



## Economic and Social Council

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**Economic Commission for Africa  
Committee of Experts of the Conference of African  
Ministers of Finance, Planning and Economic Development**  
Thirty-seventh meeting  
Addis Ababa, 11–15 May 2018

### Information note for participants

Thank you for confirming your participation at the upcoming fifty-first session of the Economic Commission for Africa Conference of African Ministers of Finance, Planning and Economic Development, to be held in Addis Ababa from Friday, 11 May, to Tuesday, 15 May 2018. The Conference will be held at the United Nations Conference Centre.

Please read the following information carefully, as it will help you to plan your travel to Addis Ababa.

Participants are encouraged to kindly keep this copy of the information note throughout the week. To keep cost down and in the interest of safeguarding our environment, it will not be reprinted. All details contained in this document can be found on the ECA website for the Conference (<http://www.uneca.org/cfm2018>).

### Letters of delegate credentials

Delegations are kindly requested to submit to the Executive Secretary of the Economic Commission for Africa their letters of credentials, duly signed by the appropriate authorities of their respective Governments, at their earliest convenience but before the start of the session on 11 May 2018.

Letters of credentials can be sent via email to [guoshe@un.org](mailto:guoshe@un.org), with copy to the Secretary of the Commission, at [baffoe-bonnie@un.org](mailto:baffoe-bonnie@un.org). Originals should be sent to the Office of the Executive Secretary at the address below or hand-delivered during the session to the Secretary of the Commission.

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

### Immigration requirements

All participants coming from countries in which there are Ethiopian embassies or consulates are strongly advised to obtain their Ethiopian visas prior to arrival in Ethiopia. For participants who are not able to process their visas in advance, ECA will make a request for them to be given business visas upon arrival at Bole International Airport.

In order to assist participants in obtaining visas upon arrival, the secretariat of the Conference needs to receive the following particulars at least **five working days** before arrival at Bole International Airport:

- (1) Full name;
- (2) Nationality;
- (3) Flight details (arrival and departure).

Participants requesting visas upon arrival should carry with them their personal **official letters of invitation** for the event, in order to show them to the immigration authorities at Bole International Airport.

Please note that an Ethiopian visa costs US\$ 30.00, or the equivalent in euros, per person. Payment must be made in either US dollars or in euros at the time of issue. For media representatives, the cost of a visa is US\$ 60.00, or the equivalent in euros. Holders of diplomatic and service passports and United Nations laissez-passers will receive visas free of charge. Bank receipts for money changed at the airport must be kept securely, since customs authorities may require you to present those receipts upon departure.

### **Health requirements**

Those travelling to Ethiopia from countries where yellow fever is endemic should be in possession of a valid health certificate attesting to receipt of vaccination against yellow fever. Vaccination against cholera is also required for anyone who has visited or transited through a cholera-infected area within six days prior to arrival in Ethiopia. Since Addis Ababa is situated at an altitude of 2,400 metres, it is advisable to take precautionary measures to avoid any health problems that might occur because of the high altitude.

The United Nations Health Care Centre, situated on the ground floor of the Conference Centre, can provide emergency medical services to participants and delegates attending the Conference.

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 and ambulance service: + 251 929 90 84 33 or  
  + 251 115 44 55 02

### **Airline reservations**

A number of international airlines operate to and from Addis Ababa. Participants must secure their return/onward air passage prior to arrival in Addis Ababa. Located in the Rotunda in the ECA complex, the offices of two travel agencies – Gashem Travel and Air Link Travel – can assist with the re-confirmation of tickets and provide participants with travel and tour-related information.

Gashem Travel      Tel: +251 115 44 30 51 / 44 30 52 / 46 84 85 or  
  +251 0911 25 04 68 (mobile)

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

Ethiopian Airlines and Kenya Airways also have offices in the Rotunda.

Please have your ticket with you when visiting the travel agencies or the airlines to re-confirm your flights.

## **Hotel accommodation**

The secretariat of the Conference will make hotel reservations for all sponsored participants.

