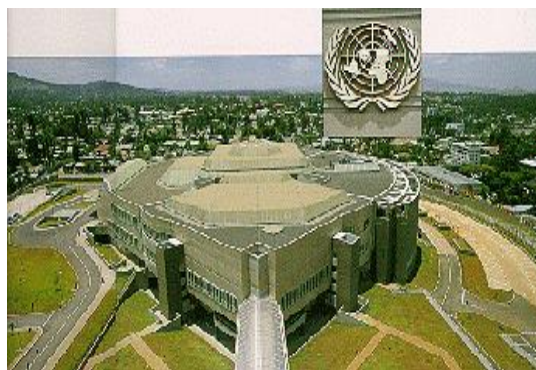


# Workshop on Mainstreaming and Implementing the Water-Energy Nexus for Sustainable Development in the African Region

United Nations Conference Centre (UNCC), Addis Ababa, Ethiopia

4-6 September 2018, Addis Ababa, Ethiopia



## INFORMATION FOR PARTICIPANTS

The United Nations Office for Sustainable Development (UNOSD) and the Ethiopian Ministry of Water, Irrigation and Electricity in cooperation with UN Economic Commission for Africa (ECA) and UN Environment wishes to extend its welcome to all participants in the upcoming **Workshop on Mainstreaming and Implementing the Water-Energy Nexus for Sustainable Development in the African Region** to be held in Addis Ababa, from 4 – 6 September 2018. The venue of the meeting will be the United Nations Conference Centre Addis Ababa (UNCC) within ECA's premises. ECA is located about 5.3 to 6.1 km away from Bole International airport, at Menelik II Ave, Kazanchis area. It is important to take note of the following information which will further assist you in the planning and logistics of your travel to Addis Ababa, Ethiopia.

## IMMIGRATION REQUIREMENTS

Visas are required for all visitors/delegates traveling to Ethiopia, except for nationals of Djibouti and Kenya. Visitors from countries that have Ethiopian diplomatic missions are required by the Ethiopian Immigration Authorities to secure their visas from those missions before departure. Should you require assistance, please contact the ECA so that you may obtain your VISA on arrival but we will need the following:

- Readable scanned copy of **passport details** where you have your picture, name, nationality, date of birth, date of issue, expiry date and issuing Authority and,
- The copy of your **flight details** that shows the date and time of arrival and departure from Addis Ababa.

Please attach and send the above information to the workshop Secretariat: **Mr Adeladay Solomon** at [solomon6@un.org](mailto:solomon6@un.org) and copy to Ms. Efrata Zegeye [efrata.zegeye@gmail.com](mailto:efrata.zegeye@gmail.com), Dr. Semu Moges [semu.moges.2000@gmail.com](mailto:semu.moges.2000@gmail.com) and Ms. Shelley (Hye Kyung) and Choi [choi9@un.org](mailto:choi9@un.org) for a follow-up.

## HEALTH REQUIREMENTS

Visitors to Ethiopia should be in possession of a valid health certificate for yellow fever. Vaccination against cholera is also required for any person who has visited or transited a cholera-infected area within six days prior to arrival in the country.

Please be aware of the geographical location of Addis Ababa, which is at an altitude of about 7,631 feet (2326) m. Acclimatization to this elevation is normally not a problem, but sometimes it might take a few days. Symptoms may include headache, increased breathing (hyperventilation), fatigue, nausea, dizziness and sleep disturbance.

For prevention you may drink extra water (as increased breathing leads to water loss), and also avoid additional salt and heavy meals. Alcohol could worsen sleep disturbance.

The United Nations Health Centre (UNHCC), which is located on the ground/zero floor of the UNCC, provides emergency medical services to participants/delegates attending meetings during working hours.

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

### **United Nations Health Care Centre**

**Telephone: + 251 – 115 - 51 58 28 or 51 72 00 ext. 88888 or 448888**

**ECA Ambulance Telephone: + 251 – 115 - 51 42 02 or 51 58 28.**

Service to delegates/participants is provided on a cash-payment basis.

## HOTEL ACCOMMODATION

[Jupiter International Hotel](#) (Kazanchise) is providing rooms at special rates for the Workshop participants. The hotel is providing special room rates inclusive of full breakfast buffet, free shuttle service to/from the Airport, and a broadband airport pick-up services at USD 90 (incl. service charge + VAT) per night. The hotel is walking distance from the workshop venue and participants are **strongly encouraged** to stay at this hotel.

Hotel booking is the responsibility of the participant. For booking, please e-mail the hotel directly at [reservations@jupiterinternationalhotel.com](mailto:reservations@jupiterinternationalhotel.com) (Tel: +251 11 552 7333). In the email text, please include the following information: Reference to the subject workshop, Name, Check-in Date, Check-out Date, credit card information and attach the Flight Ticket for airport pick-up service. The hotel will require guests to provide credit card details (number, type and expiry date) for **guarantee purposes only**. The payment can be done at the hotel. Please be mindful of the hotel's cancellation policy.

