



**United Nations Economic Commission for Africa
GOVERNANCE AND PUBLIC ADMINISTRATION DIVISION**

International Conference on: “Institutions, Culture
and Corruption in Africa”, 13-15 October 2008
ADDIS ABABA, ETHIOPIA

**INFORMATION NOTES FOR
PARTICIPANTS**

1. Location

International Conference on: "Institutions, Culture and Corruption in Africa" will be held from 13 to 15 October 2008 at the United Nations Conference Centre (UNCC), Conference Room 2, Addis Ababa, Ethiopia.

2. Accommodation

For sponsored participants, in accordance to their authorized arrival/departure time, reservations have been made by ECA at JUPITER INTERNATIONAL HOTEL. Participants will be individually responsible for settling their own bills. Charges for telephone calls, faxes, mini bar, etc. are the responsibility of the participants.

For non sponsored participants, accommodation can be reserved at the following hotels provided we receive your request before **30 September 2008**. All hotels will be expecting a final rooming list from ECA by 01 October 2008 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 - must pay these directly to the hotel at checkout. The following hotels have been reserved for participants during the conference: Booking of hotels may be channelled to Ms. Rebecca Benyam, e-mail: rbenyam@uneca.org and Ms. Abijah Yeshneh, e-mail: ayeshneh@uneca.org

1	JUPITER INTERNATIONAL HOTEL Tel: (251-11) 5-52 73 33 Fax: (251-11) 5-52 64 18	Single rooms	US\$ 70.00
2	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\$ 120.00 US\$ 190.00 US\$ 220.00 US\$ 250.00 Plus 25% TAX
3	SHERATON HOTEL Tel: (251-11) 5-17 17 17 Fax: (251-11)5-17 27 27	Club room (Single) Executive Room Executive Double	US\$ 165.00 US\$ 220.00 US\$ 250.00 Plus 25% TAX
4	ADOT - TINA HOTEL Tel: (251-11) 4 67 39 39 Fax: (251-11) 4 67 41 11 Mobile: (251-11) 9 13 62 74 91 adottinah@ethionet.et www.adottina.com	Single rooms Junior Suit	US\$60.00

3. 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.

Materials will be handed to all participants at the Registration desk after you have completed your registration form. Participants are advised to consult with the Secretariat on any matter pertaining to the issuance or distribution of documents at the Meeting.

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 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. 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 carry your letter of invitation with you as this document is needed when facilitating visas on arrival at Addis Ababa Bole International Airport. For visa assistance, please contact Ms. Rebecca Benyam, e-mail: rbenyam@uneca.org and Ms. Abijah Yeshneh, e-mail: ayeshneh@uneca.org

Please note that an Ethiopian visa costs US\$ 20 per person and payment must be made at the time of issuance. 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\$.

5. 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 against cash payment. In case of medical or dental emergency please call the reception desk at telephone numbers 251 115 44 55 02, 251 115 44 35 48, 251 115 44 31 35 if you are within the ECA premises please call extensions 35502, 88888, 33135, 33548.

6. 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 provided on time. Any subsequent changes should also be similarly transmitted.

7. Transport

Upon arrival at Bole International Airport, which is located just 5 kilometres 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.

8. Financial Arrangements

Sponsored participants will be entitled to receive Daily Subsistence Allowance (DSA/per diem) for the workshop period and authorized stop-over(s) en route. As of September 2008, UN standard DSA rate for Addis Ababa is **US\$135**, subject to change.

9. Currency/Banks

Ethiopian currency is denominated in «Birr» and «centimes». The bank rate of exchange varies. The official exchange rate as of September 2008 is \$US1.00 = Birr 9.67. There is a branch of the Commercial Bank of Ethiopia in the UNECA 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. to 4:30 p.m. There is also an authorized exchange centre (Forex) at the Sheraton Hotel. *You can withdraw up to \$500 equivalent in local currency using your Visa credit card from Dashen Bank at Sheraton Hotel.* It is to be noted that acceptance of credit card is limited to few hotels and restaurants. It is therefore advisable to carry means of exchange (traveler cheques) and adequate local cash.

10. 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. A travel Agency at ECA is reachable at the following telephone numbers:

- Gashem Travel Tel: +251 011 5443046/5443052/5443051

Ethiopian Airlines and Kenya Airways have offices at the ECA compound.

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

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.

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)

12. 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>

13. Climate

In October, the temperature of Addis Ababa is from 23 to 27 degree centigrade during the day and a little bit chilly in the mornings and evenings.

14. Electricity Supply

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

15. 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.

15.1. Do the following while you are in the ECA premises

- Display your Conference Badges, on demand of an authorized person and wear it visibly.
- Do not leave bags and parcels unattended; this 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.
- If you lose any valuable items within the premises, inform UN Security and Safety Service or inform the nearest Security Officer.

15.2. 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, jewellery, 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.
- Should you observe anything suspicious or out of the ordinary, please contact Security Service.

Additional Information

For Additional information regarding substantive issue of the Meeting, please contact:

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