

AFRICAN UNION

الاتحاد الأفريقي



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## **INFORMATION NOTE**



### **FIFTH ORDINARY SESSION OF THE SPECIALISED TECHNICAL COMMITTEE ON SOCIAL DEVELOPMENT, LABOUR AND EMPLOYMENT (STC-SDLE-5)**

**29 JULY- 02 AUGUST 2024  
ADDIS ABABA, ETHIOPIA**

**AUC HEADQUARTER**

## 1. INTRODUCTION

The information contained in this document is intended for visiting delegations attending the **5<sup>th</sup> Special technical Committee on Social Development, Labour and Employment (STC-SDLE-5)**.

## 2. LOGISTICAL ARRANGEMENTS

### 2.1 VENUE

The Conference will be held at **The Nelson Mandela Hall, African Union Commission**, W21 K19, Roosevelt Street, Addis Ababa, Ethiopia

### 2.2 MEETING FORMAT

The 5<sup>th</sup> Special technical Committee on Social Development, Labour and Employment. Will be organized as follows:

- **Experts meeting: 29 - 31 July 2024**
- **Ministerial meeting: 01 – 02 August 2024**

### 2.3 LANGUAGES

The meeting will be held in Four AU languages, **English, Arabic French and Portuguese**, with simultaneous interpretation provided.

### 2.4 REGISTRATION

All confirmed delegates are requested to register for the meeting by sending their duly completed registration forms to the AUC at: [Semegnq@africa-union.org](mailto:Semegnq@africa-union.org) and [sewnetm@africa-union.org](mailto:sewnetm@africa-union.org). Only the names of duly registered delegates will be included in the list of delegates.

### 2.5 TRAVEL

All participants will be expected to cover their participation cost.

- Delegates for the Experts Meeting will be expected to arrive in Addis Ababa on 28 July 2024 and depart on 03 August 2024.
- Delegates for the Ministerial meeting will be expected to arrive in Addis Ababa on 31 July 2024 and depart on 03 August 2024

### 2.6 AIRPORT TRANSFERS

Participants are responsible for arranging their own airport pick-up and drop-off

### 2.7 ACCOMMODATION

Participants are responsible for making their own accommodation reservations and related expenses. A list of nearby hotels is attached (Annex 1) for your consideration.

### 2.8 MEALS

Morning and afternoon refreshments, including lunch during the meeting days will be provided to all registered participants. Dinner will not be covered.

### **3. VISA AND IMMIGRATION REQUIREMENTS**

Delegates requiring a visa to enter Ethiopia are strongly advised to submit their Visa application request and obtain their VISA through the Ethiopian Embassy based in their country before travelling.

Delegates travelling from countries that don't have Ethiopian Embassy, are kindly required to submit their request to our AUC team on email: [Semegnq@africa-union.org](mailto:Semegnq@africa-union.org) and [sewnetm@africa-union.org](mailto:sewnetm@africa-union.org) 10 working days before travelling to process VISA up on arrival arrangement.

All delegates should be in possession of a valid national passport (valid for at least six months before the expiry date) and will be required to pay 52 USD for single entry conference visa.

### **4. HEALTH REQUIREMENTS**

All participants are required to bring their valid Yellow Fever International Certificate upon arrival.

### **5. IMPORTANT CONTACT DETAILS**

Please find below the list and contact details of AUC team responsible for the overall organization of the Conference. They are available to assist delegates before they travel to Ethiopia and during their stay in Ethiopia.

- a) Mr. Sabelo Mbokazi – African Union Commission; email: [MbokaziS@africa-union.org](mailto:MbokaziS@africa-union.org)
- b) Dr Olubusayo Akinola – African Union Commission email: [AkinolaO@africa-union.org](mailto:AkinolaO@africa-union.org)
- c) Ms. Genet Semegn- African Union Commission , email: [Semegnq@africa-union.org](mailto:Semegnq@africa-union.org).
- d) Sewnet Mulushoa – African Union Commission; [email: sewnetm@africa-union.org](mailto:sewnetm@africa-union.org)

### **6. Working documents of the meeting**

Please use the below listed link with user name and password or QR code to have access to the meeting working documents in all Four languages.

