

INFORMATION NOTE FOR PARTICIPANTS

International Close-Out Conference on DA-15 Project Measuring and Curbing Illicit Financial Flows (IFFs)

From Measurement to Policy Action: Lessons, Results and the Way Forward

**Venue: Africa Hall, United Nations Economic Commission for Africa
(ECA), Addis Ababa, Ethiopia**

Date: 22-24 September 2026

Addis Ababa, Ethiopia



Information notes for participants

The International Close-Out Conference on DA-15 Project Measuring and Curbing Illicit Financial Flows (IFFs) will be held on 22-24 September 2026 in Africa Hall at UNECA, Addis Ababa, Ethiopia and will be conducted in hybrid.

The present document contains general information on meeting arrangements that may be helpful for those making travel arrangements and participating in the session.

To keep costs down and protect the environment, this information note will be available in electronic format only. Additional information is provided on a dedicated web page of the Economic Commission for Africa (ECA)

<https://www.uneca.org/eca-events/international-close-out-conference-measuring-and-curbing-iffs>

Meeting venue

The event will be held at the Africa Hall in the Compound of the United Nations Economic Commission for Africa in Addis Ababa, Ethiopia. Contact information for the venue is as follows:

Address: Africa Hall, United Nations Economic Commission for Africa compound in Addis Ababa, Menelik II Avenue, Addis Ababa, Ethiopia

Visa and immigration requirements

All meeting participants travelling to Ethiopia must hold a passport that is valid for a minimum period of six months from the date of intended entry and that contains at least two consecutive empty visa pages. To assist participants in obtaining visas upon their arrival at Addis Ababa Bole International Airport, the secretariat of the Close-out Conference must receive the following documents at least 15 working days in advance:

- ✚ Copy of passport (must be valid for at least six months beyond the expected date of entry into Ethiopia);



-  Flight details (arrival and departure);
-  Name of the booked hotel.

Participants must carry their yellow fever cards showing vaccination from more than 15 days before entry into Ethiopia.

Participants who intend to request a visa upon arrival at Addis Ababa Bole International Airport should carry with them their personal official letter of invitation and a copy of the note verbale listing the session participants, for presentation to the airline staff at the check-in desk at their airport of departure and to the Ethiopian immigration authorities upon arrival in Addis Ababa. The application fee for a single-entry 30-day conference visa is \$50.

ECA will send a note verbale to the Ministry of Foreign Affairs and the Immigration, Nationality and Vital Events Agency of Ethiopia to facilitate the issuance of visas upon arrival for all confirmed participants. The note verbale will be shared with confirmed participants to support their request for a visa.

Sponsored participants should take note that visa fees are already covered in the Terminal expenses payment and will not be reimbursed separately.

Holders of diplomatic and service passports or a United Nations laissez-passer will receive a free visa upon arrival but must provide their relevant passports – official and national passport for note verbale processing.

In case of applications beyond the protocol cut-off dates, a tourist visa is an electronic single-entry visa issued by the Ethiopian Government for visitors who wish to travel to the country for tourism or other non-business-related purposes only. It is issued to Citizens of all countries from around the globe provided that the below requirements are fulfilled.

Applicants should submit copies of the following mandatory documents:

- Recent passport-size photo of the applicant.
- Passport of the visa applicant which is valid for at least 6 months from the intended date of entry to Ethiopia.

Under normal circumstances, the processing time for a ***Tourist Visa is 3*** days. So, travelers should submit their application at least 3 days before their estimated date of arrival. The Validity of the Visa starts counting from the date intended to enter Ethiopia. The tourist e-visa for 30 days costs US\$62.



Further information can be found at:
<https://www.evisa.gov.et/information/tourist>

Bank receipts for money exchanged at the airport must be kept securely, as they may be requested by officials at the airport upon departure.

All questions relating to visas should be sent to:

<https://www.eca-protocolservice@un.org>.

