Governance for structural transformation

United Nations Conference Centre
Addis Ababa

http://www.uneca.org/aec2017
Governance for Structural Transformation

4-6 Dec 2017 UNCC Addis Ababa Ethiopia

#2017AEC
Information note for participants

Thank you for confirming your participation at the upcoming African Economic Conference, which will take place in Addis Ababa from Monday, 4 December to Wednesday, 6 December 2017. The Conference will be held in the United Nations Conference Centre, at the headquarters of the Economic Commission for Africa (ECA), Menelik II Avenue, Addis Ababa.

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

Immigration requirements

Visas are required for all participants travelling to Ethiopia, except for nationals of Kenya. All participants coming from countries in which there is an Embassy or Consulate of Ethiopia are strongly advised to obtain their visas for Ethiopia prior to arrival in the country. 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, Addis Ababa.

In order to assist participants in obtaining visas upon arrival, the secretariat (please see below for contact details) needs to receive the following particulars at least 10 working days before arrival at Bole International Airport:

1. First name and family name.
2. Nationality.
3. Flight details (arrival and departure).
4. Copy of passport.

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.

Please note that an Ethiopian visa costs US$ 50 per person or the equivalent in euros. Payment must be made in either United States dollars or in euros at the time of issue. Holders of diplomatic and service passports and either a United Nations laissez-passer or an African Development Bank laissez-passer will receive visas gratis. Bank receipts for money changed at the airport must be kept securely, as participants may be asked to present these receipts upon departure. For visa assistance, please contact Ms. Rahel Abebe, tel: +251 115445542, email: abebebezabeh@un.org, or Ms. Loule Balcha, tel: +251 115443226, email: balcha.uneca@un.org.

Arrival at Bole International Airport

Participants requesting protocol assistance will be met upon arrival at Bole International Airport and will be assisted with the immigration and customs formalities. Date and time of arrival in Addis Ababa, with full flight details, should be sent to Rahel Abebe (email: abebebezabeh@un.org) or Loule Balcha (email: balcha.uneca@un.org). More detailed information on the above will be posted on the website of the Conference in due course. Please ensure that you inform the contact persons mentioned above of any subsequent changes to your time and date of arrival.

Hotel accommodation

The secretariat of the Conference will make hotel reservations for all sponsored participants, in accordance with their authorized arrival and departure times. The cost of all accommodation for sponsored participants will be covered by the organizers or by the DSA (daily subsistence allowance). Any extra hotel charges are the sole responsibility of the participant.

Block bookings of hotel rooms at special United Nations rates have been made for non-sponsored participants in the hotels listed below. All non-sponsored participants must contact the hotels directly to arrange, confirm and guarantee their bookings. Please note that hotel reservations are subject to room availability, so early registration is encouraged. Non-sponsored delegates who do not wish to stay at the suggested hotels can make alternative accommodation arrangements.

Transportation will be provided to and from the hotels listed below:

Transportation will also be provided from the Bole International Airport to the following hotels, but please note that transportation will not be provided to and from these hotels (except upon request, on an exceptional basis), since they are within 5 minutes’ walk of the ECA compound.
Transportation
ECA protocol officers will be stationed at Bole International Airport to assist participants upon their arrival and facilitate their transfer to hotels.

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 a cholera-infected area within six days of arrival in the country.

The United Nations Health Care Centre (UNHCC), situated on the ground floor of the United Nations Conference Centre provides a 24-hour service. These medical services are available against payment in cash. In case of medical or dental emergency, please call the reception desk at Tel.: +251 115 44 55 02; +251 115 44 35 48; +251 115 44 31 35. If you are within the ECA compound, please call extensions 35502, 8888, 33135 or 33548.

You will require your invitation letter, passport and air ticket (if applicable) for onsite accreditation. For identification and security reasons, Identification Badges should be worn by all participants at all times during the Conference and at official social functions.

Issuance of badges will start from Sunday afternoon, 3 December 2017 and will take place at the ID Room, which is located at the pedestrian entrance of the EC A compound. More up-to-date information about the accreditation arrangements for the Conference will be posted on the Conference website in due course.

