



African Union



African Development Bank



UN Economic Commission  
for Africa

## All Africa Joint Events

AU Conference of Energy Ministers of Africa (CEMA)

All-Africa Energy Week (AAEW)

Pan-African Investment Forum (PAIF)

## “Renewable Energy for Sustainable Development: From Potential to Infrastructure and Services”

12-16 November 2012

Addis Ababa (Ethiopia)

**Information for Participants**

***Below is the pertinent general information on logistics and arrangements that you will need to facilitate your travel plans***

### **Immigration Requirements**

#### **Those with Ethiopian Immigration Authorities in home countries**

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**. These include holders of diplomatic and service passports as well as United Nations Laissez-Passer.

#### **Those without Ethiopian Immigration Authorities in home countries**

If your country does not have an Ethiopian diplomatic mission, you will be **assisted to** obtain a Business visa upon arrival. Please send a scan copy of your passport showing the following:

1. Full name;
2. Nationality;
3. Number, date of issue and expiry;

In addition you are requested to provide your flight details (arrival day, time & date) and departure (day, time & date).

The Ethiopian Immigration Authority requires that you present an official letter of invitation (of the conference) for securing your business visa on arrival. **It is imperative to bring with you the letter of invitation and present it to the Immigration Authority at the airport for securing your Business visa.**

Please note that an Ethiopian visa costs between **(USD 20 - 60)** per person depending on your nationality and payment must be made in **US Dollars** at the time of issue. Holders of diplomatic and service passports as well as United Nations Laissez-Passer will receive visas free of charge.

### **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. The African Union Health Centre, situated in the compound of the African Union Commission, provides emergency medical services to participants/delegates attending meetings, during working hours.

### **Airline Reservations**

A number of International Airlines operate to and from Addis Ababa. It is **required** that participants secure their **return/onward air passage** prior to their arrival in Addis Ababa. There are travel agencies on site at AUC to assist with re-confirmation of tickets and to provide participants with travel and tour related information. Some airlines will have travel desks in the Conference. Please have your ticket available when visiting the travel agencies/desks to re-confirm flights.

### **Hotel Accommodation**

**Sponsored participants** will be accommodated in Dreamliner Hotel and Intercontinental Hotel. **For self-sponsored participants**, rates have been negotiated (**See Attached Matrix for hotel Accommodation**). You are kindly requested to make your own reservations as soon as possible and follow up. Please note that after 31 **October 2012**, we will not be able to guarantee availability of rooms and negotiated rates. Furthermore, we strongly recommend the above mentioned hotels to facilitate the transportation of participants from hotels to the conference venue.

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, additional meals i.e. lunch and dinner - and **must** pay these directly to the hotel at the point of checkout.

### **ICT Services**

The AUC Conference Centre and the AU Compound are setup to provide Internet connectivity to WiFi enabled laptops and personal computers; participants are free to take advantage of this service. Technical support for presentations must be arranged in advance.

### **Mobile Phone Services**

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

### **General Information about Ethiopia**

Agriculture is the backbone of the national economy, and the principal exports from this sector include coffee, oil seeds, pulses, flowers, vegetables, sugar and animal feed. About 90% of the population earn its living from the land. There is also a thriving livestock sector, and exports include cattle and hides and skins.

Ethiopia is a multi-ethnic state with a great variety of spoken languages. There are eighty-three languages with 200 dialects, and the three main languages are Amharic, Tigrigna and Oromigna. English, French, Italian and Arabic are also spoken, mainly in Addis Ababa.

Additional information on Ethiopia and African Union Commission can be found on:

<http://www.africa-union.org>, <http://www.telecom.net.et>, <http://www.ethio.com> and <http://tour.ethiopianonline.net>.

### **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. Temperatures depend on season and altitude.

### **Electric Supply**

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

### **Transport**

You will arrive at Bole International Airport, which is located just 5 kilometers from the centre of Addis Ababa. For those who make personal accommodation arrangements, please ensure that you factor in airport shuttle services. For those whose accommodation will be

arranged by AUC, hired buses will provide courtesy transport that will pick you from the Airport.

