



General Assembly

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Arabic, English and French only

African Regional Preparatory Meeting for the Thirteenth United Nations Congress on Crime Prevention and Criminal Justice

Addis Ababa, 9-11 April 2014

Information note for participants

1. Date and venue

1. The African Regional Preparatory Meeting for the Thirteenth United Nations Congress on Crime Prevention and Criminal Justice will be held at the Economic Commission for Africa (ECA) in Addis Ababa from 9 to 11 April 2014.
2. The contact information for ECA is:

Economic Commission for Africa
Menelik II Ave.
P.O. Box 3001, Addis Ababa, Ethiopia
Tel.: 251-115-51 7200
Cable: ECA ADDIS ABABA
Fax: 251-115-51 4416 (Addis Ababa)
3. The opening meeting will be convened on Wednesday, 9 April 2014, at 9.30 a.m. The daily schedule for all subsequent meetings will be 9 a.m. to 12.30 p.m. and 2 to 5 p.m.

2. Servicing of the meeting

4. The United Nations Office on Drugs and Crime (UNODC) is responsible for the substantive servicing of the meeting (e-mail: regprepmtg@unodc.org).
5. The Administrative Services Division of ECA is responsible for the administrative and logistical arrangements for the meeting.
6. Simultaneous interpretation services in Arabic, English and French will be provided at the meeting.

* Second reissue for technical reasons (25 February 2014).



3. Registration

7. Participants are required to register at the registration desk and obtain identification badges prior to the opening of the meeting. Participants are also kindly requested to carry their personal identification for on-site accreditation. For identification and security reasons, identification badges should be worn at all times during the meeting and at official social functions.

4. Documentation

8. Documents may be downloaded from the UNODC website (www.unodc.org/unodc/en/crime-congress-preparatory-meetings/RPM2014-africa.html). Participants are urged to bring copies of the documents with them to Addis Ababa. Only a very limited number of copies of the documents will be available during the meeting.

5. Information technology and telecommunications services

9. Participants can use Wi-Fi for connection to the Internet using their own Wi-Fi-enabled laptops. If problems are encountered while using these services, contact the Service Desk on extension 33123 or on mobile 0911-223034. There is also Wi-Fi in the conference centre so that participants can use their Wi-Fi-enabled Blackberry devices. Please note that users are required to consult their service providers for configuration and related issues before their departure to attend the meeting, as individual support for these services and equipment cannot be provided by the Service Desk.

10. The Ethiopian Telecommunications Corporation (ETC) maintains an office in the rotunda of Africa Hall, where it is possible to make international telephone calls, send facsimiles and telexes and purchase SIM cards with pre-charged air time for mobile phones. However, a dual-band mobile handset (900/1800 MHz) is required for mobile services in Ethiopia. Telephone booths for local calls are available in the conference building.

6. Immigration and customs requirements

11. Visas are required for all participants travelling to Ethiopia, except for nationals of Djibouti and Kenya. Participants from countries that have Ethiopian diplomatic missions are required by the Ethiopian immigration authorities to secure their visas from those missions. These include holders of diplomatic and service passports and United Nations laissez-passer. Visa information is available at www.mfa.gov.et, including a detailed list of nationalities exempted from visa requirements for visits.

12. Participants are advised to request visa assistance well in advance, as it generally takes at least one week to process visa applications locally and obtain the approval of the Ministry of Foreign Affairs and the immigration authorities.

13. Please note that an Ethiopian visa costs US\$ 20 per person and payment must be made in United States dollars at the time of issuance. Holders of diplomatic and service passports and United Nations laissez-passer will receive visas free of charge. Participants who hold African diplomatic passports can obtain the visa upon arrival at Bole International Airport.

14. To comply with the import customs regulations of the Government of Ethiopia, participants should declare laptops and conference equipment they are carrying with them when entering the country.

7. Airline reservations and airport departure tax

15. A number of international airlines operate to and from Addis Ababa. It is required that participants secure their return or onward air passage prior to their arrival in Addis Ababa. There are travel agencies on site at ECA to assist participants with travel- and tour-related information.

Travel agencies and their telephone numbers are as follows:

Gashem Travel: +251-115-44 30 51/44 30 52/46 84 85
or 251-0911 25 04 68 (mobile)

Ethiopian Airlines: +251-115-4 44 310

Kenya Airways reservations, sales and ticketing: +251-115-444301/444176
or 153339

16. The Bole International Airport service charge is not included in the ticket. Payment of airport departure tax is required when leaving the country.

8. Transport

17. Bole International Airport is located just five kilometres from the centre of Addis Ababa. Please note that UNODC provides no transportation to or from the airport. Participants may wish to take this into consideration when making their hotel bookings. Hotels may provide a shuttle service to and from the airport. Taxis may be booked through the National Tourism Organization by calling: +251-115-51 1822 or +251-115-51 8400.

9. Health care

18. Prior to entry, 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 through a cholera-infected area within six days of arrival in the country.

19. The United Nations Health Care Centre, situated on the ground floor of the conference building, provides emergency medical services to participants attending meetings during working hours on a cash-payment basis. In case of medical or dental emergency, please contact:

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: +251-115-15 4204 or 51 5828

10. Currency/banks

20. All foreign currency in the possession of the traveller should be declared on the blue currency declaration form upon arrival at Bole International Airport. There is no limit on how much can be brought into the country.

