



United Nations  
Economic Commission for Africa

**Fifty-third session of the Economic Commission for Africa and  
Conference of African Ministers of Finance, Planning and Economic  
Development**

**Information note for participants**



A.21-00112

The Economic Commission for Africa (ECA) will host the fifty-third session of the Conference of African Ministers of Finance, Planning and Economic Development from Wednesday, 17 March to Tuesday, 23 March 2021. The theme of the Conference will be “Africa’s sustainable industrialization and diversification in the digital era in the context of COVID-19”.

The Committee of Experts will begin its work on Wednesday, 17 March and conclude on Friday, 19 March 2021. The ministerial segment of the Conference of Ministers will take place on Monday, 22 March and Tuesday, 23 March 2021.

## **Hybrid nature of Conference**

Owing to the COVID-19 pandemic and restrictions on the size of gatherings, this year’s Conference will adopt a hybrid format. Physical attendance at the United Nations Conference Centre in Addis Ababa will be restricted to panellists, members of the Bureau at the ministerial level, Permanent Representatives of African member States in Addis Ababa, and ECA secretariat officials who are directly involved in the programme of events. All other participants will join the Conference virtually.

*Participants are advised that these plans are subject to change at any time, based on the evolution of the COVID-19 pandemic and related restrictions and guidelines that may be issued by governmental and other authorities. Conference participants are further advised that ECA assumes no liability for persons travelling to Addis Ababa or who may choose to attend the Conference in person. Such persons may be required to complete a waiver of liability to absolve the United Nations of any liability.*

The present information note provides participants with information about online participation. For participants travelling to Addis Ababa for the Conference, 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 Conference.

## **Conference registration**

**Registration for the Conference is already open.** It is mandatory for all participants to register at the official website of the Conference ([www.uneca.org/cfm2021](http://www.uneca.org/cfm2021)). Please complete registration as soon as possible and no later than **9 March 2021**. Participants attending in person must also submit their photos online. 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.

Advance registration is required so that participants can be provided in a timely manner with the connection links for online participation and to facilitate the issuance of entry badges for those attending in person. Only the names of duly registered participants will be included in the list of participants.

More up-to-date information about the accreditation arrangements for the Conference can be found on the official website of the Conference ([www.uneca.org/cfm2021](http://www.uneca.org/cfm2021)).

## Letters of credentials

Delegations are requested to submit their letters of credentials to the Executive Secretary of ECA, duly signed by the appropriate authorities of their respective Governments, at their earliest convenience and no later than the day before the start of the session (i.e., by Tuesday, 16 March 2021).

Letters of credentials must indicate the names, titles and contact details of the delegates nominated to attend the Conference. The letters may be sent via email to [ECA-SOC@un.org](mailto:ECA-SOC@un.org), with copy to [mulugetad@un.org](mailto:mulugetad@un.org). Originals sent by postal mail should be marked to the attention of the Executive Secretary and sent to the following address:

Office of the Executive Secretary  
Economic Commission for Africa  
United Nations  
9th Floor, Niger Building  
Menelik II Avenue  
P.O. Box 3002  
Addis Ababa, Ethiopia

Questions regarding the accreditation procedure should be directed to:

Secretary of the Commission  
Office of the Executive Secretary  
United Nations Economic Commission for Africa  
Tel. +251-929-90-84-20  
Email : [ECA-SOC@un.org](mailto:ECA-SOC@un.org)

## Health requirements for travel to Ethiopia (as of December 2020)

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

All passengers traveling to Ethiopia for the Conference **must** obtain and present to airline authorities a negative RT PCR test certificate for COVID-19 **before** boarding a flight. The test sample should have been taken no more than five days (120 hours) prior to arrival in Addis Ababa. A rapid diagnostic test (RDT antibody test) will not be accepted for this purpose. Children ten (10) years of age and below are exempted from the RT PCR test certificate requirement. Please note that COVID-19 testing is not available upon arrival at Bole International Airport.

All persons departing Ethiopia require proof of a negative COVID-19 test. Arrangements should be made immediately upon arrival in Addis Ababa for a pre-departure test to avoid delays in departure. A fee, currently estimated at about one hundred United States dollars (\$100), is charged for the test, and participants travelling to Addis Ababa for the Conference should come prepared to bear that cost.

Diplomatic and service passport holders (including United Nations and African Union staff), including their immediate families, are advised, but are not required, to obtain a negative PCR COVID-19 test certificate before boarding their flight, and to present the results upon arrival. Please note that any diplomatic and service passport holders, including the members of

their immediate families, who arrive in Ethiopia without a negative PCR COVID-19 test certificate, will be required to go into quarantine for fourteen (14) days.

Mask wearing in public is mandatory in Ethiopia. In order to prevent the spread of COVID-19, it is also recommended that you wash your hands frequently, use hand sanitizer when water and soap are not available, and maintain a physical distance of at least two (2) metres at all times.

Call the United Nations Health Care Centre immediately at the telephone numbers listed below if you exhibit any signs or symptoms of COVID-19.

