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**ECONOMIC COMMISSION FOR AFRICA**

**Developing the African DNS Business**  
Addis Ababa, Ethiopia  
5 - 8 March 2013

## **Information Note for Participants**





## **Information for participants**

Dear Participants,

We look forward to welcoming you to Addis Ababa and to the Developing the African DNS Business meeting. The meeting will take place from 5 - 8 March 2013 at the United Nations Conference Centre (UNCC) in Addis Ababa, Ethiopia.

### **1. Registration and identification badges**

Participants are required to register and obtain identification badges prior to the opening of the meeting. The venue for registration will be the Delegates Registration Bureau. 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.

### **2. Documents**

Participants will be sent the aide memoire, agenda and programme before the meeting. Other documents will be available on the meeting website \_\_\_\_\_ and will also be provided at the time of registration. Documents, which participants wish to circulate, should be handed to the Secretariat.

### **3. Travel**

A number of international airlines operate to and from Addis Ababa. Non-sponsored participants should secure their return/onward air passage prior to their arrival in Addis Ababa. Travel Agencies at ECA will assist with re-confirmation of tickets and provide participants with travel and tour-related information. They can be reached at the following telephone numbers:

- Gashem Travel Tel: +251 115 44 30 51/ 44 30 52/ 44 40 38 or  
+251 911 25 04 68 (mobile)
- Airlink Travel Tel: +251 115 44 43 66/ 44 43 67/ 44 43 33/ 44 43 34  
+251 921 79 81 28 (mobile)

Ethiopian Airlines and Kenya Airways also have offices at the ECA compound and can be reached at:

- Ethiopian Airlines: +251-11- 515 72 33 / +251-11-543310
- Kenya Airways: +251-11- 55130 18/ +251-11- 552 55 47 /+251-11-544301/+251-11-544176

Please have your ticket ready when visiting the travel agencies/airlines for flight-related assistance.

#### **4. Immigration requirements**

Visas are required for all participants travelling to Ethiopia, except for nationals of Djibouti and Kenya. **This also applies to holders of diplomatic and service passports, as well as United Nations Laissez-Passer.**

Following an agreement reached between the Ethiopian Government and the United Nations Economic Commission for Africa, all participants attending the meeting can obtain business visas on arrival at Bole International Airport. **In order to assist participants in obtaining visas upon arrival, please send a copy of your passport and flight details one month before arriving in Addis Ababa.**

Please note that the Ethiopian Immigration Authority requires that participants carry with them and present to Immigration an official Letter of Invitation for the meeting.

**Please note that an Ethiopian visa costs US\$20 per person and payment must be made in US dollars at the time of issue. No other currency will be accepted. Holders of diplomatic and service passports, as well as United Nations Laissez-Passer, will receive visas free of charge.**

#### **5. Currency restrictions**

Directives issued by the National Bank of Ethiopia for inward and outward movement of foreign currency notes and Ethiopian Birr require any traveller, who is a non-resident in Ethiopia, to declare any amount of cash exceeding \$3000 or its equivalent in any other convertible foreign currency, and all foreign currency in their possession at the points of entry into Ethiopia by filling out the declaration form of the Ethiopian Customs and Revenue Authority.

Non-resident travellers are not allowed to carry more than US\$3000 or its equivalent in any other convertible foreign currency in cash out of Ethiopia, unless he/she produces a bank advice certifying the purchase of foreign currency from within Ethiopia or a Customs Declaration paper issued at the time of entering the country provided the visa period has not expired.

Any traveller entering or leaving the country may carry up to only 200 Ethiopian Birr in cash.

**Bank receipts for money changed at the airport must be kept securely as they may be requested for on departure.**

There is a branch of the Commercial Bank of Ethiopia in the UNECA compound, located in the Rotunda. The Bank is open from Monday through Friday, from 8.00 a.m. to 4.30 p.m. There is

also an authorized exchange centre (Forex) at the Sheraton, Hilton and Intercontinental hotels, as well as ATM machines for Visa/Mastercard users, which will provide you cash in Birr.

## **6. Hotel reservations**

The following hotels are located within close proximity of ECA: Hilton Hotel, Sheraton Hotel, Jupiter International Hotel – Kasanches, Radisson Hotel, and Intercontinental Hotel.

