



Africa Regional Joint Preparatory Meeting for CITES CoP 17 and CBD COP 13, COP/MOP 8 and COP/MOP 2

Addis Ababa, Ethiopia, 8-12 August 2016

Information Note for Participants

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I General

The Africa regional joint preparatory meeting for the seventeenth meeting of the Conference of the Parties to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES CoP 17) and the thirteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (CBD COP 13) and the associated meetings of the Parties to the Protocols of the Convention on Biological Diversity is scheduled to be held in Addis Ababa, Ethiopia from 8-12 August 2016.

The meeting will be held at:

UN Conference Centre (ECACC)
Menelik II Avenue
Addis Ababa, Ethiopia
Tel: 251-1- 551 49 45
Fax: 251-1-551 31 55
E-mail: ECACC@uneca.org

The meeting is organized by the Secretariats of CITES and CBD, through funding provided by the European Union. Technical and organizational support, including meeting logistics and travel arrangements for participants, will be provided by the UNEP Regional Office for Africa (ROA).

The meeting will start at 9:00 a.m. on Monday, 8 August in ECACC.

The workshop will be held in English and French with interpretation.

II Visa requirements

Meeting participants need to obtain their visas from the Ethiopian Embassy or consulate from the country they reside or travel from. Participants coming from countries that do not have Ethiopian embassies or consulates, the event organizers could get in touch with Ethiopian authorities to process visas on arrival. Please note that an Ethiopian visa costs USD 20.00 or EURO 17.00 per person and the payment must be made either in US Dollars or in EURO at the time of issue. Holders of diplomatic and service passports as well as 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 on departure.

III Temporary importation of laptops

To comply with the import customs regulations of the Government of Ethiopia conference participants should declare laptops and conference equipment they may carry with them when entering the country. A detailed specification of the items to be brought in, together with the arrival/departure details of the participant. The items will be registered for temporary import by the customs office and they should be taken out of the country after the conference.

IV Health and vaccination

Yellow Fever certificates are required by persons who travel from or through yellow fever areas as designated by the World Health Organization.

There is no malaria risk in Addis Ababa. However, there is a risk of malaria that exists throughout the year in the whole country in areas below 2000 m. As Addis Ababa is situated at an altitude of 2,400 meters, it is advisable to take precautionary measures for avoiding some health problems that might occur because of high altitude.

For more information, please consult a medical professional with regard to the vaccination requirements for your travel.

The United Nations Health Centre, situated on the ground floor of the Conference Centre, provides emergency medical services to participants/delegates attending meetings. In case of a medical or dental emergency, please contact the following:

Dr. Grace Fombad
Chief – 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.

V Registration of participants

Participants will be required to register and obtain Identification Badges prior to the opening of the meeting. The venue of registration will be at the Delegates Registration Bureau. Registration will start from 08:30 am on 8 August at the Delegates Registration Bureau.

For identification and Security reasons, Identification Badges should be worn by all participants at all times during the Conference and at official social functions.

VI Hotel arrangements

Participants are kindly requested to make their own hotel reservation, including airport transfer and ground transfer to the meeting venue. The list of recommended hotels in the vicinity of the ECACC where the meeting is taking place is available in Annex I attached. Please note that some hotels offer airport shuttle services, please request directly when making reservations.

In addition to accommodation costs, all participants will be responsible for all other additional costs: i.e. breakfast (where not included) telephone, Internet/fax, room service, mini-bar and laundry, meals (i.e. lunch and dinner) - and must pay these directly to the hotel at checkout.

VII Transport to and from the airport

Addis Ababa is serviced by the Addis Ababa Bole International Airport (it is located in Bole about 8 km outside the Addis Ababa city centre).

Participants should make their own transportation arrangements from Bole International Airport to their respective hotels. Taxis are available at the airport, the fare is approximately ETB 60-80 (about US \$10) and the journey takes about 15-30 minutes and prices are higher at night.

VIII Payment of the Daily Subsistence Allowance (DSA)

Sponsored participants will receive their DSA on the first day of the workshop.

IX Travel and administrative arrangements

For participants who have been officially nominated as representatives of CITES and CBD Parties, and whose travel is sponsored by the organizers, the most direct economy roundtrip air ticket (home country/Addis Ababa/home country) to arrive in Addis Ababa at best possible on 7 August and depart on 13 August 2016 would be issued and sent via email at the earliest. Questions regarding travel arrangements may be directed as follows:

Sylvia Munuhe,
Regional Office of Africa (ROA),
United Nations Environment Programme (UNEP),
P.O. Box 30552 00100,
Nairobi, Kenya
Tel: +25420 762 4287
Email: sylvia.munuhe@unep.org

Where changes are made to the travel schedule provided by UNEP, the sponsored participants are requested to inform UNEP Regional Office for Africa as soon as possible after arrival.

X Transport to attend meeting

Some hotels may provide complimentary transport to and from UNCC, according to fixed schedules. Otherwise, participants must take public or other transportation.

XI Meeting documents

Documents related to the meeting will be made available through relevant CITES and CBD Webpages.

