Africa Regional Training Workshop (Anglophone)
Supporting countries to advance their National Adaptation Plan (NAP) process

14-17 April 2014
Addis Ababa, Ethiopia

INFORMATION NOTE FOR PARTICIPANTS

MEETING VENUE

The Africa Regional Training Workshop (Anglophone) ‘Supporting countries to advance their National Adaptation Plan (NAP) process’ is being held by the National Adaptation Plan Global Support Programme (NAP-GSP) from 14 to 17 April 2014 in Addis Ababa, Ethiopia. This workshop is organized for the Anglophone Least Developed Countries (LDCs) in Africa. The meeting venue is at the United Nations Conference Centre of the UN Economic Commission for Africa. The Centre’s address and contact details are provided below.

United Nations Conference Centre (UNCC) of UN Economic Commission for Africa (UN ECA)
Address: Menelik II Avenue, P.O. Box 3001, Addis Ababa, Ethiopia
Tel: 251-11-551 7200
Fax: 251-11-551 4416

The Conference Centre is located at the hub of the capital city, Addis Ababa, Ethiopia and is only 10 minutes away from the Bole International Airport by vehicle. Please be informed that you may need your invitation letter and passport for onsite accreditation. For identification and security reasons, Identification Badges given at the registration should be worn by all participants at all time during the Workshop.

HOTEL ACCOMMODATION

Please kindly note that the Daily Subsistence Allowance (DSA) for this training workshop in Addis Ababa is USD 173 per day. A selective list of hotels that are located within the walking distance from/to UN ECA is provided below. Please be informed that all participants are invited to make a reservation directly with the hotels. The rates below are subject to change.

1. Jupiter International Hotel
   Room rate per night: USD 120
   Tel: +251 1 1557 7410
   E-mail: info@jupiterinternationalhotel.com
2. Aphrodite International Hotel  
Room Rate per night: USD 91  
Tel: +251 11 552 2228  
E-mail: infor@aphroditeaddis.com

3. Hotel de Leopol International  
Room rate per night: USD 113  
Tel: +251 11 550 7777  
E-mail: hoteldeleopol@ethionet.et

4. Radisson Blue Hotel  
Room rate per night: USD 150 to USD 200  
Tel: +251 11 557 7410  
E-mail: info.addisababa@radissonblu.com

Both NAP-GSP sponsored and self-sponsored participants are expected to settle their bills directly with their hotel. It includes room charges and other expenses such as for local and long-distance telephone calls, Internet use, business center use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given. All participants are also requested to provide the NAP-GSP workshop secretariat with the name of the hotel they intend to stay.

TRAVEL ARRANGEMENT FOR NAP-GSP SPONSORED PARTICIPANTS

1. Air ticket

Air tickets for NAP-GSP sponsored participants will be arranged by the United Nations Environment Programme Regional Office for Asia and the Pacific (UNEP ROAP) through the United Nations Development Programme (UNDP) country offices. Please contact UNDP Office in your country after receiving an authorization number from UNEP ROAP. An economy-rate round trip ticket from country of origin to/from Addis Ababa, Ethiopia, in accordance with the UN rules and regulations will be provided. The participants will receive their electronic ticket either by email/fax or through UNDP Office in their country of residence. Please note that it will not be possible to change travel details after the ticket is issued.

2. Daily subsistence allowance

The participants whose travel is sponsored by NAP-GSP will be provided with daily subsistence allowance (DSA) as per the United Nations rules and regulations in local currency. The DSA covers accommodation cost, meals and miscellaneous expenses including visa fee, airport tax, local transportation, etc. In order to facilitate the disbursement of DSA, eligible participants are requested to submit copies of their passport and air tickets together with original boarding pass(es) of all incoming flights to the NAP-GSP workshop secretariat at the registration desk on the first day of the meeting. Participants unable to stay for the entire duration of the meeting are required to inform the NAP-GSP workshop secretariat as soon as possible. In case that DSA is already disbursed, participants are obliged to return the proportionate amount according to the period they are not able to present.
TRAVEL ARRANGEMENT FOR SELF-SPONSORED PARTICIPANTS

For the record and assistance in case of emergency, self-sponsored participants are kindly requested to provide their flight details as well as information of hotel they intend to stay.

VISA ARRANGEMENT FOR PARTICIPANTS

An Entry Visa is required for most of the participants from outside Ethiopia. The participants from Somalia, Uganda and Senegal should obtain a visa to Ethiopia in their country before their travel. For the participants from other countries an Entry Visa can be obtained on arrival.

Depending upon types of passport, participants may be subject to fees of **USD 20 per person for Visa on arrival** and payment must be made in US dollars at the time of issuance. Other currency may not be accepted. Two passport-sized photographs may be needed.

