



**African Roundtable on Climate Initiatives to Accelerate Climate Action  
and Advance the SDGs**

**And  
AGN Plenary meeting**

**2 – 4 August 2022**

**Addis Ababa, Ethiopia**

**Information note for participants**

The Economic Commission for Africa (ECA) will host the African Roundtable on Climate Initiatives to Accelerate Climate and the African Group of Negotiators Plenary meeting of the African Group of Negotiators attended by the AGN Lead Negotiators and UNFCCC National Focal Points. The meeting will take place from **2nd to 4th August 2022** at the **United Nations Conference Centre of the UN Economic Commission for Africa (UNECA) in Addis Ababa, Ethiopia**. The roundtable is one of a series of global roundtables organized by the UN system on the road to COP 27 that is transpiring in Sharm el Sheikh, Egypt in November 2021.

## **Hybrid nature of the meeting**

Owing to the COVID-19 pandemic and restrictions on the size of gatherings, the meeting will adopt a hybrid format.

The present information note provides participants with information about online participation. For participants travelling to Addis Ababa for the Meeting, the note also provides information to help to plan travel and ensure that there is due compliance with all travel protocols, including those relating to COVID-19. Participants are encouraged to carefully read the information herein and have it readily available throughout the duration of the Meeting. The event website is at: <https://www.unece.org/events/african-climate-policy-centre/african-roundtable-catalysing-climate-finance-and-investment>

## **Meeting registration**

Registration for the African Roundtable on Climate Initiatives to Accelerate Climate Action and Advance the SDGs is already open. It is mandatory for all participants to register with the AGN secretariat. There will be no registration onsite. The registration desk will only be handing out badges for participants who have registered online before the deadline date.

More up-to-date information about the accreditation arrangements for the Meeting can be found on the official websites of the Meeting.

## **Accreditation**

Questions regarding the accreditation procedure should be directed to:

James Murombedzi  
Chief, African Climate Policy Centre  
United Nations Economic Commission for Africa  
Email : [eca-acpc@un.org](mailto:eca-acpc@un.org)

[Or to](#)

Monica Schlottau  
Executive Assistant to the AGN Chair  
Email: [monicaschlottau@gmail.com](mailto:monicaschlottau@gmail.com)  
SA cell number: +27766411425

## **Health requirements for travel to Ethiopia**

*Ethiopian travel requirements in relation to the COVID-19 pandemic*

Ethiopia entry requirement in relation to COVID-19 Pandemic effective from 01 April 2022 are as follows:

- Any international traveler above the age of twelve coming through international airports of the country shall bring a certificate of negative RT PCR test done up to 72 hours or three days before departure or Antigen- RDT negative test up to 24 hours before arriving to Ethiopia.
- Notwithstanding the provisions of sub-article 1 of this Article, the traveler can enter the country without RT PCR or Antigen – RDT test certificate if he/she has a certificate of recovery from COVID-19 within 90 days or if he/she has completed the COVID-19 vaccine in full and provides evidence.
- Without prejudice to sub article 1 and 2 of this article, if transit passenger entering through international airports of the county don't enter the city or don't leave his/her hotel designated by the airline, sub article 1 and 2 does not apply on him/her. Whereas if he/she is to enter the city leaving the airport or hotel designated by the Airline, sub article 1 and 2 above shall apply or shall be tested negative with Antigen-RDT done at the airport or hotels designated by the airlines.
- Notwithstanding the provisions of sub-article 1 and 2 of this article, if the traveler is a diplomat and fails to fulfill the requirements provided under sub-article 1 and 2 of this article, he/she shall be tested at the airport and enter the country. Whereas if the test result is positive or if he refuses for test, he/she shall self-isolate for 7 days.
- Notwithstanding the provisions of sub- article 1 and 2 of this article, a returnee may enter the country by taking Antigen-RDT test at the airport if he does not fulfill the requirements provided under sub article 1 and 2 of this article. If the test result is positive, he/she shall be followed up in accordance with the relevant protocol.
- Any person who is coronavirus positive is prohibited from entering the country.