## RECEPTION ON ARRIVAL

Participants who acquired visa from port of departure to Ethiopia can check out through the arrival gate and look for a sign of your Hotel post for a shuttle bus. Those participants requiring visa upon arrival will be met at Bole International Airport and will be assisted with the formalities regarding immigration and customs by the ECA Protocol Unit. Kindly note that there is a non-refundable fee of US\$ 50 for processing visas upon arrival at the airport (for those not holding a Laissez-Passer or diplomatic passport, or those who receive VISA on arrival). Kindly note that the fee will be borne by the participants. As indicated above, date and time of arrival and all subsequent changes in flight itineraries should be communicated well in advance.

## **REGISTRATION AND IDENTIFICATION BADGES**

Registration will take place on Tuesday 4 September 2018 at 8:30 a.m., at the Delegate Registration Building, in front of UNCC Gate (Delegates Gate 2), where each participant will be issued an identification badge. A full list of confirmed participants will be made available to the ECA Security and Safety Service and participants have to carry their identification document (passport) to be allowed entry into the United Nations compound.

Kindly also carry your invitation letter for on-site registration/accreditation. For identification and security reasons, identification badges issued for the meeting should be worn by all participants at all times during the Conference and at official social functions.

## **TRANSPORT**

You will arrive at Addis Ababa Bole International Airport, which is located about 5-7 kilometres from ECA. Upon your arrival, a staff member of the hotel will be holding ECA workshop banner at the arrivals gate. Jupiter International Hotel will provide courtesy transport that will pick participants on arrival at the airport to the hotel (only for those that have booked in the hotel) and back. Participants who wish to make their own alternative arrangements to different non-designated hotels can contact their respective hotels for airport transport provision or use a yellow taxi.

## **ICT SERVICES**

UNCC is equipped with Wi-Fi. Contact the conference services information desk should you have problems accessing the Wi-Fi/Internet. There is a Business Center that caters for participants on cash-payment basis.

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

## **MOBILE PHONES**

Participants can come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). Ethiopian Telecommunication Company (ETC) offers SIM Cards with pre-charged airtime.

## **CLIMATE**

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. In September there is more than 60% of likely chance of occurrence of rain in Addis Ababa. The average temperature is very mild at 15.5 °C (59.9 °F). The afternoons temperature can be as high as 21 °C (69.8 °F), while overnight temperatures reaches an average low of 10 °C (50 °F). Participants are advised to carry warm clothing (especially during the evenings).

## **ELECTRIC SUPPLY**

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

## **CURRENCY**

Ethiopian currency is denominated in “Birr” and “cents”. The current official exchange rate (August 2018) is about **\$ ETB = US\$ 27.51**

There is a branch of the Commercial Bank of Ethiopia within the ECA compound – located in the Rotunda. This Bank is open Monday – Friday, from 8:00 a.m. to 12:45 p.m. and from 2:00 p.m. to 4:30 p.m. The Bank is closed on Saturdays and Sundays. There is also an authorized exchange centre (Forex) at the Sheraton and Hilton Hotels and ATM machines for Visa/Mastercard users at the Sheraton, Hilton and Intercontinental hotels, as well as at the Conference Center which will give you money in birr.

## **DSA PAYMENTS**

### **International Participants**

Participants hailing outside of Ethiopia will be paid a Daily Subsistence Allowance (DSA) at UN Addis Ababa rate (US\$ 198 per night), to cover expenses (e.g. hotel, meals, and all incidentals-telephone etc.) resulting from their stay. Terminal expenses of US\$ 188 will also be provided to cover airport transfers; visa and etc. Lunch will be provided throughout the workshop period. For other meals, participants may explore restaurants nearby ECA/hotel. The restaurants only accept Birr in cash as a form of payment. Participants are advised to change some foreign currency into Birr for their meals. Participants are also advised to settle all their hotel bills from their DSA payment before they check out as ECA will not be responsible for any bills left unpaid at the hotel.

### **Addis Ababa/Self-Funded Participants**

Participants hailing from Addis Ababa or participants attending the workshop with the support of their own organization will not be paid DSA. Lunch will be provided during the workshop period.

### **Regional Participants (Participants coming from outside of Addis Ababa, Ethiopia)**

Participants attending the conference from the Regional State Governments of Ethiopia (outside of Addis Ababa) will be paid a Daily Subsistence Allowance (DSA) at UN Addis Ababa rate (US\$ 198 per night), to take care of their expenses (e.g. hotel, all meals, including lunches, and all incidentals-telephone etc.) resulting from their stay. Only participants who have submitted the requisite forms, including funds transfer form will be provided with the DSA and travel expenses (upon submission of receipts). Lunch will be provided throughout the workshop period. For other meals, participants may explore restaurants nearby ECA/hotel.