Airport Reception

Representatives from the ECA Protocol and Liaison Services Unit, the Ethiopian Protocol Authorities, and the Ministry of Finance of Ethiopia will be available at Addis Ababa Bole International Airport to assist participants upon arrival who have shared their travel details. Assistance will be provided, as needed, with immigration formalities, baggage retrieval, and other arrival-related procedures.

Addis Ababa Bole International Airport is conveniently located near the city center, allowing for easy access to hotels and meeting venues.

Daily Subsistence Allowance (DSA)

Sponsored participants will be entitled to receive Daily Subsistence Allowance (DSA/per diem) for the meeting period and authorized stop-over(s) en-route. UN standard DSA rate for Addis Ababa is **US\$253.00 per day and US\$252.00** for terminal expenses to cover visa fees and local transportation expenses in Addis Ababa

The DSA is to cover the accommodation, meals and sundry expenses of sponsored participants from outside Ethiopia. Terminal expenses will cater for travel to and from airports and visa fees, along other expenses in the terminals.

UNECA will provide lunch and tea/coffee on the day of the meetings, as per UN Rules and Regulations.



Airport transfer

Participants should contact their hotel to arrange their transfer from the airport to their hotel.

Hotel accommodation

UNECA has arranged hotel reservations for all participants at **Jupiter International Hotel** based on their respective arrival and departure dates.

Please note, however, that participants will be responsible for covering the cost of their hotel stay until their Daily Subsistence Allowance (DSA) is disbursed on 23 September 2026. The hotel has been informed of this arrangement and will request payment for the accommodation charges on that date. *A list of hotels near the meeting venue is provided in annex I.*

Should a participant choose a different hotel to Jupiter, they must make direct arrangements with their hotel of choice for airport pick-up and hotel charges payments

Delegate accreditation

Government delegations are requested to submit to ECA their letters of nomination duly signed by the appropriate authorities of their respective Governments, at their earliest convenience, but no later than Wednesday, 4 September 2026. The letters must indicate the names, titles and contact details of the representatives nominated to attend the meeting and can be submitted to Mr. Solomon Wedere on email: wedere@un.org ; copying Ms. Tsegabrhan Taye on email: taye3@un.org.

Questions regarding the delegate accreditation procedure should be directed to:

Allan Mukungu, Macroeconomics Analysis, Institutions, and Economic Governance Section, Macroeconomics, Finance, Governance and Planning Division, UNECA Email: mukungua@un.org

Registration and identification badges

Online registration

Registration is done online through the link to provide below. Participants are encouraged to register well in advance, and no later than Thursday, 10 September



2026, to ensure that credentials and visas can be processed and that badges can be issued as quickly as possible. The online system makes it easier to log the details required from participants and facilitates logistical preparations.

Registration Link for badges

https://indico.un.org/event/1025667/registrations/28176/?form_token=b184147e-12ac-4226-b922-6ab3e61e8074

Below is the Online participant's connection link to participate online.



United Nations
Economic Commission for Africa

Meeting Topic:	International Close-Out Conference on Measuring and Curbing Illicit Financial Flows (IFFs)
Meeting Date:	Sept 22 - 24, 2026, 08:30
Time zone:	Addis Ababa UTC +3
Meeting registration Link:	https://zoom.us/meeting/register/QC-QkRWCTUSHv9GialNF2g
Meeting ID:	968 3870 5455
Passcode:	926986
Join from a video system or application:	Dial: 96838705455@zoomcrc.com Passcode: 926986



SCAN TO REGISTER

Note: After registering, you will receive a confirmation email containing information about joining the meeting.

DO NOT SHARE THIS LINK IN ANY SOCIAL MEDIA PLATFORM



Badges

Access to the Forum venue is restricted, and a valid badge must be presented to gain entry. Forum badges will be issued at the registration counter located at gate 2 of the ECA compound from 22 to 24 September 2026.

For security reasons, a valid badge must be always worn and be shown to gain access to the Forum venue and meeting rooms. Lost badges must be reported immediately at the registration counter.

