

Upon departure, transportation will be provided to the airport by the hotel. Participants are advised to notify the hotels of their departure (time and date) 24 hours in advance so that necessary arrangements can be made.

#### • During the meeting

ECA buses will be available to transport participants to and from the conference venue and the hotel in the mornings and at the end of the daily sessions. ECA will not provide transport during lunch break.

#### • In town

If you would like transportation in Addis Ababa outside of conference starting and closing hours, you can either book a taxi from the National Tourism Organization (NTO) by calling + 251-1-15 18 22 or + 251-1-51 84 00, or take the yellow or blue-and-white taxis parked outside your hotel and outside ECA gates.

### SPECIAL NEEDS

Participants with special needs are requested to inform the secretariat of the meeting as early as possible, in order that their requirements can be adequately taken into consideration.

### REGISTRATION

Participants may register and pick up their badge and documentation from the Conference Assistants at the United Nations Conference Centre Front Desk as per the schedule below:

Tuesday 02 December:	1600 hrs – 1800 hrs
Wednesday 03 December	0700 hrs - 0900 hrs

### PLENARY SESSIONS All sessions are plenary

### SPECIAL EVENTS

Reception: Participants are invited to a reception hosted by the Executive Secretary of the Economic Commission for Africa, Mr. K Y Amoako on Wednesday 03 December 2003 from 19.00 hrs – 20.30 hrs.

### DEPARTURE

#### • RETURN TRAVEL RESERVATION

Delegates are requested to reconfirm their flight reservations soon after arrival and not later than **48 hours prior to their departure** with Ethiopian Airlines or with other Airlines for which they are holding reservations. Branch offices of Ethiopian Air lines and Kenya Airways are located in the **ECA** compound. Airline telephone numbers: Ethiopian Air lines 61-66-66/61-61-61, Kenya Airways 51-30-18/51-30-19, Lufthansa 51-56-66, Egypt Air 12-25-65, Saudi Airways 51-31-65, Yemen Airlines 51-50-76, British Airways 51-84-00. ECA Conference staff will assist you with the relevant information.

#### • AIRPORT TAX

There is an Airport tax on departure from Addis Ababa International Airport of **US\$ 20.00** which must be paid in US dollars cash.

### GENERAL INFORMATION

#### CLOTHING

The weather is generally mild at this time of year. You are advised to bring warmer attire including sweaters, jackets and light wool clothing. In Addis Ababa, the mornings and evenings can be cold and the afternoons hot.

#### CURRENCY/BANKING

The Ethiopian currency is denominated in Birr and centimes. The bank rate varies. The official exchange rate as of 8 October 2003 is Birr 8.78 for 1USD. The Commercial Bank of Ethiopia (the largest bank) has a branch in the ECA compound and is open from Monday to Friday, from 08h00 to 12h30 and from 14h00 to 16h00. In addition all major hotels also have authorized foreign exchange centers.

Currency changed into Birr at the Commercial Bank of Ethiopia can be converted into USD at the Airport on departure upon presentation of the blue currency declaration form and the exchange receipts. Participants may not reconvert more money than they change at the bank (keep your bank receipts). Participants departing on a late evening flight might not be able to convert local currency into dollars, as the Bank may not be open. ATM's are not available. It is advisable to either bring cash in the form of USD or Euro or travelers cheques.

#### CREDIT CARDS

Major credit cards (VISA, AMERICAN EXPRESS, MASTER CARD) are accepted in some restaurants and hotels. In most cases, cash payments in Birr will be necessary.

#### POST OFFICE & TELECOMMUNICATION

Outgoing mail/faxes/cables may be sent at the Branch Post Office and Telecommunication Office located on the ECA compound. Call-Cards for international calls are also available at the Telecommunication Office. There are also telecommunication services at Sheraton Addis and Ghion Hotels.

Additional Information on Ethiopia and ECA can be accessed on the following Web sites: <http://www.uneca.org>, <http://www.telecom.net.et>, <http://www.selamta.net>, <http://tour.ethiopiaonline.net>,

#### ADDITIONAL INFORMATION

Additional information on the programme of the Third Meeting of the Africa PRSP-LG, on logistical arrangements and the venue can be found on [www.uneca.org/prsp](http://www.uneca.org/prsp)

*For additional information please contact:*

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Senior Economic Affairs Officer  
Office of Policy and Programme Coordination  
Economic Commission for Africa  
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Email: [knwuke@uneca.org](mailto:knwuke@uneca.org)



## THIRD MEETING OF THE ECA AFRICAN LEARNING GROUP on the Poverty Reduction Strategy Papers (PRSP-LG)

Addis Ababa, 3-5 December 2003

### INFORMATION FOR PARTICIPANTS

Welcome to the Third Meeting of the African Learning Group on the Poverty Reduction Strategy Paper (PRSP-LG), an initiative of the Economic Commission for Africa. The meeting will take place in Addis Ababa from 03 – 05 December 2003 at the United Nations Conference Centre (UNCC).

Inside you will find some general information on logistics and meeting arrangements.

## REGISTRATION FORM

All flight details, including expected date and time of arrival in Addis Ababa, should be sent to the secretariat as soon as possible. If ECA is providing your ticket, we will assume travel schedule is per the booking made by ECA. Any subsequent change should be communicated to the secretariat. Should you need any assistance upon arrival, starting from 30th November 2003 an Information Desk will be available at the Addis Ababa Airport.