## **CONVENIENCE MAPS**

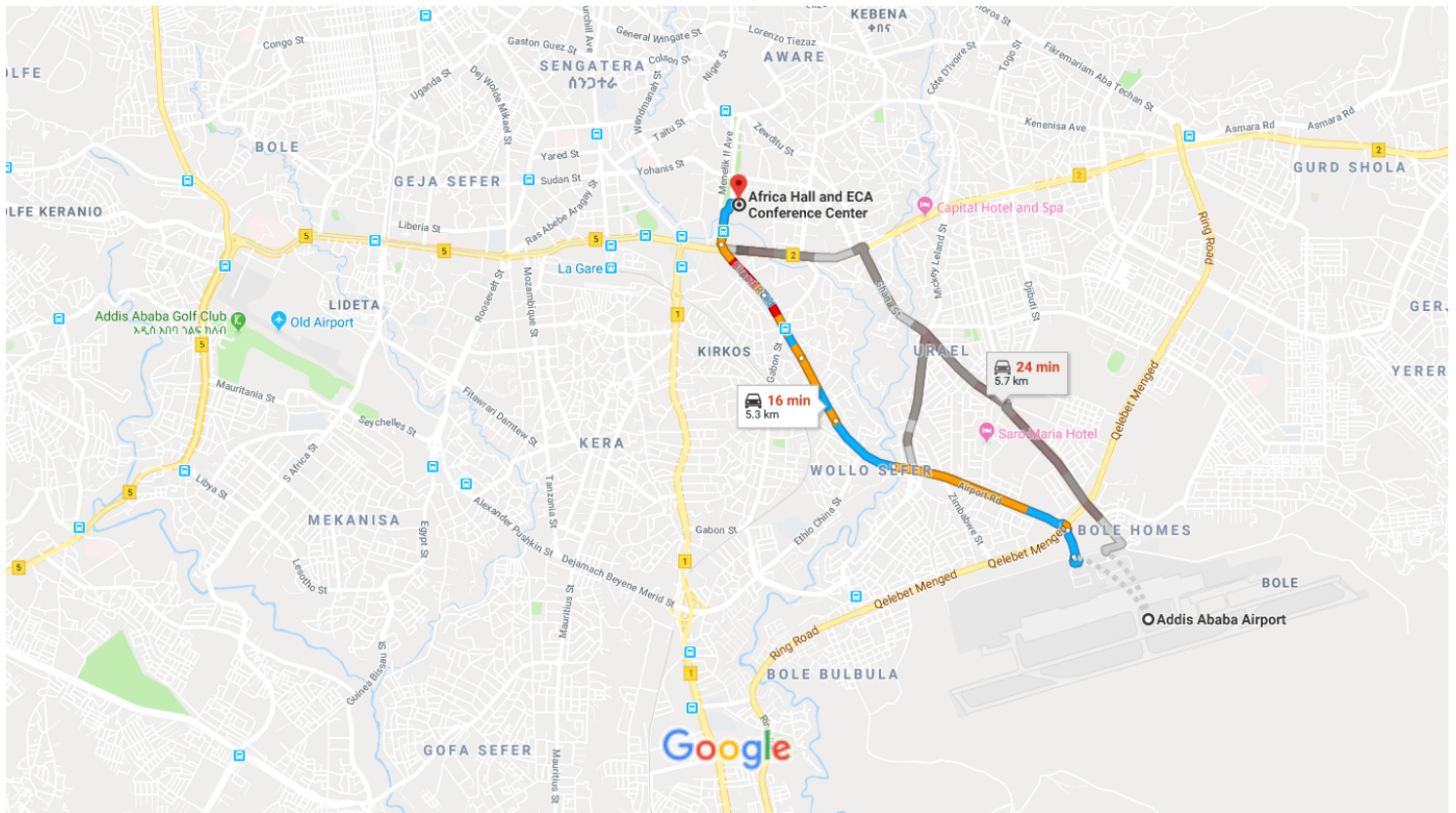
Hotel and UN ECA Conference MAPS are also annexed.

**We look forward to your arrival in Addis Ababa.**



## Addis Ababa Airport, Addis Ababa to Africa Hall and ECA Conference Center

Drive 5.3 km, 16 min



Map data ©2018 Google

1 km



### via Airport Road

Fastest route, despite the usual traffic

16 min

5.3 km



### via Equatorial Guinea St/Jomo Kenyatta St/Route 2 and Airport Road

Heavy traffic, as usual

19 min

6.1 km



### via Cameroon St

Heavier traffic than usual

24 min

5.7 km

# Google Maps Addis Ababa hotels near ECA



Map data ©2018 Google

50 m

Sort by ▼

MORE OPTIONS