**Note:**

- The COVID-19 RT-PCR test result certificate obtained/issued in Ethiopia for travel from Ethiopia is not valid for return flights.
- “Full vaccination” means 2 weeks after taking of the single dose of Johnson and Johnson, and 2 doses for Astra Zeneca, Sinopharm, Sinovac, Moderna, and Pfizer.
- “Recovery” refers to declaration of an individual free from COVID-19 which is decided according to the health professional on time based, symptom based and test-based criterions. If a patient is asymptomatic, he will be declared recovered 7 days after the day of sample collection for RT PCR test which turned positive or the day of positive Antigen RDT test. If a patient is symptomatic, he will be declared recovered after minimum of 7 days from the date of start of symptoms and additional 3 days without symptoms.

***Other health requirements***

Those travelling to Ethiopia from countries where yellow fever is endemic should be in possession of a valid health certificate attesting to vaccination against yellow fever.

Vaccination against cholera is also required for anyone who has visited or transited through a cholera-infected area within six (6) days prior to arrival in Ethiopia. Since Addis Ababa is located at an altitude of two thousand, four hundred (2,400) metres, it is advisable to take precautionary measures to avoid health problems caused by high altitude. Individuals with chronic health conditions that might precipitate the development of a pulmonary embolism or deep vein thrombosis are advised to take particular care.

The Health Care Centre, situated on the ground floor of the Meeting Centre, can provide emergency medical services to participants and delegates attending the Meeting, at cost.

In case of a medical or dental emergency, please contact:

Dr. Grace Fombad  
Chief, United Nations Health Care Centre  
Telephone: + 251 115 44 35 07; +251 911 50 82 18  
Emergency room / ambulance service: + 251 929 90 84 33; + 251 115 44 55 02

## **Immigration and travel requirements**

### ***Conference E-Visa***

A conference visa is issued to those who wish to visit Ethiopia for International conferences provided that they have an invitation to the conference, seminar or workshop being organized in Ethiopia by a Ministry or Department of the Government of Federal Democratic Republic of Ethiopia, Regional State Governments, Educational Institutions and Universities or organizations owned by the private sector or by the Government of Ethiopia, United Nations or its specialized agencies, African Union or reputed NGOs.

#### Requirements:

- (i) Recent passport-size photo;
- (ii) Copy of passport of the applicant, which is valid for at least 6 months from the intended entry date to Ethiopia;
- (iii) Invitation letter issued by the inviting organization;
- (iv) Approved note verbale from Ethiopia's Ministry of Foreign Affairs (MOFA);
- (v) An official application letter written by the inviting organization addressed to the Nationality Immigration and Vital Events Agency is also required.

Duration and Validity: The conference visa is a 30 (thirty)-day single entry visa whose validity starts from the intended date of entry to Ethiopia.

Website: [www.evisa.gov.et](http://www.evisa.gov.et)

Extension: Conference Visa cannot be extended.

Fee: For single entry 30-days conference visa, the application fee is USD 32.

Journalists: For the issuance of journalist visas, see [www.evisa.gov.et/#/journalist-visa](http://www.evisa.gov.et/#/journalist-visa). The application procedure for journalist visas is the same as described above.

All questions relating to visas should be sent to: [eca-protocolservice@un.org](mailto:eca-protocolservice@un.org).

## **Airline reservations**

Many international airlines operate to and from Addis Ababa. Participants must secure their return/onward air passage prior to arrival in Addis Ababa. The offices of Safeway Travel and Air Link Travel, which are located in the Rotunda of the ECA complex, can assist travellers with the reconfirmation of their tickets and provide travel and tour-related information. Given the likely closure of the Rotunda owing to COVID-19 restrictions, it is recommended that participants contact the offices by telephone at the following numbers:

Safeway Travel Tel: +251 115 44 30 51 / 44 30 52 / 46 84 85 or  
+251 911 510961 (mobile)

Air Link Travel Tel: +251 115 44 43 33/ 44 43 34/ 44 43 65 or 44 43 37

Subject to the prevailing COVID-19 restrictions, Ethiopian Airlines and Kenya Airways may also operate offices in the Rotunda.