#### **WORKING DOCUMENTS LINK**



Web Site: <https://portal.africa-union.org?Mpp=GogreenHHS293>

**Username** : **AUMeeting**

**Password** : **GogreenHHS293**

Log In

User Name

Password

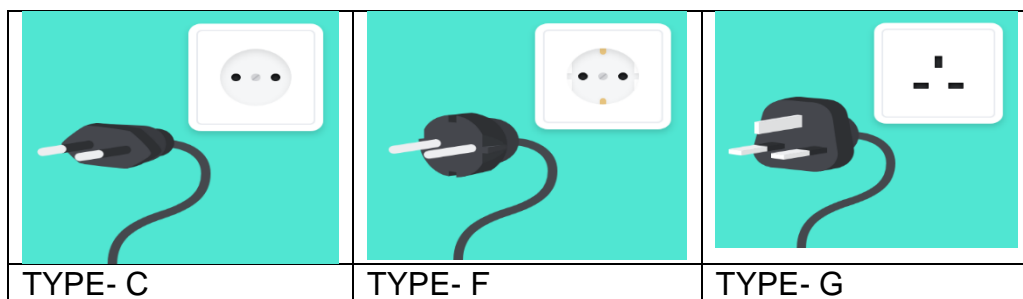
**LET US SAVE OUR TREES, GO GREEN**

## **7. GENERAL INFORMATION**

The Federal Democratic Republic of Ethiopia is located in the north-eastern part of Africa commonly known as the Horn of Africa. It is bordered by the Sudan in the west, Somalia and Djibouti in the east, Eritrea in the north and Kenya in the south. The country covers 1,112,000 square kilometres (472,000 sq. miles). Ethiopia International Dialing code is: +251.

### **7.1 Electricity plug Type**

For Ethiopia there are two associated plug types, types C and F. Plug type C is the plug which has two round pins and plug type F is the plug which has two round pins with two earth clips on the side. Ethiopia operates on a 220V supply voltage and 50Hz.



### **7.2 Safety and Security**

Ethiopia is generally a safe country. However, delegates are urged to take appropriate precautions to ensure the security and safety of their belongings at all times. Delegates must therefore ensure that valuable belongings such as laptop computers, mobile phones, cameras and cash are kept out of sight and are in secure facilities available at their hotels.

### **7.3 WEATHER**

The average temperature in Addis Ababa in July - August can vary from a high of 25°C during the day to a low of 11°C at night.

## **8. CURRENCY AND BANKING HOURS**

Birr is the national currency of Ethiopia. The majority of major/international currencies are convertible to Birr at banks and various exchange bureaus. Major credit cards are also accepted in most hotels, restaurants and shops.

While exchange rates fluctuate in accordance with the forex market, currently, exchange rates for major currencies are as follows;