Facilities and services

Accommodation for people with disabilities

In the spirit of inclusion contained in the Sustainable Development Goals, the organizers will take measures to make the Forum accessible for people with disabilities. Participants who require special assistance should send an email to Mr. Solomon Wedere email: wedere@un.org; to enquire about the ways in which the organizers can best support them.

Internet and a paper-smart approach

ECA will adopt a paper-smart organizational approach during the Forum. Participants are strongly encouraged to use electronic media as much as possible, and every effort will be made to reduce the number of documents printed. To help to achieve this objective, high-density wireless connectivity will be made available at the Conference. The Wi-Fi Internet network name and password will be made available in visible locations in the Africa Hall.

Documentation

Given that the Conference is a paper-smart event, only electronic versions of Conference documents will be made available to participants. All documents will be available via the ECA paper-smart portal <https://www.uneca.org/eca-events/international-close-out-conference-measuring-and-curbing-iffs> and on the dedicated web page. Those who are attending the event in person are advised to bring their own devices (e.g. laptop computer, tablet or smartphone) to download and view the documents.

Working languages

The working languages of the Conference are English and French, although there will be interpretation into the Russian language. All documents, as well as



interpretation for all sessions of the Conference, will therefore be available in these languages.

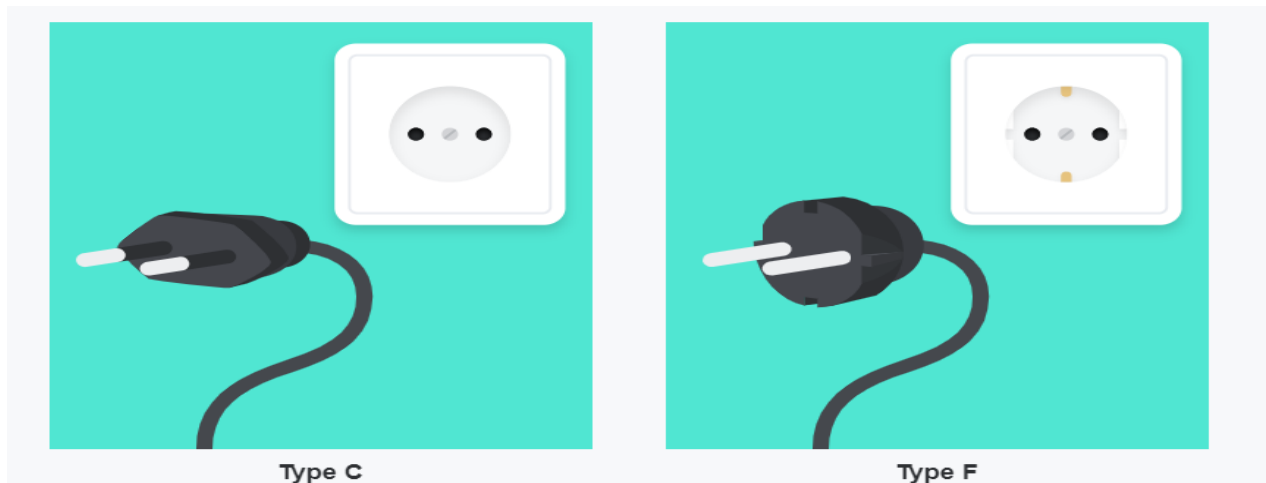
Practical information

Currency

The official currency of Ethiopia is the Ethiopian birr. One United States dollar is equal to approximately 156.22 birr. Credit and debit cards, such as American Express, Diners Club International, Mastercard and Visa, are accepted in Ethiopia. Automatic teller machines (ATMs) are also available.

Electricity supply and voltage

The electricity supply in Ethiopia is 220 volts with a frequency of 50 Hz and alternating current (AC). Plug types C and F are used, as depicted below.



