



United Nations
Economic Commission for Africa



Information Note

Foreword

Thank you for confirming your participation at the upcoming International Workshop on Global Fundamental Geospatial Data Themes for Africa.

The goal of this International Workshop is to provide guidance and improve the capacity of National Geospatial Information or Mapping Agencies in producing geospatial information that are referenced to internationally agreed fundamental geospatial data themes, enhancing data interoperability, and thus increase the availability, accessibility and application of geospatial information in Africa.

The Workshop will be hosted by the United Nations Economic Commission for Africa (ECA) which is leading the UN-GGIM: Africa initiative, the United Nations Statistics Division of DESA, as the Secretariat for UN-GGIM, and supported by the Working Group on Global Fundamental Geospatial Data Themes.

Venue

The Conference will be held in the United Nations Conference Centre, at the headquarters of the Economic Commission for Africa (ECA).

The address of UNECA is:

Menelik II Avenue,

P.O. Box 3001, Addis Ababa, Ethiopia

Tel: 251-11-544-5000

Addis Ababa, Ethiopia

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) Passport Number
- (4) Passport Date of Expiry
- (5) 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.

ECA will provide assistance for those who require visa upon arrival at the Bole International Airport.

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. For media, the cost of a visa is US\$ 40 or the equivalent in euros. 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.

Registration and identification badges

Government delegations are welcome and will be nominated through the appropriate governmental entities. Nominations should be sent to the UN-GGIM Secretariat (Ms. Vilma Frani, email: frani@un.org).

Representatives from international organizations and the private sector active in the field of global geospatial information management are welcomed on verification of their credentials. Interested parties should contact the UN-GGIM Secretariat for further information and confirmation.

For security reasons, identification badges should be worn by all participants at all times, during the Conference as well as during official social functions.

On-site Registration will start from Monday, 23 April 2018 and will take place at the Delegates Registration Building, which is located at the pedestrian entrance of the ECA compound.

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

Hotel accommodation

Contacted participants are requested to confirm their participation to ECA as soon as possible, but not later than 20 April 2018. ECA will organize the local logistics arrangement including hotel reservations. Participants will be responsible for organizing their entry visas and vaccinations prior to their travel.

In addition to accommodation costs, all participants will be responsible for all other additional costs – i.e. breakfast (where not included), telephone, Internet/fax, room service, mini-bar, laundry, other meals (lunch and dinner) – and must pay for these directly when checking out.

The following hotels have been identified for Conference participants.

List of hotels at walking distance from the Conference Centre

	Hotel	Type of rooms	Distance from Conference Centre (KM)
1	ELILLY HOTEL Tel: (251-11) 5 58 77 77/70 E-mail: info@elillyhotel.com info@elillyhotel.com	Standard Single/King - \$118.58 Twin - \$148.58 Junior Suite - \$173.92	< 1

	reservation@elillyhotel.com Website: www.elillyhotel.com	Plus 26.5% service charge and tax	
2	NIGIST TOWERS GUEST HOUSE Tel: (251-11) 5 50 97 70 E-mail: info@nigisttowers.com Website: www.nigisttowers.com	Extended Studio - \$84.50 Twin Bed/Suite -\$96.60 Two Bedroom - \$120.70 Price includes breakfast and all applicable taxes.	< 1
3	APHRODITE HOTEL Tel: (251-11) 5 57 22 20/28 E-mail. reservation@aphroditeaddis.com aphroditeinhotel@gmail.com Website: www.aphroditeaddis.com	Single Occupancy: Standard \$140.00 Deluxe \$170.00 Suite \$200.00 Price includes breakfast and all applicable taxes.	< 1
4	JUPITER – KASANCHES Tel: (251-11) 5 52 73 33 E-mail: info@jupiterinternationalhotel.com Website: www.jupiterinternationalhotel.com	Standard Single - \$100.00 Price includes breakfast and all applicable taxes.	< 1
5	RADISSON BLU HOTEL Tel: (251-11) 5 15 76 00 E-mail: feven.yirga@radissonblu.com reservations.addisababa@radissonblu.com Website: www.radissonblu.com	\$153.00 Plus 26.5% service charge and tax	< 1
6	INTERCONTINENTAL HOTEL Tel: (251-11) 5 18 04 44 E-mail: reservation@intercontinentaladdis.com zebene.kurabachew@intercontinentaladdis.com Website: www.intercontinentaladdis.com	Single King Deluxe - \$140.00 Price includes breakfast and all applicable taxes.	< 1
7	MARRIOTT Tel: (251-11) 5 18 46 00 E-mail: Tigist.Juneydin@marriotthotels.com Nadia.Kaser@marriott.com reservation.adder@marriott.com Website: www.marriott.com/adder	\$204.00 http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=United%20Nations%5EUNA%60ADDER%60&app=resvlink&stop_mobi=yes	< 1