Participants should have their tickets with them when contacting these travel agencies or airlines to reconfirm their flights.

## **Hotel accommodation**

Participants requiring hotel accommodation must contact the hotels directly to arrange, confirm and guarantee their bookings. Hotel rooms at special United Nations rates are available for participants staying at the hotels listed in the annex to the present note. Participants must confirm their hotel reservations no later than three weeks prior to the start of the Meeting. Reservations that are not confirmed by the deadline will be cancelled and the rooms will be released, after which hotels will accept accommodation requests based on room availability only.

Please kindly note that ECA will not be able to arrange hotel accommodation.

## **Arrival at Bole International Airport**

As part of the online registration process, participants will need to provide the date and time of their arrival in Addis Ababa, including complete flight details, which will be forwarded to the secretariat of the Meeting.

All participants will be met upon arrival at Bole International Airport by representatives of the Protocol and Liaison Services Unit and will be assisted with immigration and customs formalities if necessary.

More detailed information on the above procedure will be posted on the official website of the Meeting.

For planning purposes, participants should ensure that they inform the Secretariat by email ([eca-acpc@un.org](mailto:eca-acpc@un.org)) of any subsequent changes to the date and time of their arrival.

Customs regulations of the Government of Ethiopia allow each participant to bring into the country one laptop computer for use at the Meeting.

Equipment such as professional cameras and cinematography materials require prior approval by the responsible Ministry.

In order to assist with the temporary importation of such items, participants should send the following details to the secretariat of the Meeting between **ten (10) and thirteen (13) working days in advance of the Meeting:**

- (a) Full name of the person carrying the equipment;
- (b) Detailed specifications of the items;
- (c) A copy of the carrier's passport data page;
- (d) The date and time of arrival and departure.

The items will then be registered with the customs office as items for import prior to, and export following, the Meeting.

## **Identification badges**

For those attending in-person, ID badges can be collected starting **1 Aug 2022** at the Delegates Registration Building, which is located at Gate 2 of the ECA complex, from 8:00 a.m. to 6:00 p.m. each day.

For security reasons, participants should always wear their identification badges during meetings and social events at the ECA complex.

Please report any lost badge to the Meeting Management Unit, located on the ground floor of the United Nations Meeting Centre behind the registration counter, so that a replacement can be issued.

## **Online participation**

The Meeting will also be accessible online using the Zoom meeting platform. It is recommended that participants use a laptop or a desktop connected to a wired Internet connection to access the meeting platform. Smart devices (e.g., cellphones) may be used but may present limitations for viewing and participation and are prone to quality alterations when using wireless connections.

All **registered** participants will receive a set of personalized connection details (link, username and password) to access the virtual meetings. The event links will be opened one (1) hour before the meeting start time. Please try to log in as early as possible to ensure that you are able to connect to the meeting.

Upon clicking the link, participants will be guided on how to join the meeting. It is recommended to start the login process one (1) hour before the beginning of the meeting to address potential technical difficulties.

When you enter the meeting Zoom please type the following in the "Name" field:

First Name, Last Name/Organization.

There will be two types of participation in the event: “Panelist” and “Attendee”. The technical setup of the meeting will be controlled by the “Host”, who is a technical expert from the broadcasting support services of the United Nations.

### ***Instructions for panellist***

- The meeting link will be open one (1) hour before the meeting start time.
- Sign in 30–60 minutes before the start time to ensure that you are ready when the meeting starts.
- Find a quiet space in a room free of distractions and with no or minimal background noise.
- Mute the sound on your mobile phone.
- Panellists will have the option to mute/unmute their microphones and turn on/off their video.
- Panellists should keep their videos on throughout the session.
- Mute your microphone when you are not speaking to eliminate background noise during the session.