CITES: <https://cites.org/eng/news/calendar.php> (click on “more information” on the meeting item)

CBD: <https://www.cbd.int/doc/?meeting=PREPCOP-2016-02>

XII Internet services

The ECA Conference Center is equipped with WIFI. Technical support are available through the ECA Help Desk (phone +251 – 11 5 443123, email: ihelpdesk@uneca.org) Technical support for presentations must be arranged in advance. Please be advised that Blackberry Services are not available in Ethiopia.

XIII Catering services

Participants should make their own meal arrangements, aside from the morning and afternoon coffee breaks. Catering facilities that are readily available for refreshments and meals in the ECA compound include the following:

Sheraton Addis (located in the UNCC-ECA)

Lalibela (located in the Nigerian lounge)

Kaldis (located in the Rotunda)

Bon Café is located by the ECA entrance (vehicle)

XIV Weather and time zone

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.

Current weather conditions can be found at:

<http://worldweather.wmo.int/en/city.html?cityId=162>.

The standard time zone is GMT/UTC + 3 hours.

XV Electricity

The electrical currents used in Ethiopia are 220V, 50Hz and are shown in the illustration below.



XVI Currency

The currency in Ethiopia is the Ethiopian Birr (ETB). The current exchange rate as at 19 July 2016 is US \$1 = ETB 22.07 and (Euro) € 1 = ETB 24.31. Rates are subject to change.

XVII Personal security and safety

The United Nations Security and Safety Services is always ready to serve all its clients. In this regard, the cooperation of all participants at this meeting would help us a great deal in ensuring the safety of your valuables and your personal security.

Do the following while you are in ECA premises

- Display your Conference Badges on demand of an authorized person and wear it visibly
- Do not leave bags and parcels unattended; this will be confiscated or destroyed
- Do not bring unauthorized persons and children into the conference center
- Safeguard your valuable property
- Check for your documents and items before you leave conference halls and meeting rooms
- If you lose any valuable items within the premises, inform UN Security and Safety Service or inform the nearest Security Officer.

If you are off the ECA premises and in the Hotel

- Upon entering or leaving your room, make it a habit to lock the door
- Before leaving, inspect your room to make sure no money, jewellery, 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 Security Service

XVIII 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
- UN Operations Centre (24 hrs) + 251-115-511726
- Sat Phone +87162546835

- Police Emergency Numbers (24 hrs) 911
- City Police +251-115 572100 / 572121
- Federal Police: +251-115-524077 / 526302 / 526303

XIX Disclaimer

UNEP and the CITES and CBD Secretariats will not assume responsibility for participant expenditures, including the following:

- All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- Salary and related allowances for the participants during the period of the meeting;
- Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- Compensation in the event of death or disability of participants in connection with attending the meeting;
- Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants; and
- Any other expenses of a personal nature, not directly related to the purpose of the meeting.

Annex I

Accommodation

The following are hotels that are cleared by the UN Security

No.	Hotel	Type of Rooms	UN Rate	No. of Rooms
1	ADOT-TINA HOTEL Tel: (251-11)4 67 39 39 Fax: (251-11)4 67 41 11 Mobile: (251-913) 14 64 31	Standard Rooms Double Occupancy	USD 60.00 USD 70.00	40
2	APHRODITE HOTEL Tel: (251-11) 5 57 22 20/00/32/ 28 Fax: (251-11) 5- 572204	Single Standard room	USD 90.00	52
3	BOLE AMBASSADOR HOTEL Tel: (251-11) 6 18 82 81/84 (251-11) 6 18 76 30/31 Fax: (251-11) 6 18 70 96	Single Rooms Twin Rooms	USD 80.00 USD 95.00	48
4	CAPITAL HOTEL AND SPA Tel: 251-11 6-672100 251-11-6-192000 Fax: 251-11-6-672012	Single Standard room	USD 130.00	114
5	CHURCHLL HOTEL Tel: (251-11) 1 11 12 12 Fax: (251-11) 1 11 88 00 Tsegireda – 0913139125	Single Rooms	USD 75.00	53
6	De LEOPOL HOTEL Tel: (251-11) 5 50 77 77 Mobile: (251-911) 67 78 73 (251-911) 21 40 54 – Nega Damena Fax: (251-11) 5 53 14 66 Fax: (251-11) 5 15 50 80	Standard Rooms Double Occupancy	USD 75.00 USD 85.00	74
7	DREAMLINER HOTEL Tel: (251-11) 4 67 40 00 Fax: (251-11) 4 67 40 01 Mob. : (251-911) 24 07 51	Standard Single, Standard King, Deluxe Double Occupancy	USD 80.00 USD 100.00	96
8	ELILLY HOTEL Tel: 0115- 58 77 77/73/70 Fax: 0115 58 52 00	Standard Rooms	USD 130.00	154
9	ETHIOPIA HOTEL Tel: (251-11) 5 51 74 00 Fax: (251-11) 5 51 08 71	Single Rooms Double Rooms Junior Suit Rooms Large Suit Rooms	USD 70.00 USD 90.00 USD 110.00 USD 140.00	110
10	GETFAM HOTEL Tel: (251-11) 6 67 31 75 Email: reservations@getfamhotel.com	Standard Rooms Twin Rooms Junior Suite Suite Presidential	USD 100.00 USD 100.00 USD 172.00 USD 250.00 USD 450.00	115
11	GHION HOTEL Tel: (251-11)5 51 32 22 Tel: (251-11)5 51 00 99 Fax: (251-11)5 50 51 50 / 5 51 02 78	Standard Rooms Double Rooms	USD 69.00 USD 81.00	210
12	GLOBAL HOTEL Tel: (251-11) 4 66 47 66 Fax: (251-11) 4 67 34 22	Single Rooms	USD 73.00	50
13	HARMONY HOTEL Tel: (251-11) 6 18 31 00 Fax: (251-11) 6 18 29 10 Mob.: (251-913) 86 77 78	Sheba Queen Standard Twin	USD 118.00 USD 118.00	150
14	HILTON HOTEL	Single	USD 195.00	

