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INSTITUT AFRICAIN DE DÉVELOPPEMENT ÉCONOMIQUE ET DE PLANIFICATION

UNITED NATIONS
AFRICAN INSTITUTE FOR ECONOMIC DEVELOPMENT AND PLANNING

55th Meeting of the Governing Council

14 March 2017

Addis-Ababa, Ethiopia

Information note for participants

IDEP/GC55/2017/INFO1

55th meeting of IDEP Governing Council
14th March 2017
Addis Ababa, Ethiopia

Information note for participants

Thank you for confirming your participation at the 55th IDEP Governing Council Meeting which will take place at the Conference Centre of the United Nations Economic Commission for Africa (ECA) on March 14th 2017.

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

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 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 letter of invitation** for the event, so that they can show it to the immigration authorities at Bole International Airport and to the Airline Company when boarding.

Please note that an Ethiopian visa costs US\$ 30 or the equivalent in euros per person. Payment must be made in either US dollars or in euros at the time of issue. Holders of diplomatic and service passports and United Nations Laissez-Passer will receive visas gratis.

Bank receipts for money changed at the airport must be kept securely as they may be asked for upon departure.

Health requirements

Visitors to Ethiopia should be in possession of a valid health certificate for yellow fever. Vaccination against cholera is also required for anyone who has visited or transited a cholera-infected area within six days prior to arrival in Ethiopia. As 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 Meetings.

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

Dr. Grace Fombad
Chief, United Nations Health Care Centre
Telephone: + 251 (0) 115 51 58 28 or 51 72 00; ext. 88888 or 448888
ECA Ambulance: + 251 (0) 115 51 42 02 or 51 58 28

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, jewelry, 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 of Addis

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

Hotel accommodation

Kindly be informed that reservations at a special UN rate were made for participants at Hotel Radisson Blu.

Tel: +251 (0) 11 515-7600
E-mail: reservations.addisababa@radissonblu.com
Website: www.radissonblu.com

A lump sum will be given to you to cover accommodation costs and other additional costs such as breakfast (where not included), additional meals (i.e. lunch and dinner), telephone, Internet/fax, room service, mini-bar and laundry, payable directly to the hotel before or at checkout time.

Please note that ECA will take care of transportation between the venue and the hotel.

Arrival at Bole International Airport

All participants will be met upon arrival at Bole International Airport and will be assisted with immigration and customs formalities.

Registration and identification badges

Participants will be required to register and obtain identification badges prior to the start of the **Meeting**. For security reasons, identification badges should be worn by all participants at all times.

ICT services

The ECA Conference Centre is equipped with Wi-Fi.

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

Mobile phones

Participants are encouraged to bring with them a dual band mobile handset (900/1800 MHz). The Ethiopian Telecommunication Company (ETC) sells SIM cards with pre-charged airtime. The total package costs 40 Ethiopian birr, which includes 15 birr-worth of airtime. It takes approximately two days to have an ETC mobile phone connected.

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, and exports include cattle, hides and skins.

The population of Ethiopia is estimated at 100 million, and over 50 per cent of the population 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.

The weather is likely to be cold at night in March, so please ensure that you bring a warm 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 exchange rate is around ETB 100 **for US\$ 4.4**.

There is a branch of the Commercial Bank of Ethiopia in the ECA compound, 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 ATM machines for Visa/MasterCard users in the Conference Centre and at the Sheraton, Hilton, Radisson Blu, Intercontinental, Ethiopia and Wabe Shebelle hotels, which will give you money in birr.