



UNITED NATIONS
HUMAN RIGHTS
OFFICE OF THE HIGH COMMISSIONER

African regional Forum on business and human rights 16 - 18 September 2014, Addis Ababa, Ethiopia

Welcome to Addis Ababa!

We are pleased to provide you with the following information regarding the practical arrangements for the regional Forum on Business & Human Right.

1. Date and venue

The Regional Forum will take place from 16 -18 September 2014 at:

United Nations Conference Center (UNCC), CR2
Economic Commission for Africa (ECA)
(Gate 2, pedestrian entrance)
Addis Ababa, Ethiopia

2. Registration and identification badges

All participants must register to attend the Regional Forum by completing, signing and returning the registration form to Kongit Girma (kgirma@uneca.org) and Kibrework Ashenafi (kashenafi@uneca.org) or by fax to +251-115-51-6078, **no later than 01 September 2014**.

The Registration Form is available to download from the following website:

<http://www.ohchr.org/Documents/Issues/Business/AfricanForum/RegistrationForm.doc>

Participants must obtain a badge prior to entering the UNECA compound.

When you arrive for the Regional Forum, please report to the accreditation office located at Gate 2, pedestrian entrance to the UNECA compound, at 08:30 A.M., bringing your valid passport with you. An identification badge will be issued by presenting your passport.

3. Visas

All participants will require an entry visa; the visa should be obtained from Ethiopian Embassy in your country of residence before departure.

If your country does not have an Ethiopian Embassy, the OHCHR East Africa Regional Office will assist you in obtaining a visa upon arrival at the Addis Ababa airport. Please send scanned copy of **your passport and travel details** by email to kashenafi@uneca.org and kgirma@uneca.org **at least three weeks** before your planned date of departure (i.e. by 25 August 2014). Participants are responsible for the cost of the visa, which is US\$ 20.

4. **Flights, accommodation and other costs**

Participants are responsible for arranging their own flights and covering the costs of travel, hotel accommodation and other costs associated with participating in the Regional Forum. There is no registration/participation fee.

Lunch will be served for participants on 16 and 17 September 2014.

5. **Transport from airport to hotel**

The hotels listed below usually offer an airport pick-up service.

Participants are responsible for making their own airport pick-up arrangements for their departure and arrival in Addis Ababa.

6. **Accommodation**

Participants are responsible for booking their own accommodation as soon as possible. The following hotels are at walking distance from the UNECA compound:

- **Radisson Blu**
Room rate per night US\$ 324.00 including breakfast and tax
Tel. +251-115-157600
Email: info.addisababa@radissonblu.com
- **Elilly Hotel**
Room rate per night US\$ 139.00 including breakfast and tax
Tel: +251 11 558 7773, +251 11 558 5200
Email: info@elillyhotel.com
- **Intercontinental Hotel**
Room rate per night US\$ 125.00 including breakfast and tax
Tel.:- +251(11-5 54 00 91), +251(11-5 18 04 44)
Email: reservation@intercontinentaladdis.com
Book@intercontinentaladdis.com
Info@intercontinentaladdis.com
- **Jupiter International Hotel**
Room rate per night US\$ 100.00 per night including breakfast, shuttle service and tax
Tel.: +251 11 552 6370
Fax: +251 11 552 6418
E-mail: reservations@jupiterinternationalhotel.com
info@jupiterinternationalhotel.com
Web: www.jupiterinternationalhotel.com
- **Aphrodite International Hotel**
Room rate per night US\$ 90.00 including breakfast and tax
Tel. 011 557 2220/28/29
Email: reservation@aphroditeaddis.com
- **Yordanos Hotel**
Room rate per night US\$ 80.00 including breakfast and tax
Tel. +251 115 515711
Fax +251 115 516655
Email: Yordanoshotel@ethionet.et

7. 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.

As Addis Ababa is situated at an altitude of 2,400 meters above sea level, it is advisable to consult your doctor with regard to precautionary measures to avoid some health problems that might occur because of high altitude.

Please note that all participants are responsible for their own medical insurance and are kindly requested to carry the relevant documents on them. Participants that have health issues and take medication are requested to bring their medication with them, as it may not be possible to find it in Addis Ababa.

The United Nations Health Care Centre (UNHCC), situated on the ground floor of the United Nations Conference Center, provides routine medical services on cash basis to participants.

In case of a medical emergency, please contact the following:

Dr. Grace Fombad
Chief, United Nations Health Care Centre
Telephone: +251-115-515828 or 517200 ext. 88888 or 448888
ECA Ambulance Telephone: + 251-115-514202 or 515828

Ebola virus

Please note that the Ethiopian Ministry of Health undertake a screening of travelers from Ebola affected countries at Bole Airport to control the spread of the virus. For more information about the Ebola virus disease, see <http://www.who.int/ith/updates/20140421/en/>

8. Personal security and safety

The United Nations Security and Safety Service is always available to serve all delegates. In this regard, the cooperation of all participants is fully needed to ensure the safety of your valuables and personal security.