Mobile phone services

Ethio Telecom and Safaricom are the main mobile phone companies in the country that offer prepaid SIM cards, and they have roaming agreements with partners in many countries. Customers must register their SIM card to activate it. Registration can be done at the time of purchase. Customers must present their passport when purchasing a SIM card from authorized vendors. SIM cards and airtime can be purchased at the airport.

Health requirements

Addis Ababa is located at an altitude of 2,400 m above sea level, which may cause altitude sickness in some people. People who have experienced altitude sickness in the past should reconsider whether they need to travel to Addis Ababa or consult their physician to obtain appropriate medication for the condition. The



risks related to altitude sickness are higher for individuals with multiple health problems (comorbidities) and can result in serious health consequences. Participants should discuss their health issues with their physician before embarking on the trip.

Participants are advised to ensure that their vaccinations are up to date at least four to six weeks before travelling to Ethiopia. Vaccination against yellow fever is required for travelers who have departed from or transited through a country with a risk of yellow fever transmission no more than six days before arriving in Ethiopia. Participants should check the validity of their vaccination card and update it accordingly.

A medical team with an ambulance will be on standby, at cost, at the United Nations Conference Centre in Addis Ababa to provide first aid, emergency care and stabilization. Participants who develop serious medical emergencies can be transferred to the referral hospitals listed in annex II.

The United Nations Health Care Centre, which is located on the premises of the ECA compound, is open 24 hours a day, 7 days a week. It provides outpatient care and emergency services, including ambulance services, to conference participants throughout the duration of the meeting. The Centre can be reached through the following emergency number, either by calling direct or via WhatsApp: +251 92 990 8433. All services provided at the United Nations Health Care Centre are provided on a fee basis.

Information on Ebola Virus Disease (EVD)

In response to the Ebola Virus Disease (EVD) outbreaks reported in parts of the Democratic Republic of the Congo and Uganda, and following the public health emergency declarations and guidance issued by the World Health Organization (WHO) and the Africa Centers for Disease Control and Prevention (Africa CDC), Ethiopian authorities have strengthened health surveillance measures at points of entry. Travelers arriving from or transiting through affected countries may be subject to health screening and other public health requirements, including compliance with recommended hygiene and preventive measures. To date, Ethiopia has not reported any confirmed cases of Ebola Virus Disease within its borders. At present, there are no Ebola-related travel restrictions affecting entry into or travel within Ethiopia.



A list of hospitals and clinics in Addis Ababa where participants may seek medical assistance is provided in annex II.

Security advisory

Addis Ababa is a relatively safe city for travelers and conference activities. The Government of Ethiopia will provide security services at the meeting venue and hotels.

Nevertheless, Participants and visitors are advised to remain security-conscious, stay alert and vigilant, maintain a low profile, avoid going anywhere alone, when possible, avoid going out at night and report any incidents immediately to the security team.

While at the conference venue, participants should adhere to the following guidelines:

-  Conference badges should be worn visibly and shown to any authorized person who asks to see them.
-  Bags and parcels must not be left unattended, as they may be confiscated and destroyed.
-  Unauthorized persons, including children, must not be brought into the conference facilities.
-  Participants should take care of their valuables.
-  Participants should ensure that they have all their documents and personal items before they leave the conference halls and meeting rooms.
-  Participants should inform the Security and Safety Service or an on-duty security officer if they lose anything valuable.
-  Participants should adhere to the following safety advice in relation to their hotels:
 -  Guests should always lock the door after entering and leaving their hotel room.
 -  Guests should inspect their room before they go out to ensure that no money, jewelry, cameras or other valuables are visible. Any such items should be deposited at the reception desk, in return for a receipt, or be left in the safe in the hotel room.
 -  Any suspicious or unusual activity should be reported to the security personnel immediately.



Participants should adhere to the following safety advice in relation to their hotels:

- Guests should always lock the door after entering and leaving their hotel room.
- Guests should inspect their room before they go out to ensure that no money, jewelry, cameras or other valuables are visible. Any such items should be deposited at the reception desk, in return for a receipt, or be left in the safe in the hotel room.
- Any suspicious or unusual activity should be reported to the security personnel immediately.

