATIONAL Tel: 251-1-51 51 66	30 Single rooms 22 Double rooms	\$US 28 \$US 37
25.	PLAZA Tel: 251-1-61 22 00	27 Single rooms 12 Double rooms	\$US 35 \$US 40
26.	RAS AMBA Tel: 251-1-22 80 80	25 Single rooms	\$US 33 \$US 36(Double Occupancy)

27.	SHERATON ADDIS Te: 251-1-17 17 17	200 Single rooms	\$US 133 (Individual) \$US 149 (Group) (Breakfast not included)
28.	QUEEN OF SHEBA Tel: 251-1-18 00 00	20 Single rooms 20 Double	\$US 59 (breakfast not included) \$US 69
29.	SEMIEN Tel: 251- 1- 55 00 67	47 Single rooms 8 Double rooms	\$US 32 \$US 37
30.	WABESHEBELE Tel: 251- 1- 51 71 87	55 Single rooms	\$US 45
31.	WEYGOSS Luxury Suites Tel: 251- 1- 51 22 05	30 Single Rooms 3 Double Rooms 3 Junior Suites 3 Master Suites	\$27 \$40 \$40 \$55
31.	YORDANOS Tel: 251-1-51 57 11	18 Single rooms 12 Double rooms	\$US 22 \$US 30

8. 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 sent as early as possible to Ms. Fantaye Meshesha (see contact above). Any subsequent changes should also be similarly transmitted.

9. Transport

Upon arrival at Bole International Airport, which is located just 5 kilometers from the center of Addis Ababa, ECA will provide courtesy transport that will pick participants from the Airport to the hotel.

ECA buses will ferry 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 and will not facilitate transportation services back to the airport upon departure.

10. ICT Services

A Cyber Café will be available for participants in the UN Conference Centre. In addition, the UN Conference Centre and the ECA Campus are set up to provide Internet connectivity to WiFi-enabled laptops and personal computers; participants are free to take advantage of this service

IT training and technical support are available through the ECA Help Desk (Phone: +251 11 544 31 23, e-mail: ihelpdesk@uneca.org). Technical support for presentations must be arranged in advance.

Please be advised that Blackberry services are not available in Ethiopia.

11. 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. The total package which costs \$US 50 includes \$US 12 airtime.

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

12. General Information about Addis Ababa and Ethiopia

Addis Ababa is a city at high altitude, 2400 meters above sea level and 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>

12. Climate

April is a dry season in Ethiopia, but occasional rainfall is possible. The temperature in Addis Ababa during April is between maximum 25 degree Celsius and a minimum of 9 degree Celsius.

13. Electricity Supply

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

Guidelines on Personal Security and Safety of Participants

Personal security is an individual responsibility. Using common sense and being alert can reduce risks. The aim of this Security Bulletin 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 Economic Commission for Africa (ECA) premises and in Addis Ababa.

The best way to be safe is to avoid trouble at all cost, rather than having to extricate yourself later. The United Nations Security and Safety service is always at the ready to serve all 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 in the ECA premises

- Display your Conference Badges on demand to an authorized person and wear it visibly;
- Do not leave bags and parcels unattended - these will be confiscated or destroyed;
- Display the vehicle passes issued;
- Do not bring unauthorized persons and children into the conference center;
- Safeguard your valuable property;
- Check for your documents and items before you leave conference halls and meeting rooms; and
- If you lose any valuable items within the premises, inform UN Security and Safety Service or inform the nearest Security Officer.

If you are off the ECA Premises and in the Hotel:

- Upon entering or leaving your room, make it a habit to lock the door;
- Before leaving, inspect your room to make sure no money, jewelry, cameras, etc. have been left exposed;
- Deposit valuables or portable items at the reception desk and obtain a receipt;
- Do not open packages delivered to you unless you are expecting them; and
- Should you observe anything suspicious or out of the ordinary, please contact Security Service.

Additional Information

For additional information regarding substantive issue of the Conference, please contact:

1. Mr. Dimitri SANGA

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Economic and Social Policy Division
Economic Commission for Africa
P.O. Box 3005 Addis Ababa, Ethiopia
Fax: 251 11 5510389
Tel: 251 11 5443671
E-mail: dsanga@uneca.org

2. Ms. Awa Thiongane

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Economic and Social Policy Division
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