



## H6 Inter-country Africa Coordination Workshop 14 – 16 May 2019, Addis Ababa, Ethiopia

### INFORMATION NOTE

#### OVERVIEW OF ETHIOPIA

Ethiopia is strategically located in the Horn of Africa. Its proximity to the Middle East and Europe, together with its easy access to the major ports of the region, enhances its international trade. Covering an area of approximately 1.14 million square kilometers (444,000 square mile), Ethiopia is bordered by the Sudan on the west, Somalia on the south-east, Djibouti on the east, Eritrea on the north and Kenya on the south.

At approximately 850 mm (34 inches), the average annual rainfall for the whole country is considered to be moderate by global standards. In most of the highlands, rainfall occurs in two distinct seasons: the moderate rains during February and March and the high rains from June to September.

#### GEOGRAPHY AND CLIMATE

Addis Ababa, which ranges from 2,200 to 2,600 m (Average 7625 ft) above sea level, has a maximum temperature of 26 °C. It is currently in the summer season and windy days with temperatures from (25°-26°C) while evening temperatures drop to 9° -12°C. Humidity is 55-60%. Ethiopia has two main seasons. The dry season lasts from October through May, and the rainy season starts in late June and ends in September. Temperatures depend on season and altitude. The weather is envisaged to be cold at night and early in the morning, so kindly carry a warm jacket/sweater.



#### LOCAL TIME: GMT +3 hours

#### LANGUAGES

Amharic is the national language as well as the working language. In major towns like Addis Ababa and tourist areas a visitor should be able to get along quite well in English.



#### OFFICIAL CURRENCY

Ethiopian monetary unit is called Birr. All local banks provide currency exchange services with an exchange rate that is uniform. Please note that it is illegal to exchange your currency on the black market - only deal with official banks. All major hotels have FOREX services.



ATMs are widely available in hotels. VISA cards are widely accepted, and some ATMs now accept MasterCard as well. Almost all transactions are cash-based, so please plan accordingly. The Hotel accepts 2 modes of payment i.e Visa Credit Cards and Cash. Exchange rate: 1 \$USD ≈ 28.2264 ETB.

#### HEALTH AND MEDICAL SERVICE

Visitors to Ethiopia should be in possession of a valid health certificate for yellow fever. As Addis Ababa is situated at an altitude of 2400 meters, it is advisable to take precautionary measures for avoiding some health problems that might occur because of high altitude. In case of any Medical emergency, please contact the secretariat at the meeting or the hotel front desk. Names and phone numbers for recommended health care centers are listed below. Please note that all recommended health care centers give service 24/7.



Hospital	Contact details	Address/Location	Language spoken
Betezata Hospital	+251-115-514-141	Stadium	English, Amharic
Korea Hospital	+251-116-295-420/21/22/23/27, <a href="http://www.mcmet.org">www.mcmet.org</a>	Gerji	English, Amharic
Landmark Hospital	+251-115-526-161	Mexico	English, Amharic
United Nations Healthcare Center (UNHCC),	+251-115-441-111/+251-929-908-433 Head nurse: Kelem Kejela, email: <a href="mailto:kejela@un.org">kejela@un.org</a>	Inside the United Nations Economic Commission for Africa (UNECA), Kazanchis	English, French

### INTERNATIONAL PHONE CALLS AND INTERNET ACCESS

Facilities for international phone calls and internet access are available at the hotels. 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 and internet data use.

### SECURITY AND SAFETY ADVISORY

While personal security is an individual responsibility, the United Nations Security and Safety Service is always readily available to assist its clients. In this regard, the full cooperation of all participants is needed to ensure the safety of personal security and valuables.

➤ **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. have been left exposed.
- 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 nearest Security Officer.

### USEFUL TELEPHONE NUMBERS

United Nations Security Control Room – Addis Ababa (24 hours)

+251-115-511-726 or +251-115-444-428

Addis Ababa (City) Police: 991 or call +251-11-111-0111 or +251-11-155-1200

### ELECTRICITY

The electric supply in Ethiopia is 220-240 volts, 50 cycle AC accessible via 13-amp, two-pin (Italian) socket. Recommended plugs are 2-pin round or 3-pin square.