ECA buses will be available in the mornings and at the end of the daily sessions for the use of participants when travelling back and forth from the hotel to the conference venue. ECA will not provide transportation during the lunch break and will not facilitate transportation services back to the airport upon departure. Participants will be responsible for making their own arrangements for any travelling they undertake during the lunch break or on returning to the airport upon departure.

Banks and currency
Ethiopian currency is denominated in «birr» and «centimes». The bank rate of exchange varies. The official exchange rate is US$ 1.00 = birr 26.98. There is a branch of the Commercial Bank of Ethiopia in the ECA compound – located at the Rotunda. The bank is open Monday to Friday, from 8 a.m. to 12.30 p.m. and from 2 p.m. to 4.30 p.m. Please note that credit cards are not often accepted. It is advisable, therefore, to carry a means of exchange (such as traveller’s cheques) and adequate local cash while you are in town.

Mobile telephone services
Participants are encouraged to come to Addis Ababa with their dual band mobile handsets (900/1800 MZH). Ethio Telecom, the Ethiopian telecommunication company, can offer SIM cards with pre-charged airtime, but the registration procedure can take time. In any case, all mobile telephones must be registered upon arrival in Ethiopia, or they will not function within the country. This can be done immediately after immigration at Addis Ababa Bole International Airport.

For participants coming from the United States of America, kindly note that they can only use triband mobile handsets, i.e. 900/1800/1900 MZH.

General information about Ethiopia and its capital city
The capital, Addis Ababa is at a high altitude: 2400 meters above sea level (which is higher than Mexico City). The main language spoken in Addis Ababa is Amharic, but English is
widely understood. A certain amount of communication in Arabic, French and Italian is possible, but is nevertheless very limited.

In terms of roads and traffic, the right side rule applies. Regulations are in place that restrict photography and movement in certain areas after nightfall. Additional information on Ethiopia and ECA can be found on the following websites:

- http://www.uneca.org
- http://www.telecom.net.et
- http://www.ethio.com
- http://tour.ethiopianonline.net

**Climate**
In December, the weather in Addis Ababa is mostly sunny and the temperature ranges from 20 to 23 degree centigrade during the day. Typically, the temperature drops in the evening and at night, and mornings can be quite cool.

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

**Guidelines on personal security and safety**
Personal security is an individual responsibility. Using common sense and being alert can reduce risks.

The best way to be safe is to avoid trouble at all cost, rather than having to extricate yourself later. The United Nations Security and Safety Service is always readily available to assist.

**Do the following while you are on the ECA premises:**
- Display your Identification Badges, if requested by an authorized personnel.
- Do not leave bags and parcels unattended; they will be confiscated or destroyed.
- Do not bring unauthorized persons and children into the Conference Centre.
- Safeguard any 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 United Nations Security and Safety Service or inform the nearest Security Officer.

**Emergency numbers**
**UN Control Room – Addis Ababa (24 hrs)**
+251 – 115 445135 / 516537 / 512945

**Security Chief**
+251 – 0911 201802

**Deputy Chief**
+251 – 0911 508578

**City Police**
+251 – 115 572100 / 572121

**Emergencies outside of Addis Ababa**
**United Nations Operations Centre (24 hrs)**
+251 – 115-511726

**Satellite phone**
+87162546835

**Police Emergency numbers (24 hrs) 991**
Federal Police +251 – 115 524077 / 526302 / 526303

In addition, in case of a medical emergency, the following is a list of hospitals and medical centres in Addis Ababa:

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<table>
<thead>
<tr>
<th>Hospital name</th>
<th>Telephone number</th>
<th>Type of services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addis Hiwot Hospital</td>
<td>0116180449/093280828</td>
<td>General Hospital</td>
</tr>
<tr>
<td>American Medical Center Sunshine Meri Luke Compound</td>
<td>0116678000/04</td>
<td>Clinic</td>
</tr>
<tr>
<td>Saint Yared Hospital</td>
<td>0116461031/0116454604/0116454607/0116406911</td>
<td>Internal medicine, infectious disease, dialysis, critical care, paediatric and orthopaedic</td>
</tr>
<tr>
<td>Bethazatha Hospital</td>
<td>0115514141/0115523777/011645469</td>
<td>General surgery, gynaecology</td>
</tr>
<tr>
<td>Bethel Hospital 1</td>
<td>0113495476/0113495477</td>
<td>Abdominal surgery, dialysis, gynaecology, critical care</td>
</tr>
<tr>
<td>Bethel Hospital 2</td>
<td>0113691643/0113495475</td>
<td>Abdominal surgery, dialysis, gynaecology, critical care</td>
</tr>
<tr>
<td>Bras Clinic (Mother and Child)</td>
<td>0911943105</td>
<td>Paediatric</td>
</tr>
<tr>
<td>Girum Hospital (Mother and Child)</td>
<td>0112757676</td>
<td>Obstetric and paediatric</td>
</tr>
<tr>
<td>International Cardiac Hospital</td>
<td>0114424680/81</td>
<td>Cardiovascular care</td>
</tr>
<tr>
<td>Kadisco Hospital Gerji, near Sunshine Apartments</td>
<td>0116298902/03/04</td>
<td>General surgery, critical care, obstetric and paediatric</td>
</tr>
<tr>
<td>Landmark Hospital near Mexico Square,</td>
<td>0115525463/0115552719/0115525761</td>
<td>Cardiovascular care</td>
</tr>
<tr>
<td>MCM (Korean) Hospital Gerji</td>
<td>0116294602/0116295431/0</td>
<td>Neurosurgery, critical care, orthopaedic</td>
</tr>
<tr>
<td>Gishen Pharmacy</td>
<td>0911225523/0930033990/91/92/93</td>
<td>Pharmacy</td>
</tr>
<tr>
<td>Saint Gabriel Hospital, 22 Mazoria road</td>
<td>0116613622/0116614400/0116187345</td>
<td>Internal medicine, dialysis, general surgery and critical care</td>
</tr>
<tr>
<td>Hayat Hospital Bole area, near Toyota</td>
<td>0116624488</td>
<td>Urology</td>
</tr>
<tr>
<td>Black Lion Hospital (Public) on</td>
<td>0115511211/0115511213/0115512694</td>
<td>Cardiovascular care, traumatology</td>
</tr>
<tr>
<td>Cure Hospital Entoto Road</td>
<td>0111225766</td>
<td>Paediatric, orthopaedic</td>
</tr>
<tr>
<td>St Paul Hospital, near Pasteur Institute, (Public) Old Ambo Road</td>
<td>0112750125</td>
<td>Psychiatry</td>
</tr>
<tr>
<td>Dinberwa (Mother and Child) 22 Area,</td>
<td>011661112</td>
<td>Obstetric and paediatric</td>
</tr>
<tr>
<td>Menelik II Hospital (Public), Russia</td>
<td>0111225765</td>
<td>Ophthalmology, post-mortem examination</td>
</tr>
<tr>
<td>Viking Clinic, Bole, near Rwanda</td>
<td>092 910 5 653 / 096 013 5024</td>
<td>Medium clinic offering: Emergency Room services, laboratory services, medical check-ups</td>
</tr>
<tr>
<td>Nordic Medical Center* (next to the</td>
<td>091 381 8801</td>
<td>Burn Center</td>
</tr>
<tr>
<td>Nordic Medical Center* (next to the</td>
<td></td>
<td>Emergency Room, gynaecology, paediatrics: Intensive Care Unit, Operating Theatre</td>
</tr>
</tbody>
</table>

Additional information
For additional information, please contact:
Rahel Abebe, tel.: +251 115445542, email: abebebezabeh@un.org, or Loule Balcha,
Tel.: +251 115443226, email: balcha.uneca@un.org
African Economic Conference
Conférence économique africaine