**All non-sponsored participants must contact the hotels directly to arrange, confirm and guarantee their bookings. Block bookings of hotel rooms at special United Nations rates are available to participants staying at the hotels listed below (see annex). The deadline for confirming the reservations for those rooms is Tuesday, 5 May 2018. After that date, rooms that have not been confirmed will be released. The hotels will then accept accommodation requests on the basis of room availability only.**

All non-sponsored participants are kindly requested to note that ECA will not be in position to arrange hotel accommodation for those who fail to make their own arrangements directly.

ECA will provide transportation to and from the hotels listed below only.

In addition to accommodation costs, participants will be responsible for all other costs that are incurred (e.g., for meals, telephone, Internet and fax use, room service, mini-bar use and laundry service) and must pay the hotel directly when checking out of the hotel. Hotels that are offering special United Nations rates to Conference participants are listed in the annex.

## **Arrival at Bole International Airport**

As part of the online registration process, participants will need to enter their date and time of arrival in Addis Ababa, with full flight details, which will be forwarded to the secretariat of the Conference. All participants will be met upon arrival at Bole International Airport by Protocol Service representatives and will be assisted with immigration and customs formalities. More detailed information on the above procedure will be posted on the website of the Conference in due course. Please ensure that you inform the Protocol Service by email ([eca-protocolservice@un.org](mailto:eca-protocolservice@un.org)) of any subsequent changes to your time and date of arrival.

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

To comply with the import customs regulations of the Government of Ethiopia, participants should declare laptops and any other equipment they bring for use at the Conference. In order to assist with the temporary importation of such items, you should send detailed specifications of the items, a copy of your passport, along with your arrival and departure details, to the secretariat of the Conference, by **Thursday, 3 May 2018**, at the latest. The items will be registered for temporary importation with the customs office as items that will be taken out of the country at the end of the Conference.

## **Registration and identification badges**

### **Online and in-person registration**

Participants are required to register online at the website of the Conference ([www.uneca.org/cfm2018](http://www.uneca.org/cfm2018)) well in advance but no later than **Monday, 7 May 2018**, to facilitate the smooth coordination of the issuance of photo badges and the compilation of the list of participants. Participants are encouraged to submit their photos online in advance, which will speed up the registration process.

Please kindly note that prior online registration is mandatory, in line with standard United Nations security procedures, to facilitate security clearance.

In order to make access control more efficient and speed up screening by security personnel, photo badges will be issued to meeting participants. To receive their badges, participants must also register in person. The in-person registration process will begin on **Wednesday, 9 May 2018**, and will take place at the Delegates Registration Building, which is located at the eastern pedestrian entrance at Gate 2. In-person registration will be available from 8:00 a.m. to 6 p.m. each day. Only the names of duly registered participants will be included in the list of participants.

For security reasons, identification badges should be worn by all participants at all times, during Conference sessions and during official social functions held in the ECA complex. The loss of a meeting badge should be communicated to the Conference Management Unit, located on the ground floor of the United Nations Conference Centre behind the registration counter, so that a new badge can be issued immediately.

More up-to-date information about the accreditation arrangements for the Conference will be posted on the Conference website in due course.

## **Transport**

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

During the Conference, ECA-provided transportation will be limited to ferrying participants back and forth from their hotels to the Conference venue in the mornings and at the end of the daily sessions. In the interest of time, participants are encouraged to remain in the ECA complex during lunch breaks and to take advantage of the catering facilities inside the complex.

In the event that you would like to arrange transportation in Addis Ababa outside the time of the Conference or to be taken to the airport at the end of the Conference, you will find contact information for recommended taxi and car hire companies in Addis Ababa on the website of the Conference.

## **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**

Catering facilities for refreshments and meals within the ECA complex include:

- Sheraton cafeteria
- Delegate's dining room
- Press bar
- Tivoli restaurant
- Harambe restaurant
- Kaldis cafe

## Restaurants in Addis Ababa

A list of selected restaurants in Addis Ababa will be uploaded to the Conference website in due course.

## 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 starter package costs 40 Ethiopian birr, which includes 15 birr-worth of airtime. It takes approximately two days to have a mobile phone connected to the Ethio Telecom network.

## General information about Ethiopia

Ethiopia is as large as France and Spain combined. Addis Ababa is situated at an altitude of 2,400 metres. 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 its living from the land. There is also a vibrant livestock sector, exports from which include cattle, hides and skins.