### ***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 Conference Centre, can provide emergency medical services to participants and delegates attending the Conference, 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

### **General information on immigration and travel requirements**

Visas can be obtained in person, upon arrival at Bole International Airport, or in advance online. Participants requiring assistance from the secretariat of the Conference to obtain a visa upon arrival must provide to the secretariat the following particulars at least **10 working days** in advance of the planned arrival:

- (a) Full name;
- (b) Nationality;
- (c) Flight details (arrival and departure);
- (d) Passport number.

Participants requesting visas upon arrival at Bole International Airport should have in their possession their **personal official letter of invitation** and a **copy of the**

**note verbale listing the conference participants** (provided by the secretariat of the Conference) for presentation to the immigration authorities.

Holders of diplomatic and service passports and United Nations laissez-passer will receive visas free of charge.

**Other participants must pay for visas either in United States dollars or in euros upon arrival at Bole International Airport.**

To apply for an e-visa online, please visit [www.evisa.gov.et/#/conference-visa](http://www.evisa.gov.et/#/conference-visa). Participants who intend to apply for an e-visa will need to send the following information to the secretariat of the Conference at least **15 working days in advance of their arrival**:

- (a) Full name;
- (b) Nationality;
- (c) Flight details (arrival and departure);
- (d) Passport number.

Following receipt of that information, the ECA Protocol and Liaison Services Unit will issue the participant a letter of approval from the Ministry of Foreign Affairs. Participants should attach that letter to their online e-visa application, together with all other required documentation.

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

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.

## **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 Conference. 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 Conference.

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 Conference ([www.uneca.org/cfm2021](http://www.uneca.org/cfm2021)).

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

## **Temporary importation of laptops and other equipment**

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

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 Conference between **ten (10) and thirteen (13) working days in advance of the Conference**:

- (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 Conference.

## **Identification badges**

For those attending in-person, ID badges can be collected starting **15 March 2021** 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 Conference Management Unit, located on the ground floor of the United Nations Conference Centre behind the registration counter, so that a replacement can be issued.

## **Online participation**

This year's Conference of Ministers will primarily be an online event 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, user name 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. A different event link will be provided for each session

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 panellists**

- 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.

## **Conference documentation**

All participants attending in person are strongly encouraged to bring their own laptops or iPads with them. One laptop computer for the head of each member State delegation will be provided by the secretariat for use during the Conference.

To reduce the environmental impact generated by the use of paper, participants are encouraged to rely on digital versions of Conference documents. All unrestricted, official documents and statements related to the Conference will be available in the official languages of the Commission (Arabic, English and French) on the PaperSmart portal, which is available at <https://papersmart.uneca.org/meeting>.

The link to the PaperSmart portal can also be found on the official website of the Conference ([www.uneca.org/cfm2021](http://www.uneca.org/cfm2021)) under “Documents”.

A print-on-demand service will remain available to in-person participants during the Conference. Nonetheless, it is expected that requests for hard copies of documents will be made only when strictly necessary. Such requests will be honoured on an exceptional basis, with a maximum of 5 copies per document per delegation. Participants requiring this service are asked to complete the request form in the PaperSmart portal and send it to the email address provided.

## **Transportation**

ECA protocol officers will be stationed at Bole International Airport to assist participants upon arrival and to facilitate their hotel transfers.

During the Conference, ECA-provided transportation will be limited to transporting participants between their hotels and the Conference venue in the morning before the start of the scheduled activities, and in the evenings upon conclusion of the scheduled activities.

Participants will need to make their own arrangements for transport to Bole International Airport for departure from Addis Ababa. In addition, participants may wish to arrange transportation while in Addis Ababa outside the Conference period. To that end, participants should request assistance from the reception desk staff at their hotel, or consult the official website of the Conference, which contains contact information for recommended taxi and car hire companies.

## **Information and communications technology services**

The United Nations Conference 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 Conference 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 Conference 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 39.347 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 Conference 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 conference 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 Conference Centre.
- Do not leave any valuable items unattended.
- Ensure that you are taking all documents and personal items with you before leaving the conference 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 Addis Ababa

No.	HOTEL
1.	<b>HYATT REGENCY HOTEL</b> Tel: (251-11) 5 17 12 34 Email: <a href="mailto:addisababa.regency@hyatt.com">addisababa.regency@hyatt.com</a>
2.	<b>RADISSON BLU HOTEL</b> Tel: (251-11) 5-15 76 00/ 17 04 00 Fax: (251-11) 5-15 76 01 Email: <a href="mailto:reservations.addisababa@radissonblu.com">reservations.addisababa@radissonblu.com</a> Website: <a href="http://www.radissonblu.com">www.radissonblu.com</a>
3.	<b>ELILLY HOTEL</b> Tel: (251-11) 5- 58 77 77/73/70 Fax: (251-11) 5 58 52 00 Contact: Ms. Elsabeth Shume Email: <a href="mailto:info@elillyhotel.com">info@elillyhotel.com</a> <a href="mailto:reservation@elillyhotel.com">reservation@elillyhotel.com</a> Website: <a href="http://www.elillyhotel.com">www.elillyhotel.com</a>