



Economic and Social Council

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Economic Commission for Africa
Committee on Social Policy, Poverty and Gender
Fifth session

Addis Ababa, 2 and 3 November 2023

Information note for participants

Overview

The Economic Commission for Africa (ECA) will host the fifth session of the Committee on Social Policy, Poverty and Gender, on 2 and 3 November 2023. The session will be held at the United Nations Conference Centre in Addis Ababa. This information note contains general information about the session that you may find helpful when making your travel arrangements and attending the session.

The theme of the session is “Building new social contracts in Africa: choices to fulfil development aspirations”.

Visa and immigration requirements

To help participants obtain a visa upon their arrival at Bole International Airport, the secretariat of the Committee will need to receive the following documents at least 15 working days in advance:

- (a) A copy of your passport (must be valid for at least 6 months beyond the expected date of entry into Ethiopia);
- (b) Your invitation letter;
- (c) Your flight details (arrival and departure);
- (d) Name of the hotel in which you are booked.

Participants who intend to request a visa on arrival at Bole International Airport should carry with them their personal official letter of invitation and a copy of the note verbale listing the session participants. You will need to present them at the check-in desk at your airport of departure and to the Ethiopian immigration authorities when you arrive. The application fee for a single-entry, 30-day conference visa is \$52.

Airport reception and transport

Representatives of the Protocol Unit will meet you when you arrive at Bole International Airport and will assist you with your immigration and customs formalities if necessary.

You will need to provide your date and time of arrival in Addis Ababa, including your full flight details, which will be forwarded to the secretariat of the Committee.



Shuttle buses will be made available to take participants from the airport to their hotel upon arrival, from their hotel to the venue each morning, and from the venue back to the hotel in the evening.

Unfortunately, transport will not be provided during lunch breaks, and no transport service will be provided for personal requests.

If you would like to use transport in Addis Ababa outside meeting hours, you can contact the call centres of the ride-sharing companies Ride (dial 8294) or Feres (dial 6090), or you can book a taxi through the National Tourism Organization by calling +251 115 511 822 or +251 115 518 400. You can also take a yellow or blue taxi parked outside your hotel.

Hotel accommodation

A block of rooms has been set aside for participants who wish to stay at the Inter-Luxury Hotel, which is within walking distance of the United Nations Conference Centre. Upon participant request, hotel shuttles will be made available at the airport to transfer participants to the hotel upon arrival and from the hotel to the airport upon departure. The contact information for the hotel is as follows:

Contact: Jacqueline Solomon

Email: jacqueline.solomon@interluxuryhotel.com

Website: www.intercontinentaladdis.com

Kazanchis area, Guinea Conakry Street

Addis Ababa

Tel: +251 115 505 066/518 0444

Fax: +251 115 540 090/096

Meeting venue

The fifth session of the Committee on Social Policy, Poverty and Gender will be held on 2 and 3 November 2023 at the United Nations Conference Centre, Addis Ababa Ethiopia.

Registration and badges

Participants are requested to register for the meeting on the Indico web page no later than 29 October 2023 to facilitate the smooth coordination of the issuance of meeting badges and the compilation of the list of participants.

You can collect your meeting security badge on the morning of 2 November 2023. You must bring your passport and a printout or an electronic copy of your airline tickets when collecting your badge.

Health requirements

Addis Ababa is located at an altitude of 2,400 metres above sea level, which may induce altitude sickness in some people. If you have experienced altitude sickness in the past, reconsider whether you need to travel to Addis Ababa, or ask your doctor for appropriate medication. The risks related to altitude sickness are higher for individuals with multiple health problems (comorbidities) and can result in serious health consequences. Please discuss your health issues with your doctor before you leave.

Anyone travelling to Ethiopia from countries in which yellow fever is endemic should be in possession of a valid health certificate as proof of vaccination against yellow fever. Vaccination against cholera is also required for anyone who has visited or transited through a cholera-infected area within six days prior to their arrival in Ethiopia.

Persons with a chronic medical conditions must bring enough medication to last the entire trip to Ethiopia, as some medication may not be available in the country.

The United Nations Health Care Centre, situated on the ground floor of the United Nations Conference Centre, can provide emergency medical services to participants and representatives attending meetings during working hours. A fee is charged for such services.

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

Dr. Grace Fombad

Chief, United Nations Health Care Centre

Tel: +251 115 515 828

+251 115 517 200 ext.88888/33548/35502

ECA ambulance service

Tel: +251 115 511 059

+251 115 515 828

Airline reservations

A number of international airlines operate to and from Addis Ababa. Participants must book their return or onward air passage before arriving in Addis Ababa.

Gashem Travel and Airlink Travel, the two agencies contracted by ECA to arrange official travel for staff members, are housed in the Congo building on the ECA compound. They can assist with ticket reconfirmations and provide participants with travel and tour-related information.