The population of Ethiopia is estimated at 100 million, over 50 per cent of which is under 20 years of age. The average number of inhabitants per square kilometre is 69. Ethiopia is a multi-ethnic state with a great variety of spoken languages. There are 83 languages with 200 dialects, and the three main languages are Amharic, Tigrigna and Oromigna. English, French, Italian and Arabic are also spoken, mainly in Addis Ababa. Additional information on Ethiopia and ECA can be found online at <http://www.uneca.org>, <http://www.ethionet.et> and <http://tour.ethiopianonline.net>.

## Climate

Ethiopia has two main seasons. The dry season lasts from October to May, and the rainy season starts in late June and ends in September. Temperatures depend on the season and altitude.

Since there is the possibility of cool weather at night and after heavy rains, you may want to bring light jacket or sweater.

## Electricity

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

## Currency (Ethiopian birr)

Ethiopian currency is denominated in “birr” and “centimes”. The exchange rate fluctuates. The operational exchange rate of the United Nations was **US\$ 1.00 = ETB 27.5988** in April 2018.

There is a branch of the Commercial Bank of Ethiopia in the ECA complex, in the Rotunda. The bank is open Monday–Friday, from 8 a.m. to 5.30 p.m. There is also an authorized exchange centre (Forex) at the Sheraton Hotel, and there are ATM machines (which dispense birr only) for Visa and MasterCard users in the Conference Centre and at the Elilly, Hilton, Intercontinental, Jupiter, Marriott, Radisson Blu and Sheraton hotels.

## **Guidelines on personal security and safety of participants**

The United Nations Security and Safety Service is always ready to serve its clients. In this regard, the full cooperation of all participants is needed to ensure the safety of your valuables and your personal security.

While you are on ECA premises, please ensure that you:

- Show your conference badge 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
- Look after your valuable property
- Check that you have all your documents and personal items before you leave conference halls and meeting rooms
- Inform the Security and Safety Service or the nearest security officer if you lose anything valuable

When you are in your hotel, please follow this safety advice:

- Upon entering or leaving your room, make it a habit to lock the door
- Before leaving, inspect your room to make sure that no money, jewellery, cameras, etc., are visible
- Deposit valuables or portable items at the reception desk and obtain a receipt
- Should you observe anything suspicious or out of the ordinary, please contact the Security and Safety Service

## **Useful telephone numbers**

### **Emergency numbers**

UN Control Room – Addis Ababa (24 hrs)	+251 – 115 445135 / 516537 / 512945
Security Chief	+251 – 0911 201802
Deputy Chief	+251 – 0911 508578

### **Emergencies outside Addis Ababa**

United Nations Operations Centre (24 hrs)	+251 – 115-511726
Satellite phone	+87162546835
Police Emergency Numbers (24 hrs)	991
City Police	+251 – 115 572100 / 572121
Federal Police	+251 – 115 524077 / 526302 / 526303