	Tel: (251-11) 5 51 84 00/17 00 00 Tel: (251-11) 5 51 00 64 Fax: (251-11) 5 51 17 18 Email: salesaddis@hilton.com	Double Executive Rooms Corner Suite	USD 210.00 USD 260.00 USD 290.00 Plus 26.5% tax	372
15	INTERCONTINENTAL HOTEL Tel: (251-11) 5 50 50 66/18 04 44 Fax: (251-11) 5 54 00 90/96 Mob.: (251-911) 459494	King Deluxe Rooms (Standard) Double occupancy Twin Deluxe Rooms	USD 120.00 USD 158.00 USD 158.00	152
16	JUPITER INTERNATIONAL HOTEL – BOLE Tel: (251-11) 6 61 69 69/70 Fax: (251-11) 6 61 69 99	Standard Single Rooms Deluxe Rooms Twin Rooms Junior Suite Rooms Executive Rooms	USD 100.00 USD 120.00 USD 140.00 USD 155.00 USD 200.00	40
17	JUPITER INTERNATIONAL HOTEL - KASANCHES Tel: (251-11) 5 52 73 33 (251-11) 5 51 63 70 0911 65 18 10 (Ayelech) Fax: (251-11) 5 52 64 18	Standard Single Rooms Deluxe Rooms Twin Rooms Junior Suite Rooms Executive Rooms	USD 100.00 USD 120.00 USD 140.00 USD 155.00 USD 200.00	102
18	KALEB HOTEL Tel: (251-11) 6-62-22-00 Fax: (251-11) 6-62-80-98	Single Standard Rooms	USD 85.00	64
19	KZ HOTEL Tel: (251-11) 6 62 16 77 / 61 48 36 Fax: (251-11) 6 18 51 38	Single Standard Rooms Double Rooms	USD 65.00 USD 75.00	32
20	MARRIOTT EXECUTIVE APARTMENTS Tel: (251-11) 5 18 46 00 E-mail: reservation.adder@marriott.com	Single Rooms Double Rooms	USD 160.00 USD 175.00 Plus 26.5% tax	81
21	MONARCH Tel: (251-11) 6 67 24 80/81/82 E-mail: info@monarchaddis.com	Standard Single Deluxe Twin Deluxe Studio	USD 75.00 USD 75.00 USD 100.00 USD 90.00	74
21	MN INTERNATIONAL HOTEL Tel: (251-11) 6 62 08 31/33/34/35 Fax: (251-11) 6 62 08 32	Single Rooms Double Rooms	USD 60.00 USD 80.00	91
22	NIGIST TOWERS GUEST HOUSE Tel: (251-11) 5 50 97 70 Yirgat:0911 19 55 35 No breakfast	Studio One Bed Room Two Bed Room	USD 72.45 USD 84.53 USD 114.70	32
23	PANORAMA HOTEL Tel: (251-11) 6 61 60 70 Fax: (251-11) 6 61 60 72	Single Rooms	USD 53.00	45
24	RADISSON BLU HOTEL Tel: (251-11) 5-15 76 00 Fax: (251-11) 5-15 76 01	Single Standard Rooms	USD 153.00 Plus 26.5% tax	204
25	SHERATON HOTEL Tel: (251-11) 5 17 17 17 Fax: (251-11) 5 17 27 27	Club Room (single) Double Executive Rooms Executive Double	USD 255.00 USD 255.00 USD 366.00 USD 410.00 Plus 26.5% tax	293
26	SARO MARIA HOTEL Tel: 0116- 67 21 67/68 Fax: 0116- 67 21 21	Single Standard room Double room	USD 90.00 USD 120.00	96
27	THE RESIDENCE HOTEL Tel: 0115- 57 10 75 Fax: 0115- 57 10 54	Standard Rooms Twin Rooms	USD 85.00 USD 99.00	19
28	WASHINGTON HOTEL Tel: (251-11) 6-39 22 39 Fax:(251-11) 6-39 21 83	Single Rooms Twin Rooms	USD 85.00 USD 95.00	65
29	WASSAMAR HOTEL Tel: (251-11) 6-61-00-55	Single Rooms	USD 85.00	66

	Fax:(251-11) 6-61-00-65	Double Rooms	USD 95.00	
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