

EGM Starts: Wednesday, 20 January 2016, 09:00

EGM Ends: Friday, 22 January 2016, 17:30

Venue: The United Nations Conference Centre
Economic Commission for Africa
Addis Ababa, Ethiopia

Programme Structure: The full programme of work will be made available in due course. The structure of the agenda is as follows:

09:00 – 09:30	Networking
09:30 – 12:30	Working sessions
12:30 – 14:00	Lunch
14:00 – 17:00	Working sessions
17:00 – 17:30	Networking

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Working Languages: English and French, with simultaneous interpretation.

Accommodation: The secretariat will make accommodation reservations for all participants at Elilly International Hotel, which is just by the gate of ECA. Participants should pay the hotel directly for the accommodation and any incidental costs incurred during their stay (see DSA information below). The secretariat has negotiated a nightly rate of \$130 at the hotel.

Participants who wish to make their own accommodation arrangements should advise the secretariat at least one week before the meeting date to avoid financial penalties.

Daily Subsistence Allowance: A daily subsistence allowance will be paid to sponsored participants at prevailing United Nations rate – the rate for December 2015 is \$207 per night. Participants are required to submit their arrival boarding passes and to present their airline tickets and passports for the DSA payment. Please be advised that new administrative procedures require that 25% of the DSA be retained and paid through participants' bank accounts upon submission of expense reports at the end of the EGM.

Travel: The conference secretariat will arrange travel for sponsored participants by the most direct route on economy air ticket. Self-funded participants are requested to advise the secretariat of their itineraries not later than one week before the meeting date.

Airport Transfers: The hotel has a shuttle service for its guests. After passing through immigration and customs controls, participants should look for the hotel desk inside the arrival hall. The secretariat will communicate the expected arrival times for sponsored participants.

Self-sponsored participants who are staying at the conference hotel should communicate their travel details to the secretariat at least one week before the meeting date to be included on the list.

Visas:

Delegates attending meetings organized by the United Nations and the African Union can obtain business visas on arrival at Bole International Airport. The secretariat will therefore submit a list of confirmed participants to the Ethiopian immigration authorities prior to their arrival. Please note that the airlines may require you to present your invitation letter for the meeting, together with an official copy of the visa-on-arrival list with your name on it; the secretariat will therefore provide listed participants with a copy of the list. A fee of \$50 is payable in US dollar cash for the visa.

However, to avoid long delays at the airport on arrival, it is preferable to obtain entry visas before travelling, if there is an Ethiopian diplomatic mission where the travel is originating, using the invitation letters as supporting document.

Participants whose travels have not been arranged by the secretariat should provide the following information to be included in the arrangements for visa on arrival:

- Full name
- Nationality
- Passport details (number, birth date, date of issue and expiry)
- Flight details (flight no., arrival and departure date and time)

Registration and Identification:

Participants must have identification cards to be allowed into the premises, and are required to visibly display them at all times during the conference and at all conference functions. The ID cards will be issued during conference registration on 20 January 2016 (8:30am – 9:00am) at the Delegate Registration Building (DRB) in front of Gate 2, near the hotel. A full list of confirmed participants will be made available to the ECA Security. Participants are required to present their invitation letters and passport for accreditation.

Catering Facilities:

Catering facilities that are readily available for refreshments and meals in the ECA compound include the following:

- Staff cafeteria, delegates lounge and press bar, located on the 2nd floor of UNCC, catered by Sheraton Addis;
- Kaldis Cafe, located in the Rotunda, near Africa Hall;
- Harambe Hotel, located near the Nigeria Lounge, near Africa Hall;
- Tivoli Restaurant, located behind Harambe Hotel.

Cost of meals vary according to selected items, ranging from ETB50.00 to ETB200.00 or more.

Mobile Phone Services:

Participants are encouraged to bring with them a dual band mobile handset (900/1800 MHz). Ethio-telecom offers SIM cards with prepaid airtime. The total package, which costs ETB 30.00, includes ETB 15 airtime.

Electricity Supply:

Electricity supply in Ethiopia is 220 Volts at 50 Hertz. Power outlets take standard European round two-pronged plugs.