AUC hired buses will ferry participants back and forth from the hotel to the conference venue in the mornings and at the end of the daily sessions. There will be **no transport during lunch break**

There will be buses after the conference for sight-seeing tour of the city for interested participants. **This will be at the participants own cost.**

If you would like transportation in Addis Ababa outside of conference and to take you to the airport at the end of the Conference, you can book a taxi from the National Tourism Organization (NTO) by calling + 251-1-15 18 22 or + 251-1-51 84 00, or take the yellow or blue taxis parked outside your hotel.

These taxis will take you to most places in Addis for about Birr 75, and can be hired at a negotiated rate for longer and special destinations, by the hour. It is also standard practice in Addis Ababa to wave down any free blue or yellow taxi and offer the driver a « contract » for a single journey. « Contract » taxis can be found at the entrance to AUC and most hotels.

#### **Currency: Birr**

Ethiopian currency is denominated in « Birr » and « centimes ». The bank rate of exchange varies. The official exchange rate as of **1/10/12 is 17.9232 to \$1**. There is a branch of the Commercial Bank of Ethiopia in the AUC compound – located near the Security and Safety Services. This Bank is open Monday – Friday, from 8:00 a.m. to 4: 00 p.m. and from 8:00 p.m. to 1:00 p.m on Saturdays. There are also authorized exchange centre (Forex) at the Sheraton, Hilton etc Hotels. ***You can withdraw up to \$500 equivalent in local currency using your Visa / master credit card from Dashen Bank at Sheraton Hotel***

#### **Guidelines on Personal Security and Safety of Participants**

Personal security is an **individual responsibility**. Using common sense and being alert can reduce risks. The aim of this Security Bulletin is to provide Conference participants, with the necessary personal security advice, making them aware of the existing security rules and regulations that apply within the African Union Commission (AUC) premises and in Addis Ababa. The best way to be safe is to avoid trouble at all cost, rather than having to extricate yourself later. The African Union Security and Safety service 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 the AUC premises**

- Display your Conference Badges always or on demand by an authorized person and wear it visibly.
- Do not leave bags and parcels unattended; this will be confiscated or destroyed.
- Display the vehicle passes issued.
- Do not bring unauthorized persons and children into the conference centre.
- Safeguard your valuable property.
- Check your documents and items before you leave conference halls and meeting rooms.

- If you lose any valuable items within the premises, inform AU Security and Safety Service or inform the nearest Security Officer.

#### **If you are off the AU 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, jewelry, cameras, etc. have been left exposed.
- Deposit valuables or portable items at the reception desk and obtain a receipt.
- Do not open packages delivered to you unless you are expecting them.
- Should you observe anything suspicious or out of the ordinary, please contact Security Service.

#### **Useful Telephone Numbers**

##### **Emergency numbers:**

AU Control Room-Addis Ababa 0115-51-77-00(working hours only)

Emergencies outside of Addis:

AU Surveillance Team (24 hours) 0911-48-34-28 / 0115-18-20-01/0115-18-20-98

##### **Police Emergency Numbers:**

##### **Department of Infrastructure & Energy**

**Martha: +251 115-18-24-10**

**Miriam: +251 115-18-24-12**

**Anna: +251 115-18-24-41**

**Philippe: +251 911-12-67-63**

**Cheikh: +251 912-62-32-40**

City Police 911

0115-57 21 00/57 21 21/57 21 57

Federal Police: 0115- 52 40 77/52 63 02/52 63 03

##### **Medical Matters**

*AUC has a medical facility, AUMC, in its compound. The medical unit has a stand by doctor and ambulance 24hrs a day.*

AUMC Tel:0115- 51 10 53 / 0115-51-46-42 (24hrs) If no response call Echo Operations: 0115- 51 17 26 (24hrs)

##### **Other Hospitals**

St.Gabriel Hospital 0116-613622

Hayat Hospital 0116-614250