



United Nations  
Economic Commission for Africa



**Second International Workshop on  
Operationalizing the Integrated Geospatial Information Framework**  
30 September – 2 October 2019,  
United Nations Conference Centre, Economic Commission for Africa,  
Addis Ababa, Ethiopia

# Information Note

## **Foreword**

Thank you for confirming your participation at the upcoming International Workshop on Operationalizing the Integrated Geospatial Information Framework.

The three-day international workshop is designed to raise and improve awareness, knowledge and understanding of the Integrated Geospatial Information Framework, to introduce, inform and work through with participants from the Africa the implementation guidance, conceptual approach and available resource materials to operationalize the Framework according to their national circumstances.

The Workshop is hosted by the African Centre of Statistics, United Nations Economic Commission for Africa (ECA) as the secretariat for the Regional Committee of United Nations Global Geospatial Information Management for Africa (UN-GGIM: Africa). The International workshop is organized jointly by the Statistics Division, United Nations Department of Economic and Social Affairs as the Secretariat for the Committee of Experts on Global Geospatial Information Management (UN-GGIM).

## **Venue**

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

The address is:

Menelik II Avenue,  
P.O. Box 3001,  
Addis Ababa,  
Ethiopia.  
Tel: 251-11-544-5000

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 Geospatial Information Management Systems Section, African Centre of Statistics, ECA 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).

Please provide the required particulars to:

Ms. Ayalnesh Asrat  
Geospatial Information Management Systems Section, African Centre of Statistics  
Economic Commission for Africa  
Addis Ababa, Ethiopia  
Email: [asrat@un.org](mailto:asrat@un.org)  
Tel: +251-115 443 735

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.

Participants, apart from being responsible for organizing their entry visas, must also make sure to have the **requisite vaccinations prior to their travel**.

## **Registration and identification badges**

This International Workshop is a closed event. Participation is solely by invitation only. Participants are expected to be director generals, directors or senior level officials from Ministries, Agencies or Departments responsible for geospatial information management, surveying and mapping from Africa. All participants must have prior confirmed their participation in writing to the UN-GGIM Secretariat (Ms. Ruoshi Geng, email [ruoshi.geng@un.org](mailto:ruoshi.geng@un.org) or Ms. Vilma Frani, email: [frani@un.org](mailto:frani@un.org) as appropriate).

For security reasons, identification badges should be worn by all participants at all times, during the workshop as well as during any official social functions (if any).

**On-site Registration** will start from 08:30 a.m. Monday, 30 September 2019 and will take place at the Delegates Registration Building, which is located at the pedestrian entrance (Gate 2) of the ECA compound. **The first session of the International Workshop commences at 09:30 a.m. Monday, 30 September 2019.**

## Hotel accommodation

Participants are responsible for arranging their accommodation for the duration of the International Workshop. The following hotels have been identified for workshop participants.

### List of hotels within walking distance from the Conference Centre

No.	HOTEL	Type of Room	UN Rates	Total No. of Rooms
1.	<b>ELILLY HOTEL</b> Tel: 0115- 58 77 77/73/70 Fax: 0115 58 52 00 Contact: Ms. Elsabeth Shume/Mr. Tesfaye Amenu E-mail: info@elillyhotel.com; reservation@elillyhotel.com Website: www.elillyhotel.com	Standard Rooms	US\$ 110.00  <i>Inclusive of breakfast &amp; all taxes</i>	
2.	<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: reservations.addisababa@hilton.com	Single Double	US\$ 120.00 US\$ 135.00  <b>Plus 26.5% tax</b> <i>Breakfast included.</i>	
3.	<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: reservation@intercontinentaladdis.com Website: www.intercontinentaladdis.com	King Deluxe (Standard) Group More than 15  Double occupancy Twin Deluxe Rooms	US\$ 110.00  US\$ 95.00  US\$ 158.00 US\$ 158.00  <i>Inclusive of breakfast &amp; all taxes</i>	

4.	<b>JUPITER INTERNATIONAL HOTEL - KASANCHES</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: info@jupiterinternationalhotel.com Website: www.jupiterinternationalhotel.com	Standard Single Rooms Deluxe Rooms Twin Rooms	US\$ 90.00  US\$ 120.00  US\$ 140.00 <i>Inclusive of breakfast &amp; all taxes</i>	30
5.	<b>NIGIST TOWERS GUEST HOUSE</b> Tel: (251-11) 5 50 97 70 Yirgat: 0911 19 55 35 E-mail: info@nigisttowers.com Website: www.nigisttowers.com	Studio One Bed Room Two Bed Room	US\$ 72.45 US\$ 84.53  US\$ 114.70  <i>Inclusive of all taxes. Breakfast not included.</i>	
6.	<b>MARRIOTT EXECUTIVE APARTMENTS</b> Tel: (251-11) 5 18 46 00 Contact: Mr. Biruk Hailu/ Ms. Tigist Juneydin E-mail: reservation.adder@marriott.com Website: www.marriott.com/adder	Single Rooms Double Rooms	US \$160.00  US \$175.00  <b>Plus 26.5% tax</b>	
7.	<b>RADISSON BLU HOTEL</b> Tel: (251-11) 5-15 76 00/ 17 04 00 Fax: (251-11) 5-15 76 01 Contact: Ms. Feven Yirga E-mail: feven.yirga@radissonblu.com reservations.addisababa@radissonblu.com Website: www.radissonblu.com	Single Standard Room	US \$125.00  <b>Plus 26.5% tax</b> <i>Breakfast included.</i>	