Emergency contacts

ECA Security Control Centre	+251 11 551 6537 / +251 11 551 2945 +251 11 544 5060 / +251 97 658 5689 +251 96 523 3688
Department of Safety and Security Operations Centre	+251 11 524 2155 / +251 11 524 2059 +251 11 444 4428 / +251 98 689 4397
Addis Ababa Police Commission	991 / +251 11 111 0111
Ethiopian Federal Police	916 / +251 11 552 6302
Addis Ababa Fire and Emergency Prevention and Rescue Agency	939 / +251 11 869 6867 / +251 11 869 6868

About Ethiopia

Ethiopia is an expansive, landlocked country in the Horn of Africa. Its capital city, Addis Ababa, is situated at an altitude of 2,400 m. Ethiopia is a multi-ethnic State in which 83 languages and 200 dialects are spoken. Agriculture is the backbone of the national economy, and the principal exports from this sector include coffee, oil seeds, pulses, flowers, vegetables, sugar and animal feed. About 90 per cent of the population earns a living from the land. There is also a vibrant livestock sector, exports from which include cattle, hides and skins.



Information on selected tourist sites in Addis Ababa is provided in annex III.

Climate

Ethiopia has two main seasons. The dry season is from October to May, and the rainy season starts in late June and ends in September. Temperatures vary depending on the season and altitude. Addis Ababa's weather in September falls within, though at the tail end of, its main rainy season. During this period, temperatures are generally cool and comfortable, with daytime averages around 20–23°C and cooler nights, although frequent rainfall is expected.

Overall, the weather is mild but rainy; therefore, it is advisable to plan for occasional showers and to carry an umbrella and light warm clothing.

Time zone

The time zone is GMT+3 all year long.

Information about the meeting and Logistics

For substantive meeting information:

Allan Mukungu, PhD

Economic Affairs Officer

Macroeconomics Analysis, Institutions, and Economic Governance Section

Macroeconomics, Finance, Governance and Planning Division, UNECA

Addis Ababa, Ethiopia

Phone: +251 11 544 5542

Mobile: +251 919 158 030

Email: mukungua@un.org

For logistical issues contact:

Mr. Solomon Wedere

Research Assistant

Macroeconomics, Finance, Governance and Planning Division

UNECA, Addis-Ababa, Ethiopia

Tel: +251911360834

Email: wedere@un.org



Looking forward to seeing you soon in Addis Ababa!

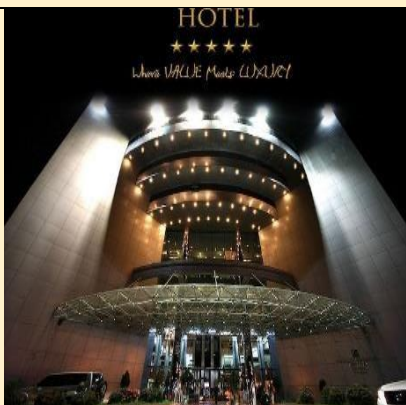
Annex I

Designated hotels in Addis Ababa near the conference venue

The designated hotels are listed in the table. Participants should contact their preferred hotel directly and make their own reservation if they prefer other hotels arranged by UNECA.

<i>Hotel</i>	<i>Contact details</i>	<i>Type of room</i>	<i>United Nations rate</i>
	ELILLY HOTEL Tel: 0115- 58 77 77/73/70 Fax: 0115 58 52 00 Contact: Ms. Elsabeth Shume E-mail: info@elillyhotel.com reservation@elillyhotel.com el.com Website: www.elillyhotel.com <i>Two minutes' walk from ECA compound entrance</i>	Standard room	\$80.00 Inclusive of breakfast and all taxes
	Hyatt Regency Hotel Telephone: +251 11 517 1234 +251 91 189 0886 Contact: Ms. Meron Email: addisababa.regency@hyatt.com meron.afework@hyatt.com <i>Twenty-six minutes' walk from ECA compound entrance</i>	Standard room	\$180.00 Plus 26.5% tax, breakfast included