## Annex

## List of selected hotels in Addis Ababa

No.	Hotel name and contact information	Room type	UN rate
1.	<b>CAPITAL HOTEL AND SPA</b> Tel: 251-11 6-672100 251-11-6-192000 Fax: 251-11-6-672012 E-mail: <a href="mailto:mafework@capitalhotelandspa.com">mafework@capitalhotelandspa.com</a> <a href="mailto:reservation@capitalhotelandspa.com">reservation@capitalhotelandspa.com</a> Website: <a href="http://www.capitalhotelandspa.com">www.capitalhotelandspa.com</a>	Single standard	US\$ 120.00  <i>Inclusive of breakfast and all taxes</i>
2.	<b>CHURCHILL HOTEL</b> Tel: (251-11) 1 11 12 12 Fax: (251-11) 1 11 88 00 Mr. Yibeltal – 251 913 13 91 25 E-mail: <a href="mailto:churchillhotel@ethionet.et">churchillhotel@ethionet.et</a> <a href="mailto:yibeas2001@yahoo.com">yibeas2001@yahoo.com</a>	Single	US\$ 55.00  <i>Inclusive of breakfast and all taxes</i>
3.	<b>DREAMLINER HOTEL</b> Tel: (251-11) 4 67 40 00 Fax: (251-11) 4 67 40 01 Ms. Helen Wehega Email: <a href="mailto:reservation@dreamlinerhotel.com">reservation@dreamlinerhotel.com</a> <a href="mailto:helendisasa@yahoo.com">helendisasa@yahoo.com</a> Website: <a href="http://www.dreamlinerhotel.com">www.dreamlinerhotel.com</a>	Deluxe king Deluxe premium	US\$ 70.00 US\$ 80.00  <i>Inclusive of breakfast and all taxes</i>
4.	<b>ELILLY HOTEL</b> Tel: 0115- 58 77 77/73/70 Fax: 0115 58 52 00 Contact: Ms. Elisabeth Shume/Mr. Tesfaye Amenu E-mail: <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>	Standard	US\$ 90.00  <i>Inclusive of breakfast and all taxes</i>
5.	<b>GETFAM HOTEL</b> Tel: (251-11) 6 67 31 75 E-mail: <a href="mailto:reservations@getfamhotel.com">reservations@getfamhotel.com</a> Website: <a href="http://www.getfamhotel.com">www.getfamhotel.com</a>	Standard Twin Junior	US\$ 87.00 US\$ 107.00 US\$ 145.00  <i>Inclusive of breakfast and all taxes</i>
6.	<b>GLOBAL HOTEL</b> Tel: (251-11) 4 66 47 66 Fax: (251-11) 4 67 34 22 Email: <a href="mailto:globalhoteladdisababa@gmail.com">globalhoteladdisababa@gmail.com</a> Website: <a href="http://www.globalhoteladdis.com">www.globalhoteladdis.com</a>	Single	US\$ 60.00  <i>Inclusive of breakfast and all taxes</i>
7.	<b>HARMONY HOTEL</b> Tel: (251-11) 6 18 31 00 Fax: (251-11) 6 18 29 10 Mob.: (251-913) 86 77 78 Email: <a href="mailto:reservation@harmonyhotelethiopia.com">reservation@harmonyhotelethiopia.com</a> Website: <a href="http://www.harmonyhotelethiopia.com">www.harmonyhotelethiopia.com</a>	Single	US\$ 103.00  <i>Inclusive of breakfast and all taxes</i>
8.	<b>HILTON HOTEL</b> Tel: (251-11) 5 51 84 00/17 00 00 Tel: (251-11) 5 51 00 64 Fax: (251-11) 5 51 17 18 Contact: Mr. Daniel Gelaw Email: <a href="mailto:reservations.addisababa@hilton.com">reservations.addisababa@hilton.com</a>	Single Double	US\$ 115.00 US\$135.00  <b>Plus 26.5% tax</b>
9.	<b>INTERCONTINENTAL HOTEL</b> Tel: (251-11) 5 50 50 66/18 04 44 Fax: (251-11) 5 54 00 90/96 Contact: Ms. Alem/ Ms. Liya Habtemariam E-mail: <a href="mailto:reservation@intercontinentaladdis.com">reservation@intercontinentaladdis.com</a> Website: <a href="http://www.intercontinentaladdis.com">www.intercontinentaladdis.com</a>	King deluxe (standard) Double occupancy Twin deluxe	US\$ 100.00 US\$ 158.00 US\$ 158.00  <i>Inclusive of breakfast and all taxes</i>