## **7. Transport**

If you would like transportation in Addis Ababa, you can book a taxi from the National Tourism Organization (NTO) by calling + 251- 115 – 51 18 22 or + 251-115 - 51 84 00, or use the yellow or blue taxis parked outside your hotel.

## **8. Health and healthcare 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. As Addis Ababa is situated at an altitude of 2400 meters, it is advisable to take precautionary measures to avoid possible health problems that might occur due to high altitude.

The United Nations Health Care Centre (UNHCC), situated on the ground floor of the UN Conference Centre provides 24 hour medical services at a reasonable cost (payment in cash). In case of medical or dental emergency, please call the reception desk on 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.

Participants on special medications should bring enough quantities to last for the period of stay as some of them may not be found in UNHCC or in town.

In case of a medical emergency, please contact:

Dr. Grace Fombad

Chief - United Nations Health Care Centre

Telephone: + 251 - 115 - 51 58 28 or 51 72 00 ext. 88888 or 448888

UNECA Ambulance Telephone: + 251 - 115 - 51 42 02 or 51 58 28.

Alternatively Head Nurse: Kelemwork Kejela should be contacted at the same contact numbers.

## **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. The total package which costs \$2.5 includes \$0.80 airtime. A copy of the national passport and two passport-size photos are required for processing and connection will be effected on the spot.

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. Temporary import of laptops and other conference equipment**

To comply with the import customs regulations of the Government of Ethiopia Conference participants should declare laptops and Conference equipment they have in their possession when entering the country. In order to be able to assist with the temporary import of the above-mentioned items, it is advisable to send the detailed specifications of the items to be brought into the country, together with the arrival/departure details of the participant to UNECA. Such items will be registered for temporary import by the customs office and they are expected to be taken out of the country soon after the Conference.

## **11. Security and Safety**

Personal security is an individual responsibility. Using common sense and being alert can reduce risks. The aim of this Security Bulletin is to provide Conference participants, with the necessary personal security advice, making them aware of the existing security rules and regulations that apply within the UNECA premises and in Addis Ababa.

The best way to remain safe is to avoid trouble at all costs, rather than having to extricate yourself later. The United Nations Security and Safety service is always ready to serve all its clients. In this regard, the cooperation of all participants at this meeting would help us a great deal in ensuring your personal safety and the safety of your valuables.

In order to help UNECA Security and Safety service undertake their duties efficiently, the following rules should be observed while you are in the UNECA premises:

- Display your Conference Badge, on demand to an authorized person and wear it visibly.
- Do not leave bags and parcels unattended; they will be confiscated or destroyed.
- Display the vehicle passes issued.
- Do not bring unauthorized persons and children into the Conference centre.
- Safeguard your valuable property.
- Check for your documents and items before you leave Conference halls and meeting rooms.
- If you lose any valuable items within the premises, inform the UN Security and Safety Service or inform the nearest Security Officer.

When you are out of UNECA premises and in your hotel:

- Upon entering or leaving your room, make it a habit to lock your door.
- Before leaving, inspect your room to make sure no money, jewellery, cameras, etc. have been left exposed.
- Deposit valuables or portable items at the reception desk and obtain a receipt.
- Do not open packages delivered to you unless you are expecting them.
- Should you observe anything suspicious or out of the ordinary, please contact the Security Service.

## **12. 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

UN Operations Centre (24 hrs) + 251-115-511726

Sat Phone +87162546835

Police Emergency Numbers (24 hrs) 911

City Police +251-115 572100 / 572121

Federal Police: +251-115-524077 / 526302 / 526303

## **13. General information about Addis Ababa and Ethiopia**

Addis Ababa is a high altitude city, 2,400 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 rules apply.

Additional information on Ethiopia and ECA can be found on the following websites:

<http://www.telecom.et>

<http://www.uneca.org>

<http://www.ethio.com>

<http://tour.ethiopianonline.net>

## **14. Climate**

March is the dry season in Ethiopia, but occasional rainfall is possible. The temperature in Addis Ababa during November can be between a minimum of **5** degrees Celsius and a maximum of **25** degrees Celsius.

## **15. Electricity supply**

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