<i>Hotel</i>	<i>Contact details</i>	<i>Type of room</i>	<i>United Nations rate</i>
	Marriott Executive Apartments Telephone: +251 11 518 4600 Contact: Mr. Biruk Hailu / Ms. Tigist Juneydin Email: reservation.adder@marriott.com Website: www.marriott.com/adder <i>Fifteen minutes' walk from ECA compound entrance</i>	Single room	\$160.00 Plus 26.5% per cent tax, breakfast
	Inter Luxury Hotel Telephone: +251 11 550 5066 +251 11 518 0444 Fax: +251 11 554 0090 +251 11 554 0096 Contact: Ms. Jacqueline Solomon Email: christie.dawit@interluxuryhotel.com reservation@interluxuryhotel.com Website: https://interluxuryhotel.com/ <i>Six minutes' walk from ECA compound entrance</i>	King deluxe (standard) room	\$80.00 Inclusive of breakfast and all taxes



	Jupiter International Hotel – Kazanchis Telephone: +251 11 552 7333 +251 11 552 6370 Fax: +251 11 552 6418 Contact: Ms. Ayelech +251 91 165 1810 Email: info@jupiterinternationalhotel.com reservations@jupiterinternationalhotel.com Website: www.jupiterinternationalhotel.com <i>Six minutes' walk from ECA compound entrance</i>	Standard single room Deluxe room Twin room	\$75.00 \$90.00 \$110.00 Inclusive of breakfast and all taxes
	Nigist Towers Hotel and Apartments Telephone: +251 11 550 9770 Contact: Yirgat: +251 91 119 5535 Email: info@nigisttowers.com nigisttowers@gmail.com Website: www.nigisttowers.com <i>Two minutes' walk from ECA compound entrance</i>	Studio One-bedroom suite Two-bedroom suite	\$72.45 \$84.53 \$114.70 Inclusive of all taxes, breakfast not included
	Radisson Blu Hotel Telephone: +251 11 515 7600 +251 11 517 0400 Fax: +251 11 515 7601 Contact: Ms. Elleni +251 92 146 7702	Single standard room	\$158.00 Inclusive of breakfast and all taxes



	Email: elleni.surafel@radissonblu.com reservations.addisababa@radissonblu.com Website: www.radissonblu.com <i>Seven minutes' walk from ECA compound entrance</i>		
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Annex II

Selected hospitals in Addis Ababa

<i>Name of hospital</i>	<i>Names of staff members and designation</i>	<i>Telephone number</i>	<i>Specialization</i>
United Nations Health Care Centre	United Nations Health Care Centre emergency hotline Dr. Sonita Panta (Chief Medical Officer) Dr. Eyesusawit Shewangizaw (Deputy Chief Medical Officer) Kelemwork Kejela (Head Nurse) Dr. Biruk Girma (accident and emergency)	+251 92 990 8433 +251 91 150 8218 +251 91 122 1726 +251 91 120 1803 +251 90 403 2929	United Nations clinic
Bethzatha General Hospital	Reception Dr. Zekiyos (Medical	+251 11 552 5996 +251 11 553 5980 +251 11 554 0013s +251 11 552 5997 +251 98 682 4258	General hospital



	Director)		
Landmark Hospital	Reception	+251 11 552 5463 +251115525463	General hospital
St. Gabriel General Hospital	Reception	+251 11 618 7345 +251 11 661 4400 +251 11 618 7359	General hospital
Silk Road General Hospital	Reception Emergency room coordinating nurse Coordinating head nurse (Jerusalem) Coordinator ICU (Dr. Getachew) General Manager (Mr. Ying Zhang)	+251 93 661 0666 +251 96 904 5576 +251 98 470 3771 +251 91 163 3591 +251 92 119 9247 +251 97 099 7788	General hospital