### ***During the Q&A sessions***

- Some predetermined speakers may be granted “panellist” status and should use the video and microphone functions only during the Q&A session.
- For predetermined speakers: If given the floor, please turn on your video and microphone before speaking. Please identify yourselves by stating your name and organization.
- Before taking the floor, find a quiet space in a room free from distractions, with no or minimal background noise, and mute the sound on your mobile phone.
- Keep your questions or remarks focused and concise so that others will also get an opportunity to speak.

### ***Instructions for attendees***

- The meeting link will be open one (1) hour before the meeting start time. Sign in 30–60 minutes before the start time to ensure that you are ready when the meeting starts.
- You will enter the meeting with the microphone and video off by default. You will not be able to modify those settings.

### ***During the Q&A session***

- You will be able to ask a question through the chat function by clicking on the chat button. Select “ALL PANELLISTS” from the drop-down menu when sending a question. The moderators will read the questions and request the appropriate panellist to respond. Therefore, if you would like to address your question to a particular panellist, kindly indicate which one in your question, and also provide your name and institution.
- The organizer and the moderators will try to address as many questions as possible on a first-come first-served basis. However, it may not be possible to address all the

questions posed owing to meeting time limits.

- Please respect the views expressed by others during the meeting, even if you do not agree with them. Kindly keep all interactions cordial and professional, including when asking questions through the chat function.

### ***Technical troubleshooting***

If you have a problem with the connection, send an email to [eca-servicedesk@un.org](mailto:eca-servicedesk@un.org) with reference to the Zoom event number, along with your phone number. A service desk technician will contact you in due course to provide assistance.

### **Meeting documentation**

All participants attending in person are strongly encouraged to bring their own laptops or iPads with them.

To reduce the environmental impact generated by the use of paper, participants are encouraged to rely on digital versions of Meeting documents. All unrestricted, official documents and statements related to the Meeting will be available in the official languages of the Commission (English and French) on the event website.

### **Transportation**

Participants can arrange for airport transfer with the hotel that they book. Taxis are also available for the 6km drive from Bole international airport to the recommended hotels, which are all close to the UN Conference Centre (the venue of the event).

### **Information and communications technology services**

The United Nations Meeting Centre is equipped with wi-fi. Technical support is available from the ECA Help Desk (tel.: +251 115443123; ext.: 33123; [ihelpdesk@uneca.org](mailto:ihelpdesk@uneca.org)). Technical support for presentations must be arranged in advance with the Meeting Centre support team ([eca-uncc-aa@un.org](mailto:eca-uncc-aa@un.org)).

Please be advised that Blackberry services are not available in Ethiopia.

### **Catering facilities**

Morning and afternoon refreshments, as well as lunch, will be provided at the Meeting venue.

### **Mobile phones**

Participants are encouraged to bring with them a dual-band mobile handset (900/1800 MHz). The national telecommunications company, Ethio Telecom, sells SIM cards with pre-charged airtime. The initial subscription cost is fifteen (15) Ethiopian birr. For more information, see [www.ethiotelecom.et/prepaid-mobile/](http://www.ethiotelecom.et/prepaid-mobile/).

### **General information about Ethiopia**

#### ***Geography***



Ethiopia is an expansive, landlocked country in the horn of Africa. Its capital city, Addis Ababa, is situated at an altitude of 2,400 metres. Ethiopia is a multi-ethnic State with eighty-three (83) languages and two hundred (200) dialects. Agriculture is the backbone of the national economy, and the principal exports from that sector include coffee, oil, seeds, pulses, flowers, vegetables, sugar and animal feed. About ninety (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.

### ***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 are usually mild, but vary slightly depending on the season and altitude.