## ENTRY REQUIREMENTS

### • VISA

An entry visa is required for all visitors/delegates entering Ethiopia, except for nationals of Djibouti and Kenya. You are required by Ethiopian immigration authorities to obtain your visa from the Ethiopian diplomatic mission in your country before departure. Holders of diplomatic and service passports as well as United Nations Laissez-Passer are not exempt from this requirement.

In the event that there is no diplomatic mission in your country or you are short of time, entry visa can still be obtained upon arrival at the airport under the provisions of a special waiver granted to ECA by the Ethiopian government. Consistent with the provisions of the waiver, participants attending ECA meetings/seminars/workshops can obtain a visa upon arrival, provided they have with them both a valid passport and the letter of invitation to the meeting. If you plan to take advantage of this option, please be aware that it is imperative that you bring along with you your letter of invitation in order to present it to Immigration officials at the airport.

However, you must also provide the following information about yourself to ECA Protocol Office as far in advance of your intended date of departure as possible.

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

*Please forward the information by fax or email to:*

Ms. Nicole Bresson  
Chief, ECA Protocol and Logistics Unit  
Email: nbresson@uneca.org  
Telephone: 251-1-443201  
Fax: 251-1-511874

An Ethiopian visa costs between Birr 150–480 (US\$20-60) per person depending on your nationality. Payment must be made at the time of issue. Holders of diplomatic and service passports as well as United Nations Laissez-Passer receive visa gratis.

Expenses incurred in connection with visa requirements are paid in local currency obtainable from the Ethiopian Commercial Bank at Bole Inter-

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

### • IMMUNIZATIONS AND HEALTH REQUIREMENT

Given the high altitude malaria is not present in Addis Ababa. However, 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. Like many countries in Sub-Saharan Africa, HIV/AIDS is a significant health threat. Visitors are therefore advised to exercise due care.

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:

Dr. Azeb Tamrat  
Officer-in-Charge, UN Health Care Centre  
Telephone: 51 58 28 or 51 72 00 x 88888 or 448888  
ECA Ambulance; Telephone: 51 42 02 or 51 58 28.

## AIRLINE TICKETS

ECA will provide all its sponsored participants an economy class roundtrip air ticket from their country of residence to Addis Ababa through the UNDP office in your country. Should there be no UNDP office in your country, tickets will be sent through either Ethiopian Airlines or a designated travel agent.

It is important to note that upon your return to your country of residence, you should submit an F-10 (Claim-Form) to the UNDP office that issued your ticket. You must attach the original flight ticket stub as well as the boarding pass to their form.

Arrival in Addis Ababa is scheduled for Tuesday 02 December 2003 and departure on Saturday 06 December 2003 depending on availability as well as flight schedules.

## HOTEL ACCOMMODATION

ECA has made block booking for hotel accommodation for ECA sponsored participants at the Queen of Sheba Hotel. The hotel is conveniently located on Haile Gebre-Selassie road, less than 3 miles from Bole International Airport and approximately one mile from the UNCC. The hotel contact is Ms. Nigisty Atakiltu and the address is:

Queen of Sheba Hotel

Haile Gebre-Selassie (formerly Asmara) Road  
Addis Ababa  
Email: Queenshebahotel@telecom.net.et  
Tel: 251 – 1 – 180000/615400  
Fax: 251 – 1 – 613174

Participants are advised to contact Ms. Hiwot Gebeyehu at [hgebeyehu@uneca.org](mailto:hgebeyehu@uneca.org) to confirm their accommodation request and arrival/departure flight details. ECA will cover the cost of a single room for its sponsored participants. However, participants will be responsible for all additional expenses e.g. telephone calls, room service, mini-bar, laundry and must pay these directly to the hotel at time of check-out.

Reservations will be held until 2100 hours on the day of arrival and may be cancelled after that time unless the hotel is informed of late arrival. Participants arriving later than 2100hrs are therefore advised to please notify the hotel and Ms. Gebeyehu to guarantee their reservation. Check-out time is at 12 noon on the last day of stay. Participants are kindly advised to note that any extension of stay past the departure date in their travel booking will be at their own expense.

## IDENTIFICATION BADGES

Identification badges will be available at the Queen of Sheba Hotel starting in the afternoon of 30 November and at the ECA conference centre starting in the afternoon 2 December where a registration counter will be set up. Participants staying at hotels other than Queen of Sheba can pick up their badges at ECA conference center starting in the afternoon 2 December.

For identification and security reasons, all participants are requested to wear their badges at all times during the meeting and at official social functions.

## DAILY SUBSISTENCE ALLOWANCE (DSA)

ECA-sponsored participants will receive their DSA (per diem) at the Addis Ababa UN rate. Details of payment will be provided upon registration at the meeting venue. The DSA is intended to cover all incidental expenses associated with participation at the meeting, including transport to and from the airport in the country of residence, expenses during travel, local transport in Addis Ababa and meals not provided.

## RECEPTION ON ARRIVAL

Provided that advance notice is given, participants will be met on arrival at Bole International Airport and assisted with the formalities regarding immigration and customs etc.

## TRANSPORT

### • On Arrival

You will arrive at Bole International Airport, located just 5 kilometres from the ECA. If informed of your arrival plans, ECA will provide courtesy transport that will pick you from the Airport. In addition, the hotel has a courtesy shuttle on standby to transport you from the airport to the hotel.