- 1 USD = 57.34 Ethiopian Birr
- 1 EUR = 61.45 Ethiopian Birr

**ANNEX-1  
List of Hotels**

Name of the hotel	Email address	Telephone number	Hotel Address	Website
<b>Ethiopian Skylight Hotel</b>	24/7 Reservation via Email M. <a href="mailto:reservation@ethiopianskylighthotel.com">reservation@ethiopianskylighthotel.com</a>	24/7 Reservation via Phone P. +251 11681 8181 F. +251 11661 1474	Airport Road Addis Ababa 1755	<a href="https://www.ethiopianskylighthotel.com/contact">https://www.ethiopianskylighthotel.com/contact</a>
<b>Sheraton Addis, a Luxury Collection Hotel, Addis Ababa</b>		TOLL FREE: +251-11-5177300 FAX: +251 11-5172727	Taitu Street, P.O. Box 6002, Addis Ababa, Ethiopia	<a href="https://www.marriott.com/en-us/hotels/addlc-sheraton-addis-a-luxury-collection-hotel-addis-ababa/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0">https://www.marriott.com/en-us/hotels/addlc-sheraton-addis-a-luxury-collection-hotel-addis-ababa/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0</a>
<b>Tolip Olympia Addis Ababa Hotel</b>	Email: <a href="mailto:info@tolipolympiahotel.com">info@tolipolympiahotel.com</a> ;	Phone :+251 949282828/+251 114702847	Address:Gabon Street Kirkos Subcity Woreda 03, H.No. 409, Kirkos, Addis Ababa	<a href="https://tolipolympiahotel.com/">https://tolipolympiahotel.com/</a>
<b>Hyatt Regency Addis Ababa</b>	<a href="mailto:addisababa.regency@hyatt.com">addisababa.regency@hyatt.com</a> ;	Tel: +251 11 517 1234	Meskel Square, Addis Ababa, Ethiopia 15-minute drive to the African Union Headquarters	<a href="https://www.hyatt.com/hyatt-regency/en-US/addra-hyatt-regency-addis-ababa?src=corp_lclb_gmbseo_addra">https://www.hyatt.com/hyatt-regency/en-US/addra-hyatt-regency-addis-ababa?src=corp_lclb_gmbseo_addra</a>
<b>AYA Hotel</b>	<a href="mailto:dosm@ayaaddishotel.com">dosm@ayaaddishotel.com</a> ; <a href="mailto:gm@ayaaddishotel.com">gm@ayaaddishotel.com</a> ; <a href="mailto:salesexecutive1@ayaaddishotel.com">salesexecutive1@ayaaddishotel.com</a> ;	Telephone +251-11-6-393640 +251-908814444	Bole Atlas area	<a href="https://ayaaddishotel.com/">https://ayaaddishotel.com/</a>
<b>Aphrodite International Hotel</b>	Email: <a href="mailto:info@aphroditeaddis.com">info@aphroditeaddis.com</a> ; <a href="mailto:reservations@aphroditeaddis.com">reservations@aphroditeaddis.com</a> ;	• Mobile: +251-911- • Tel: +251-11-557- • WhatsApp (+251-911- •+251 11 557 2220 / 28 / 29	• Kasanchis Business District, Addis Ababa, Ethiopia	<a href="https://tolipolympiahotel.com/contact-us/">https://tolipolympiahotel.com/contact-us/</a>
<b>The Grand Palace Hotel</b>	<a href="mailto:info@grandpalaceaddis.com">info@grandpalaceaddis.com</a>	+251 11 518 1616/ +251 11 518 1618	Kazanchis, Guinea Conakry Street, Addis Ababa, Ethiopia	<a href="https://grandpalaceaddis.com/">https://grandpalaceaddis.com/</a>