## WORKSHOP VENUE AND ACCOMMODATION

- The H6 inter-country Africa Coordination Workshop will be held at the InterContinental Hotel in Kazanchis, Addis Ababa, Ethiopia. Website: <http://www.intercontinentaladdis.com/> Telephone: +251 115 180 444 or +251 115 505 066
- The InterContinental Hotel is located 5.4 km from Bole International Airport.
- Accommodation for Workshop participants will also be at the InterContinental Hotel . The Workshop organizers will book a standard room for participants for May 13 – 16 or May 14 – 16 depending on arrival date. Breakfast is included in your room rate. Once you arrive to the Hotel, give your name at the reception desk and you should be led to your room.
- Please note that it is mandatory for all Workshop participants to stay at the InterContinental Hotel as part of your DSA will automatically go towards paying for accommodation.

## VISA INFORMATION

### Participants with an Ethiopian Embassy in their country of residence

All foreign participants with an Ethiopian Embassy in their country of residence MUST secure their visa prior to travel. Required steps to secure your visa:

- Email a scanned copy of the biodata page of your passport and itinerary to Mr. Mekonnen Lencho at [lencho@unfpa.org](mailto:lencho@unfpa.org) and copy Ms. Melody Kelemu at [damelody2@yahoo.com](mailto:damelody2@yahoo.com)
- A visa application request will be submitted to the immigration office in Addis Ababa.
- Immigration approval will be sent to the Ethiopian Embassies overseas by the Immigration Authority.
- Visa approval notification will be sent to you through the UNFPA Country Office, Ethiopia.
- You will need to go to the Ethiopian Embassy in your country of residence and obtain your visa. The UNFPA Country Office will provide you with an update and guidance on your visa status.
- Validity of your visa will start from the day of issuance, so make sure to apply closer to your travel date.
- The deadline for emailing your passport biodata page to [lencho@unfpa.org](mailto:lencho@unfpa.org) and [damelody2@yahoo.com](mailto:damelody2@yahoo.com) is 1 May 2019

### Participants without an Ethiopian Embassy in their country of residence

Participants without an Ethiopian Embassy in their country of residence MUST:

- Email a scanned copy of the biodata page of your passport and itinerary to Mr. Mekonnen Lencho at [lencho@unfpa.org](mailto:lencho@unfpa.org) and copy Ms. Melody Kelemu at [damelody2@yahoo.com](mailto:damelody2@yahoo.com) no later than 3 May 2019
- Visa application request will be submitted to the immigration office in Addis Ababa.
- Visa approval notification along with your visa invitation letter will be sent to you through the UNFPA Country Office, Ethiopia.
- These documents will facilitate your boarding and the obtaining of your visa upon arrival.

Visa validity starts on date of issuance in Ethiopia and costs up to US\$ 50. Kindly be informed that visa processing can take up to 2 weeks.


### Visa exemption

Holders of a UNLP, a diplomatic or service passport of any country are visa-exempted.


Nationals of Kenya and Djibouti are also visa-exempted.

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## PAYMENT OF PER DIEM

 All Workshop participants are expected to have their per diem allowances paid by their respective offices before travel. Please note that breakfast and group lunch are arranged as part of the conference package for the three days of the meeting.

## TRANSPORTATION

 Free shuttle service from Bole International Airport to InterContinental Hotel and back will be arranged by the Hotel. Please communicate your flight arrival and departure dates and times to the InterContinental Hotel so they may arrange a shuttle for you. The subject of the email should be “H6 Workshop Shuttle Request” and sent to [liya.habtemariam@intercontinentaladdis.com](mailto:liya.habtemariam@intercontinentaladdis.com) also CC UNFPA focal persons: Ms. Melody Kelemu [damelody2@yahoo.com](mailto:damelody2@yahoo.com) and Mr. Milliyon Melaku [mmelaku@unfpa.org](mailto:mmelaku@unfpa.org)

## CONTACT PERSON FOR UNFPA ETHIOPIA



Name	E-mail address	Telephone
Ms. Melody Kelemu	<a href="mailto:Damelody2@yahoo.com">Damelody2@yahoo.com</a>	+251-966-33-4496