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## **Logistical Information: UNDP CIRDA Country Project Managers Workshop**

**DATES:** 25-27 August, 2015

**VENUE:** UNDP Regional Service Centre for Africa (RSC)  
Main Bole Road, Olympia Roundabout, DRC Street (opposite to Dembel City Centre)  
Addis Ababa, Ethiopia

Wireless internet will be available in all the locations where meeting sessions will be held.

### **MEETING DATES AND TIME**

The workshop will be held on Tuesday to Thursday, 25- 27 August, 2015, starting at 9:00 am (registration will open at 8:45 am) and continuing through approximately 6:00 pm each day, with regular breaks for coffee / tea and lunch provided for all workshop participants.

### **RECEPTION**

A cocktail reception will be hosted by UNDP on Monday 24 August at 7:00 PM in the Ground Floor Reception Centre of the Regional Service Centre.

### **FINANCIAL SUPPORT**

Travel arrangements to Addis Ababa have been organized through each sponsored participant's UNDP Country Office.

Please note that it is important to hold on to air ticket stubs (boarding passes) as they must be presented to UNDP as proof of travel.

Since dinner is provided during the reception and lunch is provided by the organizers, the DSA will be at a reduced rate of \$182.16/night upon your arrival to Addis Ababa and up to 27 August 2015.

Please note that a signed F-10 Expense Claim will be required by all UNDP funded participants. The form should include supporting documentation: proof for ticket purchase (if applicable), all boarding passes for all legs of travel, visa receipts, if any.

### **VISAS**

With the exception of Kenya and Djibouti nationals, visas are required for all visitors to Ethiopia. Please seek out the nearest Ethiopian consulate to acquire a visa prior to entry.

'Visa upon entry' may be arranged for participants who provide their passport information to workshop organizers before the due date. **Please note that the visa process fee is approximately USD 50 which must be paid in cash upon arrival.**

Participants who have not sent in their passport information to UNDP and wish to attain a visa upon arrival should contact the Main Department for Immigration and Nationality Affairs at the following address to request permission:

Main Department for Immigration and Nationality Affairs  
E-Mail: - mdina@ethionet.et  
Fax No. : - 00251 1 55 32 09



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00251 1 56 49 81  
P. O. Box: - 5741  
Addis Ababa

Nationals and residents of the following countries are eligible for visas upon entry without the need to attain previous permission: Argentina, Australia, Austria, Belgium, Brazil, Canada, China, Czech Republic, Denmark, Finland, France, Germany, Greece, India, Ireland, Israel, Italy, Japan, Kuwait, Luxembourg, Mexico, Netherlands, New Zealand, Norway, Democratic People's Republic of Korea (North Korea), Poland, Portugal, Republic of Korea (South Korea), the Russian Federation, Slovakia, South Africa, Spain, Sweden, Switzerland, United Kingdom, United States of America.

#### **ACCOMMODATIONS:**

##### **HOTEL OPTIONS & RESERVATIONS**

The UNDSS Ethiopia has established a partnership with a number of hotels. The list of hotels are found under ANNEX 1.

**Please note that all participants are responsible for making their own reservations and for making room payments directly to the hotel.**

At a walking distance from the UN Regional Service Centre are the following hotels: Residence Suite and Dreamliner Hotel. The Radisson Blu Hotel, the Jupiter International Hotel, the Intercontinental Hotel and the Aphrodite International Hotel and Nigist Guest House are a 5 minute taxi ride from the workshop venue.

#### **TRANSPORTATION:**

Bole airport is the only international airport in Addis Ababa, which is located approximately 6km from the town centre and 10 minutes' drive from the RSC Conference Centre. A number of international airlines operate to and from Bole Airport. Participants should note that there are no international bus or train services available for participants to use to travel to Addis Ababa.

Most local hotels provide shuttle service to and from Bole International Airport (Radisson Blu, Jupiter International, Sheraton, Intercontinental Hotel, Hotel Ghion, amongst others). **Please coordinate your airport pick-up with the hotel you are staying at or with the recommended taxi service.**

Taxis: The cost of a taxi from Bole Airport to the city centre is approximately \$15 US (approx. 300birr). Payment has to be made in the local currency (Birr).

Moving in taxi to the venue or from the airport to the hotel can also be arranged by each participant through a 24 hour taxi service recommended by UN Regional Service Centre. Reservations can be made in advance. The details of the company are as follows:

#### **Name of Company: Adika Taxi Services PLC**

**Contact:** Short Line 8210

**Tel:** +251115572545, +251115572545, +251115572999+251115572999

**Fax:** +251115572496

**Email:** info@adikataxi.com , Reservations@adikataxi.com

**Website:** <http://www.adikataxi.com/index.php/contact-us>



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Price for this service is calculated by the following: Birr 24.00 (approximate USD 1.16) of basic fee plus Birr 24.00 per kilometre. Please note that the company only accepts payment in local currency.