		Price includes breakfast and all applicable taxes.	
8	HILTON HOTEL Tel: (251-11) 5 - 51 84 00/17 00 00 E-mail: reservations.addisababa@hilton.com Website: www.hilton.com	Single Occupancy King Guest Room - \$175.00 Double Occupancy King Guest Room - \$195.00 Plus 26.5% service charge and tax	1

Temporary importation of laptops and other conference/exhibition equipment

To comply with the import customs regulations of the Government of Ethiopia, participants should declare laptops and any conference equipment they may be bringing with them into the country. In order to be assisted with the temporary importation of the above items, participants should send the detailed specifications of the items to be brought in, together with their arrival and departure details, to the secretariat of the Conference, one month before the date of the conference at the latest. Detailed information on the focal points will be posted on the website of the Conference shortly. The items will be registered for temporary import by the customs office and they will be taken out of the country at the end of the Conference.

Journalists coming into the country with professional cameras will need to bring two passport-sized photos with them and pay a fee of 1,000 Ethiopian birr upon arrival.

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 Workshop.

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, 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 of Addis

United Nations Operations Centre (24 hrs)	+251 – 115-511726
Satellite phone	+87162546835
Police Emergency Numbers (24 hrs)	911
City Police	+251 – 115 572100 / 572121
Federal Police	+251 – 115 524077 / 526302 / 526303

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. There are two official travel agencies in the ECA compound – Gashem Travel and Airlink Travel – that can assist with 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)
Airlink 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 ECA compound, in the Rotunda. Please have your ticket with you when visiting the travel agencies and the airlines to re-confirm your flights.

Transport

Transportation **will not be** provided either airport to hotel or to ferry participants back and forth from their hotels to the conference venue. Participants are advised to arrange their own transportation.

Transportation from Airport to Hotel

The Addis Ababa Bole International Airport is located 6 km (3.7 mi) southeast of the city centre. More information about the Airport and related services can be found at <http://addisairport.com/>

By Taxi

Participants can refer to the signs inside the terminal building of the Bole International Airport and take a taxi to the hotel or any other destination.

Transport from Hotel to Venue

For any other transport requirements and at the end of the Conference, delegates can book a taxi from the National Tourism Organization (NTO) by calling + 251- 115 - 51 18 22 or + 251-115 - 51 84 00 or make arrangements with the hotel in which they are accommodated.

ICT services

The United Nations Conference Centre is equipped with Wi-Fi. Technical support is available through the ECA Help Desk (tel.: +251 115443123; ext.: 33123; ihelpdesk@uneca.org). Technical support for presentations must be arranged in advance with the Conference Centre support team.

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

Catering facilities

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

- Sheraton Addis, located in the Conference Centre
- Harambe Restaurant, located in the Nile Building
- Kaldis Coffee, located in the Rotunda, near the Africa Hall
- Tivoli Cafeteria, located in the Green House

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.

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 90 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, Oromigna and Tigrigna. 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 April, 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 official exchange rate of the United Nations was **US\$ 1.00 = ETB 27.30** as of March 2018.

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, etc., which will give you money in birr.

Points of Contact

For Logistic matters:

Ms. Aster Deneke

GiSS Section | United Nations Economic Commission for Africa |

Phone: +251 - 115 443271 | Fax: +251 - 115 510 512

Email: Deneke@un.org |