### List of hotels further (>1 km) from the Conference Centre

No.	HOTEL	Type of Room	UN Rates	Total No. of Rooms
1.	<b>CAPITAL HOTEL AND SPA</b> Tel: 251-11 6-672100 251-11-6-192000 Fax: 251-11-6-672012 E-mail: mafework@capitalhotelandspa.com reservation@capitalhotelandspa.com Website: www.capitalhotelandspa.com	Single Standard room	US\$ 120.00  <i>Inclusive of breakfast &amp; 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: churchillhotel@ethionet.et yibeas2001@yahoo.com	Single Rooms	US\$ 55.00  <i>Inclusive of breakfast &amp; all taxes</i>	50
3.	<b>DREAMLINER HOTEL</b> Tel: (251-11) 4 67 40 00 Fax: (251-11) 4 67 40 01 Ms. Helen Wehega Email: reservation@dreamlinerhotel.com helendisasa@yahoo.com Website: www.dreamlinerhotel.com	Standard Single, Standard King Deluxe	US\$ 80.00  US\$ 100.00  <i>Inclusive of breakfast &amp; all taxes</i>	
4.	<b>GETFAM HOTEL</b> Tel: (251-11) 6 67 31 75 E-mail: reservations@getfamhotel.com Website: www.getfamhotel.com	Standard Rooms Twin Rooms Junior Suite Suite Presidential Suite	US\$ 100.00  US\$ 100.00 US\$ 172.00 US\$ 250.00 US\$ 450.00  <i>Inclusive of breakfast &amp; all taxes</i>	
5.	<b>GLOBAL HOTEL</b> Tel: (251-11) 4 66 47 66 Fax: (251-11) 4 67 34 22 Email: globalhoteladdisababa@gmail.com Website: www.globalhoteladdis.com	Single Rooms	US\$ 60.00  <i>Inclusive of breakfast &amp; all taxes</i>	40
6.	<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: reservation@harmonyhotelethiopia.com Website: www.harmonyhotelethiopia.com	Sheba Queen Standard Twin	US\$ 118.00 US\$ 118.00  <i>Inclusive of breakfast &amp; all taxes</i>	
7.	<b>KALEB HOTEL</b> Tel: (251-11) 6-62-22-00 Fax: (251-11) 6-62-80-98 E-mail: reservation@kalebhotel.com Website: www.kalebhotel.com	Single Standard Rooms	US\$ 65.00  <i>Inclusive of breakfast &amp; all taxes</i>	
8.	<b>MONARCH</b> Tel: (251-11) 6 67 24 80/81/82 E-mail: info@monarchaddis.com Website: www.monarchaddis.com	Standard Single Deluxe Studio	\$ 70.00  \$ 90.00  <i>Inclusive of breakfast &amp; all taxes</i>	

9.	<b>RAMADA HOTEL</b> Tel: (251-11) 6 39 39 39 Email: info@ramadaaddis.com Website: www.ramadaaddis.com	Superior Rooms	US \$115.00  <b>Plus 26.5% tax</b> <i>Breakfast included.</i>	
10.	<b>SARO MARIA HOTEL</b> Tel: 0116- 67 21 67/68 Fax: 0116- 67 21 21 E-mail: info@saromariahotel.com reservation@saromariahotel.com Website: www.saromariahotel.com	Single Standard room	US\$ 90.00  <i>Inclusive of breakfast &amp; all taxes.</i>	
11.	<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: reservations.addisethiopia@luxurycollection.com Website: www.luxurycollection.com/addis	Club Room (single) Double Executive Rooms Executive Double	US\$ 255.00  US\$ 255.00 US\$ 366.00  US\$ 410.00  <b>Plus 26.5% tax</b>	
12.	<b>WASHINGTON HOTEL</b> Tel: (251-11) 6-39 22 39 Fax:(251-11) 6-39 21 83 Email: reservations@washingtonaddis.com Website: www.washingtonaddis.com	Single Rooms Double Rooms	US\$ 60.00  US\$ 75.00  <i>Inclusive of breakfast &amp; all taxes</i>	

## 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 workshop 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 International Workshop - the Geospatial Information Management Systems Section, African Centre of Statistics, ECA, one month before the date of the International Workshop at the latest. 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 workshop.

### Points of Contact

Ms. Ayalnesh Asrat  
GiMS Section | United Nations Economic Commission for Africa |  
Phone: +251-115 443 735  
Email: asrat@un.org |

Mr. Andre Nonguierma  
Chief, GiMS Section | United Nations Economic Commission for Africa |  
Phone: +251 - 115 444718 | Fax: +251 - 115 510 512  
Email: Nonguierma@un.org |

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 attending the Workshop at their own expenses.

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

Dr. Grace Fombad  
Chief, United Nations Health Care Centre  
Economic Commission for Africa (ECA)  
Telephone: + 251 (0) 115 51 58 28 or 51 72 00; ext. 88888  
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 workshop identification 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 on 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 near the Africa Hall. 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 workshop venue, the United Nations Conference Centre, Economic Commission for Africa. 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 International Workshop, participants 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; [eca-servicedesk@un.org](mailto:eca-servicedesk@un.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 (EthioTelecom) 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 112 million, and over 50 per cent of the population is under 20 years of age (<https://ecastats.uneca.org/data/Browsebydatatableindicators.aspx?id=52>). 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 late September early October, 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 current exchange rate of the Commercial Bank of Ethiopia is: **US\$ 1.00 = ETB 29.1953** as of September 2019.

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**

Mr. Andre Nonguierma  
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Phone: +251 - 115 444718 | Fax: +251 - 115 510 512  
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