



## Information Note

Forum on NEPAD:

'Enhancing African ownership and partnership  
to move the NEPAD agenda forward'

Addis Ababa, Ethiopia  
7 November 2009

### Dear Participants,

We look forward to welcoming you to Addis Ababa and to the Open Forum on NEPAD: Enhancing African ownership and partnership to move the NEPAD agenda forward. The Open Forum will be held on 7 November 2009 at the United Nations Conference Centre located at the Headquarters of the United Nations Economic Commission for Africa (ECA), Addis Ababa, Ethiopia. Participants need to complete the registration form and send it to the organizers in order to make the necessary arrangements. The form is also available on the website, [www.uneca.org/nepad](http://www.uneca.org/nepad).

Please find below some general information on conference arrangements and on Addis Ababa, which you may find useful. Should you have any questions or require any assistance, do not hesitate to contact the following officials:

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#### **1. Registration and Identification Badges**

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

#### **2. Documents**

Participants will receive the aide memoire, programme and other relevant documents ahead of the session. Documents, which participants wish to circulate, should be handed to the organisers.

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Participants are also advised to consult with them on any matters pertaining to the issuance or distribution of documents at the session.

### 3. Travel and Daily Subsistence Allowance (DSA)

A number of international airlines operate to and from Addis Ababa. Participants should secure their return/onward air passage prior to their arrival in Addis Ababa. Gashem Travel Agency at ECA will assist with re-confirmation of tickets and provide participants with travel and tour related information. Ethiopian Airlines and Kenya Airways also have offices at the ECA compound.

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

Tel: +251- 11- 5443051/ +251- 11- 5443052

Please have your ticket ready when visiting the Airlines/ Gashem Travel Agency for flight-related assistance.

ECA will provide sponsored participants with round trip air-tickets, and DSA for Addis Ababa, based on UN rules for the duration of 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 should secure their visas from those missions. **This also applies to 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 for 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 in US\$ at the time of issue. No other currency is accepted. Holders of diplomatic and service passports, as well as United Nations Laissez-Passer will receive visas gratis.

### 5. Currency restrictions

Directives issued by the National Bank of Ethiopia for inward and outward movement of foreign currency notes and Ethiopian Birr require any traveler, who is non-resident of Ethiopia, to declare any amount of cash exceeding US\$3000 or its equivalent in any other convertible foreign currency, all foreign currency cash notes in their possession at the points of entry into Ethiopia by filling out the declaration form of the Ethiopian Customs and Revenue Authority.

A non-resident traveler is not allowed to carry more than US\$3000 or its equivalent in any other convertible foreign currency in cash upon departure from Ethiopia, unless he/she produces a bank advice certifying the purchase of foreign currency from within Ethiopia or a Customs Declaration paper issued at the time of entering the country and the visa period has not expired.

Any traveler entering or exiting the country may carry the Ethiopian Birr in cash only up to ETB200.

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Bank receipts for money changed at the airport must be kept securely as they may be requested for on departure.

### 6. 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** in a timely manner.

#### List of Recommended Hotels:

No.	Hotel	Type of Rooms	UN Rate
1	SHERATON HOTEL		
	Tel: (251-11) 5-17 17 17	Club room (Single)	US\$ 210.00
	Fax: (251-11)5-17 27 27	Double	US\$ 210.00
	reservations.addisethiopia@luxurycollection.com	Executive Room	U\$\$ 315.00
		Executive Double	US\$ 330.00
			Plus 25% TAX
2	HILTON HOTEL		
	Tel: (251-11) 5-51 84 00	Single Double	US\$160.00 US\$ 190.00
	Tel: (251-11) 5-51 00 64	Executive Rooms Single Double	US\$ 240.00 US\$ 260.00
	email: sales addis@hilton.com		Plus 25% TAX
3	INTERCONTINENTAL HOTEL		
	Tel: (251-11) 5-50 50 66	King Deluxe Room	US\$ 85.00
	Fax: (251-11) 5-54 00 90	Twin Deluxe Room	US\$ 110.00
	reservation@intercontinentaladdis.com		
4	Hotel Panorama		
	Tel. 251-11-6616070	Standard room	
	Fax 251-11-6616072	Bamboo view	US\$ 55.00
	E-mail: panoramahotel@ethionet.et	Mountain/city view	US\$ 60.00
		Twin room	US\$ 75.00
		Suite room	US\$ 80.00
		Executive room	US\$ 110.00
		Plus 25% TAX	

### 7. Reception on Arrival

Participants will be met on arrival at Addis Ababa International Airport and will be assisted with the formalities regarding immigration. Flight details including date and time of arrival in Addis Ababa should be sent to the RCM Secretariat as soon as possible. Any subsequent changes should be transmitted in a timely manner.

### 8. Transport

ECA buses will transport participants from Bole International Airport, which is located 5 kilometers from the center of Addis Ababa, to their respective hotels. The buses will also 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.

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## 9. Health and 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 through a cholera-infected area within six days prior 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 on telephone numbers (0115) 44 55 02/44 35 48/44 31 35, or 35502/ 33548/33135, when calling from an extension phone within ECA premises.

## 10. 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.

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

## 11. General Information about Addis Ababa and Ethiopia

Addis Ababa is a high altitude city, 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.

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

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

<http://www.ethio.com>,

<http://tour.ethiopianonline.net>

<http://www.uneca.org>

## 12. Climate

The months from October – December in Ethiopia are dry and warm. The temperature in Addis Ababa in November can be between a maximum of 27 degrees Celsius and a minimum of 5 degrees Celsius.

## 13. Electricity Supply

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