No.	Hotel name and contact information	Room type	UN rate
10.	<b>JUPITER INTERNATIONAL HOTEL - KASANCHIS</b> Tel: (251-11) 5 52 73 33 (251-11) 5 52 63 70 0911 65 18 10 (Ayelech) Fax: (251-11) 5 52 64 18 E-mail: <a href="mailto:info@jupiterinternationalhotel.com">info@jupiterinternationalhotel.com</a> Website: <a href="http://www.jupiterinternationalhotel.com">www.jupiterinternationalhotel.com</a>	Standard single Deluxe Twin	US\$ 90.00 US\$ 120.00 US\$ 140.00  <i>Inclusive of breakfast and all taxes</i>
11.	<b>KALEB HOTEL</b> Tel: (251-11) 6-62-22-00 Fax: (251-11) 6-62-80-98 E-mail: <a href="mailto:reservation@kalebhotel.com">reservation@kalebhotel.com</a> Website: <a href="http://www.kalebhotel.com">www.kalebhotel.com</a>	Single standard Double	US\$ 65.00 US\$ 80.00  <i>Inclusive of breakfast and all taxes</i>
12.	<b>NIGIST TOWERS GUEST HOUSE</b> Tel: (251-11) 5 50 97 70 Yirgat: 0911 19 55 35 E-mail: <a href="mailto:info@nigisttowers.com">info@nigisttowers.com</a> Website: <a href="http://www.nigisttowers.com">www.nigisttowers.com</a>	Studio One bedroom Two bedroom	US\$ 72.45 US\$ 84.53 US\$ 114.70  <i>Inclusive of all taxes. Breakfast not included</i>
13.	<b>MARRIOTT EXECUTIVE APARTMENTS</b> Tel: (251-11) 5 18 46 00 Contact: Mr. Biruk Hailu/ Ms. Tigist Juneydin E-mail: <a href="mailto:reservation.adder@marriott.com">reservation.adder@marriott.com</a> Website: <a href="http://www.marriott.com/adder">www.marriott.com/adder</a>	Single Double	US \$160.00 US \$175.00  <b>Plus 26.5% tax</b>
14.	<b>MONARCH</b> Tel: (251-11) 6 67 24 80/81/82 E-mail: <a href="mailto:info@monarchaddis.com">info@monarchaddis.com</a> Website: <a href="http://www.monarchaddis.com">www.monarchaddis.com</a>	Standard single Deluxe studio	\$70.00 \$90.00  <i>Inclusive of breakfast and all taxes</i>
15.	<b>RADISSON BLU HOTEL</b> Tel: (251-11) 5-15 76 00/ 17 04 00 Fax: (251-11) 5-15 76 01 Contact: Ms. Ruda Teshale E-mail: <a href="mailto:ruda.teshale@radissonblu.com">ruda.teshale@radissonblu.com</a> <a href="mailto:reservations.addisababa@radissonblu.com">reservations.addisababa@radissonblu.com</a> Website: <a href="http://www.radissonblu.com">www.radissonblu.com</a>	Single standard	US \$125.00  <b>Plus 26.5% tax</b>
16.	<b>RAMADA HOTEL</b> Tel: (251-11) 6 39 39 39 Email: <a href="mailto:info@ramadaaddis.com">info@ramadaaddis.com</a> Website: <a href="http://www.ramadaaddis.com">www.ramadaaddis.com</a>	Superior	US \$105.00  <b>Plus 26.5% tax</b> <i>Breakfast included.</i>
17.	<b>SARO MARIA HOTEL</b> Tel: 0116- 67 21 67/68 Fax: 0116- 67 21 21 E-mail: <a href="mailto:info@saromariahotel.com">info@saromariahotel.com</a> <a href="mailto:reservation@saromariahotel.com">reservation@saromariahotel.com</a> Website: <a href="http://www.saromariahotel.com">www.saromariahotel.com</a>	Single standard Twin standard	US\$ 90.00 US\$ 120.00  <i>Inclusive of breakfast and all taxes.</i>
18.	<b>SHERATON HOTEL</b> Tel: (251-11) 5 17 17 17 Fax: (251-11) 5 17 27 27 Contact: Mr. Getachew Melese/Mr. Begashaw Kassaye E-mail: <a href="mailto:reservations.addisethiopia@luxurycollection.com">reservations.addisethiopia@luxurycollection.com</a> Website: <a href="http://www.luxurycollection.com/addis">www.luxurycollection.com/addis</a>	Club (single) Double Executive Executive double	US\$ 255.00 US\$ 255.00 US\$ 366.00 US\$ 410.00  <b>Plus 26.5% tax</b>
19.	<b>WASHINGTON HOTEL</b> Tel: (251-11) 6-39 22 39 Fax:(251-11) 6-39 21 83 Email: <a href="mailto:reservations@washingtonaddis.com">reservations@washingtonaddis.com</a> Website: <a href="http://www.washingtonaddis.com">www.washingtonaddis.com</a>	Single Double	US\$ 55.00 US\$ 70.00  <i>Inclusive of breakfast and all taxes</i>