<b>Capital Hotel and Spa</b>	<a href="mailto:reservation@capitalhotelandspa.com">reservation@capitalhotelandspa.com</a> ; <a href="mailto:info@capitalhotelandspa.com">info@capitalhotelandspa.com</a> ;	Tel: +251-116-192-000/ +251 116-672-100		<a href="https://capitalhotelandspa.com/">https://capitalhotelandspa.com/</a>
<b>Blue Nest Hotel</b>	<a href="mailto:generalmanager@bluenesthotel.com">generalmanager@bluenesthotel.com</a> ; <a href="mailto:reservation@bluenesthotel.com">reservation@bluenesthotel.com</a> ;	Phone: +251115570887	Ledta Sub City, Roosevelt Street, Addis Ababa, Ethiopia 350m from African Union Commission	
<b>Radisson Blu Hotel, Addis Ababa</b>	<a href="mailto:info.addisababa@radissonblu.com">info.addisababa@radissonblu.com</a> ; <a href="mailto:feven.yirga@radissonblu.com">feven.yirga@radissonblu.com</a> <a href="http://reservations.addisababa.radissonblu.com">reservations.addisababa.radissonblu.com</a>	+251 11 517 0400 (Digital) +251 71 110 9024 (Hotline 1) +251 90 331 7643 (Hotline 2)	Kazanchis Business District	
<b>Check INN Hotel</b>	<a href="mailto:info@checkinnhotelethiopia.com">info@checkinnhotelethiopia.com</a> ; <a href="mailto:reservation@checkinnhotelethiopia.com">reservation@checkinnhotelethiopia.com</a> ;	+251 90 75 77 777 +251 0978 222 224	Addis Ababa, Bole atlas, Chechnya road	<a href="http://WWW.CHECKINNHOTELETHIOPIA.COM">WWW.CHECKINNHOTELETHIOPIA.COM</a>
<b>Kings Hotel</b>	<a href="mailto:kingshotel@ethionet.et">kingshotel@ethionet.et</a> ; <a href="mailto:kings27au@gmail.com">kings27au@gmail.com</a> ;	tel : +251113711300 tel : +251982100050 +251113711300	Sar bet area mekanissa road (Roosevelt Road)	
<b>Elilly International Hotel</b>	<a href="mailto:info@elillyhotel.com">info@elillyhotel.com</a> ;	+251-115-587777, +251-115-587778	Kazanchis, Kirkos Subcity 17/18, Addis Ababa, Ethiopia	<a href="https://elillyhotel.com/">https://elillyhotel.com/</a>
<b>Jupiter International Hotel</b>	<a href="mailto:info@jupiterinternationalhotel.com">info@jupiterinternationalhotel.com</a> ;	T+251115527333 T+251116616969	Cazanchise Tito St, Cazanchise, Kirkos, Addis Ababa, Jupiter International Hotel Bole African Avenue, Bole, Addis Ababa, 110778, Ethiopia	<a href="https://www.jupiterinternationalhotel.com/">https://www.jupiterinternationalhotel.com/</a> ;
<b>InterContinental Hotel</b>	<a href="mailto:reservation@interluxuryhotel.com">reservation@interluxuryhotel.com</a> <a href="mailto:marketing@interluxuryhotel.com">marketing@interluxuryhotel.com</a>	<ul style="list-style-type: none"> <li>+251 115 180 444</li> <li>+251 115 505 066</li> </ul>	Kazanchis area, Guinea Conakry (Tito) Street, Addis Ababa, Ethiopia.	<a href="https://interluxuryhotel.com/">https://interluxuryhotel.com/</a>

	<a href="mailto:info@interluxuryhotel.com">info@interluxuryhotel.com</a>			
<b>Hilton Hotel Addis Ababa</b>	reservations.addisababa@hilton.com;	tel:+251 11 517 0000	Menelik II Ave, Addis Ababa 1164	<a href="https://www.hilton.com/">https://www.hilton.com/</a>
<b>Mariott Executive Apartments</b>		+251 115-184600	AFRICAN AVENUE, KEBELE 19, WOEREDA 01, KIRKOS,, ADDIS ABABA, ETHIOPIA  10-minute drive to the African Union Headquarters	<a href="https://www.marriott.com/en-us/hotels/adder-marriott-executive-apartments-addis-ababa/overview/">https://www.marriott.com/en-us/hotels/adder-marriott-executive-apartments-addis-ababa/overview/</a>
<b>Ramada Hotel</b>	info@ramadaaddis.com;	+251 116 393 939/ +251 116 170 420	Bole Sub City, Block # 14 Woreda # 03 House No 268 Africa Avenue,	www.ramadaaddis.com
<b>Ethiopia Hotel</b>	ethhotel@ethionet.com		National Theatre, Kirkos, Addis Ababa Ethiopia	
<b>Wabi Shebelle Hotel</b>	<a href="mailto:wabeshebellehotel@ethionet.et">wabeshebellehotel@ethionet.et</a> ; <a href="mailto:washo.et@telecom.net.et">washo.et@telecom.net.et</a> ;			