Please do the following while you are on ECA premises:

- Display your Identification Badge and wear it visibly, as requested by authorized persons.
- Do not leave bags and parcels unattended, as these will be confiscated or destroyed.
- Do not bring unauthorized persons and children into UNCC.
- 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 the UN Security and Safety Services or inform the nearest Security Officer.

If you are off the ECA premises and in your hotel:

- Upon entering or leaving your room, kindly systematically 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 Services.

9. Useful telephone numbers

Emergency Numbers:

UN Control Room – Addis Ababa (24 hrs)	+251-115-445135/ 576537/ 445060
Security Chief	+251-911-201802
Deputy Chief	+251-911-508578
Assistant Chief	+251-911-508209

Emergencies outside of Addis:

UNDSS Operations Centre (24 hrs)	+251-115-511726/ 444428
Sat Phone	+873762546835
Police Emergency Numbers (24 hrs)	991
Security Advisor of Ethiopia	+251-911-511906

Addis Ababa Police Commission	+251-116-110111/ 118-612398
Federal Police	+251-115-526303/ 524077
Kirkos Sub-City Police Department	+251-115-528044/534775/504940/ 517260

10. Temporary import of equipment

Participants should have no problem bringing one laptop or iPad with them to Ethiopia, but any participants wishing to bring more substantial equipment must declare such equipment in order to comply with the import customs regulation. In order to enable us to assist with the temporary import of such items, please provide a detailed specification of the items you intend to bring, together with your arrival/departure details, by email to kashenafi@uneca.org and kgirma@uneca.org **by 25 August 2014**. The items will be registered for temporary import by the customs office, and they must be taken out of the country at the end of the Regional Forum.

11. Mobile Phones

Participants are encouraged to bring with them a dual band mobile handset (900/1800 MHZ). Ethiopian Telecommunication Company offers SIM cards with prepaid airtime. The total package, which costs Ethiopian Birr 30, includes Ethiopian Birr 15 airtime.

12. ICT Services

UNCC is equipped with WIFI. Technical support is available through the ECA Help Desk (phone +251-115-443123, email: ihelpdesk@uneca.org). Technical support for presentations must be arranged in advance with the UNCC support team.

Please be advised that Blackberry Services **are not available in Ethiopia**.

13. Currency

Ethiopian currency is denominated in “Birr” and “centimes”. The exchange rate fluctuates. The UN official exchange rate is approximately 1US\$ = 19.56 Birr.

There is a branch of the Commercial Bank of Ethiopia in the UNECA compound – located in the Rotunda. This Bank is open Monday through Friday, from 08:00 to 12:45 and from 2:00 to 4:30 p.m.

Automated Teller Machines (ATMs) services are available at the Commercial Bank of Ethiopia, and at the United Nations Conference Centre (UNCC).

14. Catering facilities

Catering facilities that are readily available for informal refreshments and meals in the UNECA compound include the following:

- Sheraton Addis, located on the 2nd floor of the UNCC
- Lalibela Restaurant, located near the ECA “ Nigeria Lounge”, near “ Africa Hall”
- Bon Café Restaurant, located in the ECA lower gardens, below the “ Nigeria Lounge”
- Kaldis Café, located in the ECA “ Rotunda Hall”, near “ Africa Hall”.

15. Restaurants in Addis Ababa

Please see below a list of selected restaurants in Addis Ababa:

International	
Aladdin Restaurant 011-661-4109/ 011-661-4109 Off Bole Road, near the Japanese Embassy Residence Known for: Grilled meat, humus, tabbouleh 7 days a week	Kaffa House (Hilton) 011-551-8400/ 011-551-8400 Ext. 962 In the main lobby of the Hilton Known for: Seafood every Friday 7 days a week
Antica Restaurant 011-663-4841/091-122-5019 Off Bole Road, near Moonlight Lounge Known for: Brick oven pizza and hot rock BBQ 7 days a week	Les Arcades (Sheraton Addis) 011-517-1717 011-517-1717 Ext. 6604 Known for: Gourmet menu Closed on Sundays
Beer Garden Inn 011-618-2595/91 Behind Edna Mall Known for: Home brewed beer and European dishes Closed on Mondays	Makush Restaurant 011-552-6848/ 011-552-6855 1 st Floor Mega Building Known for: Ravioli 7 days a week
Castelli 011-157 17 57/011-156-3580 Off Piazza Arada Road, opposite Mahmoud Music Shop Known for: Pasta, grilled fish, chicken and salads Closed on Sundays	Oh Canada Cafe Restaurant 0920 134667 Kelsam bg. between Atlas Hotel and Yoly Building Known for: BBQ on Thursdays, Fridays and Saturdays 7 days a week
Elfign/Top View 011-651-1573/ 011-651-1573/ 77 Up the hill from Megenagna Roundabout Asmara Road Known for: Pasta/ traditional food Closed on Mondays	Rodeo Bar and Restaurant 011-551-0294 011-551-0294 Bole, opposite Shoa Supermarket Known for: BBQ on Thursdays, Fridays and Saturdays 7 days a week