Gashem Travel

Tel: +251 115 443 051

+251 115 443 052

+251 115 468 485 or

Mob: +251 911 25 04 68

Airlink Travel Tel: +251 115 444 334

+251 115 444 336

Ethiopian Airlines and Kenya Airways also have offices in the Congo building.

Participants should have their tickets with them when visiting the travel agencies or airlines to confirm their flights.

Temporary importation of laptops and other equipment

According to the customs regulations of the Government of Ethiopia, each participant is allowed to bring into the country one laptop for use at the meeting. Other equipment, such as professional cameras and cinematography equipment, requires prior approval by the responsible government ministry.

Documentation

All participants are strongly encouraged to bring their own laptop or tablet to the meeting. To reduce the environmental impact generated by the use of paper, participants are encouraged to consult digital versions of the meeting documents. All unrestricted official documents and statements related to the meeting will be available in the official languages of the Commission (English and French) on the PaperSmart portal, which is available at <https://papersmart.uneca.org/meeting>. The documents can also be downloaded from the official meeting website under “Documents”.

A print-on-demand service will remain available to in-person participants during the session.

Information and communications technology services

The United Nations Conference Centre is equipped with Wi-Fi. Technical support will be available from the secretariat of the Committee during the meeting.

Participants are encouraged to bring a dual-band mobile phone (900/1800 MHz). The national telecommunications company, Ethio Telecom, sells SIM cards with pre-charged airtime. The initial subscription costs 15 Ethiopian birr (for more details see www.ethiotelecom.et/prepaid-mobile/). Safaricom SIM cards are also available.

General information about Ethiopia

Ethiopia is as large as France and Spain combined and has a surface area of 1.12 million km². Addis Ababa is situated at an altitude of 2,400 metres. Agriculture is the backbone of the national economy and the principal exports from the sector include coffee, oil seeds, pulses, flowers, vegetables, sugar and animal feed. About 90 per cent of the population earns a living from land, including those working in the vibrant livestock sector, with significant exports of cattle, hides and skins.

The population of Ethiopia is estimated at 100 million, over 50 per cent which is under the age of 20. The average number of inhabitants per square kilometre is 69. Ethiopia is a multi-ethnic State with a wide variety of spoken languages. There are 83 languages – the three main ones being Amharic, Tigrinya and Afaan Oromo – and 200 dialects. Arabic, English, French and Italian are also spoken, mainly in Addis Ababa. Additional information about Ethiopia and ECA is available at www.uneca.org and www.ethionet.et.

Ethiopia has two main seasons. The dry season lasts from October to May and the rainy season from late June to September. Temperatures vary according to the season and altitude.

The proximity of Addis Ababa to the equator does not have a significant effect on its weather conditions. Temperatures are mild all year round, but November to January are the coolest months and April and May the warmest.

Nevertheless, temperatures can drop abruptly after sunset, even during the warmest months, so participants are advised to carry appropriate clothing.

The electricity supply is 220–240 volts, 50 cycles. Ethiopia uses 13-amp, two-pin (European) AC power sockets.

Ethiopian currency is denominated in birr and centimes. As the exchange rate can fluctuate, you should check it online before you arrive, at www.nbe.gov.et/market/banksexchange.html.

Automatic teller machines can be found at the airport, in hotels and at a number of other locations.

Guidelines on personal security and safety

While at the venue, please adhere to the following safety guidelines:

- Ensure full compliance with United Nations security instructions and guidelines at screening and access points.
- Wear and visibly display your meeting badge throughout the meeting.
- Cooperate with security personnel at the venue and in the meeting rooms.
- Do not leave bags and parcels unattended, as they may be confiscated.
- Take maximum precautions to safeguard your cash and your purse or wallet while you are at the meeting venue.
- Do not bring unauthorized persons, including children, into the meeting venue.
- Do not bring any hazardous items into the meeting venue.
- Ensure that you have taken all your documents and personal items with you before leaving the meeting rooms.
- Report any lost items immediately to security staff.
- Deposit any items you find at the “lost and found” desk.

When staying at your hotel, please adhere to the following safety advice:

- Be aware of the nearest exits in case of an emergency.
- Use all auxiliary locking devices on the entrance door and windows of your hotel room.
- Use the peephole to identify anyone requesting entry to your room.
- Do not let anyone into your hotel room who is not expected. If in doubt, call the front desk.
- Before leaving your room, make sure that no money, jewellery or other valuables are visible.
- Deposit valuables or portable items at the reception desk and obtain a receipt for them.
- In the event of a fire, check the door for heat and smoke before exiting through the fire exit route.
- Contact hotel security if you encounter any incidents.

Useful telephone numbers

24-hour emergency number: 991

City Police: +251 115 572 100

+251 115 572 121

Federal Police: +251 115 524 077

+251 115 526 302

+251 115 526 303

For further information about the meeting, please contact:

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