



UNITED NATIONS

**Ninth Meeting of the Regional Consultation Mechanism of UN
Agencies and Organizations Working in Africa in Support of
the African Union and its NEPAD programme**

**Addis Ababa, Ethiopia
21-22 October 2008**

Information Note

Information for Participants

Dear Participants,

We look forward to welcoming you to Addis Ababa and to the Ninth Meeting of the Regional Consultation Mechanism (RCM) of UN Agencies and Organizations Working in Africa in Support of the African Union (AU) and its NEPAD programme. The meeting will be held from 21 to 22 October 2008 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 of the NEPAD and Regional Integration Division (NRID) of ECA:

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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 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 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 to re-confirm flights.

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 will be made by ECA for all **sponsored** participants. Details of the arrangements will be communicated in due course. 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 at 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). Ethiopian Telecommunication Company offers SIM Cards with pre-charged airtime.

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

October is dry season in Ethiopia, but occasional rainfall is possible. The temperature in Addis Ababa during October is between a maximum of 30 degree Celsius and a minimum of 5 degree Celsius.

12. Electricity Supply

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