21. Ethiopian currency is denominated in “birr” and “cents”: 1 birr is divided into 100 cents. There are notes in the denominations of 1, 5, 10, 50 and 100 birr. The bank rate of exchange varies; the rate as at 11 November 2013 was US\$ 1.00 = birr 19.0224.

22. Currency changed into birr at the Commercial Bank located in the rotunda on the ECA compound may be reconverted only at that branch of the Commercial Bank, and cannot exceed the originally converted amount. The bank is open Monday to Friday from 8 a.m. to 12.45 p.m. and from 2 to 4.30 p.m. There is also an authorized exchange centre (Forex) at the Sheraton and Hilton Hotels and ATM machines for Visa/MasterCard users at both the Sheraton and the Hilton, which dispense cash in birr. Bank receipts for money changed must be kept securely, as they may be asked for on departure.

23. Acceptance of credit cards is limited to a few hotels and restaurants. It is therefore advisable to carry means of exchange (traveller's cheques) and adequate local cash.

11. Hotels

24. Participants are required to make their own arrangements for accommodation by e-mail through the websites indicated, requesting the United Nations rate. The following hotels are located close to ECA:

HILTON HOTEL Tel.: (251-11) 5 51 84 00 Tel.: (251-11) 5 51 00 64 Fax: (251-11) 5 51 17 18 E-mail: salesaddis@hilton.com Website: www.hilton.com	Single Single pool view Double Executive Rooms Single mountain view Single pool view	US\$ 195.00 US\$ 195.00 US\$ 210.00 US\$ 245.00 US\$ 260.00 US\$ 265.00 Plus 26.5% tax
RADISSON BLU HOTEL Kazanchis Business District Kirkos Subcity Kebele 17/18 Addis Ababa, Ethiopia Tel.: (251-11) 5-15 76 00 Fax: (251-11) 5-15 76 01 Website: www.radissonblu.com/hotel-addisababa/ E-mail: info.addisababa@radissonblu.com	Single Standard room	US\$ 146.00
INTERCONTINENTAL HOTEL Guinea Conakry Street, KAZANCHIS Addis Ababa 117856 Ethiopia Tel.: (251-11) 5 50 50 66/18 04 44 Fax: (251-11) 5 54 00 90/96 Mob.: (251-911) 459494 E-mail: reservation@intercontinentaladdis.com Website: www.intercontinentaladdis.com.et/	King Deluxe Room (Standard) Double occupancy Twin Deluxe Rooms	US\$ 125.00 US\$ 143.00 US\$ 143.00

GHION HOTEL Stadium around Meskel Square Addis Ababa Ethiopia 1643 Addis Ababa, Ethiopia 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 E-mail: ghion@ethionet.et Website: www.ghionhotel.com.et/	Standard Rooms	US\$ 79.00
	Double Rooms	US\$ 93.00
NIGIST TOWERS GUEST HOUSE Tel.: (251-11) 5 50 97 70 E-mail: info@nigisttowers.com Website: www.nigisttowers.com	Studio	US\$ 72.00
	One Bed Room	US\$ 84.00
	Two Bed Room	US\$ 114.00

12. Security and safety

25. Personal security is an individual responsibility. Using common sense and being alert can reduce risks. The United Nations Security and Safety Service is always ready to serve all its clients. In this regard, the cooperation of all participants at the meeting would be appreciated in order to ensure personal safety and safety of valuables. On the premises of ECA:

- Always visibly wear the conference badge and show it on demand to an authorized person
- Do not leave bags and parcels unattended; they risk being confiscated or destroyed by United Nations Security and Safety Service personnel
- Do not bring children or other unauthorized persons into the building
- Take care of your valuables
- Do not leave documents and other items unattended in the conference rooms or anywhere else in the building
- If you lose valuable items within the premises, inform the Security and Safety Service or the nearest security officer

26. At your hotel:

- Make it a habit to lock the door of your room when entering and leaving
- Do not leave any items of value in your room (money, jewellery, cameras, electronic equipment, etc.)
- Deposit valuable items at the reception desk of the hotel and obtain a receipt
- Do not open any unknown or unexpected mail or packages
- If you observe anything suspicious or out of the ordinary, contact the hotel reception or hotel security service

13. Catering

27. There is a cafeteria/restaurant at the ECA building.

14. General information about Addis Ababa and Ethiopia

28. Addis Ababa is a city at high altitude, 2,400 metres above sea level (higher than Mexico City). Safety standards are relatively good, but similar precautions as in other metropolitan cities should be followed. The predominant language spoken in Addis Ababa is Amharic, but English is widely understood as well. Communication in French is quite limited and minimal in Italian and Arabic.

29. The right-hand traffic rule applies. For certain areas there are regulations restricting movements after nightfall and photography.

15. Climate

30. Addis Ababa generally has a very pleasant, cool climate. The city sits on a plateau, so it benefits from relatively cool temperatures year-round. The temperature also stays fairly constant throughout the year because of its proximity to the equator. The rainy season begins in April, and it is advisable for participants to bring a raincoat. The conference rooms are air-conditioned.

16. Electricity supply

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