Please be informed that you will need to carry your **invitation letter** and your **authorization letter for visa on arrival** to facilitate the issuance of a visa. NAP-GSP Secretariat will send both letters either via e-mail/fax or through UNDP country office in your residence before your departure. Please kindly consult Embassy of Ethiopia in your country for your visa arrangement before your departure.

OTHER FINANCIAL AND ADMINISTRATIVE ARRANGEMENT

All delegates are advised to arrange, at their own expense or that of their organization, insurance against sickness, accident, permanent or temporary disability, death and third party risk for the period of the meeting including the journey to and from Addis Ababa, Ethiopia. NAP-GSP Secretariat will not assume responsibility for any other expenditure, including the following:

a) 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;

b) Salary and related allowances for the participants during the period of the meeting;

c) Cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;

d) Compensation in the event of death or disability of participants in connecting with attending the meeting;

e) 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.

OTHER INFORMATION

1. Addis Ababa is a city at high altitude, 2,400 meters above sea level. Safety standards are relatively good, but similar precautions as in any metropolitan cities should be followed. The predominant language spoken in Addis Ababa is Amharic, but English is widely understood as well. Right hand traffic rule applies.
2. Temperatures in Addis Ababa are remarkably constant from month to month. The average highs are between 17°C (63°F) and 22°C (71°F). The average lows are between 11°C (51°F) and 14°C (58°F). The warmest months are February to May. Prior to travel, please consult following online weather forecast service: http://www.ethiomet.gov.et/

3. Currency: The local currency is the Ethiopian Birr made up of 100 cents of Birr. Visitors may import an unlimited amount of foreign currency, provided that declaration of such currency is made to customs on arrival. Foreign currency may be changed only at authorized banks and hotels. Travelers who are non-resident of Ethiopia are required to declare any amount of cash exceeding USD 3,000 or its equivalent in any other foreign currency at the entry into Ethiopia by filling out the declaration form of the Ethiopian Customs. A non-resident traveler is not allowed to carry more than USD 3,000 or its equivalent in any other foreign currency in cash upon departure from Ethiopia, unless he/she produces a Customs Declaration paper issued at the time of entering the country and the visa has not expired. The currency declaration form must be retained as this will be required by customs on departure. Any traveler entering or exiting Ethiopia may carry a maximum of 200 Ethiopian Birr. Visitors, however, will be able to change back any excess Ethiopian Birr to foreign currency at the airport before departure.

4. ATMs or cash machines are found throughout Addis Ababa. Dashen Bank is a principal member of both Visa and MasterCard International. Some hotels (Hilton, Sheraton, Intercontinental, Wabi Shebelle Hotel, Ethiopia Hotel, Semein Hotel and Harmony Hotel) also have such facilities. Note that not all cards are accepted everywhere. Dashen Bank ATMs accept VISA/MasterCard/Cirrus/Plus. Travelers' cheques are difficult to cash in Addis Ababa.

5. Prior to entry, visitors should be in possession of a valid health certificate for yellow fever. Vaccination against cholera is also required for anyone who has visited or transited a cholera-infected area within six days prior to arrival in Ethiopia.

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

7. Airport Transport / Local Transport: Public transportation is provided by Anbessa City Bus Service Enterprise or Blue-White line taxis which are shared mini-buses. Some words in Amharic would be helpful, but usually one could get by with English. Yellow or Blue taxis which are more expensive but not shared can also be hired at points such as the Bole International Airport and some hotels.

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### MEETING CONTACT PERSONS

Should there be any queries, please do not hesitate to contact:

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<thead>
<tr>
<th>Ms. Wanapa Chanvirat</th>
<th>Ms. Thassanee Soonthornsingha</th>
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<tbody>
<tr>
<td>Team Assistant</td>
<td>Team Assistant</td>
</tr>
<tr>
<td>UNEP/ROAP</td>
<td>UNEP/ROAP</td>
</tr>
<tr>
<td>2nd Floor, UN Building</td>
<td>2nd Floor, UN Building</td>
</tr>
<tr>
<td>Rajdamnern Nok Avenue</td>
<td>Rajdamnern Nok Avenue</td>
</tr>
<tr>
<td>Bangkok 10200 Thailand</td>
<td>Bangkok 10200 Thailand</td>
</tr>
<tr>
<td>Tel: +66 2 288 1187</td>
<td>Tel: +66 2 288 1898</td>
</tr>
<tr>
<td>Fax: +66 2 288 1087</td>
<td>Fax: +66 2 288 1087</td>
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<tr>
<td>Email: <a href="mailto:chanvirat@un.org">chanvirat@un.org</a></td>
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