Greek Club

011-553-0485 011-553-0485
 Off Olympia Road, further down from Greek
 School
 Known for: Moussaka
 7 days a week

Jacaranda (Hilton)

011-551-8400 011-551-8400 Ext.986
 In the Garden Wing of the Hotel
 Known for: Unique menu
 that changes frequently
 Closed on Sundays

Sichuan Restaurant

091-160-3926/ 091-160-3926
 Haile Gebre Selassie Road
 WAF Building, 6th floor
 known for: Sizzling beef, dumplings and Sichuan
 dishes
 Closed on Mondays

Zebra Grill

011-662-3630 011-662-3630
 On Hayahulet Road, next to Millennium Buildings
 opposite Dembel in Bedesta Building 9th floor
 Known for: Grilled foods
 7 days a week

Sangam Restaurant

011-551-8976/ 011-551-8976/ 0551-6579
 Bole Road, near Mega Building
 Known for: Chicken Tandoori and fresh naan
 7 days a week

Shaheen (Sheraton)

011-517-1717 Ext. 3633
 Known for: Live cooking,
 delicate flavours
 7 days a week

Stagioni (Sheraton Addis)

011-517-1717 Ext. 6097
 Known for: Regional menus
 7 days a week

Ethiopian**Dashen Restaurant**

011-552-9746/011-655-6437
 Behind the Main Post Office
 Known for: Melas Tibs and live music on
 weekend nights
 7 days a week

Home Lounge and Bar

011-515-3365/ 011-515-3365
 Behind Mega Building on Bole Road
 Known for: Bozena Shiro and Gomen Besega
 7 days a week

Fasika National Restaurant

011-550-9912/ 011-5514193
 Off Bole Road, opposite Sunshine Building
 Known for: Enfele and live music
 Closed on Sundays

Shangri La Restaurant

091-122-3489/ 091-122-3489
 Mickey Leyland Road
 adjacent to the EC
 Known for: Ethiopian
 dishes, Tej and Kitfo (raw meat)
 7 days a week

Yod Abyssinia Restaurant

011-661-2985

Bole Medhaniyalem Area, next to Brass Hospital

Known for: Fasting and Non-Fasting

7 days a week

16. General information about Addis Ababa

Language - The official language in Ethiopia is Amharic, but English is widely understood as well.

Local time - Local time in Addis Ababa is Greenwich Mean Time (GMT) plus 3 hours.

Working hours - Office hours for most businesses in Addis are: 08:30-12:30, 13:30-17:30 Monday to Friday. Shops are usually open from 09:00-18:00 Monday to Saturday.

Electric supply - Electric supply in Ethiopia is 220-240 volts, 50 cycles AC accessible via 13-amp, schuko plug.

Getting around - If you would like transportation in Addis Ababa outside of conference time or 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- 115 – 51 18 22 or + 251-115 - 51 84 00, or take the yellow or blue taxis parked outside your hotel, but you are advised to negotiate the price for your journey.

17. General information about Ethiopia

Ethiopia is as large as France and Spain combined and has an area of 1,112,000 square metres. Addis Ababa is situated at an altitude of 2,400 metres. 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 70 per cent of the population earns its living from the land. There is also a vibrant livestock sector, and exports include cattle, hides and skins.

The population of Ethiopia is estimated at 80 million, and over 50 per cent of the population is under 20 years of age. The average number of inhabitants per square kilometre is 69. Ethiopia is a multi-ethnic State with a great variety of spoken languages. There are 83 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 can be found at <http://www.ethionet.et>, and <http://tour.ethiopianonline.net>.

18. 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. The weather is expected to be slightly cold at night in September/October, so kindly carry a warm jacket/sweater.

19. Location of OHCHR-East Africa Regional Office

OHCHR-Regional Office for East Africa is located in the UNECA Compound, New ECA building, 1st Floor, Room 1NC2.

20. Further Information

For further information, please contact:

Abdu Mohammed

Human Rights Officer

United Nations Office of High Commissioner for Human Rights

P. O. Box 3001, Addis Ababa, Ethiopia

Tel.: 251-11-544 35 86

Fax: 251-11-5516078

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