**Blue/yellow taxis** may also be requested individually from most hotel lobbies to the Regional Service Centre

Bus/Train: There is no bus or train service from Bole Airport to the city centre.

### **ADDIS ABABA**

Addis Ababa, sometimes spelled Addis Abeba, is the capital city of Ethiopia. It is the largest city in the country, with a population estimated at 4 million. Its name means “new flower” and the city was founded by Emperor Menelik II in 1887. Situated in the foothills of the Entoto Mountains and standing 2,400 metres above sea level, it is the third highest capital in the world.

As a chartered city, Addis Ababa has the status of both a city and a state. It is where the African Union, the United Nations Economic Commission for Africa (UNECA) and numerous other continental and international organizations are based. For this reason, Addis Ababa is often referred to as "the political capital of Africa", due to its historical, diplomatic and political significance for the continent.

The city is divided into 10 boroughs named subcities and 99 wards. The 10 subcities are: 1) Addis Ketema, 2) Akaky Kaliti, 3) Arada, 4) Bole, 5) Gullele, 6) Kirkos, 7) Kolfe Keranio, 8) Lideta, 9) Nifas Silk-Lafto, 10) Yeka.



### **CLIMATE**

Addis Ababa has a subtropical highland climate. The city has a complex mix of highland climate zones, with temperature differences of up to 10 °C (18 °F), depending on elevation and prevailing wind patterns. The high elevation moderates temperatures year-round, and the city's position near the equator means that temperatures are very constant from month to month.

The month of June, July and August have heavy rainfalls with occasional sunshine. Thus, participants are advised to come with rainy season clothes.

### **TIME**

Addis Ababa falls under the East Africa Time Zone (EAT) which is three hours ahead of Greenwich Mean Time (+3 hours GMT).

### **HEALTH CARE**



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Participants travelling from countries with risk of yellow fever transmission should be in possession of a valid certificate for yellow fever vaccination. The certificate will need to be shown at the airport. The list of these countries is available on the WHO website ([www.who.int/ith/chapters/ith2012en\\_annexes.pdf](http://www.who.int/ith/chapters/ith2012en_annexes.pdf)).

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 at (0115) 44 55 02/44 35 48/44 31 35, or ext. 35502/ 33548/33135 (from within ECA). Participants on special medications should bring enough quantities to last for the duration of their stay as some of them may not be available at UNHCC or in town.

#### **LANGUAGE**

There are over 80 languages in Ethiopia, but the working language is Amharic. English is widely spoken.

#### **ELECTRICITY**

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



#### **CURRENCY BANKING**

The local currency is the Ethiopian birr (ETB). The UN exchange rate for one USD as of June 2015 is 20.75 Ethiopian Birr. Credit cards are accepted at very few outlets in Addis Ababa. It is not normally possible to get currency advances against a credit card. Participants should thus bring an adequate supply of hard currency or travelers-checks. USD and Euro are easily exchanged and US\$ are accepted in most major hotels. Currency exchange for most hard currency can be done at the bank located at the Rotunda in the ECA compound or any bank which is closely located to your hotel. Please remember to carry your passport when going to the bank.

#### **CURRENCY RESTRICTIONS**

You must declare to customs officials on entry or exit any cash in excess of \$3,000 (or the equivalent in other foreign currencies). Travelers leaving Ethiopia with more than \$3,000 must present a bank advice notice if the currency was purchased from a local bank or a valid customs declaration form obtained at the point of entry.

#### **WEIGHTS & MEASURES**

The metric system is used throughout Ethiopia. Numerals on vehicle speed ohmmeters, highway markers and speed limits all indicate kilometres.

#### **TELEPHONE COUNTRY/CITY CODES**

Country code: +251      The area code for Addis Ababa is: 11

#### **EMERGENCY TELEPHONE NUMBERS**

Prefix for Ethiopia (+251)



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Fire department: 939 or 0111567004  
Police: 991 or 0111572121  
UN security: (+251) 115-516537 or (+251)115-512945  
UN Health Care Center: 011 5445502 or 011 5443548  
UNECA: 251-11-551 7200

#### **MOBILE PHONE SERVICES**

The Ethiopian Telecommunication Company (Ethio Telecom) offers SIM cards with pre-charged airtime. The cost of a regular SIM card is about \$1. If you wish to upgrade your SIM card into a 3G service, please send a text message of "3G" to 825. There is no fee attached for upgrading your SIM card to 3G. The payment for the SIM and telecom services have to be made in Ethiopian Birr. Participants will require their passport and two passport photos when purchasing a SIM card. 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).