Since there is the possibility of cool weather at night and after heavy rains, participants may wish to bring a light jacket or sweater with them.

### ***Electricity***

The electric supply in Ethiopia is 220-240 volts, 50 cycles, and is AC-accessible via a 13-amp, two-pin (European) socket.

### ***Currency (Ethiopian birr)***

Ethiopia's currency is denominated in "birr" and "centimes". As at the time of printing, the operational exchange rate used by the United Nations was ETB 52.19 to USD 1.

Subject to COVID-19 restrictions, the branch of the Commercial Bank of Ethiopia located in the Rotunda of the ECA complex may be open during regular business hours (Monday to Friday, 8:00 a.m. to 5.30 p.m.). There is also an authorized exchange centre (Forex) at the Sheraton hotel. ATM machines can be found in the Meeting Centre and at a number of other locations, including the Elilly, Hilton, Intercontinental, Jupiter, Marriott, Radisson Blu and Sheraton hotels.

## **Personal safety and security**

The full cooperation of all participants is required to ensure their personal safety and the security of their valuables.

While on ECA premises, all participants must adhere to the following:

- Show their meeting badges to any authorized person who asks to see it and wear it visibly.
- Do not leave bags and parcels unattended, as they may be confiscated or destroyed.
- Do not bring unauthorized persons and children into the Meeting Centre.
- Do not leave any valuable items unattended.
- Ensure that you are taking all documents and personal items with you before

leaving the meeting halls and meeting rooms.

- Inform the Security and Safety Service or the nearest security officer if you lose anything valuable.

In respect of your hotel, participants should follow the following safety advice:

- Lock the door upon entering or leaving your room.
- Before leaving your room, make sure that no money, jewellery, cameras or other valuables are visible.
- Deposit valuables and other portable items at the reception desk and obtain a receipt for them.
- Contact the ECA Security and Safety Service if you see anything suspicious.

## **Useful telephone numbers**

### ***Emergency numbers***

United Nations Control Room – Addis Ababa (24 hrs) +251 – 115 445135 /516537 / 512945

Security Control Centre +251115512945 // +251115516537

### ***Emergency numbers outside Addis Ababa***

United Nations Operations Centre (24 hrs) +251 – 115-511726

Satellite phone +87162546835– +8821651133843

Police emergency numbers (24 hrs) 991

City Police +251 – 115 572100 / 572121

Federal Police +251 – 115 524077 / 526302 / 526303

**Annex: List of hotels in Addis Ababa**

<b>No.</b>	<b>HOTEL</b>	<b>UN Rate USD / Night</b>
<u>1.</u>	<b>RADISSON BLU HOTEL</b> <b>Tel:</b> (251-11) 5-15 76 00/ 17 04 00 <b>Fax:</b> (251-11) 5-15 76 01 <b>Email:</b> <a href="mailto:reservations.addisababa@radissonblu.com">reservations.addisababa@radissonblu.com</a> <a href="http://sonblu.com">sonblu.com</a> Website:	TBC
<u>2.</u>	<b>ELILLY HOTEL</b> <b>Tel:</b> (251-11) 5- 58 77 77/73/70 <b>Fax:</b> (251-11) 5 58 52 00 <b>Contact:</b> Ms. Elisabeth Shume <b>Email:</b>	TBC
<u>3.</u>	<b>JUPITER HOTEL</b>  Cazanchise Tito St, Cazanchise, Kirkos, Addis Ababa, Jupiter International Hotel Bole African Avenue, Bole, Addis Ababa, 110778, Ethiopia <b>Tel:</b> +251115527333;+251116616969 <b>Email:</b> info@jupiterinternationalhotel.com	TBC
<u>4.</u>	<b>INTERCONTINENTAL</b>  Genconakre Street Addis Ababa, Ethiopia 5907 <b>Phone:</b> 251 11-518-0444 <b>Email:</b> reservation@intercontinentaladdis.com	TBC