<i>Name of hospital</i>	<i>Names of staff members and designation</i>	<i>Telephone number</i>	<i>Specialization</i>
Hemen Maternity Health Center	Reception	+251 11 126 4519	Gynaecology and paediatrics
Danu Orthopaedic Centre	Reception	+251 11 111 9266	Orthopaedics
	Reception	+251 11 667 8004 +251 11 667 8020 +251 94 964 8404	General medicine



American Medical Center	Dr. Edlawit	+251 91 131 0874	
Samaritan Surgical Center	Reception	+251 94 444 4801 +251 11 668 0009	Orthopaedics and general surgery
	Dr. Samuel (Orthopaedic Surgeon)	+251 91 134 7732	
	Dr. Anteneh Kehaiw (Medical Director)	+251 92 072 1776	
Axon Stroke and Spine Center	Dr. Wondwossen Gebreamanuel (Interventional Neurologist)	+251 91 125 0778	Strokes
	Dr. Tariku (anaesthesia and critical care)	+251 96 681 6064	
Teklehaimanot General Hospital	Reception	+251 11 156 1278	General medicine
Ethiopian Red Cross Society	Dr. Eyerusalem (focal point)	+251 91 363 9152	Prehospital and ambulance services
	Dr. Dawit	+251 93 498 5298	
Washington Medical Centre, Bole Rwanda branch	Reception	+251 93 951 5151 +251 93 952 5252	General medicine
	Dr. Melaku (focal point)	+251 91 212 7670	
	Mr. Wudu (administration)	+251 93 601 0882	
	Dr. Fasil (Medical Director)	+251 93 601 0883	



Annex III

Selected tourist attractions in Addis Ababa

<i>Attraction</i>	<i>Description</i>
National Museum of Ethiopia	A center of history and culture in the capital, the National Museum of Ethiopia charts the ancient legacy not just of Ethiopia but of all humankind. The museum features many archaeological artefacts discovered locally, such as fossil remains and skeletons. It also displays many works of art by Ethiopian artists, alongside ancient relics of some of the first-known hominids and ethnological artefacts from across the centuries.
Holy Trinity Cathedral	Construction of this massive and ornate cathedral began in 1936 and was completed in 1944, during the reign of Emperor Haile Selassie I. It is one of the best-designed churches in Ethiopia and is notable for its architecture, decoration, spaciousness and splendid stained-glass windows. In addition, it is the burial place of Haile Selassie and many other dignitaries. There is also a small museum on the grounds, housing over 140 religious manuscripts, icons, ceremonial items, paintings, umbrellas, crosses and books dating from as far back as the fifteenth century.
Entoto Natural Park	Part of the Beautifying Sheger project, Entoto Natural Park is a highland park that sits nearly 3,000 m above sea level. The large park is spread across an often sunny but cold and windy mountain and has many high-quality cafés, restaurants, hotels and even a new art museum within its grounds. The brainchild of the Prime Minister of Ethiopia, Abiy Ahmed, Entoto Natural Park is now among the most attractive places in Addis Ababa. Many world-class Ethiopian athletes train in the park.
Unity Park	Unity Park is home to the National Palace, which is a whole world unto itself. There are many things to see and experience in Unity Park, including nature, wildlife, history and architecture. It is a place where visitors can come face to face with more than a century of Ethiopian history.
Science Park	A new addition to the capital, the ultramodern Science Park is a unique building in Addis Ababa and has become a tourist attraction. Located next to the National Palace and Unity Park, the museum contains 30 interactive exhibits on a wide range of scientific fields. The rooftop viewing platform is an excellent advantage from which to enjoy the



	modern skyline of Addis Ababa.
Merkato	“There is nothing that you cannot find in Merkato!” say the locals. And it’s true. Merkato is the biggest open-air market in Africa, where thousands of entrepreneurs and street traders sell every commodity imaginable. Although the stalls and shopfronts may seem unappealing from the outside, transactions worth billions of birr are conducted there every day.

