



ECONOMIC COMMISSION FOR AFRICA

Information Note

**Ad Hoc Expert Group Meeting on the Sustainable
Development Report on Africa (SDRA) 2008-2009**

**Sustainable Consumption and Production for Sustainable Growth and
Poverty Reduction**

**24-26 June 2009
Addis Ababa, Ethiopia**

Information for Participants

Dear Participants,

We look forward to welcoming you to Addis Ababa and to the Ad Hoc Expert Group Meeting on the Sustainable Development Report on Africa (SDRA), 2008-2009: Sustainable Consumption and Production for Sustainable Growth and Poverty Reduction. The meeting will be held from 24 to 26 June 2009 at the Headquarters of the United Nations Economic Commission for Africa (ECA).

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

Mr. Kwadwo Tutu

Officer-In-Charge

Environment and Sustainable Development Section (ESD)

Food Security and Sustainable Development Division (FSSD)

United Nations Economic Commission for Africa (ECA)

P.O. Box 3005, Addis Ababa, Ethiopia

Tel: +251-11-5443236

Fax: +251-11-5514416

E-mail: ktutu@uneca.org

Mr. Charles Akol

Environmental Affairs Officer

Environment and Sustainable Development Section (ESD)

Food Security and Sustainable Development Division (FSSD)

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P.O. Box 3005, Addis Ababa, Ethiopia

Tel: +251-11-5443349

Fax: +251-11-5514416

E-mail: cakol@uneca.org

1. Registration and Identification Badges

Participants are required to register and obtain Identification Badges prior to the opening of the meeting. 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 be sent the meeting aide memoir, agenda, programme and working documents ahead of the meeting. Other meeting documents will be provided at the time of registration.

3. Travel and Daily Subsistence Allowance (DSA)

ECA, UNEP and UNIDO will provide sponsored participants with round trip air-tickets and daily subsistence allowance based on UN rules for the duration of the meeting.

A number of international airlines operate to and from Addis Ababa. Participants not sponsored by ECA, UNEP and UNIDO 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 to 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 5 44 30 51/+251 11 5 44 30 52

Please have your ticket ready when visiting the travel agencies/desks for flight-related assistance.

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

5. Hotel Reservations

Hotel reservations have been made by ECA for all **sponsored** participants at the following two hotels (all rates quoted below are inclusive of breakfast and all government taxes). Please note that facilities at Hotel De Leopold are better than at KZ Hotel:

- (a) **Hotel De Leopold International** (Rooms available: 20 Standard Rooms at US\$ 70 per night; and 15 Single rooms at US \$50 per night)

Hotel address:

Hotel De Leopold International
Addis Ababa, Ethiopia.
Tel: +251-11-5507777; +251-11-5155080
Fax: +251-11 5531466
Mobile: +251-91-1214054
E-Mail: hoteldeleopol@etionet.et
Website: hoteldeleopolint.com
Contact person: Mr. Gashaw

- (b) **KZ Hotel** (10 Standard Rooms reserved each at US\$ 58 per night)

Hotel address:

KZ Hotel
Addis Ababa, Ethiopia.
Tel: +251-11-6621677/81
Fax: +251-11 6185138
Mobile: +251-91-1095853
E-mail: kzhotel08@yahoo.com
Website: kzfamilyhotel.com
Contact person: Mr. Yonas Taye

Participants should send requests to be booked in either of the above hotels as soon as possible to Ms Martha Messele at the following address:

Ms Martha Messele
Food Security and Sustainable Development Division (FSSD)
United Nations Economic Commission for Africa (ECA)
P.O. Box 3005, Addis Ababa, Ethiopia
Tel: +251-11-5445748
Fax: +251-11-5514416
E-mail: mmessele@uneca.org

ECA can assist non-sponsored participants with hotel reservations **upon request**.

6. 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 as soon as possible. Any subsequent changes should be transmitted in a timely manner.

7. 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.

8. 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.

9. Mobile Phone Services

Participants are encouraged to come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). 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).

10. 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>

11. 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. The temperature in Addis Ababa during June is between a maximum of **20** degrees Celsius and a minimum of **12** degrees Celsius.

12. Electricity Supply

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